

April 21, 2017

CITY COUNCIL AGENDA

Tuesday, April 25, 2017

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Additions / Deletions to Agenda
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Minutes – 4/4/17, 4/11/17
 - b) Approval of Accounts Payable Listing
 - c) Utility Report
 - d) Liquor Store Report
5. Fire Department Discussion and Annual Report – Trevor Steeves
 - Fire Call Rate
 - Filling Pools
 - Relief Association Rate
 - Capital Equipment Purchase
 - SCBA
6. Street and Park Personnel – Brian Olson
7. City Hall
 - Air Conditioning
 - Garage Proposal
8. Street/Utility Project #87
 - Update
 - Bike Path From 5th Ave SE to Lake Region Electric Coop
 - Resolution 2017-03 Approving Plans & Specs and Calling for Advertisement for Bids
9. Water Tower Project #86
 - Update
 - Water Tower Logo
 - In-Control VFD Proposal Consideration
 - Resolution 2017-04 Approving Plans & Specs and Calling for Advertisement for Bids

10. Unique LLC Housing TIF/Developer Agreement/Purchase Agreement
11. Hazardous Property Update – 125 NW 1st Ave
12. WWTF Improvement Project No. 79
 - Update
 - SEH Engineering - \$223.30
13. Planning Retreat
14. Transient Merchant Ordinance
15. Defer Special Assessments on 76000990879000 and 76000990882000 – Kelly Funk
16. Resolution No. 2017-02 Accepting Monetary Limits on Municipal Tort Liability
17. Appoint Planning Commissioner to Vacant Position
18. Resolution 2017-05 Support of Increasing LGA

At this point the Council Meeting will be closed to the public for Attorney Client Privilege. The following items will be discussed

- A. Attorney Client Privilege

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04-25-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 04-25-17 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand Council Member CJ Holl

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Fire Chief Trevor Steeves, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman and City Attorney Greg Larson.

General Attendance: Girl Scout Members Clair Schleske and Libby Bittner, Kelly Funk, Troy Johnson from Unique Opportunities LLC. and Lou Hogleund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Clair Schleske and Libby Bittner.

Street and Park Superintendent Brian Olson reminded citizens that Hydrant flushing will take place on April 30, 2017 from 7:00 a.m. to 3:00 p.m.

Motion by Ballard, seconded by Holl to approve the agenda with the additions of Use of Fire Hall and Training Burns under No. 5 Fire Department Discussion and Annual Report – Trevor Steeves and No. 19 Broadcast Meeting Recordings. Motion passed unanimously.

Motion by Holl, seconded by Strand to approve the consent agenda.

Approval of Minutes – 4/4/17, 4/11/17

Approval of Accounts Payable Listing

Utility Report

Liquor Store Report

Motion passed unanimously.

Kelly Funk asked Council to consider deferring special assessments on Parcel Numbers 76000990879000 and 76000990882000. He is planning to develop those parcels in the future. He began paying assessments last year on those parcels. Motion by Foster, seconded by Ballard to defer special assessments on Parcel Numbers 76000990879000 and 76000990882000 until property is sold, a house is built or three years have lapsed. Motion passed unanimously.

Steeves provided Council with the 2016 Fire Call Report. The fire calls were 40 rural, 21 City and 4 Mutual Aid for a total of 65 calls for 2016. Total training hours were 57.

Steeves recommended to Council to increase charges for firefighting calls to \$500.00 for the first hour, \$200.00 for each additional hour, \$500.00 minimum. Service calls increased to \$200 per hour. Alarm calls increased to \$200.00 per hour. Motion by Strand, second by Foster to adopt **ORDINANCE NO. 2017-04; AN ORDINANCE TO AMEND SUBDIVISION 4 OF SECTION 203.12 OF THE CITY CODE OF THE CITY OF PELICAN RAPIDS RELATING TO “FEES FOR EMERGENCY PROTECTION FIRE SERVICES”**. (A

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complete text of this Ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance declared duly adopted and in full force upon publication.

The Fire Department has filled above ground pools for some years. No city policy exists; which causes concerns about liability. After some discussion, Steeves and Solga recommended the Fire Department discontinue filling pools. Motion by Strand, seconded by Ballard to accept Steeves' recommendation that the Fire Department will no longer fill pools. Motion passed unanimously.

Steeves requested Council increase the Fire Relief Association Retirement. He reported that investments would cover the liability of this increase with a cushion of \$37,000 which does not include additional cash of \$59,000. Motion by Ballard, seconded by Foster to increase retirement to firefighters by \$640, from \$2,000 to \$2,640 benefit per year of service. Motion passed unanimously.

Steeves would like to purchase an Auto-Extrication Tool. In the 2017 Fire Department Budget, there is \$5,000 for Capital Equipment but the tool Steeves would like to purchase is \$6,543.25. Motion by Strand, seconded by Holl to purchase the Auto-Extrication Tool for \$6,543.25. Motion passed unanimously.

Steeves has been testing different SCBA's (Self Contained Breathing Apparatus). The SCBA's are \$105,609 and the compressor system will need to be upgraded for \$20,552 for a total of \$126,161. Motion by Strand, seconded by Foster to approve the purchase of SCBA's in the amount of \$126,161 for SCBA's and a compressor system. Motion passed unanimously.

The City has saved \$50,000 over the last few years for the purchase of SCBA's. Solga and Steeves recommend paying for the compressor and finance \$77,000 through SCB Public Finance. SCB Public Financing provided a seven, eight and nine year financing option. Motion by Foster, seconded by Holl to move forward with the seven year financing option and increase the 2018 Fire Department Budget the additional funds to cover the approximate \$12,000 to save on interest. Motion by Ballard, seconded by Strand to direct Mayor Frazier and Administrator Solga to sign the financing paperwork. Motion passed unanimously.

Mayor Frazier requested that Steeves keep the Council updated on the events that are being held at the Fire Hall. Steeves explained that the Fire Hall is only allowed to be used for public functions, not private. Steeves will provide City Hall with a schedule.

Steeves, Solga and Larson are working on a policy for training burns. Until that policy is completed and approved by the Council, no training burns will occur.

Olson requested Council consider hiring Shawn Gravalin as Pool Manager at \$14.86 an hour, Julie Siehl as Garden Maintenance at \$9.50 an hour and Mason Berube as Park Maintenance at \$10.30 an hour. More lifeguards are still needed. Motion by Foster, seconded by Strand to hire Shawn Gravalin, Julie Siehl and Mason Berube at the rates and positions listed above. Motion passed unanimously.

Olson presented an estimate to install mini split units in the City Hall building to Council. The estimate was \$36,000. Olson and Solga recommend Council fix the compressor which would cost approximately \$16,750. Strand stated he would like to install the mini splits for now and consider building new. A new building could be done cheaper than the \$1.5 million estimate to update and renovate the City Hall

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building now. Holl disagreed. Ballard remarked that since the city owns the building now, it needs to be managed responsibly. He does not think that a commercial kitchen is necessary; he does not think that spending money to repair the compressor is responsible considering it may be removed if the building is updated. Holl said that the City has a responsibility to the citizens to protect and improve the assets that the City owns. Motion by Strand, seconded by Foster to take a time out for one month and look at other options. During that time the Council Members should tour the building. AYES: Strand, Ballard, Foster. NAYES: Holl, Frazier. Motion passed.

Holl felt the best solution would be to fix the compressor in the City Hall building since Council will be considering other options. The price estimate is \$16,750, plus the cost of any needed coolant. Motion by Holl, seconded by Ballard to repair the compressor for. Motion passed unanimously.

The City Hall Garage discussion was tabled.

City Engineer Bob Schlieman updated Council on Project No. 87; 2017 Utility and Surface Improvements. At this time, there is not funding available from PFA as a bonding bill has not been passed. Construction bids for projects around the area have been coming in low this spring and Schlieman wondered if Council wanted to consider obtaining construction bids and utilizing a financing option other than PFA. Solga talked to the City's financial consultant, and they are recommending using PFA funds because there will be a better interest rate. Schlieman planned to bid the project with and without PFA funding so the City may have options. Motion by Ballard, seconded by Foster to introduce Resolution 2017-03 entitled: **RESOLUTION NO. 2017-03, PROJECT NO.87 RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS; 6th STREET NE, 6th STREET SE, 1st AVENUE SE, 2nd AVENUE SE, MAPLEWOOD DRIVE, RIDGECREST DRIVE, LAKE REGION AVENUE, 10th AVENUE SE, 430th STREET (GOLF COURSE ROAD), DOWNTOWN PARKING LOT, AND RECREATIONAL TRAIL.** This includes adding the Recreational Trail adjacent to Trunk Highway 59 between 5th Avenue SE and Lake Region. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Schlieman updated Council on Project No. 86; Elevated Storage Tank Recoat. At this time, there is not funding available from PFA and Council may want to consider alternate financing. Schlieman planned to bid the project with and without PFA funding so the City will have some options if PFA funds become available. Motion by Foster, seconded by Strand to introduce Resolution 2017-04 entitled: **RESOLUTION NO. 2017-04, RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS; 500,000 GALLON ELEVATED WATER TANK IMPROVEMENT.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

In-Control VFD Proposal Consideration was removed from this agenda and will be discussed at a future meeting.

The City had a contest to solicit designs for the Water Tower Recoat. Schlieman would like to remind Council that generally a light blue or off white color fades less. The design should be picked by the next Council Meeting.

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Attorney Larson discussed the draft Conveyance of the Real Estate Agreement. Council had no comments or questions. A Final Plat is needed so the Planning Commission can approve. Troy Johnson of Unique Opportunities LLC. said the final plat will be completed by the end of the week.

The City's TIF Consultant reviewed the agreements and approved them. The plan is to execute all the agreements at the next Council meeting. Council reviewed the draft documents and held discussion. No changes were necessary and Attorney Larson will draft a resolution for Council to pass at the next meeting.

Administrator Solga and Attorney Larson provided Council with updates on the following hazardous properties.

125 NW 1st Ave – All items that can't be demolished have been removed. When the City receives the results of the hazardous materials testing, the building can be demolished.

25/27 NW 1st Ave – All items have been filed with the Courts.

129 NE 5th Avenue –All items have been filed with the Courts.

City Council Planning Retreat was re-scheduled for May 4, 2017 from 3:00 p.m.-5:00 p.m.

Strand feels the Transient Merchant Application is too limiting. If it becomes an issue, Council can reconsider.

Motion by Ballard, seconded by Foster to introduce the resolution entitled: **RESOLUTION NO. 2017-02 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY.** Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Motion by Foster, seconded by Holl to appoint Glenys Ehlert to the vacant Planning Commission position. Motion passed unanimously.

Motion by Strand, seconded by Ballard to introduce the resolution entitled: **RESOLUTION 2017-05; SUPPORT OF INCREASING LGA.** Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Holl reported the 2017 Council Meetings are now available at the Library for checkout.

Solga provided Council with a Project No. 79 update. So far there has been no word from Gridor about completion of the project.

Motion by Strand, seconded by Foster to approve payment to SEH in the amount of \$223.30. Motion carried.

Attorney Larson recommended proceeding to nonbinding mediation with Gridor. Motion by Ballard, seconded by Holl to go forward with mediation. Motion passed unanimously.

No closed meeting necessary at this time.

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Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 9:02 p.m. Motion carried.

Opposed: Holl

A handwritten signature in cursive script that reads "Danielle Heaton".

Danielle Heaton
Clerk-Treasurer