

CITY COUNCIL AGENDA

April 23, 2020

Tuesday April 28, 2020

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 (*City Council or City Staff Only*)
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 Council Minutes – 4/14/20
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Utilities Report
 2. Liquor Store Report
5. City Lights Transfer to Ottertail Power – Administrator Solga/Nate Kunde
 - Agreement for Purchase, Installation, and Operation & Maintenance of Outdoor Lighting Facilities (In Packet)
 - Outdoor Lighting and Municipal Services Agreement (In Packet)
 - MPCU Rate Schedule (In Packet)
6. Grabarkewitz Property Purchase Consideration
 - Resolution 2020-14 (In Packet)
 - Purchase Agreement (In Packet)
 - Warranty Deed (In Packet)
7. 2024 Complete Street Project Update – Administrator Solga
8. Approve Resolution No. 2020-13 Resolution Accepting Monetary Limits on Municipal Tort Liability (In Packet)
9. Scenic Byway Sign (In Packet)
10. Emergency Management Discussion Extend Bill Payment Authorization
11. Campground Refund Consideration Due to COVID-19
12. City Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04/28/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, April 28, 2020 in Council Chambers, City Hall.

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

Clerk-Treasurer Danielle Harthun took roll call.

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

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Street and Park Superintendent Brian Olson, Police Chief Jeff Stadum and City Attorney Greg Larson.

General Attendance: Nate Kunde and Lou Heglund 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.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 15 Pool Update, No. 16 Police Personnel, No. 17 Library Roof Contract. Motion passed unanimously.

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

- a) Approval of Council Minutes – 4/14/20
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Utilities Report
 2. Liquor Store Report

Motion passed unanimously.

Nate Kunde from Ottertail Power Company attended the council meeting via Zoom. Mr. Kunde explained the Agreement for Purchase, Installation and Operation and Maintenance of Outdoor Lighting Facilities and then he explained the Outdoor Lighting and Municipal Services Agreement to Council. Once Otter Tail Power takes over the lights, the lights will be switched to LED. During the 2024 Highway project, OTP will install decorative lights. Attorney Larson reviewed the documents. Motion by Foster, seconded by Strand to approve the Agreement for Purchase, Installation and Operation and Maintenance of Outdoor Lighting Facilities. Motion passed unanimously.

Motion by Ballard, seconded by Markgraf to approve the Outdoor Lighting and Municipal Services Agreement. Motion passed unanimously.

Superintendent Brain Olson updated Council on the Pool. He plugged the bottom drains and the pool is still losing water. He asked council if they would like to hire a company to sandblast and apply epoxy. The approximate cost is \$24,000. It can be done the first part of May. Motion by Foster, seconded by Ballard to sandblast and epoxy the pool. Motion passed unanimously.

Chief Stadum had a full-time officer resign. Motion by Markgraf, seconded by Ballard to advertise for replacement full-time officer. Motion passed unanimously.

Administrator Solga gave a 2024 Complete Street Project Update. MnDOT has chosen an engineering firm. In June, the monthly project team will start meeting and putting together plans.

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Motion by Strand, seconded by Markgraf to introduce Resolution 2020-13 entitled; **RESOLUTION NO. 2020-13; RESOLUTION ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

The County presented a Scenic Byway Sign for Council approval. Motion by Markgraf, seconded by Ballard to approve the scenic byway sign. Motion passed unanimously.

Administrator Solga updated Council on the Emergency Management Team meetings. Campground and pools are an unknown as to whether they will open this summer. City Hall will work remotely until the council removes the emergency declaration. Council discussed what would the trigger be for all remote City council meetings. Meetings will continue as usual, but continue with zoom in case a Council Member may have to self-quarantine.

Administrator Solga asked Council to extend the bill payment approval via email until the end of May. Motion by Ballard, seconded by Strand to approve the extension through May. Motion passed unanimously.

Council considered refunds for the Campground due to COVID-19. There have been some cancelations due to the virus. Motion by Strand, seconded by Markgraf to approve campground refunds due to COVID-19. Motion passed unanimously.

Administrator Solga reviewed the Library Roof contract with Council. The contract begins when signed by both parties and substantial completion is 90 days after that. Motion by Markgraf seconded by Foster to move forward with the library roof contract. Motion passed unanimously.

Administrator Solga negotiated with Grabarkewitz. The land price is \$16,200 and the city will pay all legal costs. The seller will pay all 2020 taxes. The property will be sold as is with a closing date of May 15, 2020. Motion by Strand, seconded by Foster to introduce Resolution 2020-14 entitled; **RESOLUTION NO. 2020-14; RESOLUTION 2020-14 TO ENTER INTO PURCHASE AGREEMENT FOR THE PURCHASE OF REAL PROPERTY.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Administrator Solga reported that since the last city council meeting he has; worked with city clerk to set agenda and prep for meeting; held emergency management team meetings; continued reviewing relevant COVID-19 information from MN Governor, MDH, CDC, LMC as it pertains to city; attended weekly remote meeting with Otter Tail County Community Development Agency; attended weekly remote meeting with Otter Tail County Emergency Management regarding COVID-19 and operations; attended LMC webinar re: Covid-19 Legislative updates; reviewed Ottertail Power (OTP) streetlight documents with city attorney and discussed with OTP; had discussion with MN MMB re: jurisdictional determination of library employees; had communication with developer Herzog re: 3rd St NW project; contacted Sourcewell to arrange comp plan discussions at next planning commission meeting; and did quick review of library roof contractor agreement.

Mayor Frazier reported that since the last city council meeting he has; Visited with Terry Gamble of People's Service regarding the accessibility of obtaining chemicals for the City of Pelican Rapids Water Treatment Plant and Wastewater Treatment Facility, conducted several conversations with Todd Kampstra of West Central Turkeys regarding their current operation during the pandemic, visited with a resident about the pandemic social distancing concerns in Pelican Rapids, emailed Patrick Waletzko of Otter Tail County Emergency Management Department regarding his wanting

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to obtain information regarding the City of Pelican Rapids protocol for the COVID-19, attend 2 City of Pelican Rapids Emergency Management Team Meetings, conducted conversations with Mike McFeely of the Fargo Forum in regards to people movement in our community and the lakes area during the COVID-19 time period, and received a telephone call from Wells Fargo in California regarding the complaint I filed regarding the lack of communication to the City of Pelican Rapids when Wells Fargo in Pelican Rapids closed their lobby and drive-thru services due to the COVID-19 and yesterday I met with Administrator Solga to review the agenda for this evening's City Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:18 pm. Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer