

**CITY COUNCIL AGENDA**

May 24, 2018

**Tuesday, May 29, 2018**

**5:00 p.m.**

**Council Chambers, 315 N. Broadway**

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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 Council Minutes – 5/8/18
  - b) Approval of Accounts Payable Listing
  - c) Utility Report – People Service
5. Liquor Store Report
  - Personnel
6. Earl Thom – Administrative Penalty To Certify
7. Mary Jo Stage – Burning at 812 Old Fergus Road
8. Arvig Scheduled Digital Television Conversion
9. Street/Parking Lot Project #87
10. Colony Housing Project
  - Resolution 2018-13 Approving Plans and Specifications and Ordering Advertisement for Bids Utility and Street Improvements Near First Avenue NW (Trunk Highway 108)
  - Resolution 2018-14 Receiving Feasibility Report and Calling Hearing on Improvement for Utility and Street Improvements Near First Avenue NW (Trunk Highway 108)
11. State Highway – City Infrastructure Planning
12. Walking Signs
13. Street & Park Superintendent - Personnel
14. City Hall Project #85 Update
  - Update
  - Minko Construction Pay Request #1 - \$96, 452.00
15. Resolution No. 2018-12 Accepting Monetary Limits on Municipal Tort Liability
16. Resolution No. 2018-11 Approving and Authorizing the Execution of a Lease Purchase Agreement and Related Documents and Certificates
17. Council Appointment Reminder
18. Adjourn

## CITY OF PELICAN RAPIDS AMENDED COUNCIL MEETING MINUTES – 05-29-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 05-29-18 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 three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Steve Foster

Council Member Kevin Ballard

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum and City Engineer Bob Schlieman.

General Attendance: Dawn Finn, Mary Jo Stage, Julie Sachs, Judy Tabbut, Kathleen Hoover, Tim Thompson, Joel Smith from Arvig, Paul Tabbut, Evelyn Schilling, Tania Chavez, Gerry Langseth, Polly Korbel, George Korbel, Jodi Jendrysik, Bob Erickson and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community. The next few Council Meetings will be changed to the Fire Hall which is located at 200 S Broadway. The meetings will be there for the next couple months until construction is done on the City Hall building.

All present stood and said the Pledge of Allegiance.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 19 Liquor License and No. 20 Transient Merchant Discussion. Motion passed unanimously.

Motion by Foster, seconded by Ballard to approve the consent agenda.

- a) Approval of Council Minutes – 5/8/18
- b) Approval of Accounts Payable Listing
- c) Utility Report – People Service

Motion passed unanimously.

Liquor Store Manager Maggie Johnson presented the Liquor Store report. She reported that Memorial Day weekend was very busy and sales were very good. She then asked Council to hire Christina Marty as Full-Time Liquor Store Clerk. Because of previous sales and managerial experience, she would start at \$14.56 an hour, which is step three on the wage scale. Motion by Ballard, seconded by Foster to approve the hire of Christina Marty at \$14.56 an hour. Motion passed unanimously.

Earl Thom requested a hearing in front of Council about the notice to certify an administrative penalty he received on his property at 414 N Broadway. He did not attend the meeting. Mary Jo Stage requested to be put on the Council agenda to discuss her concerns with the burning at 812 Old Fergus Road that took place recently.

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Joel Smith, Manager of Video Operations at Arvig, requested to speak to Council about their digital television conversion. It will take place early morning on June 4, 2018. This conversion will affect approximately 4,000 customers.

City Engineer Bob Schlieman updated Council on Street and Parking Lot Project No. 87. The City had been contacted by business owners with concerns that are located next to the municipal parking scheduled to be done this summer. It is during the busiest time of the year for them. The contractor has agreed to change the date of substantial completion from 7/1/2018 to 9/7/2018. The final completion date changed from 8/1/2018 to 9/28/2018. Motion by Foster, seconded by Strand to approve Change Order Number 2 with Hough, Inc. of Detroit Lakes for Project No. 87 changing the substantial completion date to 9/7/2018 and final completion date to 9/28/2018. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the Colony Housing Project. Plans and Specs are substantially complete. The current estimated project cost is \$560,000. MN DOT has decided now that a turning lane does not need to be added as previously talked about.

Motion by Strand, seconded by Ballard to introduce Resolution 2018-13 entitled: **RESOLUTION NO. 2018-13; RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)** (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.

Motion by Foster, seconded by Strand to introduce Resolution 2018-14 entitled: **RESOLUTION NO. 2018-14; RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT FOR UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)** (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.

City Engineer Bob Schlieman, Administrator Solga, Mayor Frazier and Superintendent Olson met with MnDOT to discuss future infrastructure improvement projects they are planning within the City. MnDOT has indicated that they will be redoing Highway 108 and 59 in the next five to seven years. It is recommended the City upgrade its sanitary sewer and water infrastructure at the same time. MnDOT has asked the City to provide them with information at the next scheduled meeting in August 2018. In order to do that, Mr. Schlieman would like Council approval to begin gathering the information needed by MnDOT. This project is going to take a lot of planning. Motion by Strand, seconded by Foster to approve City Engineer Bob Schlieman to begin preparation of the necessary materials needed to consider a project with MnDOT on highways 59 and 108. Motion passed unanimously.

Administrator Solga was contacted by Patrick Hollister from Partnership for Health. He has been contacted by members of the community about the lack of walking signs in town marking the walking routes. Partnership for Health has funding available for more signs to help mark the walking paths, but this time there is a ten percent match. The Street Department's labor installing

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the signs and doing the locates will cover the City's ten percent match obligation. Motion by Strand, seconded by Foster to approve the grant application for more signs to mark the walking paths. Motion passed unanimously.

Street and Parks Superintendent Brian Olson asked for Council approval to hire more seasonal employees. He would like to hire Hannah Richardson and Anna Stachowski as first time Lifeguards at \$10.00 an hour and Tyler Bakken and Joseph Stetz as Full-Time Seasonal Summer Park Maintenance at \$10.45 an hour. Motion by Foster, seconded by Strand to hire Hannah Richardson and Anna Stachowski as first time Lifeguards at \$10.00 an hour and Tyler Bakken and Joseph Stetz as Full-Time Seasonal Summer Park Maintenance at \$10.45 an hour. Motion passed unanimously.

Administrator Solga provided Council with an update on City Hall Project No. 85. At the pre-construction meeting the City found out that City Hall offices would have to be moved upstairs. Because of this, June and July Council meetings will be held at the Fire Hall. Currently there is no air conditioning upstairs. With the humid conditions, there are concerns about the technology. Superintendent Olson got an estimate of \$15,000 from a contractor to install mini splits upstairs. The City will attempt to sell them if they are not needed after the offices are moved back downstairs. Council Member Strand feels that the employees have to be taken care of. Council Member Ballard stated that it feels like we are always behind, maybe the City should consider moving City Hall offices upstairs full time. Motion by Strand, seconded by Foster to allow Superintendent Olson to purchase four mini-split units for up to \$20,000 for the upper floor of City Hall. Motion passed unanimously

Motion by Foster, seconded by Ballards to approve Pay Request No. 1 for MinKo Construction, Inc. in the amount of \$96, 452.00 for City Hall Project No. 85.

Motion by Ballard, seconded by Foster to introduce Resolution 2018-12 entitled: **RESOLUTION NO. 2018-12; 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 carried and resolution declared duly adopted.

Motion by Strand, seconded by Foster to introduce Resolution 2018-11 entitled: **RESOLUTION NO. 2018-11; RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES.** (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.

The Jaycees are requesting a Temporary On Sale License to Sell 3.2% Malt Liquor on Saturday, June 9, 2018, 12:00 p.m. to Sunday June 10, 1:00 a.m. on West Mill Avenue. They have not provided the City with Liquor Liability insurance yet, but have said that it is in the mail. Motion by Ballard, seconded by Strand to approve the Temporary On Sale License to Sell 3.2% Malt Liquor on Saturday, June 9, 2018, 12:00 p.m. to Sunday June 10, 1:00 a.m. on West Mill Avenue contingent on liquor Liability insurance being provided to the City. Motion passed unanimously.

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Kathleen Hoover discussed with Council her thoughts on the definition of what a transient merchant is. She does not feel that Taqueria Chavez should be considered a transient merchant therefore they do not need a transient merchant license. The Planning Commission will be discussing this more in depth at their next scheduled meeting on June 11, 2018 at 6:00 p.m. at the Fire Hall.

Clerk-Treasurer Heaton reminded Council that at the next meeting on June 12, Council will review the letters of interest received from individuals interested in being on Council. If anyone else is interested, please turn the letter in at City Hall by June 6 so that it can be included in the packets sent to Council.

Council Member Strand asked if the names of the people who have submitted letters of interest for the council vacancy are considered public or private. Clerk-Treasurer Heaton responded that since it is a public office, the names may be public, but she would look into it further and let Council know.

Gerry Langseth spoke to Council concerning the importance of filling the Council position and how important it is for their names to be public.

Bob Erickson asked if First Church of Jesus Christ could put a sign up on City property next to 5<sup>th</sup> Avenue NE. Council requested a plan to review of what the sign will look like.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:27 p.m. Motion passed unanimously.



Danielle Heaton  
Clerk-Treasurer