

May 25, 2017

**CITY COUNCIL AGENDA**

**Tuesday, May 30, 2017**

**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 Minutes – 5/9/17
  - b) Approval of Accounts Payable Listing
  - c) Consumer Confidence and Annual Drinking Water Quality Reports are Now on the Website
  - d) Fire Hall Schedule
  - e) 3.2 Off Sale; Charles Evenson – Southtown C-Store, Luke Loerzel – Pelican Rapids Tesoro: Club on Sale and Sunday On Sale; Donna Mattern – VFW Gilmore Weik Post No. 5252: On Sale 3.2% Malt Liquor; Sara Furey- Pelican Pizza: On Sale 3.2% Malt Liquor and Strong Wine; Cheryl King – The Muddy Moose Co.: Sunday and Intoxicating Liquor; Arora Escobar – Taqueria Escobar.
  - f) Utility Report
  - g) Liquor Store Report
  
5. Project 86 Bid Consideration
  
6. Project 87 Bid Consideration
  
7. Golf Course Road Right of Way Project Agreement
  
8. Utility Extension – NE 5<sup>th</sup> Ave
  
9. Pool Personnel and Update

10. Resolution 2017-09 Approving and Authorizing the Execution of a Lease Purchase Agreement and Related Documents and Certificates
11. Training Burn Policy
12. Community Soccer Fiesta
13. Schleske Properties Update
  - Properties on North Side of Pelican Rapids
  - Properties on South Side of Pelican Rapids
14. Hazardous Properties
  - 25/27 NW 1<sup>st</sup> Ave
  - 129 NE 5<sup>th</sup> Ave
15. WWTF Mediation Update/Committee
16. City Hall/ Community Center Consideration

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-30-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 05-30-17 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

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman, City Prosecutor Jeff Skonseng, and City Attorney Greg Larson.

General Attendance: Girl Scout Member Jaime Fisher, Shannon Fisher, Annie M. Wrigg, Judy Tabbut, Glenys Ehlert, James Fisher, Maureen Berg, Janet Lindberg, Kathy Bergren, Greg Restad, Wayne Runningen, John Peter, Cherie Lynnes, Maggie Johnson, Kathy Knutson-Olson, Roger and LouAnn Schleske 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.

All present stood and said the Pledge of Allegiance led by Girl Scout Member Jaime Fisher.

City resident Greg Restad shared with Council his ideas on a dog park and an additional parking lot.

Motion by Holl, seconded by Ballard to approve the agenda with the addition of No. 17 Fire Department Personnel and No.18 Events Banner and Specialty Shops Guide. Motion passed unanimously.

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

- a) Approval of Minutes – 5/9/17
- b) Approval of Accounts Payable Listing
- c) Consumer Confidence and Annual Drinking Water Quality Reports are Now on the Website
- d) Fire Hall Schedule
- e) 3.2 Malt Off Sale Liquor License Renewal; Charles Evenson at Southtown C-Store, 901 South Broadway for the term of one year, beginning 07-01-17.  
3.2 Malt Off Sale Liquor License Renewal; Luke Loerzel at Pelican Tesoro, 209 South Broadway for the term of one year, beginning 07-01-17.  
Club On Sale and Sunday On Sale Liquor License Renewal; Donna Mattern at VFW Gilmore Weik Post No. 5252, 26 NW 1<sup>st</sup> Avenue for the term of one year, beginning 07-01-17.  
3.2 Malt On Sale Liquor License Renewal; Sara Furey at Pelican Pizza, 41 N Broadway for the term of one year, beginning 07-01-17.  
3.2 Malt On Sale and Strong Wine & Beer Liquor License Renewal; Cheryl King at The Muddy Moose Co., 30 N Broadway for the term of one year, beginning 07-01-17.  
Intoxicating and Sunday Liquor License Renewal; Aurora Escobar at Taqueria Escobar, 100 N Broadway for the term of one year, beginning 07-01-17.
- f) Utility Report
- g) Liquor Store Report

Motion passed unanimously.

Coach John Peter from the Pelican Rapids High School addressed Council about the Community Soccer Fiesta. The youth soccer association would like to hold a community event at Thompson Park on June 30, 2017 from 5:00 to 7:00 p.m. The soccer association will pay all the costs and paint the field for those activities. Motion by Foster, seconded by Ballard to allow the youth soccer association to use Thompson Park on June 30, 2017 from 5:00 to 7:00 p.m. for a community event. Motion passed unanimously.

City Engineer Bob Schlieman presented the bids for Project No. 86 Water Tower Recoat. Bid opening was May 25, 2017 at 3:00 p.m. At this time there is not funding available from PFA until late fall. The low bid was from Classic Protective Coatings, Inc. for \$516,950. Total project budget is \$634,000. Solga reviewed available funds for the project. He talked to Minnesota Rural Water about a \$205,000 microloan. Motion by Foster, seconded by Strand to introduce Resolution 2017-10 entitled: **RESOLUTION 2017-10, A RESOLUTION ACCEPTING BID FOR 500,000 GALLON ELEVATED WATER TANK IMPROVEMENTS.** (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.

Solga has talked with T Mobile about the cell tower and to IN Control regarding the VFD. They are both aware of the Water Tower Project. Construction will start in July and should be completed in October 2017.

City Engineer Bob Schlieman presented the bids for Project No. 87 Utility and Surface Improvements. Bid opening was May 25, 2017 at 2:00 p.m. At this time there is not funding available from PFA until late fall. The low bid was from Hough, Inc. of DL for \$1, 931,564.65. Total project budget is \$2,414,382. Solga reviewed available financing through Northland Securities, Inc. The City is looking at a 20 year bond for 2.45 million. Project will start June 2017 and should be completed in June 2018. Motion by Strand, seconded by Foster to introduce Resolution 2017-11 entitled: **RESOLUTION 2017-11, A RESOLUTION ACCEPTING BID ON 6<sup>th</sup> STREET NE, 6<sup>th</sup> STREET SE, 1<sup>st</sup> AVENUE SE, 2<sup>nd</sup> AVENUE SE, MAPLEWOOD DRIVE, RIDGE CREST DRIVE, LAKE REGION AVENUE, 10<sup>th</sup> AVENUE SE, 430<sup>th</sup> STREET (GOLF COURSE ROAD), DOWNTOWN PARKING LOT, AND RECREATIONAL TRAIL.** (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.

Solga discussed with Council about extending utilities on NE 5<sup>th</sup> Avenue. Otter Tail County HRA is interested in working with the property owner at 129 NE 5<sup>th</sup> Avenue. If the City could get water and sewer to the property, HRA would consider developing the property. There are no cost estimates at this time, but HRA is wondering if this is even something that the City would consider. This would also be beneficial for future development in the NE quadrant of town. Maggie Johnson (a resident on 5<sup>th</sup> Avenue NE) does not want city utilities. Cherie Lynnes (also a resident on 5<sup>th</sup> Ave NE) agreed that this is not something the residents on NE 5<sup>th</sup> Avenue want. Neither of those properties would be affected by the proposed utilities. Council expressed interest in continuing to explore extending utilities on NE 5<sup>th</sup> Avenue so that HRA could develop at 129 NE 5<sup>th</sup> Avenue.

At the April 25, 2017 meeting, Council decided to take a 30 day break on Community Center discussions or decisions. Now that the 30 days have passed, the architect (BHH) needs some direction from the City. Janet Lindberg, Rita Cowie, and Judy Tabbutt expressed their support for the Community Center and commercial kitchen. Wayne Runningen explained the history behind the purchase of the building by Council and his roll with the Community Center Committee. Former Clerk-Treasurer Glenys Ehlert also provided a letter of support for the Community Center. Council Member Strand expressed concerns that the Community Center may not be big enough for all the events for which people may want to use it. Motion by Strand to take another month to do more research. Motion died for lack of a second.

The architect is ready to present to Council the appearance of the outside of the building based on completing phase one. He does have a few questions on the outside appearance and whether or not the city will be adding the garage to the designs. Mayor Frazier feels the City should move forward with the community center plan. Previously, the City had approved the architect to provide plans and specs for bids and Council Member Holl feels the City should proceed. Council Member Ballard said he is not opposed to the community center and the community kitchen. He is opposed with the amount of money and he doesn't feel it is responsible to spend that kind of money. Council Member Foster stated he received comments from the public about not putting more money into the building. Motion by Ballard, seconded by Holl to get completed plans and specs as originally planned by Council and get biddable documents for Council to review. The garage will not be included. Motion passed unanimously.

Solga presented Council with the Golf Course Road Right of Way Project Agreement. Pelican Township has agreed to their portion of the expense by signing the agreement. Motion by Holl, seconded by Foster to approve Mayor Frazier executing the Golf Course Road Right of Way Project Agreement. Motion passed unanimously.

Olson provided Council with a Pool Update. Last week after the pool was filled, a substantial leak was found. Concrete was dug up to expose approximately 40 feet of pipe that needed to be replaced. Currently, the pool is filled and everything appears to be working.

Street and Park Superintendent Brian Olson would like to hire Olivia Bergquist, Emma Kress, Mackenzie Thornton and Grace Peterson as first time lifeguards at \$9.79 an hour, Desiree Hurley, Hailey Peterson, Jay Gorton and Keelia Rockstead as experienced lifeguards at \$10.30 an hour and Daniel Martinez and Moriah Johnson pending certification at \$9.79 an hour. Motion by Foster, seconded by Strand hire Daniel Martinez and Moriah Johnson pending certification. Motion passed unanimously. Motion by Strand, seconded by Foster to hire Olivia Bergquist, Emma Kress, Mackenzie Thornton and Grace Peterson as first time lifeguards and Desiree Hurley, Hailey Peterson, Jay Gorton and Keelia Rockstead as experienced lifeguards. Motion passed unanimously.

A resolution is needed to get the financing for the Fire Department SCBA's which were already approved by Council. Motion by Ballard, seconded by Strand to introduce Resolution 2017-09 entitled: **RESOLUTION 2017-09 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.

Solga reviewed the Training Burn Policy that he, the City Attorney and the Fire Chief have put together. This policy will protect the city, property and property owner. Motion by Strand, seconded by Foster to adopt the Training Burn Policy. Motion passed unanimously.

City Prosecutor Jeff Skonseng needs direction from Council regarding Roger Schleske's properties on the north and south ends of town; which are in the court system for nuisance violations. Skonseng has been working with Schleske on these 2 properties since April 2016. Schleske has made a lot of improvements, but there are still violations. Skonseng and Schleske had an agreement that the violations would be taken care of by April 15, but they are still present. Today Solga, Stadum and Schleske looked over the properties, violations still exist. Skonseng can make a request to the court to revoke the stayed jail sentence and impose incarceration. There could also be some fines, with the maximum being \$1,000. Traditionally, the City works with the owners to get the property cleaned up, but this has been an ongoing issue for years. Schleske explained that the North property is used to store items for his rentals. The South property is a vehicle repair shop. Holl feels that until the violation is gone, the City should

keep pursuing by all means possible to get violations taken care of. Skonseng will request a hearing, but it could take up to 6 weeks to schedule. Strand said that he (Schleske) is not being fair to the other home owners in the City. Motion by Strand, seconded by Foster to instruct Skonseng to make an Application of Vacation of a Stayed Sentence for Schleske. Motion passed unanimously.

In preparation of the Court date, Attorney Larson and Administrator Solga are requesting direction from the Council on the following Hazardous Properties.

- 25/27 NW 1<sup>st</sup> Ave – Schleske took care of broken windows as requested by the City. Motion by Holl, seconded by Foster to move forward requesting a judgement as previously planned. Meanwhile, if Schleske establishes a detailed plan for fixing up the building, the Administrator and Attorney can use their discretion to decide if the plan is agreeable. Motion passed unanimously.
- 129 NE 5<sup>th</sup> Ave – Waasdorp and HRA have been communicating and HRA is interested in developing the land, but only if the property has city water and sewer available to it. Motion by Holl, seconded by Strand to move forward requesting a judgement from the court. If there is a plan in place with HRA at that time, the Administrator and Attorney can use their discretion make a decision at that time. Motion passed unanimously.

Attorney Larson connected with both SEH and Gridor and both are agreeable to mediation. Larson contacted a mediator and is waiting to hear back. Council chose Mayor Frazier and Council Member Foster to attend the mediation with Administrator Solga and City Attorney Larson. Motion by Strand, seconded by Ballard to allow Mayor Frazier and Council Member Foster to execute a mediated settlement agreement subject to Council approval. Motion passed unanimously.

The City will receive a Mediator Retainer Agreement but it may be before the next meeting. Motion by Strand, seconded by Holl allow Mayor Frazier and Council Member Foster to sign the agreement after Larson has reviewed it. A copy should be provided to Council afterwards. Motion passed unanimously.

Heaton requested Council approval to hire two firefighters. The Fire Department would like to hire Almin Nezirevic and Omar Rojas. The pay rate is \$10.19 an hour. Motion by Foster, seconded by Strand to hire Almin Nezirevic and Omar Rojas as firefighters. Motion passed unanimously.

Council Member Holl presented a brochure that Merchants on the Move put together. They have also put up a banner on the Mercantile on Main building.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:48 p.m. Motion carried.  
Opposed: Holl



Danielle Heaton  
Clerk-Treasurer