

CITY COUNCIL AGENDA

May 4, 2018

**Tuesday, May 8, 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. Agenda Additions or Deletions
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 – Council Meeting 4/24/18, Board of Review 5/1/18
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Library Report
    2. Financial Report
    3. Training Burn – 129 NE 5<sup>th</sup> Ave
    4. 2018/19 Off Sale 3.2% License for Pelican Rapids Tesoro
5. Alley Behind Welcome Place, Food Shelf and Hael Shop – Jeff McCracken
6. Request that the Transient Merchant License be Longer than 28 – Tania Chavez
7. Authorization to Prepare Plans and Specs for DW Jones Infrastructure – Bob Schleiman
8. Street and Park Superintendent Report
  - Personnel
  - Lifeguards
9. Parking Ordinance
10. Fire Truck Financing
11. Police Department Committee Report
  - Police Chief Report
  - Personnel
12. People Service Contract Renewal
13. Council Resignation
14. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-08-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 05-08-18 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 CJ Holl - absent

Council Member Kevin Ballard                      Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Police Chief Jeff Stadum, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman, Shawn Gravalin and Fire Chief Trevor Steeves.

General Attendance: Roger Schanus, Katherine Jordahl, Tania Chavez, Greg Stang, Jeffrey McCracken, Dawn Finn, Kathleen Hoover, and Lou Hoglund from the Pelican Press were also present.

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

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Foster to approve the agenda with the addition of No. 15 E.L. Peterson Park Reservation. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 4/24/18, Board of Review 5/1/18
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Library Report
  2. Financial Report
  3. Training Burn – 129 NE 5<sup>th</sup> Ave
  4. 2018/19 Off Sale 3.2% License for Pelican Rapids Tesoro

Motion passed unanimously.

Jeff McCracken, on behalf of Pass it on Ministries, asked if the City would allow them to put a clothing recycling bin in the grassy area behind the store. The property is owned by the City. The bin will be for staff use only; it will not be open to the public. Motion by Strand; seconded by Foster to have Jeff McCracken and Superintendent Brian Olson work on a location for the clothing recycling bin on a trial six month basis. Motion passed unanimously.

Mr. McCracken wanted to know if the City would be willing to grade the alley/parking lot behind the Welcome Place, Food Shelf and Hael Shop. The area is in bad condition partially they feel, because of the water main break this last winter. Motion by Strand, seconded by Ballard to gravel and grade the first time, and then they are on their own for gravel and maintenance. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-08-18

Tania Chavez requested Council consider allowing her to have a Transient Merchant license longer than the 28 days currently allowed. Administrator Solga reminded Council why the Planning Commission put the restrictions on the transient merchant license. Foster voiced his frustration with the application. He feels that it limits business in town. Motion by Ballard, seconded by Frazier to have the Planning Commission review their position on the application/license. Aye: Ballard, Frazier Nay: Strand, Foster. Motion died. Foster and Strand would like to rework the application now. Frazier said he spoke to the restaurants in town and a majority would not be in favor of increasing the 28 day limit. Ballard would like to send it back to the Planning Commission so they may review the application/license again. The next meeting is scheduled for June 11, 2018 at 6:00 p.m. Motion by Foster, seconded by Strand to send the transient application/license back to the Planning Commission to see if they would like to make any changes. Motion passed unanimously.

City Engineer Bob Schlieman reviewed the Preliminary Engineering Report for the Underground Utility and Street Improvements Colony Apartment Complex. MNDOT has indicated the City will have to put in a turning lane for the new street on TH108. The estimated project costs are \$618,000. The City will be assessing some cost to benefitting property owners, but that is still to be determined. The City also has secured a grant for \$563,000 to help fund the proposed improvements.

Motion by Foster, seconded by Strand to introduce Resolution 2018-10 entitled: **RESOLUTION NO. 2018-10; RESOLUTION RECEIVING REPORT AND ORDERING PREPARATION OF PLANS FOR UNDERGROUND 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.

Shawn Gravalin, Pool Manager, presented the 2018 Pool Schedule to Council. Water Aerobics time has changed to 6:00 p.m.

Superintendent Olson updated Council on the Parks and Streets. Lance Roisum resigned from his position as Operations and Maintenance Worker C as of May 24, 2018. The pool prep has begun and the goal is to open Memorial Day. He presented the following list of people to hire as returning lifeguards: Emma Kress, David Johnston, Adam Hoover, Olivia Bergquist, Grace Peterson, Mackenzie Thornton, Sarah Willits, Chloe Miltich, Moriah Johnson, Keelia Rockstead, Desi Hurley, Hailey Peterson and Jay Gorton. Their starting wage will be \$10.45. The following list of people will be hired as new lifeguards pending certification: Sarah Thompson, Kristen Haiby, Morgan Hatle, Autumn Gummeringer and Mandy Sjolie. Their starting wage will be \$10.00 an hour. Motion by Ballard, seconded by Strand to approve the above listed lifeguards and the above listed rates. Motion passed unanimously.

Currently, the City reimburses lifeguards for the cost of certification. Superintendent Olson would like to add a requirement that the lifeguard work for the City a minimum of 20 hours for the season. Motion by Strand, seconded by Foster to require lifeguards to work a minimum of 20 hours for the season before their certification is reimbursed. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-08-18

Superintendent Olson recommended Council hire Julie Siehl as Flower Person with a starting wage of \$9.65. Motion by Strand, seconded by Foster to approve the hire of Julie Siehl at \$9.65 as Flower Person. Motion passed unanimously.

After concerns from the Turkey Plant were brought to Council concerning near accidents on Broadway because people are parking on the street which was blocking the view of traffic. Both Street Superintendent Olson and Police Chief Stadum agree with the recommendation to make it no parking between 6<sup>th</sup> and 8<sup>th</sup> Avenues North. Motion by Ballard, seconded by Foster to adopt **ORDINANCE NO. 2018-01; AN ORDINANCE TO AMEND CITY OF PELICAN RAPIDS CITY CODE SECTION 701.07, WITH THE ADDITION OF SUBDIVISION 9, RELATING TO PARKING ON NORTH BROADWAY FROM 6TH AVENUE NORTH TO 8TH AVENUE NORTH.** (A 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.

Fire Chief Trevor Steeves informed Council the Fire Department will be doing a training burn on May 10<sup>th</sup> weather permitting.

Chief Steeves presented to Council the Pumper Truck Proposal with Rosenbauer. This new pumper will replace the 1990 pumper truck. The chassis cost is \$86,448 and tanker body is \$219,815 for a total of \$306,263. Administrator Solga received three pricing options for the pumper truck. SCB Public Finance had the cheapest interest rate with annual payments of \$44,889.44 for eight years. The first payment will be due in 2019. Motion by Strand, seconded by Foster to approve the order of the pumper truck. Motion passed unanimously. Motion by Ballard, seconded by Strand to approve the SCB Public Finance quote. Motion passed unanimously.

Greg Stang, PeopleService Inc., reviewed a new five year contract for Operation and Maintenance of the Wastewater and Water Plants. The current contract expires December 31, 2018. If the City renews the agreement now, the current price will be locked in until December 31, 2019. Motion by Foster, seconded by Ballard to adopt the Operation and Maintenance contract of the Wastewater and Water Systems. Motion passed unanimously.

Police Chief Jeff Stadum presented the monthly Police Report. The Committee (Ballard, Frazier and Solga) that looked into establishing a new administrative police chief position has completed the job description. The Committee and Police Chief Stadum reviewed the new administrative police chief job description. Chief Stadum has decided he would like to fill the new position. The position will be salaried and non-patrolling. Chief Stadum's new position will be effective immediately. He will continue to patrol until a replacement Police patrolling officer is hired. Motion by Foster, seconded by Strand to change Police Chief Stadum's position from a Patrolling Chief to a salaried Administrative police Chief. Motion passed unanimously.

Police Chief Stadum requested Council allow him to advertise for two new Full-Time Police Officers. Motion by Ballard, seconded by Foster to approve advertising for two new Full-Time Police Officer positions. Motion passed unanimously.

Motion by Strand, seconded by Foster to introduce Resolution 2018-09 entitled: **RESOLUTION NO. 2018-09; A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.** (A

**CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-08-18**

complete text of this resolution is part of permanent public record in the City Clerk's office.)  
Motion carried and resolution declared duly adopted.

Since there is now a Council vacancy, the City would like all interested parties to send a letter of interest to Council through City Hall. Motion by Ballard, seconded by Strand to run a notice of Council vacancy in the paper for two weeks. Motion passed unanimously.

Motion by Strand, seconded by Foster to allow the Chamber to use the E.L. Peterson Picnic Shelter on June 19, 2018. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:06 p.m. Motion carried. Opposed:Ballard



Danielle Heaton  
Clerk-Treasurer