

**CITY COUNCIL AGENDA**

June 21, 2018

**Tuesday, June 26, 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 (*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 – 6/12/18
  - b) Approval of Accounts Payable Listing
  - c) Utility Report – People Service
  - d) Liquor Store Report
  - e) Certify Unpaid Administrative Penalty \$50 for 107 S. Broadway
  - f) Certify Unpaid Administrative Penalty \$50 for 217 NW 1<sup>st</sup> Ave
  - g) Certify Unpaid Utility Bill of \$99.95 for 100 NW 2<sup>nd</sup> St.
  - h) Renewal of 3.2% On Sale License for Sara Furey of Pelican Pizza
  - i) Jaycees Temporary On Sale 3.2% Malt Liquor License Friday, July 14, 2018 on West Mill Avenue
5. Community Soccer Fiesta - John Peter
6. Library Annual Report – Wayne Runnigen
7. Street and Park Personnel
8. Airport Phone/Internet Upgrade
9. Council Appointment to the Planning Commission
10. Council Appointment to the Legal Services Committee
11. Otter Tail Power Informational Letter
12. City Hall Project #85 Pay Request #2 MinKo Construction, Inc - \$25,511.00
13. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-26-18

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 06-26-18 at the Pelican Rapids Fire 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 Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton and Street and Parks Superintendent Brian Olson.

General Attendance: John Peter, Wayne Runnigen from the Library Board, Library Director Annie M. Wrigg, Judy Tabbut, Dawn Finn 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.

No one was present for citizen's comments.

Motion by Foster, seconded by Strand to approve the agenda with the addition of No. 14 Hiring Freeze, No. 15 Jetting Schedule and No. 16 Building Permit Cost and Review and No. 17 Streaming Meetings. Motion passed unanimously.

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

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- i) Jaycees Temporary On Sale 3.2% Malt Liquor License Friday, July 14, 2018 on West Mill Avenue

Motion passed unanimously.

Wayne Runnigen provided Council with the Minnesota Public Library Annual Report for 2017. Wireless internet is always available, even when the Library is closed. The meeting room usage is down slightly due to many people wanting to use it at the same time. People are encouraged to sign up as soon as possible to insure availability. A new service called Hoopla is being offered through the Library. Patrons can use their Library cards to download audiobooks and eBooks. Motion by Strand, seconded by Markgraf to accept the MN Public Library Report. Motion passed unanimously.

Street and Park Superintendent Brian Olson asked for Council approval to hire Jed Hanson as a Full Time Street and Park Employee at a rate of \$15.71 an hour to fill the position that has been empty since June 1, 2018. Motion by Strand, seconded by Foster to place a hiring freeze on all City staff. Council Member Strand would like to study the cost by forming a committee to look into contracting out for services instead of replacing the position. He feels the City could save money. Superintendent Olson reported on the items that the city is behind on because he has been down a man for a month such as striping, filling the hole by windmill, crack sealing, crosswalks aren't painted, street sweeping, gravelling and dust guard. Though most of Council agreed it would be good to review jobs before hiring, there were concerns. Council Member Markgraf had concerns about employee morale when they aren't able to take vacation because there aren't enough employees to cover hours. Mayor Frazier had concerns about increased comp time and cutting some City services due to fewer staff. Ballard, Markgraf, Foster, Frazier: Nay. Strand: Aye. Motion was defeated.

Motion by Foster, seconded by Ballard to hire Jed Hanson at \$15.71 an hour. Motion passed unanimously.

Council Member Strand asked to review Superintendent Olson's Jetting Schedule because of what was reported at the last Council meeting by Marty Hanson. Olson has a company coming to town to remove roots from sewer lines next week. Olson told Council Member Strand that he could look at the jetting records anytime.

Coach John Peter requested Council permission to have the Community Youth Soccer Fiesta on July 13, 2018 from 5:00 p.m. to 6:30 p.m. at Thompson Soccer Field. The only thing needed from City staff is some garbage cans. Motion by Ballard, seconded by Markgraf to approve the use of Thompson Soccer Field on July 13, 2018 from 5:00 to 6:30 p.m. Motion passed unanimously.

Administrator Solga had a conversation with Arvig about the Airport phone and possible internet. To install internet at the airport would be \$960. The City has put in a security system because the State had recommended it, but there is no way to monitor it offsite. Also, pilots would be able to access Wi-Fi when they are using the Airport. The monthly cost would increase by \$10. Any revenue generated by the airport property, has to be used by the airport so that's how it would be paid for. A router would also be needed. Motion by Foster, seconded by Markgraf to go ahead and install internet, router and Wi-Fi at the Airport. Motion passed unanimously.

Council Member Strand wanted an update on live streaming meetings on YouTube and Facebook. Council was advised that meetings may be too long to live stream on YouTube. A different camera may be needed also. Storing videos on the City's website was also suggested. Administrator Solga will contact Arvig to discuss at next meeting and see what information they can provide. You can only stream 30 to 45 minutes.

Motion by Ballard, seconded by Foster to approve City Hall Project No. 85 Pay Request No. 2 to Minko Construction, Inc. in the amount of \$25,511. Motion passed unanimously.

The Change Order is not quite ready because Superintendent Olson figured out a cheaper way to get water to the sprinkler system. They will have an exact number for the July 10 Council Meeting.

Administrator Solga received a bid from VCI Environmental to remove the hazardous material on the piping for \$4,620. To remove the hazardous material under the carpet will be an additional \$13,650. VCI could begin on the pipes on July 9, 2018 and Minko said that it wouldn't affect their schedule at all. Curt feels that it is important. Strand feels that the project has been nothing but surprises and he thinks that there will be more surprises. Motion by Markgraf, seconded by Foster to approve the hazardous abatement of the pipes for \$4,620. Strand, Ballard: Nay. Foster, Markgraf, Frazier: Aye. Motion passed.

Motion by Strand, seconded by Foster to appoint Council Member Kevin Ballard to the Planning Commission. He will replace CJ Holl who resigned in May. Motion passed unanimously.

Motion by Ballard, seconded by Foster to appoint to the Legal Services Committee Council Member Strand. He will replace CJ Holl who resigned in May. Motion passed unanimously.

Council had no questions on the informational letter from Otter Tail Power.

Council Member Strand stated that when promoting Pelican Rapids to people, the feedback he has received is that it's expensive. At the Planning Commission Meeting they discussed the cost of building permit fees, building new homes and what items need building permits. He would like the Planning Commission to review this further. He feels that the City needs to be more competitive with the townships that are taking the city's customers. Motion by Strand, seconded by Foster to direct the Planning Commission to look into the City's building permit program and fee structure to see if changes can be made, and to find out what items require a building permit. Motion passed unanimously.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:33 p.m. Motion passed unanimously.



Danielle Heaton  
Clerk-Treasurer