

CITY COUNCIL AGENDA

July 6, 2018

Tuesday, July 10, 2018

5:00 p.m. Pelican Rapids Fire Hall, 200 S 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. Agenda Additions or Deletions (*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 Minutes – Council Meeting 6/26/18, Special Council Meeting 6/18/18
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Library Report
 2. Police Chief Report
 3. Financial Report
 4. Certify Unpaid Utility Bill for 100 NW 2nd St. in the amount of \$98.21.
5. Art in the Park Coordination – Paula Waller
6. Pickle Ball Court – School/City Collaboration
7. Project #89 – Street/Utility Project
 - Public Hearing 5:30
 - Bid Results/Update
 - Resolution
8. City Hall Project Update
 - Change Orders
9. 2018 Legislative Update – Senator Bill Ingebrigtsen
10. Street and Park Superintendent Report
11. Election 2018
 - Appoint Election Judges
 - Reschedule 8/14/18 City Council Meeting
 - Change Polling Place
12. Streaming Council Meeting Discussion
13. Planning Commission Meeting Update
 - Building Permitting Discussion
14. Filing for City Offices Opens 7/31/18 and Closes 8/14/18
15. Adjourn

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 07-10-18 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 three members of the Council were present at roll call:

Council Member Steve Strand Council Member Curt Markgraf

Council Member Kevin Ballard-absent Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson and City Engineer Bob Schlieman.

General Attendance: Paula Waller, Jen Ballard, Dawn Finn, Jodi Jendrysik, Mike Magnusson, Ernie Torres, Chad Bormann from BHH Architect 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 Foster, seconded by Markgraf to delete No. 6 Pickle Ball Court – School/City Collaboration and No. 9 2018 Legislative Update – Senator Bill Ingebrigtsen. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the consent agenda with the removal of the minutes.

~~a) Council Meeting 6/26/18, Special Council Meeting 6/18/18~~

b) Approval of Accounts Payable Listing

c) Staff Reports

1. Library Report

2. Police Chief Report

3. Financial Report

4. Certify Unpaid Utility Bill for 100 NW 2nd St. in the amount of \$98.21.

Motion passed unanimously.

Council Member Foster asked Clerk-Treasurer Heaton to check on the May 29, 2018 minutes to make sure the changes he had requested were made. In the June 26, 2018 minutes, a motion was marked as died, when it was actually defeated. Clerk-Treasurer Heaton will look into the May minutes and make the necessary change to the June minutes. Motion by Foster, seconded by Strand to approve the minutes with the amendment. Motion passed unanimously.

Paula Waller and Jen Ballard requested the use of Sherin Park Campground for Art in the Park on July, 28, 2018. They will need all Campsites, so they will arrange with City Hall to rent those.

Superintendent Brian Olson provided Council with a Streets and Parks report. Olson hired Pipe Detectives which cost approximately \$10,600 and they televised sixteen blocks and cleared out debris that was in the sewer lines. Previously, the sewer line on NW 3rd Avenue which had a sewer backup was televised, and no tree roots were found. Two breaks were found and are scheduled to be repaired as soon as the contractor is available. Crack Sealing will start next week. Olson received a quote of \$42,000 to hire a company to come in and do it. Olson figured a rough estimate to have City staff do it would be \$22,000. There are a couple of young adults from Productive Alternatives that will be helping the City with the mowing while the crack sealing is being done by city staff.

Olson provided Council with a map of the Pelican Fest Parade detour route. Olson and Police Chief Stadum would like to make one side of NW 1st Street no parking and no parking on SE 2nd Avenue. This should help with the flow of traffic during the parade. Motion by Strand, seconded by Foster to approve the temporary parking changes for the Pelican Fest parade. Motion passed unanimously.

Both parks and pools have been busy this summer. Session 2 Swimming Lessons have started. Motion by Strand, seconded by Markgraf to approve the Streets and Parks report. Motion passed unanimously.

Filing for City offices open on July 31 and close on August 14. The openings are for mayor, the elected position held by Brent E. Frazier, and two openings for council members, the elected position held by Steve Strand and the appointed position held by Curt Markgraf.

Administrator Solga updated Council on the Planning Commission meeting. The property owners at 516 NE 3rd Street have requested a variance and a public meeting on July 16 has been set. The Planning Commission had discussion on transient merchants and building permitting. A property owner came to a commissioner about a land access issue; the commissioner is going to let the property owner know to bring a copy of the easement to the City so a resolution can be reached.

Pursuant to due call and published notice thereof, the City Council of Pelican Rapids met to consider the improvements to the following areas:

-An area south of First Street NW (Trunk Highway 108) commencing at a point on First Street NW approximately 1,000 feet west of Third Street NW thence south to a point approximately 240 feet from the starting point.

-First Avenue NW (Trunk Highway 108) from a point approximately 1,000 feet west of Third Street NW to a point approximately 1,230 feet west of Third Street NW.

- An area north of First Street NW (Trunk Highway 108) commencing at a point on First Street NW approximately 1,230 feet west of Third Street NW thence north to a point approximately 550 feet from the starting point. By making improvements to the sanitary sewer collection system, water distribution system, storm sewer collection system, street, curb and gutter, and adjoining driveways pursuant to Minn. Stat §§ 429.011 to 429.111. The area proposed to be assessed for such improvements which includes properties adjacent to or in the vicinity of the project areas listed above.

City Engineer Bob Schlieman reviewed the scope of the project with Council and the public in attendance. Drive over curb and gutter will be installed. Estimated project costs are \$636,557. There have been some discussions wondering if the City would consider deferral of the assessment for a maximum of 7 years, service is connected or ownership changes. Administrator Solga suggested adding lot developed. The City will be considering awarding the project at the July 31, 2018 meeting.

There were no comments from the public.

Administrator Solga updated Council on the project at City Hall. The Architect Chad Bormann and Administrator Solga just received the change order proposals earlier today. If the City were to choose to do all the changes, it would add 150 days to the contract. Minko is willing to do time and materials on the majority of the change orders and in that case it would not exceed the proposed change order bid amount.

Change Orders discussed:

1. Sprinkler System - \$106,250. Bid came in \$26,000 higher than thought and would add months to the project.

2. Council Chambers - \$22,850. Bid came in \$8,000 more than thought.
3. Remove duct work from Admin office - \$4,625.
4. Remove unused conduit and data cabling - \$4,310.
5. Remove upper level chase wall - \$6,125.
6. Remove and replace rooftop insulation that was damaged - \$5,400.
7. Provide 7 parapet back support walls - \$2,875.

Council Member Strand doesn't want to spend another dime on the building. Council Member Markgraf feels to abandon the building/project as it sits is not fiscally responsible. Council Member Foster feels that City Hall needs to be moved back downstairs. If the City decides not to put in fire suppression, it would save money now but it will limit the use upstairs to B occupancy. Motion by Foster, seconded by Markgraf to approve changes two through seven (2-7) on a time and materials basis when possible. Motion carried. Aye: Foster, Markgraf, Frazier. Nay: Strand.

Clerk-Treasurer Danielle Heaton recommended appointment of a number of election judges for the 08-14-18 Primary Election and 11-06-18 General Election. Motion by Strand, seconded by Foster to appoint the following people as 2018 election judges: Kathleen Knutson -Olson, Andrew Bradrick, Danielle Heaton, Dawn Lysaker, Paulette Nettetstad, Cynthia Stotesbery, Kathryn Andrews, Lydia Bradrick, Jeanine Anderson, Susan Strand, Babara Ripley, Onnalee Miller-Krump and Geri Langseth. Motion passed unanimously.

Due to the Primary Election scheduled for City Council's regular meeting date of Tuesday, August 14, 2018, Council needs to reschedule the meeting. Motion by Foster, seconded by Markgraf to reschedule the first Council meeting in August to Wednesday, August 15, 2018. Motion passed unanimously.

The polling place for the City of Pelican Rapids will be at the Pelican Rapids Fire Hall, 200 S Broadway, for both the 2018 Primary and Election.

Administrator Solga updated Council on the possible streaming of Council Meetings. Council is interested in both archiving and live streaming the meetings. Council Member Strand suggested checking with Arvig. This will continue to be a discussion as more information is available, but the City will wait to actually start the process after Council Meetings are back in City Hall Council Chambers.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:31 p.m. Motion passed unanimously.



Danielle Heaton
Clerk-Treasurer