

September 7, 2017

CITY COUNCIL AGENDA

Tuesday, September 12, 2017 5:00 p.m. Council Chambers, 315 N. 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
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 – 8/24/17 General Fund 2018 Budget & 8/29/17 Council Meeting
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report
 2. Library Report
 3. Financial Report
5. Welcome Festival
6. Street and Park Superintendent Report
7. Project # 85 City Hall/Event Center Improvement Bid Results and Potential Bid Award
8. Resolution Calling for the Public Hearing on Amended Capital Improvement Plan (CIP) and Intent to Issue CIP Bonds for City Hall Improvements
9. Resolution Calling for Public Hearing on Tax Abatement for Event Center
10. Water Tower Project No. 86 Update
 - Lift Water Restriction
11. Hazardous Properties – Greg Larson
 - a. 25/27 NW 1st Ave - Schleske
 - b. 117 NW 1st Ave - O'Neal
 - c. 129 NE 5th Ave - Waasdorp
12. MN DOT Limited Use Permit Resolution #2017 - 21
13. Project #87 Pay Request #2 Hough Construction - \$423,554.76
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09-12-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 09-12-17 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

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian Olson and City Attorney Greg Larson.

General Attendance: Girl Scout Members Clair and Ella Schleske, Amy Schleske, Whitney Davidson, Chad Borman with BHH, Glenys Ehlert, Katherine Jordahl, X. Ann O'Neal, Reverend Scott Block, Gerri Moeller, Kathy Bergren, Wayne Bakken, Annie M. Wrigg, Dave and Joan Ellison, Kathy Knuteson-Olson and Lou Hogle 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 Members Clair and Ella Schleske.

Whitney Davidson, the new Chamber Director, introduced herself to Council.

City resident Wayne Bakken urged City Council to review all costs and revenues for the Community Center and any fees that may be associated with a community center. He also reminded Council that some resident's taxes will be increasing because of the street projects going on in the city this year.

Motion by Ballard, seconded by Strand to approve the agenda with the addition of No. 15 Planning Retreat. Motion passed unanimously.

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

- a) Approval of Minutes – 8/24/17 General Fund 2018 Budget & 8/29/17 Council Meeting
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Police Chief Report
 2. Library Report
 3. Financial Report

Motion passed unanimously.

No one from the Welcome Festival attended the Council Meeting, so Council will discuss at a later date.

Street and Park Superintendent Brian Olson provided Council with a report. The street project is moving along nicely. The downtown parking lot will now be completed in 2018. Annual sewer jetting will happen over the next few weeks. Sunday, October 1, 2018 from 7:00 a.m. to 3:00 p.m. will be hydrant flushing with the alternate date being October 8. The pool had a great season and is now closed. Motion by Foster, seconded by Ballard to approve the report as presented. Motion passed unanimously.

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Project No. 85 City Hall/Community Center Improvement Bid opening was on September 7. Chad Borman with BHH reported that low and competitive bids were received. The City received seven bids and Mr. Borman had nothing but good things to say about each of the companies. MinKo Construction was the low bidder from base bid to alternatives at \$1.38 million with a completion date of June 2018. The estimated project cost was \$1.6. The city asked the construction companies to hold the bids for 45 days from bid opening. Council will need to accept the bid at the September 26 or October 10 meetings to stay within the 45 days.

BHH has completed their portion of the contract and are on an hourly basis now that the bids are complete. BHH will be as involved in the project as the City would like. They will review all pay requests and monitor the progress of the work. BHH is still waiting to hear on the state plumbing review and if the city chooses to move forward with the community center, a food and beverage application will need to be submitted.

Reverend Scott Block asked if the hurricanes will affect the price and Mr. Borman has heard a minimum of 15% is what he has heard. Kathy Knuteson-Olson stated that everything is set-up in this location. The parking is here, the sidewalks are here.

Administrator Solga recommends having BHH do the oversight work because, in the past, the City has had issues when doing it themselves. Administrator Solga will have new financing numbers to discuss with Council, which will include BHH and the low bid, to calculate the tax impact on City residents. The Council will review available funds that could be used to help buy down the bond.

Motion by Foster, seconded by Strand to approve sending a letter out to all tax payers explaining the project and the expected costs in both English and Spanish. They will be invited to the Public Hearing on October 10 to give their opinions on the matter. Administrator Solga asked at least two council members to review the letter before it is sent to the City of Pelican Rapids tax payers. Motion passed unanimously.

Motion by Holl, seconded by Foster to introduce Resolution 2017-23 entitled: **RESOLUTION 2017-23; RESOLUTION CALLING PUBLIC HEARING ON THE INTENTION TO ISSUE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS AND THE PROPOSAL TO ADOPT A CAPITAL IMPROVEMENT PLAN FOR 2017 THROUGH 2021 UNDER MINNESOTA STATUTES, SECTION 475.521.** (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 Holl to introduce Resolution 2017-24 entitled: **RESOLUTION 2017-24; RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY TAX ABATEMENTS FOR THE COMMUNITY CENTER IMPROVEMENT PROJECT.** (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.

Since the Water Tower project is complete, water restrictions can be lifted. Motion by Strand, seconded by Ballard to introduce Resolution 2017-22 entitled: **RESOLUTION NO. 2017-22; A RESOLUTION OF THE PELICAN RAPIDS CITY COUNCIL RESCINDING MANDATORY WATER USE RESTRICTIONS.** (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.

Attorney Larson provided Council with an update on the following hazardous buildings/properties:

- 25/27 NW 1st Ave – (Schleske) – The courts received Mr. Schleske's response and now the City has until September 19 to respond.

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- 117 NW 1st Ave – (O’Neal) – The courts received Ms. O’Neal response and now the City has until September 19 to respond.
 - 129 NE 5th Ave – (Waasdorp) – The courts are still taking it under advisement.
- No action from the Council is required.

Motion by Strand, seconded by Foster to introduce Resolution 2017-21 entitled: **RESOLUTION NO. 2017-21; LIMITED USE PERMIT FOR NON-MOTORIZED RECREATIONAL TRAIL RESOLUTION.** (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 Ballard, seconded by Strand to approve payment for Improvement Project No. 87 - Street & Utility Improvements, Pay Request No. 2 for \$423,554.76 for Hough, Inc. of Detroit Lakes. Motion passed unanimously.

Motion by Ballard, seconded by Holl to set the next Council Planning Retreat for September 28, 2017 at 3:30 p.m. Motion passed unanimously.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:35 p.m. Motion carried.
Opposed: Holl



Danielle Heaton
Clerk-Treasurer