

CITY COUNCIL AGENDA

Tuesday January 11, 2022

4:30 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 – Council Meeting 12/14/2021
 - b) Approval of Accounts Payable Listing
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Minnesota National Bank, Bell Bank
 - f) Appoint City Attorney: Krekelberg Law Firm
 - g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
 - h) Approve Payment of Administrator and Clerk-Treasurer Bonds
 - i) Approve Payment of Liquor Store Bond
 - j) Coalition of Greater Minnesota Cities Membership Renewal
 - k) Minnesota Council of Airports Membership Renewal
 - l) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - m) 2022 Mileage - \$0.585
 - n) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - a. Property/Casualty LMCIT 2021 Dividend \$19,457
 - o) Certify to Property Taxes –

Parcel:	20 SE 4 th Ave	121 NE 1 st St
	Administrative Penalty	Administrative Penalty
	Amount \$50.00	Amount \$50.00
Parcel:	22 NW 2 nd Ave	
	Administrative Penalty	
	Amount \$50.00	
5. Special Assessment Request – Andy Johnson
6. Otter Tail Truck Station Utility Extensions – Bob Schlieman (In Packet)

7. Street and Park Report
8. Library Report (In Packet)
9. Library Board Appointment
10. Authorize Credit Card Use: City Administrator–Don Solga \$5,000, Clerk-Treasurer-Danielle Harthun \$5,000, Police Chief-Jeff Stadum \$1,000, Fire Chief-Trevor Steeves \$1,000, Street/Park Superintendent-Brian Olson \$1,000, Liquor Store Manager-Maggie Johnson \$1,000 and Library Director-Annie Wrigg \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. Provide invoice or receipt as soon as they are available.
11. Election of Acting Mayor
12. Approve 2022 Appointments to Boards and Authorities (In Packet)
13. Approve City Fee Schedule (In Packet)
14. Set Time, Place & Date of Regular Meeting
15. Rental License Report
16. City Administrator Report
17. Mayor Report
18. Recess to EDA Meeting
19. Review EDA Actions
20. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 1/11/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, January 11, 2022 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 pm.

Clerk-Treasurer Danielle Harthun took roll call.

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

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Park and Street Superintendent Brian Olson, Police Chief Jeff Stadum.

General Attendance: Wayne Runningen, Joe Clausen, Justin Fure, Bob Schlieman and Lou Hoglund from the Pelican Press were present.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 1/11/2022

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

All present stood and said the Pledge of Allegiance.

Council Member Steve Foster arrived at 4:33 pm.

Motion by Ballard, seconded by Markgraf to approve agenda with the deletion of No. 5 Special Assessment Request – Andy Johnson. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to approve the consent agenda

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- h) Approve Payment of Administrator and Clerk-Treasurer Bonds
- i) Approve Payment of Liquor Store Bond
- j) Coalition of Greater Minnesota Cities Membership Renewal
- k) Minnesota Council of Airports Membership Renewal
- l) Otter Tail Lakes Country Association Community Collaborative Annual Membership
- m) 2022 Mileage - \$0.585
- n) Staff Reports
 - 3. Police Chief Report
 - 4. Financial Report
 - a. Property/Casualty LMCIT 2021 Dividend \$19,457
- o) Certify to Property Taxes –
 - 20 SE 4th Avenue, Administrative Penalty, \$50.00
 - 121 NE 1st Street, Administrative Penalty, \$50.00
 - 22 NW 2nd Avenue, Administrative Penalty, \$50.00

Motion passed unanimously.

Superintendent Brian Olson provided Council with the Street and Park Report. They have snow plowed six times this winter and had help once to clean up downtown. A hydrant was damaged by the state plow. The skating rink is open now. Motion by Markgraf, seconded by Strand to approve the street and parks report. Motion passed unanimously.

Superintendent Olson had a resignation in his department. He would like to hire Ryan Huseby to fill the resignation of the Operations and Maintenance Worker as he has been performing the job since June 2021. His rate of pay would be level two at \$18.91.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 1/11/2022

Motion by Ballard, seconded by Foster to approve the hire of Ryan Huseby. Motion passed unanimously.

Wayne Runningen from the Library Board attended the meeting to answer any questions Council had. First Library Board Meetings will be moved back to the first Monday of every month at 6:00 pm. The Library Board approved the 2022 Budget and the part-time library page has been eliminated. The circulation librarian has requested to be put as an on call position. Motion by Strand, seconded by Foster to approve the library report. Motion passed unanimously.

Mayor Brent E. Frazier suggested appointing Mary Williams to the Library Board. Council Member Ballard asked if there should be a Council representative on the Library Board. It could help with communication between the Library and the City. Library Chair Wayne Runningen said the Library Board plans to attend Council meetings to improve communication now that Council Member Markgraf has completed his term on the Library Board. Motion by Markgraf, seconded by Ballard to appoint Mary Williams to the Library Board. Motion passed unanimously

Clerk Treasurer Danielle Harthun reviewed the credit card policy. City Administrator–Don Solga \$5,000, Clerk-Treasurer-Danielle Harthun \$5,000, Police Chief-Jeff Stadum \$1,000, Fire Chief-Trevor Steeves \$1,000, Street and Park Superintendent-Brian Olson \$1,000, Liquor Store Manager-Maggie Johnson \$1,000 and Library Director-Annie Wrigg \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. An invoice or receipt must be provided as soon as they are available. Motion by Markgraf, Strand to approve. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to appoint Steve Foster as Acting Mayor. There were no other nominations. Motion passed unanimously.

Council reviewed the 2022 Appointments to Boards and Authorities. Motion by Foster, seconded by Ballard to approve the 2022 Appointments to Boards and Authorities. Motion passed unanimously.

Council reviewed the 2022 Fee Schedule. Council Member Strand asked what the \$50 trailer park deposit was. Clerk-Treasurer Harthun explained that since mobile home owners do not own property, a deposit is collected since there is not property in case of unpaid bills. Motion by Strand to approve the 2022 City Fee Schedule but remove the Trailer Park Deposit. Motion died for lack of a second. Motion by Ballard, seconded by Foster to approve the 2022 City Fee Schedule. Motion passed. Opposed: Strand

Motion by Strand, seconded by Ballard to set the Council meetings for 2022 for the second Tuesday and last Tuesday, at 4:30 pm. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 1/11/2022

City Administrator Solga provided Council with a Rental License Report. Five rental properties did not make the deadline and got assessed the \$100 fine. Motion by Strand, seconded by Foster to approve the rental license report. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the Otter Tail County Truck Station Utility Extensions. The County would like City water and sewer infrastructure extended to the location they are building the new truck station. Estimated cost is \$290,000. The County would like the project completed in 2022. It will be a City project, but the County will reimburse the city for the costs. Motion by Ballard, seconded by Strand to move ahead with the project. Motion passed unanimously.

Bob Schlieman let Council know that he is going to start the underground utility planning for the Hwy 59 and 108 project.

City Administrator Don Solga reported that since the last city council meeting he has held a department head meeting; worked the city clerk to set the council agenda and prepped for the meeting; met a couple of times with Houston Engineering, MnDOT, and Brian Olson regarding the dam hydraulics; met with Otter Tail County Community Development Director regarding economic development; met with Sourcewell regarding the Comp Plan update; worked on replacement squad car internet devices; worked on revising and submitting the Targeted Community Capital Project grant application for the pool; worked with the school on completing a Safe Routes to School grant application; took some vacation over the holidays; submitted the annual Wetland Conservation Act report; attended a MN Dept of Health webinar on the new Lead and Copper rules; worked on personnel issues; and began compiling info needed to complete the city's pay equity report.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Press for publication, continued to visit area businesses, conducted a "Conversations with the Mayor" session at Historic City Hall on December 29, met on January 5 with Mary Williams who was interested in the vacant position on the Pelican Rapids Public Library Board, spoke with Jake Huebsch of Sourcewell regarding the City of Pelican Rapids Comprehensive Plan and met on January 11 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Council recessed to the EDA meeting.

Motion by Strand, seconded by Markgraf to approve the Economic Development Authority's actions including election of officers, approval of the 01/12/2021 EDA minutes, and approval of the 2022 membership to the Greater MN Partnership. Motion passed unanimously.

Motion by Strand seconded by Markgraf to adjourn the City Council meeting at 5:30 pm.
Motion passed unanimously.

A handwritten signature in blue ink, reading "Danielle Harthun". The signature is written in a cursive, flowing style.

Danielle Harthun
Clerk-Treasurer

January 7, 2022

EDA AGENDA

Tuesday, January 11, 2022 Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 1/13/2021
5. Membership Renewal for Greater Minnesota Partnership
6. Adjourn