

CITY COUNCIL AGENDA

Tuesday January 12, 2021

5:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Mayor and Council Members Oaths of Office
 - b) 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 12/8/2020
 - b) Approval of Accounts Payable Listing
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell Bank
 - f) Appoint City Attorneys: Krekelberg Law Firm and Larson Law Firm PC
 - 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) Lakes Country Service Cooperative Annual Membership Renewal
 - k) Coalition of Greater Minnesota Cities Membership Renewal
 - l) Minnesota Council of Airports Membership Renewal
 - m) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - n) Pelican River Pheasants Forever Raffle at VFW Post 5252 February 27, 2021
 - o) Cigarette Licenses 2021 : Carolyn Brown for Family Dollar & DG Retail, LLC. for Dollar General #19948
 - p) 2021 Recreational Game License for 3 Games at Pelican Rapids Pool Hall, INC. at 13 West Mill Avenue
 - q) 2021 Mileage - \$.56
 - r) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - Property/Casualty LMCIT 2020 Dividend \$7,989.00
5. Park Board/Pool Committee – Kate Martinez
 - Park Board/Pool Committee Minutes (In Packet)
6. Street and Park Report

7. 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.
8. Election of Acting Mayor
9. Approve 2021 Appointments to Boards and Authorities (In Packet)
10. Approve City Fee Schedule (In Packet)
11. Library Report
12. Set Time, Place & Date of Regular Meeting
13. Rental License Report
14. Wells Fargo Closing
15. Consider Liquor Store Lease Payoff
16. City Administrator Report
17. Mayor Report
18. Adjourn to EDA Meeting
19. Review EDA Actions
20. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/12/2021

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, January 12, 2021 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 pm.

Mayor Frazier, Council Member Kevin Ballard and Council Member Steve Foster took the Oath of Office.

Clerk-Treasurer Danielle Harthun took roll call.

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

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

General Attendance: Kate Martinez and Lou Hoglund from the Pelican Press were also present.

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

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda as written. Motion passed unanimously.

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

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- p) 2021 Recreational Game License for 3 Games at Pelican Rapids Pool Hall, INC. at 13 West Mill Avenue
- q) 2021 Mileage - \$.56
- r) Staff Reports
 - 3. Police Chief Report
 - 4. Financial Report
 - Property/Casualty LMCIT 2020 Dividend \$7,989.00

Motion passed unanimously.

Park Board Member Kate Martinez provided Council with a Park Board and Pool Committee update. The Park Board would like approval to have a Pelican Rapids Parks Luminary Walk on Saturday, February 13, 2021; from 5:30 pm to 7:30 pm., estimated

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expenses are \$200.00. After the walk, Trinity Church would like to host a drive-in movie night in their parking lot at 7:30 pm. Motion by Foster, seconded by Ballard to approve the Pelican Rapids Parks Luminary Walk and \$200 worth of expenses. Motion passed unanimously.

The Park Board and Pool Committee minutes were provided in the packet for Council. Motion by Strand, seconded by Foster to approve the minutes. Motion passed unanimously.

Street and Park Superintendent Brian Olson provided Council with his report. People are using the skating rink with the mild weather. He reported that the Christmas lights have been taken down and he is waiting until the 2024 Highway to get new Christmas lights for downtown. Council Member Strand expressed concerns over how slippery it is by the recycling area. Superintendent Olson will talk to the County about the situation. Motion by Strand, seconded by Markgraf to approve Street and Park report. Motion passed unanimously.

Superintendent Olson asked Council for \$2,000 to have the architect for the new pool make a few changes, which include adding solar into the pool, plans. Motion by Ballard, seconded by Foster to approve the \$2,000.00 for pool plan changes. 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 and provide invoice or receipt as soon as available. Motion by Strand, seconded by Ballard to approve the credit card policy and credit limits. Motion passed unanimously.

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

Council reviewed the 2021 Appointments to Boards and Authorities. Motion by Markgraf, seconded by Foster to approve the 2021 Appointments to Boards and Authorities. Motion passed unanimously.

Council reviewed the 2021 Fee Schedule. Council Member Ballard asked if the Annual Pigeon License Fee could be added to the fee schedule. Motion by Ballard, seconded by Strand to approve the 2021 City Fee Schedule with the addition of the pigeon license. Motion passed unanimously.

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Council Member Markgraf provided the Library Report. The library roof contractor will not receive payment until the punch list items are finished. The board approved a 2% increase to wages. Council Member Ballard suggested the Library Director present the library budget to the Budget Committee as she does the Library Board. He recommended Council and the Library Board have a joint meeting to discuss things as there appears to be a large disconnect between the City and the Library. He also encouraged other members of council to attend a Library Board meeting. Motion by Foster, seconded by Strand to approve the Library Report. Motion passed unanimously.

Motion by Strand, seconded by Foster to set the Council meetings for 2021 for the second Tuesday and last Tuesday, at 4:30 pm. Motion passed unanimously.

City Administrator Solga provided Council with a Rental License Report. Twenty-five properties did not complete the rental process by the end of 2020. He provided Council with a breakdown of the remaining unlicensed rentals.

The rental inspection agreement has expired. Administrator Solga reviewed the new agreement. Motion by Foster, seconded by Strand to approve the new rental inspection agreement with the current inspector. Motion passed unanimously.

The City of Pelican Rapids received notice that Wells Fargo Bank in town will be closing and consolidated with the Wells Fargo located in Fergus Falls, MN.

Council considered paying off the Liquor Store Lease. The lease balance is \$192,528.00 and the funds would come from the Liquor Store savings account. Motion by Markgraf, seconded by Foster to approve the payoff the Liquor Store lease. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he has; held a department head meeting; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; attended MNDOT 2024 advisory meeting; took some vacation time; worked on police department personnel issue; work on city hall telephone system remote working capabilities; set up learning and setting up the smart board; attended a conference call with Sourcewell regarding the comp plan steering committee next meeting agenda; held a RaveAlert training; attended MNDOT Aero Aviation System Plan Outreach webinar; attended remote meeting with Otter Tail County Community Development Agency regarding MN Housing Partnership attending next planning commission meeting; attended remote meeting with Otter Tail County Community Development Agency regarding additional county covid-19 relief funds; attended Dec 17 pool meeting; submitted annual Wetland Conversation Act report to State; completed and submitted annual pretreatment report to MPCA; attended PR Local Foods Local Places Market Place virtual meeting; met with Troy Johnson of Unique LLC and Brian Olson to discuss the street at Unique Apartments and the transfer of undeveloped property to the city.

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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 communicate with Todd Kampstra of Jenny-O regarding the positive COVID-19 cases at their work facility, conducted a 'Conversations with the Mayor' session at Historic City Hall, attended a 2024 Pelican Rapids Complete Streets Project Skype Meeting, telephone conversation with Pelican Rapids School Superintendent Brian Korf regarding 2024 Complete Streets Project, visited Pelican Motel and Jenny-O regarding the 2024 Complete Streets project turning lanes concept, conducted a telephone call with Weishair's Barber Shop regarding Pelican Rapids Library roof project and his concerns, attended a West Central Initiative Coffee Klatch Zoom Meeting, attended a Virtual & Outdoor Community Building Workshop Zoom Meeting, welcomed Kunz Chiropractic to Pelican Rapids, attended a Leachate Meeting at City Hall with Administrator Solga and the vendor, attended an Otter Tail County COVID-19 Virtual Meeting, visited with Wells Fargo Regional Manager regarding the closing of the Pelican Rapids Wells Fargo Bank, met with the newly elected Mayor Gary Stadum, attended a Local Foods Local Places Zoom Meeting, attended a Pelican Rapids Market Place Zoom Meeting, attended a Coalition of Greater Minnesota Cities Virtual Meeting regarding the Climate Change Resiliency and Waterwater Treatment Facilities and met with Administrator Solga to review the agenda for this evening's City Council Meeting.

Council recessed to the EDA meeting.

Motion by Markgraf, seconded by Strand to approve the Economic Development Authority's actions including election of officers, approval of the 01/14/2020 EDA minutes, and approval of the 2021 membership to the Greater MN Partnership. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:25 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer

January 7, 2021

EDA AGENDA

Tuesday, January 12, 2021 Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 1/14/2020
5. Membership Renewal for Greater Minnesota Partnership
6. Adjourn