

January 9, 2020

CITY COUNCIL AGENDA

Tuesday January 14, 2020

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 Council Meeting Minutes – 12/10/19
 - b) Approval of Accounts Payable Listing
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Appoint City Attorneys: Krekelberg Law Firm and Larson Law Firm PC
 - f) Designate Official Depositories: Wells Fargo, Minnesota National Bank, Wells Fargo Investments and Bell Bank
 - 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) Plumbers Registration: Shad Hanson for Mr. Plumber
 - n) Pelican River Pheasants Forever Raffle at VFW Post 5252 - 2/8/2020
 - o) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - p) Household Hazardous Waste Day 8/5/20 10:00 to 2:00 p.m. Public Works Facility
 - q) 20 Mileage - \$.575
 - r) Staff Reports
 1. Library Report
 2. Police Chief Report
 3. Financial Report
 - Property/Casualty LMCIT 2019 Dividend \$3,726.00
5. Authorize Credit Card Use: City Administrator–Don Solga \$3,000, Clerk-Treasurer-Danielle Harthun \$2,000, 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.

6. Street and Parks Report
 - Skating Rink Personnel
7. Approve 2020 Appointments to Boards and Authorities
 - Planning Commission Vacancy
8. Approve City Fee Schedule
9. Set Time, Place & Date of Regular Meeting
10. February 25, 2020 Council Meeting
11. OTLCA/City HCH Agreement
12. Chamber/City HCH Lease Agreement
13. Consider Resolution No. 2020-01, Resolution Allowing Wire/Automated Bank Payments
14. Gerry Henry
15. Adjourn to EDA Meeting
16. Review EDA Actions
17. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01-14-2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, 01/14/2020 in Council Chambers, City Hall.

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

Roll call was taken by Clerk-Treasurer Danielle Harthun.

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

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

General Attendance: Dena Johnson, Wayne Johnson, Nick Leonard 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.

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All present stood and said the Pledge of Allegiance.

Motion by Foster, seconded by Markgraf to approve the agenda with the deletion of No. 14 Gerry Henry and the addition of No. 18 Mayor's Report and No. 19 Administrator's Report. Motion passed unanimously.

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

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- p) Household Hazardous Waste Day 8/5/2020 10:00 to 2:00 pm Public Works Facility
- q) 2020 Mileage - \$.575
- r) Staff Reports
 - 4. Library Report
 - 5. Police Chief Report
 - 6. Financial Report
 - Property/Casualty LMCIT 2019 Dividend \$3,726.00

Motion passed unanimously.

Clerk Treasurer Danielle Harthun reviewed the credit card policy. City Administrator–Don Solga \$3,000, Clerk-Treasurer-Danielle Harthun \$2,000, 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. Motion by Strand, seconded by Markgraf to approve the credit card policy and credit limits. Motion passed unanimously.

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Street and Park Superintendent Brian Olson provided Council with his report. They have been plowing and moving snow. Egge's has moved snow twice this winter so far. The skating rink is open now and has averaged twenty-four skaters a day. Olson would like to hire Carson McNeal at \$10.35 and Erin Stadum at \$10.81 an hour. Motion by Strand, seconded by Foster to approve the hire of the skating rink attendants. Motion passed unanimously. Motion by Ballard, seconded by Markgraf to approve Street and Park report. Motion passed unanimously.

Council reviewed the 2020 Appointments to Boards and Authorities. Changes to the council portfolios were discussed. Airport was moved from Frazier to Foster. Motion by Foster, seconded by Strand to accept the Airport change and leave the other portfolios the same. Markgraf asked to have the police portfolio as he has knowledge of law enforcement. He feels he could contribute to that area as he has a vested interest and he understands how the process works. Some Council Members expressed their concerns about the change, that there may be an agenda since he used to be on the police department. Markgraf understands that he can discuss things, not change things without council approval. Strand feels that he seems to have an agenda. Foster recommended that Markgraf and Frazier both have the portfolio. He feels that two people to contribute to the portfolio may be better than one. Motion by Foster, seconded Strand, to amend the motion to include Markgraf and Frazier sharing the Police Portfolio. Motion to amend the motion passed unanimously. Markgraf commented the discussion that just happened regarding the Police portfolio proves that Council is not working as a team. "I was accused of having an agenda and I am offended. I am here to do a job for which I was elected and have no agenda. The way this was treated shows that this Council needs help" said Markgraf. Motion passed unanimously.

Council Member Foster will continue as Acting Mayor.

Motion by Ballard, seconded by Foster to approve the 2020 Appointments to Boards and Authorities as amended. Motion passed unanimously.

Council reviewed the 2020 Fess Schedule. Motion by Foster, seconded by Ballard to approve the 2020 City Fee Schedule. Motion passed unanimously.

Motion by Strand, seconded by Ballard to set the Council meetings for 2020 for the second Tuesday and last Tuesday, at 4:30 pm. in June, July and August and all other months will be 5:00 pm. Ballard and Frazier feel it is a disservice to the community if citizens would like to comment. Aye: Strand, Markgraf, Foster. Nay: Ballard, Frazier. Motion passed.

Council discussed the February 25 meeting. The 2020 caucus is the same day and no meetings can be conducted after 6:00 pm. Council will have a short one hour meeting on February 25.

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Administrator Solga met with Nick Leonard regarding the Services Agreement between the City and Otter Tail Lakes Country Association (OTLCA). The contract had been changed to a perpetual agreement. Motion by Foster, seconded by Markgraf to approve the City of Pelican Rapids, MN and Otter Tail Lakes Country Association Services Agreement. Motion passed unanimously.

Council reviewed the Space Lease Agreement between the City and the Chamber. The contract was changed to a perpetual contract so it doesn't need to be reviewed every year. The chamber board has already approved it. Motion by Markgraf, seconded by Foster to approve the City of Pelican Rapids, MN and Pelican Rapids Chamber of Commerce Historic City Hall Space Lease Agreement. Motion passed unanimously.

Motion by Markgraf, seconded by Ballard to introduce Resolution 2020-01 entitled: **RESOLUTION NO. 2020-01; RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Mayor Frazier reported that since the last city council meeting he has; talked with local businesses and residents about the 2024 Highway project and wrote the Mayor's column in the newspaper.

Administrator Solga reported that since the last city council meeting he has; held bi-monthly department head meeting; worked with city clerk to set agenda and prep for meeting; met with Otter Tail Lakes Country Assoc to finalize Historic City Hall agreement; met with engineering firms to discuss the 2024 complete streets project #91; met with Apex Engineering and Streets Super Intendent Brian Olson to discuss aspects of CSAH 96/100 Project #90; continued working with Lakes Country Service Coop on the PBX phone system and computer upgrade install; completed work on and submitted the TA Full Application; gathered info and met with Law Enforcement Legal Services (LELS) as 1st union negotiation and prepped for a 2nd meeting; held annual LMC Loss Control meeting; received, inspected and accepted 2020 police SUV; filed annual Tier II Emergency and Hazardous Chemical Inventory reports to Dept of Public Safety; filed annual Wetland Conservation report ; had communication's with County's engineer regarding the lot split and rezone of NE property; spent time working with Partnership4Health establishing an advisory committee for City's Bike and Pedestrian Plan process in 2020; met with SEH, elected officials Foster and Strand, and Brian Olson regarding the airport layout plan and capital improvement plan.

Council Member Ballard provided Council with a Library Report. The Library Board talked about the ice buildup on the roof of the Library. The heat tape has not been running consistently. Council Member Ballard wondered if it being on more would help with the ice dams. The library asked if the street department is able to shovel the sidewalk right after clearing the snow with the bobcat to prevent the ice compacting under the tires. If it can't be done, then they prefer the bobcat stay off the sidewalk. It

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was reported that the snow may need to be removed from the roof. The January 2020 Budget was approved by the Library Board.

Council adjourned 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 01/08/2019 EDA minutes, and approval of the 2020 membership to the Greater MN Partnership. Motion passed unanimously.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:26 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer

January 9, 2020

EDA AGENDA

Tuesday, January 14, 2020

Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 1/9/2019
5. Membership Renewal for Greater Minnesota Partnership
6. Adjourn