

CITY COUNCIL AGENDA

October 7, 2021

Tuesday, October 12, 2021

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 (*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 09/28/2021
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
5. Street & Park Report – Brian Olson
 - Resolution No. 2021-14 Winter Maintenance Agreement (In Packet)
6. Planning Commission Recommendation (In Packet)
7. Ringdahl Ambulance – Tollef Ringdahl
8. Annexation Public Hearing
 - Ordinance 21-02 (In Packet)
9. Library Report (In Packet)
10. Pool Plan (Click link to review)
 - <https://tinyurl.com/b47rxs4f>
11. 2024 Street Project
 - Trees
12. Otter Tail Lakes Country Community Collaborative Membership (In Packet)
13. River Bridge Engineering Proposal
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/12/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Monday, October 12, 2021 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 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 Solga, Parks & Streets Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Lindsey Forsgren, City Engineer Bob Schlieman and Clerk-Treasurer Danielle Harthun.

General Attendance: Jordan Rasmusson, Scott DeMartelaere, David Gottenborg, Jill Amundson, John Waller, Ellie Litzinger, Tom Pace, Pat Wallace, Tollef Ringdahl, Judy Tabbut, Wayne Johnson, Dan Egge, Steve Egge and Lou Hoglund from the Pelican Press were 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.

Judy Tabbut encouraged Council to move forward on all the projects in town and hire an Economic Director.

Motion by Ballard, seconded by Foster to add No. 17. State Representative Jordan Rasmusson. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 09/28/2021
- b) Approval of Accounts Payable Listing
- c) Staff Reports

3. Police Chief Report

4. Financial Report

Motion passed unanimously.

State Representative Jordan Rasmussen thanked the city and community for all the work they did for the House Tour in September and he feels that it made a positive impression. He mentioned there is an additional funding source for the pool project that is not available yet. He talked about the MNDOT Complete Streets project. He received the signed petition and forwarded it to MNDOT. He received word back with very positive changes and he would like to be helpful. His goal is to avoid MNDOT going alone without the City's consent.

Superintendent Brian Olson presented the Street and Parks report. The jetting was completed with no issues and they are still sweeping leaves. The winter equipment is ready and the parks are winterized. He asked Council to consider extending the temporary hire of Ryan Huseby through the end of 2021. Motion by Strand, seconded by Foster to approve Ryan Huseby through the end of the year. Motion passed unanimously.

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Superintendent Olson asked Council to approve the winter maintenance agreement with the County. Motion by Markgraf, seconded by Strand to introduce Resolution 2021-15 entitled: **RESOLUTION 2021-15 A RESOLUTION FOR WINTER MAINTENANCE AGREEMENT.** (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.

John Waller presented the Housing/Land Use Plan that Jill Amundson from WCI helped facilitate for the city owned northwest land. The Planning Commission recommended the plan and it can be added to the Comprehensive plan. Motion by Foster, seconded by Strand to adopt the plan. Motion passed unanimously.

A Planning Commissioner recently resigned and city resident Harold Holt had filled out the application. Motion by Ballard, seconded by Markgraf to appoint Harold Holt to the Planning Commission. Motion passed unanimously.

Pursuant to due call and published notice thereof, the City Council of the City of Pelican Rapids, Minnesota, held a public hearing at 4:56 pm to consider the annexation of certain property located in Pelican Township to the City of Pelican Rapids. Administrator Solga explained the annexation. County Commissioner Wayne Johnson provided information on the site improvements planned for that property. There were no comments from the public. Mayor Frazier adjourned the public hearing.

Motion by Foster, seconded by Markgraf to introduce the following written ordinance: **ORDINANCE NO. 2021-02; AN ORDINANCE FOR THE ANNEXATION OF CERTAIN PROPERTY LOCATED IN PELICAN TOWNSHIP TO THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in full force and effect and final upon the date this Ordinance is approved by the Office of Administrative Hearing)

Library Board member David Gottenborg presented the Library report. The Mayor asked for clarification on the September 1, 2021 Library Board minutes. When the street project on W Mill Avenue was done, one of the sewer lines was not connected to the main. This has been causing problems with the water softener. Superintendent Olson has been working on finding the best possible way to fix it without digging up the street. Motion by Markgraf, seconded by Ballard to approve the Library Report. Motion passed unanimously.

The City received complaints about the longer wait times for ambulance service. Tollef Ringdahl and Pat Wallace provided Council with information on Ringdahl Ambulance. They usually have about 700 calls a year in this area. Ringdahl has been short staffed for about two years now but they are doing the best they can with the employees they currently have.

Council reviewed the plans for the new pool. The architect met with the Pool Committee at their meeting and the pool committee approves the plans. The bid opening will be in November. Motion by Markgraf, seconded by Ballard to approve the plans and go out for bids. Motion passed unanimously.

Administrator Solga was able to put together a preliminary estimated tax impact for the 2024 Complete Streets Project. On a \$100,000 residential property the increase in city taxes is \$250 partnering with MNDOT and will double without MNDOT. On a \$200,000 commercial property

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the increase in city taxes is \$1,134 and will double without MNDOT. City Engineer Bob Schlieman recommended that the utilities must be replaced. The useful life of the utilities is past by 25 to 50 years.

Superintendent Olson recommended letting MNDOT remove the Ash trees in the boulevard by WCT during the 2024 Complete Streets project. They can be replaced by a healthier species. Motion by Foster, seconded by Ballard to follow the recommendation to remove the trees in front of WCT. Motion passed unanimously.

Houston Engineering presented a proposal for the bridge design over the river. Motion by Ballard, seconded by Foster to approve the scope of services from Houston Engineering for the bridge design. Motion passed unanimously.

Administrator Solga asked Council to renew the membership with Otter Tail Lakes Country Community Collaborative. Motion by Strand, seconded by Markgraf approve the membership. Motion passed unanimously.

Administrator Solga reported since the last meeting he attended he has; worked with the Clerk to set City Council (CC) agenda and prep for regular CC meeting; completed work on MPCA chloride response and submitted to MPCA; attended virtual DNR/City Dam design meeting; attended October 1 City Council/Library Board meeting with Bureau of Mediation Services; spent time on WWTF leachate information; continued work on personnel issues; completed and submitted closing documents to MHFA on the city infrastructure to Colony Apartments; met with engineer Bob Schlieman to discuss upcoming project assessment hearings; met with DNR and Houston Engineering at dam site to review design and discuss plans; attended the October 7 City Council/MnDOT special meeting; held a call with Financial Advisor Northland Securities regarding the 2024 Hwy project funding; attended October 11 Swimming Pool Committee meeting; and discuss the status and continuation of the comp plan update with Sourcewell.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's reports to the Pelican Press for publication, continued to visit area businesses, conducted a "Conversations with the Mayor" session at Historic City Hall on September 29, wrote a letter of support for a mural grant application and submitted it to the Pelican Rapids Park Board on September 30, attended a Mediation Meeting at city hall with Councilman Ballard, city staff, Pelican Rapids Library Board members, Librarian Annie Wrigg, Viking Library Director and Tiffany Schmidt of the Bureau of Mediation Services on October 1, attended a River Restoration/Dam Removal Project Meeting at the Pelican Rapids Dam on October 7 with Administrator Solga, Park Superintendent Brian Olson and personnel from the DNR and Houston Engineering, attended the City of Pelican Rapids 'Special' Council Meeting on October 7 regarding the 2024 Pelican Rapids Complete Streets Project and met on October 12 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

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Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:07 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