

Tuesday, October 13, 2020**5 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 9/29/2020
 - b) Approval of Accounts Payable Listing
 - c) Dunn Township Dunvilla Lions Raffle- VFW Post 5252 November 30, 2020
 - d) Staff Reports
 1. Police Chief Report
 2. Financial Report
5. Park Board Update- Board
6. Street Report
 - Resolution 2020-19 Winter Maintenance Agreement (In Packet)
7. Otter Tail Lakes Country Community Collaborative Membership Consideration (In Packet)
8. CSAH 96/100- Project #90 Pay Request #1 - \$624,913.38 (In Packet)
9. DAM Removal Update
10. 2024 Complete Streets Update
11. Rental License Discussion
12. Library Report
13. City Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/13/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, October 13, 2020 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 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 Don Solga, Street and Park Superintendent Brian Olson, Clerk-Treasurer Danielle Harthun.

General Attendance: Lou Hoglund from the Pelican Press was 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 Strand, seconded by Foster to approve the agenda with the deletion of No. 5 Park Board Update and the addition of No. 16 Comprehensive Plan Steering Committee. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 9/29/2020
- b) Approval of Accounts Payable Listing
- c) Dunn Township Dunvilla Lions Raffle- VFW Post 5252
November 30, 2020
- d) Staff Reports

3. Police Chief Report

4. Financial Report

Motion passed unanimously.

Superintendent Brian Olson provided Council with a street and park report. CSAH 96/100 project is done for the year and will be finished next year. The sewer lines were jetted and they had a few problems with the hose sticking in the sewer lines. He contacted the company to check the pressure on the jetter to make sure they are correct. Hydrant flushing went well for this year and they will continue to sweep leaves. Motion by Strand, seconded by Ballard to approve the street and park report. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to introduce Resolution 2020-19 entitled;

RESOLUTION NO. 2020-19; WINTER MAINTENANCE AGREEMENT. (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.

Council considered the Otter Tail Lakes Country Community Collaborative Membership. The city has done it the last few year and it was included in the preliminary budget for 2021. Motion by Foster, seconded by Ballard to approve membership to the Otter Tail Lakes Country Community Collaborative for 2021. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/13/2020

Council considered Pay Request No. 1 for Project No.90 - CSAH 96/100 for \$624,913.38 for Otter Tail County. This is for the city's portion of the CSAH 96/100 project. Motion by Strand, seconded by Foster to approve Pay Request No. 1 for \$624,913.38. Motion passed unanimously.

Administrator Solga provided an update on the dam removal. The city attorney, mayor and administrator attended the dam initial meeting. They talked about the next steps and reviewed what the \$1.9 million grant would cover. The city attorney will review abstracts to figure out landownership along the river and the grant will cover the legal expenses.

Administrator Solga provided Council with a 2024 Complete Streets Project update.

Administrator Solga provided information on the rental program and the differences between HRA inspections and the city rental inspection.

Council reviewed the Library Report. The meeting rooms will be available for meetings after hours. The library is looking at hiring someone to remove the snow when city crews are unable too. Motion by Strand, seconded by Markgraf to approve the Library report. Motion passed unanimously.

Administrator Solga reviewed the people who volunteered to be on members of the Comprehensive Plan Steering Committee. They are Alcadia Mejia Bravo, Anne Peterson, Arianna Zavala, Brent Frazier, Don Delgreco, Joe Clauson, John Gorton, John Waller III, Kate Martinez, Kevin Ballard, Robert Gray and Wendy Hoadley. Motion by Strand, seconded by Foster to approve the Comprehensive Plan Steering Committee members listed above. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he has; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; worked on postal machine internet line; attended remote meeting with Otter Tail County Community Development Agency regarding Cares Act funding for small business, non-profits and housing; worked on police department personnel issue; worked on Comprehensive Plan steering committee establishment; submitted Cares Act monthly report to MMB; attended 2024 Complete Streets project advisory committee meeting via Skype with MNDOT; attended initial Dam removal meeting with MN DNR, Houston Engineering, Mayor Frazier, and City Attorney Greg Larson; worked on PFA funding paperwork for CSAH 96/100 Project No. 90; worked on 2021 water and sewer budgets; met with department heads to work on City's Local Hazard Mitigation update and survey for Otter Tail County.

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, attended a CSAH 96 & 100 Construction Meeting, attended a Local Foods, Local Places Steering Committee meeting by Zoom, attended several sessions of a 2 day Local Foods Local Places Workshop on 07 and 08 October by Zoom, attended a 2024 Complete Streets Project Meeting by Skype, attended a DNR Pelican Rapids Dam Removal Meeting by Zoom technology, attended an Otter Tail County promotional event at Historic City Hall, attended the Pelican Rapids Department Head's Meeting regarding local disaster mitigation due to natural causes and met with Administrator Solga to review the agenda for this evening's City of Pelican Rapids Council Meeting.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/13/2020

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:02 pm.

Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer