

CITY COUNCIL AGENDA

October 21, 2021

Tuesday, October 26, 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. Additions / Deletions to Agenda (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 Council Minutes – 9/28/2021, 10/1/21, 10/12/2021
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store (In Packet)
 2. Utilities Report (In Packet)
 - d) Dunn Township Dunvilla Lions Gambling Permit, 26 NW 1st Ave, Nov. 30
 - e) Certify Administrative Penalty for Addresses:
 - 421 SE 1st St Amount of \$150.00 601 N Broadway Amount of \$100.00
5. Lighted Horse Parade
6. Project 89 Assessments (In Packet)
 - Resolution 2021-17 Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment Utility and Street Improvements Near First Avenue NW (TH 108)
 - Resolution 2021-18 Resolution for Hearing on Proposed Assessment Utility and Street Improvements Near First Avenue NW (Trunk Highway 108)
7. Project 90 Assessments (In Packet)
 - Resolution 2021-19 Resolution Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment 1st Street NW, West Mill Avenue, 1st Street SW, Great Northern Road, 3rd Avenue SW, and 5th Avenue SW Underground Utility and Street Improvements
 - Resolution 2021-20 Resolution For Hearing on Proposed Assessment 1st Street NW, West Mill Avenue, 1st Street SW, Great Northern Road, 3rd Avenue SW, And 5th Avenue SW Underground Utility And Street Improvements
8. Utility Rate Adjustment (In Packet)
 - Resolution 2021-16 Resolution to Set Water & Sewer Rates, Fees and Charges
9. 2024 Street Project Items of Discussion (In Packet)
 - Shared Use Path Northside of 108 W
 - 3rd Ave NW Sidewalk Gap
 - Shared Use Path 59 N, Eastside , North of 5th Ave
10. County Garage Consideration (In Packet)

11. Set Date For Budget Meeting/Work Session
12. City Council Technology
13. Park Board, Pool Committee & Planning Commission Minutes
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/26/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, October 26, 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 - absent

Other city staff present: Administrator Solga, Liquor Store Manager Maggie Johnson, Clerk-Treasurer Danielle Harthun and City Engineer Bob Schlieman.

General Attendance: Patrick Hollister, Ellie Litzinger, Audrey Wifall 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.

Council Member Steve Foster arrived at 4:32 pm.

Motion by Strand, seconded by Foster to approve the agenda as written. Motion passed unanimously.

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

f) Approval of Council Minutes – 9/28/2021, 10/1/21, 10/12/2021

g) Approval of Accounts Payable Listing

h) Staff Reports

1. Liquor Store – pulled from consent agenda

2. Utilities Report

i) Dunn Township Dunvilla Lions Gambling Permit, 26 NW 1st Ave, Nov. 30

j) Certify Administrative Penalty for Addresses:

- 421 SE 1st St Amount of \$150.00

- 601 N Broadway Amount of \$100.00

Motion passed unanimously.

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Liquor Store Manager Maggie Johnson presented the Liquor Store report. There was vandalism at the liquor store and she would like to purchase updated cameras. They are the original cameras from when the building was built. Motion by Ballard, seconded by Foster to approve the purchase of a new camera system for the Liquor Store. Motion passed unanimously. Motion by Strand, seconded by Markgraf to approve the Liquor Store report. Motion passed unanimously.

City Engineer Bob Schlieman provided Council with an update on Project 89 - Colony Apartment Complex Utility and Street Improvements. The project is substantially complete and the assessment hearing for the benefitting properties will be on November 30, 2021. Motion by Foster, seconded by Strand to introduce the resolution entitled: **RESOLUTION 2021-17, RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)**. (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.

Motion by Ballard, seconded by Markgraf to introduce the resolution entitled: **RESOLUTION 2021-18, RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)**. (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.

City Engineer Bob Schlieman provided Council with an update on Project 90 - CSAH 96 and CSAH 100 Utility and Street Improvements. The project is substantially complete and the assessment hearing for the benefitting properties will be on November 30, 2021. Motion by Markgraf, seconded by Foster to introduce the resolution entitled: **RESOLUTION 2021-19, RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT 1ST STREET NW, WEST MILL AVENUE, 1ST STREET SW, GREAT NORTHERN ROAD, 3RD AVENUE SW, AND 5TH AVENUE SW UNDERGROUND UTILITY AND STREET IMPROVEMENTS**. (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.

Motion by Foster, seconded by Ballard to introduce the resolution entitled: **RESOLUTION 2021-20, RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT 1ST STREET NW, WEST MILL AVENUE, 1ST STREET SW, GREAT NORTHERN ROAD, 3RD AVENUE SW, AND 5TH AVENUE SW UNDERGROUND UTILITY AND STREET IMPROVEMENTS**. (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.

Council considered the purchase of the County garage site at 208 NE 5th Avenue. The decision does not need to be made tonight. It is zoned residential. Council Member Ballard and Mayor Frazier would rather the County sell it rather than the City purchase it to get it back on the tax rolls. Council Member Strand would like to wait until the next meeting to decide.

Audrey Wifall spoke to Council about the lighted horse parade on November 26, 2021. She requested that between the stoplights, there be no parking from 5-7 pm and the parking lot by Mercantile closed for horse drawn wagon rides. The route will be different this year and will start at by the Farmers Elevator. Motion by Foster, seconded by Ballard to approve no parking

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on Broadway between the stoplights on November 26, 2021 from 5-7 pm. The parking lot will not be shutdown to allow for more parking. Motion passed unanimously.

Administrator Solga reviewed the current utility rates with Council. There has not been any increases since 2013 and with expenses going up, upcoming projects and bond payments Council needed to consider and increase for 2022. After much discussion, Council decided to increase water flow rates from \$2.50 to \$2.75 per 1,000 gallons and sewer flow rates will increase from \$3.20 to \$3.35 per 1,000 gallons. Motion by Ballard, seconded by Markgraf to introduce the resolution entitled: **RESOLUTION 2021-16, A RESOLUTION TO SET WATER & SEWER RATES, FEES AND CHARGES.** (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.

Council discussed three items for the 2024 Complete Streets Project. MNDOT needed to know if these areas should be included in the project but the City will have to pay for it.

- Shared Use Path Northside of 108 W - Motion by Ballard, seconded by Markgraf to not include the shared use path on the north side of 108 W in the 2024 project. Motion passed unanimously.
- 3rd Avenue NW Sidewalk Gap - Motion by Strand, seconded by Foster to extend sidewalk on NE 3rd Avenue where it is currently missing. Motion passed unanimously.
- Shared Use Path 59 North of 5th Ave NE on the Eastside - Motion by Markgraf, seconded by Ballard to not include shared use path 59 north of 5th Ave NE on the eastside in the 2024 Complete Streets Project. Motion passed unanimously.

Patrick Hollister, PartnerShip 4 Health, asked Council and MNDOT to consider not doing anything that may hinder sidewalks or shared use path being added on highway 108 and 59 in the future even though this Council will not be putting sidewalk there with the 2024 Complete Streets Project.

Council set the date for the Budget Meeting as Friday, November 12 at 2:00 pm. Motion by Foster, seconded by Strand to approve the budget meeting date. Motion passed unanimously.

Administrator Solga discussed with Council what kind of technology they would like in the future for packets. They would like Administrator Solga to look into 12-14 inch iPad with keyboards.

The Park Board, Pool Committee and Planning Commission minutes were included in the Council packet. Motion by Markgraf, seconded by Ballard to approve the minutes listed above. Motion passed unanimously.

Administrator Solga reported since the last meeting he has; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; attended MnDOT Monthly and Central Office plan review and comment virtual meetings; attended virtual OTC/City Hazard Mitigation Plan meeting; attended annual first aid training; continued to work on personnel issues; reviewed responses from Bureau of Mediation Services and League of MN Cities regarding City Council and Library Board authorities as they relate to library employees; contacted City Attorney regarding City Council and Library Board authorities as they relate to library employees; spent time reviewing WWTF Leachate information and contacted MPCA regarding same; started completing pre-risk assessment form for the Targeted Community Capital Grant

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application; attended the 4th quarter virtual Community Collaborative meeting; attended October 25 Planning Commission meeting; and reviewed dam/bridge abutment information.

Mayor Frazier reported that since the last city council meeting he has; submitted weekly mayor's columns to the Pelican Press for publication, continued to visit area businesses, attended two 2024 Pelican Rapids Complete Streets Steering Committee Meetings on October 14 and October 20 via Microsoft Team, conducted a telephone interview with Mike McFeely of the Fargo Forum on October 15 regarding the 2024 Pelican Rapids Complete Streets Project, took part in the 2 hour "Local Foods Local Places Walking Tour" around Pelican Rapids on October 16 with approximately 12 people from Little Falls, Morris, Fergus Falls and Pelican Rapids, attended a Local Foods Local Places Steering Committee meeting on October 21 via conference call and met on October 25 with Administrator Don Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:11 pm.
Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer