

## CITY COUNCIL AGENDA

October 22, 2020

**Tuesday October 27, 2020**

**5:00 p.m.**

**Council Chambers, 315 N. Broadway**

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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 – 10/13/2020
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Utilities Report (In Packet)
5. Park Board Report
6. Library Roof – Architect Scott DeMartelaere
7. Rental Inspections- Kathleen Hoover
8. Liquor Store Report
  - 2021 Budget
9. CARES Act Funds
10. 2021 Water & Sewer Budgets (In Packet)
11. CSAH 96/100 – Project #90 Pay Request #2 - \$133,768.43 (In Packet)
12. Lakes Country Service Co-op IT Service Agreement (In Packet)
13. Library Employee Jurisdiction Determination (In Packet)
14. Pool Committee Minutes (In Packet)
15. City Administrator Report
16. Mayor Report
17. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/27/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, October 27, 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, Liquor Store Manager Maggie Johnson and Clerk-Treasurer Danielle Harthun.

General Attendance: Kate Martinez, Scott DeMartelaere, Scott Peterson, Kathleen Hoover, 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 Strand, seconded by Markgraf to approve the agenda with the addition of No. 18 Minnesota Lawful Gambling Application and No. 19 Meeting to Canvass the Vote. Motion passed unanimously.

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

- a) Approval of Council Minutes – 10/13/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  - 1. Utilities Report

Motion passed unanimously.

Kate Martinez provided Council with a Park Board update. The City recently received a donation of \$13,128.74 for park playground equipment. The Park Board recommended Council approve the purchase of outdoor musical instruments with the donation money. The playground equipment total is \$12,882. Motion by Ballard, seconded by Foster to approve the \$13,128.74 donation and purchase the outdoor musical instruments. Motion passed unanimously.

Kate Martinez shared information on three different options to replace the pea rock in the park. The choices are engineered wood fibers (\$8,034), rubber mulch (\$25,262), or poured in place (\$37,035). Life expectancy is eight, ten and twenty years respectively, with additional maintenance costs every one to three years. The Park Board recommended the Council approved the purchase of the poured in place. Motion by Ballard, seconded by Markgraf to use Liquor Store funds to purchase the poured in place for \$37,035. Motion passed unanimously.

Kathleen Hoover requested information on the rental program. She voiced her concerns about the rental procedures to Council.

Architect Scott DeMartelaere answered questions about the Library Roof project. Scott Peterson with A & R Roofing attended. Mr. Peterson said they should be done by November 13, 2020 if the weather cooperates. He answered Council's questions about why they are so behind schedule. He also assured Council that the water damage inside the library would be fixed by his company or his insurance company. The project was supposed to be completed by September 30, 2020.

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Liquor Store Manager Maggie Johnson presented the Liquor Store budget to Council. Motion by Ballard, seconded by Foster to approve the 2021 Liquor Store budget. Motion passed unanimously.

Administrator Solga gave Council an update on the CARES Act funds. Approximately \$149,000 has been spent of the CARES funds. There were eleven businesses in Pelican Rapids that applied for the grant funds for a total of \$92,000 and four non-profits that requested \$30,000. Otter Tail County is still collecting data and at the next meeting the City will have more information.

Administrator Solga, Council Member Foster and Mayor Frazier met to discuss the 2021 Water Budget. Council reviewed the changes. Motion by Ballard, seconded by Strand to approve the 2021 Water Budget. Motion passed unanimously.

Administrator Solga, Council Member Foster and Mayor Frazier met to discuss the 2021 Sewer Budget. Council reviewed the changes. Motion by Markgraf, seconded by Strand to approve the 2021 Water Budget. Motion passed unanimously.

Administrator Solga will meet with the Budget Committee to review if water and sewer rates need to be changed.

Ducks Unlimited requested Council approve an Application for Exempt Permit for Bingo for Ducks at the VFW, 26 NW 1<sup>st</sup> Avenue on December 4, 2020. Motion by Strand, seconded by Foster to approve the application. Motion passed unanimously.

Council discussed when to have a special meeting to canvass the vote, as the official tally will not be available by the next Council meeting day. Motion by Foster, seconded by Strand to set the meeting for Thursday, November 12, at 1:00 pm. Motion passed unanimously.

Pool Committee minutes were included in the Council Packet.

Council considered Pay Request No. 2 for Project No.90 - CSAH 96/100 for \$133,768.43 for Otter Tail County. Motion by Markgraf, seconded by Strand to approve Pay Request No. 2 for \$133,768.43. Motion passed unanimously.

Council considered the Lakes Country Service Cooperative IT Service Agreement. Council reviewed the agreement. Motion by Strand, seconded by Foster to approve the IT agreement with Lakes Country Service Coop. Motion passed unanimously.

Council reviewed the Jurisdiction Determination letter regarding the Pelican Rapids Public Library. The Library's wages and benefits will not be tied to the city's wages and benefits for pay equity purposes. This frees up the Library Board to adjust the library staff wages and benefits without regard to how it may affect other city employees and pay equity in general. The library will be responsible for their own pay-equity reporting starting in January 2021.

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 a remote meeting with the OTC Emergency Preparedness Advisory Committee; attended the City's quarterly safety committee meeting; attended the annual Right-To-Know training; spent time on rental housing licensing issue; completed work on the 2021 water and sewer budgets and met with the budget committee; attended a virtual meeting with MNDOT regarding Highway 59

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and County 9 realignment options for 2024; attended the virtual 4<sup>th</sup> Quarter Community Collaborative meeting; worked on police department personnel issue; attended remote meeting with Otter Tail County Community Development Agency regarding Cares Act funding for small business, non-profits and housing; attended a virtual meeting with League of MN Cities regarding the Cares Act Funding; and worked on the 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 Pelican Rapids Water and Sewer Budget Committee Meeting with Councilman Foster and Administrator Solga, conducted a phone call conversation with library roof Architect Scott Demartelaere and invited him to this evening's city council meeting, attended a Pelican Rapids Bike & Pedestrian Plan Meeting via Zoom, attended a 2024 Pelican Rapids Complete Streets Meeting via Skype to discuss traffic flow options at the intersection of State Highway 59 & County Highway 09, attended a Local Foods, Local Places Steering Committee Meeting via Zoom technology and met with Administrator Solga to review the agenda for this evening's City Council meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:56 pm. Motion passed unanimously.



Danielle Harthun, MCMC  
Clerk-Treasurer