

Tuesday, November 10, 2020**5 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. 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 10/27/2020
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report (In Packet)
 2. Street and Park Report (In Packet)
 3. Financial Report (In Packet)
 5. CARES Act Funds
 6. Library Report
 7. Credit Card Limit Increase
 8. Meeting to Canvas the Vote November 12, at 1:00pm
 9. City Administrator Report
 10. Mayor Report
 11. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/10/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, November 10, 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-Zoom

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga and 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.

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Motion by Strand, seconded by Ballard to approve the agenda with the addition of No. 12 Liquor Store Personnel. Motion passed unanimously.

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

- a) Approval of Council Minutes – 10/27/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Police Chief Report
 - 2. Street and Park Report
 - 3. Financial Report

Motion passed unanimously.

Administrator Solga reviewed all the CARES Act Funds expenses. Motion by Strand, seconded by Foster to approve the list of COVID expenses paid for by CARES Act Funds. Motion passed unanimously.

There will not be any CARES funds left over, but Council will still cover wages for employees up to 14 days, as established during the June 30, 2020 city council action. No vacation, sick or comp time will be deducted.

Eleven businesses requested CARES Funds for a total of \$91,000. There were three non-profits for \$31,000. Motion by Ballard, seconded by Strand to send the \$100,000 of the CARES funds to Otter Tail County to disburse to the businesses and non-profits. Motion passed unanimously.

Council Member Curt Markgraf provided a Library Report. Motion by Strand, seconded by Foster to approve the Library Report. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun asked Council to consider increasing the credit card limit by \$5,000. Staff has had difficulties make some purchases at the current limits. Motion by Strand, seconded by Markgraf to approve increasing the credit card limit. Motion passed unanimously.

Council was reminded of the Meeting on November 12, 2020 at 1:00 pm to canvass the vote.

Due to an unforeseen issue, the Liquor Store has lost a full-time position. A part-time position is also needed. Motion by Foster, seconded by Strand to approve the posting of a full and part time Liquor Store Clerk. 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; took some vacation time; met with Mayor Frazier and One Source Organics regarding waste water treatment facility; submitted Cares Act monthly expense report to MMB; 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; and worked on liquor store telephone issue.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Press, continued to communicate with Todd Kampstra of Jenny-O regarding the positive COVID-19 cases at their work place and in our community, received and conducted a telephone call from/with the National Bank Examiner, Office of the Comptroller of the Currency, regarding the Pelican Rapids banking institutions and the demographics of our community, had the privilege to teach a 6th grade Viking Elementary School virtual class regarding local government, elections & the National Electoral College, conducted a Conversations with the

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Mayor session at Historic City Hall, attended a West Central Initiative Annual Meeting via Zoom, Administrator Solga and I met with a regional business representative who proposed a revenue source for our Wastewater Treatment Facility, conducted a telephone call with Murray County Zoning Administrator regarding their proposed dam removal and an engineer selection, met with Administrator Solga to review the agenda for this evening's City Council Meeting and received a letter from Jan Malcolm of the Minnesota Department of Health regarding Otter Tail County elected officials involvement in communicating to the citizens in our communities about the increase of positive COVID-19 cases and how to reduce the positive cases spread.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:33 pm. Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer