

CITY COUNCIL AGENDA

November 10, 2022

Tuesday, November 15, 2022

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 – October 25, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
 - d) Certify to Property Taxes

Property: 33 NE 1 st Ave	34 NW 3 rd Ave
Utility Bill Amount \$246.64	Utility Bill Amount \$159.91
 - e) Cigarette License 2023: For Larry's Supermarket – Brittany Dokken, Southtown C Store – Jeanne Hovland, Park Region Co-op – Susan Bruggeman, Paul's of Pelican – Luke Loerzel, Family Dollar – Carolyn Brown, Dollar General – DG Retail
 - f) Recreational Game License 2023: VFW Gilmore Weik Post 5252, Pelican Rapids Pool Hall – Chet Nettekstad
 - g) Business License 2023: Mobile Home Park – Z & Z Associates
 - h) Plumbers Registration 2023: Wrigley Mechanical – Blake Wrigley, Hanson's Plumbing and Heating – Jason Schrupp, Green's Plumbing and Heating – Nicholas Green
 - i) Outdoor Sales Lot 2023: Alan Johnson – Auto Connection, Brad Sachs – Sachs Motors and Recreation
5. Library Report – (In Packet)
6. Foam Express Agreement/Lien Allowance
7. City Hall Upper Floor Draft Purchase Agreement – City Attorney
8. Senior Center Purchase Agreement – City Attorney
9. Canvas Election Results
10. Street And Parks Report – Brian Olson
11. Utilities Control System Improvements - Don Solga (In Packet)
12. Project 93 Pay Request for \$17,379.25 – (In Packet)
13. Water Tower Cleaning Proposal – Don Solga
14. 2023 Utility Budgets And Rates (In Packet)

15. School/City/County Collaborative Project – Brian Korf (In Packet)
16. Personnel Policy Update – Don Solga (In Packet)
 - Resolution 2022- 21 Approval For An Update To The City Of Pelican Rapids City Code Part 8 Personnel Policy (In Packet)
17. Administrator Report
18. Mayor Report
19. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/15/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, November 15, 2022 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 three 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 Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Lindsay Forsgren.

General Attendance: Dena Johnson, Judy Tabbut, David Gottenborg, John Ohman, Jade Petznick, Chris Smith via Zoom, Lana Grefsrud, Trevor Steeves, Brian Korf, Rudy Martinez, Jon Karger, Lance Roisum, Justin Fure 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.

Dena Johnson attended the Council meeting on behalf of the Lighted Horse Parade. She asked Council to consider blocking off the parking lot next to Mercantile on Main during the Horse Parade on November 25, 2022. Superintendent Olson assured her that he would make sure that was blocked off along with Broadway between the lights for the parade.

Motion by Strand, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – October 25, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Financial Report
 2. Police Report
- d) Certify to Property Taxes, 33 NE 1st Ave, unpaid utility bill for \$246.64
34 NW 3rd Ave, unpaid utility bill for \$159.91

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/15/2022

- e) Cigarette License 2023: For Larry's Supermarket – Brittany Dokken, Southtown C Store – Jeanne Hovland, Park Region Co-op – Susan Bruggeman, Paul's of Pelican – Luke Loerzel, Family Dollar – Carolyn Brown, Dollar General – DG Retail
- f) Recreational Game License 2023: VFW Gilmore Weik Post 5252, Pelican Rapids Pool Hall – Chet Nettestad
- g) Business License 2023: Mobile Home Park – Z & Z Associates
- h) Plumbers Registration 2023: Wrigley Mechanical – Blake Wrigley, Hanson's Plumbing and Heating – Jason Schrupp, Green's Plumbing and Heating – Nicholas Green
- i) Outdoor Sales Lot 2023: Alan Johnson – Auto Connection, Brad Sachs – Sachs Motors and Recreation

Motion passed unanimously.

Council Member Steve Foster arrived at 4:34 pm.

David Gottenborg, Library Board Member, gave a special thanks to the Friends of the Library for the money they raised. He also welcomed new Library Board Member Judy Tabbut, and reminded Council that Wayne Runningen will be done on the board at the end of the year.

Council considered the agreement between Foam Express, LLC and the City for the Industrial Park Lot. The Quit Claim Deed stated that Foam Express may not cause a mortgage or lien against the property without written consent from the City. The agreement will allow Foam Express to get there financing. Motion by Strand, seconded by Ballard to approve with the recommended changes. Motion passed unanimously.

Council reviewed the Sale and Purchase Agreement between the City and Funeral Home Real Property, LLC for the upper floor of City Hall. They are hoping to start construction early 2023. Motion by Strand, seconded by Foster to approve the agreement. Motion passed unanimously.

Council reviewed the Purchase Agreement between the City and teeemwrk, LLC. (Lana Grefsrud). They discussed some changes that need to be made to the agreement. City Attorney Forsgren will make the necessary changes for the next meeting. Motion by Markgraf, seconded by Ballard to approve the Purchase Agreement between the City and teeemwrk, LLC. (Lana Grefsrud) with changes. Motion passed unanimously.

Motion by Foster, seconded by Ballard to introduce Resolution 2022-22 entitled; **RESOLUTION NO. 2022-22; A RESOLUTION CERTIFYING THE RESULTS OF THE TUESDAY, NOVEMBER 8, 2022 ELECTION.** (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.

Superintendent Olson provided Council with a Street and Parks Report. The snow equipment is ready, he will be getting sand, and salt from the County once their shed is finished. Apex finished the soil borings on Maplewood Drive. The skating rink is set up and the City is looking to hire skating rink attendants. The Senior Citizen power line issue will be resolved in the spring. Motion by Strand, seconded by Foster to approve the report. Motion passed unanimously.

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Superintendent Olson reported the school asked for permission to string lights over the suspension bridge. Motion by Strand, seconded by Markgraf to allow the school to hang Christmas lights. Motion passed unanimously.

Administer Solga reviewed the In Control documents which were provided in the packet. A proposal was received to replace the SCADA computer and all obsolete hardware with modern hardware. The cost of the upgrade will be \$357,389. The City will use the ARP funds to cover the majority of the cost and PFA allowed the City to use up to \$100,000 of the funds that are in sewer reserves. In Control also provided a proposal for an Automation and Cybersecurity Service Plan. With the Comprehensive Cybersecurity Plan, there will be a one-time fee of \$1,418 and then an annual fee of \$6,038. The Budget Committee met with In Control to review both of these proposals and they are recommending adding them to the 2023 water and sewer budgets. Motion by Strand, seconded by Foster to approve both the upgrades to the SCADA system and the Comprehensive Cybersecurity Plan. Motion passed unanimously.

Council considered the Final Pay Request No. 3 to J & J Excavating, Inc. for \$17,379.25 for project 93. Motion by Strand, seconded by Ballard to approve the pay request. Motion passed unanimously.

Administrator Solga received two quotes for cleaning the exterior of the water tower. He received two proposals with the cheapest being from Maquire Iron from Sioux Falls, SD for \$9,000. Motion by Ballard, seconded by Foster to approve the proposal from Maquire Iron for \$9,000. Motion passed unanimously.

Brian Korf, Trevor Steeves, Rudy Martinez and Jon Karger from the School presented a proposal for a Multi-Use building for the City, School and County. The building would replace the current warming house. The School would take over everything regarding the warming house including staff. The City would be responsible for setting up, tearing down and maintenance throughout the winter season. The Multi-Use building will also include a Trail Head for the new bike trail. The school will be replacing their concession stand building with the Multi-Use building. The County will contribute around \$50,000 and they would like the City to contribute funds if they would like to collaborate with the school. Administrator Solga recommended that the City collaborate with the School. He has talked to School staff about contributing \$150,000 over five years from Liquor Store funds. Construction will start June 2023. Motion by Markgraf, seconded by Foster to collaborate with the School. The City will discuss at the next meeting how much funding to contribute. Motion passed unanimously.

The budget committee met several times to review the 2023 water and sewer budgets. Administrator Solga explained that water sales are down due to industrial water usage has going down. The biggest expense for the City in 2023 will be the SCADA upgrade which 20% being paid by water. Motion by Ballard, seconded by Foster to approve the 2023 Water budget. Motion passed unanimously.

Administrator Solga reviewed the 2023 Sewer budget. The biggest expense for the City in 2023 will be the SCADA upgrade which 80% being paid by sewer. Motion by Foster, seconded by Ballard to approve the 2023 sewer budget. Motion passed unanimously.

Council reviewed the water rates. Water flow rates will increase \$1.00 per 1,000 gallons with no change to the base rate for 2023 from \$2.75 to \$3.75. Motion by Foster, seconded by Markgraf to increase the water rates by \$1.00 per thousand for 2023. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/15/2022

Council reviewed the sewer rates. Sewer flow rates will increase \$.50 per 1,000 gallons from \$3.35 to \$3.85, with no change to the commercial and residential base rates. Base rate for industrial will increase from \$75,000 to \$81,000 for 2023. The budget committee met with WCT to update them on the rising water and sewer rates. Motion by Ballard, seconded by Foster to increase the sewer rates by \$.50 per 1,000 gallons for 2023 and increase the industrial base rate to \$81,000 for 2023. Motion passed unanimously.

Council Member Foster recommended postponing the Personnel Policy and resolution until the next meeting.

Administrator Solga reported that since the last meeting he has; worked with Clerk to set the agenda and prepped for the Council meeting; held 2023 utility budget and rates meeting with Clerk Harthun and the Budget Committee; met with Pool Committee to discuss state of pool project; attended the November 2 city administrator interviews with the department heads; attended the dam removal project pre-bid letting meeting; attended special meeting to discuss senior center; facilitated a virtual meeting with In-Control, Mayor, and Council Member Foster, to discuss the utilities control system improvements projects; attended warming house meetings with County, school staff, Street Superintendent, and Mayor; met with City Attorney to discuss the senior center agreements and finances (cnds); met with labor attorney Christina Petsoulis regarding the personnel policy; attended the dam removal project bid opening; and met with West Central Turkey's regarding the 2023 rates adjustments.

Mayor Frazier reported that since the last meeting he has; submitted weekly mayor's columns to the Pelican Press, continued to visit area businesses, conducted a "Conversations' with the Mayor" session at Historic City Hall on October 26, attend a Local Foods, Local Places Meeting at the Library on October 26, attended water and sewer budget meetings on October 27 and November 3 at city hall with Council Member Foster, Clerk Danielle Harthun and Administrator Solga, met on October 28 with personnel from our local Meals On Wheels Program, participated in the future City Administrator interviews at city hall with all other council members on November 2 which was followed by a city council meeting, met on November 3 with Chamber of Commerce President Joe Clauson to discuss functions of the EDA, attended the reconvened city council meeting of November 2 on November 3, attended a Work Session on November 3 regarding the sale of the former Senior Citizen Center building, attended a Water Plant & Wastewater Treatment Facility SCADA and control meeting at city hall with Council Member Foster and Administrator Solga on November 4 with personnel from In Control joining by Zoom, attended a Schools Multi-Use Building Meeting at the High School on November 7 with Administrator Solga, Superintendent Olson, and School Supt. Korf and Trevor Steeves of the school district, attended a meeting on November 7 at the Library with Bridgmakers and youth leaders of our community regarding local youth activities, gave a 'Welcome Speech' at the Open House & Ribbon Cutting Ceremony for Community & Life Services at 119 North Broadway on November 7, attended a Dam Removal/River Restoration Project Bid Opening on November 10 at City Hall with Administrator Solga, Superintendent Olson and Houston Engineering staff, attended a meeting on November 10 with Administrator Solga, Council Member Foster and Jenny-O Turkey Store staff to discuss future and proposed water and sewer rates for 2023 and beyond and how it relates to West Central Turkey's Inc., met on November 14 with Administrator Solga to review the agenda for this afternoon's meeting and met on November 14 for a Pelican Rapids Schools Multi-Use Building with Council Member Foster, Administrator Solga, County Commissioner Wayne Johnson and School Superintendent Korf.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/15/2022

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:36 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer