

CITY COUNCIL AGENDA

November 19, 2020

Tuesday November 24, 2020**5:00 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 – 11/10/2020
 - b) Approval of Accounts Payable Listing
 - c) Business License 2021 for Z & Z Associates for Mobile Home Park
 - d) Cigarette Licenses for 2021: Brittany Dokken for Larry's Supermarket, Jeanne Hovland for Southtown C Store, Susan Bruggeman for Park Region Co-op, Luke Loerzel for Pelican Rapids Arco
 - e) Plumber Registration 2021: Marty Hanson for Pelican Plumbing, Blake Wrigley for Wrigley Mechanical, Jason Schrupp for Hanson's Plumbing & Heating, Nicholas Green for Green Plumbing & Heating
 - f) Recreational Game License 2021: VFW Gilmore Weik Post 5252
 - g) Outdoor Sales Lot License 2021: Alan Johnson & Jovanny Zavala Martinez
 - h) Staff Reports
 1. Utilities Report (In Packet)
 2. Liquor Store(In Packet)
5. State Representative Elect Jordan Rasmusson
6. Park Board – Adam Satterlie
7. Project #91- 2024 Complete Street Facility Plan - Bob Schlieman(In Packet)
8. CSAH 96/100 – Project #90 Pay Request #3 - \$73,975.02 (In Packet)
9. Rental Housing Discussion
10. Resolution 2020-20- Designate Polling Place for 2021 (In Packet)
11. Last Council Meeting in December and Christmas Eve Closing
12. Truth In Taxation Public Meeting at 6:00pm on December 8, 2020
13. Pandemic Update
14. Park Board Minutes FYI
15. City Administrator Report
16. Mayor Report

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/24/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, November 24, 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, Clerk-Treasurer Danielle Harthun and City Engineer Bob Schlieman.

General Attendance: Jordan Rasmusson, Adam Satterlie and 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 Foster to approve the agenda with the addition of No. 18 Red River Valley 2021 Home and Garden Show and No. 19 425 1st Street SE Nuisance. Motion passed unanimously.

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

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- h) Staff Reports
 - 1. Utilities Report
 - 2. Liquor Store

Motion passed unanimously.

State Representative Elect Jordan Rasmusson for House District 8A introduced himself to Council. He spoke of the importance of defeating COVID-19 and helping businesses affected by the most recent shutdowns. He is looking forward to working with the City on the projects the City is collaborating with the state on such as the dam, TH 59 and 108 project and the bicycling path.

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Adam Satterlie, a member of the Park Board, informed Council that the City was awarded a grant for \$1,847.92 towards a bike maintenance station. The city is responsible for a 10% match. Motion by Foster, seconded by Strand to accept grant of \$1,847.92 for a second bike maintenance station. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the Utility Improvements for Trunk Highway Trunk Highway 59 and 108. He is recommending the city complete a Facilities Plan so the city may apply for PFA funding. The estimated cost for the Facility Plan was \$14,500. Motion by Strand, seconded by Foster to accept the proposal and complete a Facility Plan for Project No. 91 Utility Improvements for TH 59 & 108. Motion passed unanimously.

Council considered Pay Request No. 3 for Project No.90 - CSAH 96/100 for \$73,975.02 for Otter Tail County. Motion by Foster, seconded by Markgraf to approve Pay Request No. 3 for \$73,975.02. Motion passed unanimously.

Council Member Ballard requested Council discuss the Rental Housing Ordinance because concerns were raised by a rental property owner. Council discussed the importance of having rental inspections as it protects the property owners and the tenants. The annual rental housing fees were reviewed. The penalty was also reviewed. The penalties were established in 2014. Motion by Ballard, seconded by Markgraf to keep the rental process, fees and penalties as they are currently. Motion passed unanimously.

Council received the Park Board minutes in the packet.

Motion by Strand, seconded by Markgraf to introduce Resolution 2020-20 entitled; **RESOLUTION NO. 2020-20; A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2021.** (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 discussed if there will be a meeting on December 29, 2020. Motion by Strand, seconded by Foster to cancel the December 29 Council Meeting. Clerk-Treasurer Harthun will email a Bill Listing for final review for the end of month bills. Motion passed unanimously.

Clerk-Treasurer Harthun asked Council to consider allowing City Hall being closed on December 24, Christmas Eve. Staff will use vacation or comp time for those hours. Motion by Ballard, seconded by Foster to close City Hall on December 24, 2020. Motion passed unanimously.

Clerk Treasurer Harthun reminded Council that the Truth in Taxation meeting would be held on December 8, 2020 at 6:00 pm during the regularly scheduled council meeting.

Clerk-Treasurer Harthun reported that the 2021 Red River Valley Home and Garden Show has been canceled. Refunds will be mailed automatically.

Council discussed a public nuisance at 425 1st Street SE. There is a mattress on the boulevard. The owner has been notified and sent a warning letter giving them 10 days to clean up the nuisance and they did not comply. An administrative penalty has been issued and another 10 days to rectify the situation before a citation is given.

Administrator Solga provided Council with a pandemic update. The skating rink will be open but the warming house will be closed. Council meetings will continue as they have been with zoom being available to anyone not wanting to attend in person. City Hall has not discussed closing the doors yet,

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but may have staff work in shifts to limit potential exposure. If cases continue to rise in the area, City Hall may shutdown the lobby.

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; attended MNDOT 2024 project virtual meeting; attended DNR DAM project virtual meeting; attended the Pelican Rapids Bicycle and Pedestrian Plan Zoom meeting; met with Mayor Frazier, Councilperson Foster, and Clerk Harthun to discuss utility rates; attended CGMC annual meeting via Zoom; met with Annie Deckert of Greater Fergus Falls; met with city attorney Greg Larson and John Waller III regarding the upcoming planning commission meeting; met with Jake Huebsch of SourceWell regarding the upcoming Comp Plan Steering Committee meeting; revised city website to include Comp Plan update info; attended OTLCA annual meeting; submitted Cares Act final monthly expense report to MMB; worked on police department personnel issue; and worked on city hall laptop for remote working.

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, continued to communicate with Todd Kampstra of Jenny-O regarding the positive COVID-19 cases at their work facility and in our community, authored a 'thank you' letter to Gloria Woodard of Bemidji, MN. for her financial donation for the new playground equipment at E. L. Peterson Park, authored a "thank you" letter to Charlotte Moline of Mercer, WA. for her financial donation to the proposed Pelican Rapids Swimming Pool and amenities at the Pelican Rapids High School Fine Arts Auditorium, attended a 2024 Pelican Rapids Complete Streets Meeting (via Skype) to discuss the future plans and options of the State Highway 59 and County Highway 09 intersection, attended the Special City Council Meeting of November 12, 2020 to Canvas the Vote of the November 3, 2020 Election, attended a MESERB Meeting (via Zoom) regarding the topic of bio-solids, attended a Pelican Rapids Dam Removal Meeting (via Zoom) regarding ownership of river frontage when the river bottom will be exposed, attended a Water & Wastewater Rates Committee Meeting with Councilman Foster & Administrator Solga, attended a Pelican Rapids Bike Trail Meeting (via Go To Meeting), attended an Otter Tail County Emergency Management Meeting (via Go To Meeting) to hear the surrounding communities health care leader's perspective on COVID-19 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 6:15 pm.
Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer