

CITY COUNCIL AGENDA

November 24, 2022

Tuesday, November 29, 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 – November 15, 2022 (Will Be E-mailed On Monday)
 - b. Approval of Accounts Payable Listing
 - c. Staff Reports
 - i. Utilities Reports (In Packet)
 - ii. Liquor Store Report (In Packet)
 - d. Pelican River Pheasants Forever Gambling Permit – VFW Post 5252 – February 4, 2023
 - e. Plumbers Registration 2023: Mr. Plumber – Shad Hanson
5. Apex Engineering – Bob Schlieman
 - NW Land Housing Update
 - Supporting Active Transportation Project And Agreeing To Fund And Maintain Such Project Resolution 2022-23
 - Supporting Transportation Alternatives Project And Agreeing To Fund And Maintain Such Project Resolution 2022-24
6. Houston Engineering
 - Pelican Pete Removal Update
 - Dam Removal Update And Award (In Packet)
7. Skating Rink Personnel – Superintendent Olson
8. Senior Center Purchase Agreement (In Packet)
 - Warranty Deed (In Packet)
 - Easements (In Packet)
9. Pool Committee – Amy King
 - Pool Committee Minutes (In Packet)
10. Mobile Home Park Utility Deposit Fee – Councilperson Strand
11. Set Water And Sewer Rates, Fees And Charges Resolution 2022-25 (In Packet)
12. Personnel Policy Resolution 2022-21 Discussion (In Packet)
13. City/County/School Collaboration Contribution Discussion
14. December 27, 2022 Council Meeting – Danielle Harthun

15. Planning Commission Minutes (In Packet)
16. Park Board Minutes (In Packet)
17. Administrator Report
18. Mayor Report
19. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/29/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, November 29, 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 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, Accounting Clerk Onnalee Miller Krump, Liquor Store Maggie Johnson, Street and Parks Superintendent Brian Olson, City Engineer Bob Schlieman, City Attorney Lindsay Forsgren, City Prosecuting Attorney Jeff Skonseng.

General Attendance: Amy King, Mark Dokken, Kate Martinez, Rudy Matinez, Deysi Barragan, Judy Tabbut, Scott DeMartelaere, Lana Grefsrud, Justin Fure, Joe Clausen, Amanda Hillman via Zoom, Wes Keller, Staci Allmaras, Ariana Villagomez, Hanan Mohamed, Emily Ahmed, Ashley Zavala, Hani Bashir, Hamda Ibrahim, Tana Marich.

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.

During the comment period, Judy Tabbut from Merchants on the Move thanked the City and staff for making the Horse Parade so successful.

Motion by Ballard, seconded by Foster to approve the agenda with the deletion of No. 4 a. Approval of Council Minutes – November 15, 2022 and No. 4 c. Staff Reports 2. Liquor Store and the addition of No. 20 Jeff Skonseng – City Prosecuting Attorney and No. 21 Liquor Store Personnel and add O and M Plan to No. 6. Motion passed unanimously.

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

b. Approval of Accounts Payable Listing

c. Staff Reports

1. Utilities Reports

d. Pelican River Pheasants Forever Gambling Permit – VFW Post 5252 – February 4, 2023

e. Plumbers Registration 2023: Mr. Plumber – Shad Hanson

Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/29/2022

Amy King spoke on behalf of the Pool Committee. They are looking for Council approval for a new pool proposal. The pool plan from 2019 is just not feasible right now with increased costs and supply chain issues. The Pool Committee asked Design Intent to redesign the pool plans with a budget of \$4 million. Scott DeMartelaere of Design Intent presented the revised pool plan. Some of the cuts that were made were the showers and bathroom for the campground, the pool, pool deck, swimming lanes were all reduced in size, and the lazy river was removed. Capacity would go from 322 to 250. The Pool Committee asked for approval of the design so it can be bid out in spring 2023.

Motion by Ballard, and seconded by Foster to accept the recommended plans and move forward with to the bidding process. Motion passed unanimously.

Design Intent will have a proposal for their work on the redesign of the pool for the next meeting.

City Prosecuting Attorney Jeff Skonseng provided Council with an update on properties that are going through the Court system due to public nuisance and rental violations.

Liquor Store Manager Maggie Johnson reported that the Liquor Store will be open Sundays during football season. She had an employee quit. She received an application from Misty Julsrud and would like to hire her starting at \$14.71 (level 1). She would also like to advertise and hire for another clerk. Motion by Markgraf, seconded by Strand to hire Misty Julsrud starting at level one and advertise for another clerk. Motion passed unanimously.

City Engineer Bob Schlieman provided Council with an update on the NW housing development. The assessment amounts were higher than the developer was hoping so the developer will put things on hold until the assessment amount can be significantly reduced.

City Engineer Schlieman discussed with Council the MnDOT Active Transportation Infrastructure Grant Program. The grant is for pedestrian and bicycle infrastructure projects in 2023 or 2024. Motion by Foster, seconded by Markgraf to introduce Resolution 2022-23 entitled; **SUPPORTING ACTIVE TRANSPORTATION PROJECT AND AGREEING TO FUND AND MAINTAIN SUCH PROJECT.** (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.

City Engineer Schlieman also recommended Council apply for the Greater Minnesota Transportation Alternatives Grant Program. This grant funding can be used for trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation. Motion by Strand, seconded by Foster to introduce Resolution 2022-24 entitled; **SUPPORTING TRANSPORTATION ALTERNATIVES PROJECT AND AGREEING TO FUND AND MAINTAIN SUCH PROJECT.** (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.

Wes Keller from Houston Engineering provided Council with an update on the removal of Pelican Pete. The City has now received approval from all the state agencies so Pelican Pete can move soon. Final Completion date will be December 30, 2022.

Council considered the bid results for the Dam Removal and River Restoration Project. The bid openings were held on November 10, 2022 and three bids were received. The low bid was \$2,496,702.90 from Rachel Contracting. Motion by Markgraf, and seconded by Foster to award the bid to Rachel Contracting for \$2,496,702.90. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/29/2022

The Pedestrian Bridge bid was \$556,090.763. The City received a grant for \$260,000 and money from the Liquor Store savings was set aside. Since the price has increased, Administrator Solga recommended Council reserve \$300,000 of Liquor Store savings funds to cover bridge costs. Motion by Strand, seconded by Markgraf to commit \$300,000 of Liquor Store funds to the Pedestrian Bridge. Motion passed unanimously.

Amanda Hillman from the DNR and Administrator Solga discussed the Operation, Maintenance and Inspection Plan for the Pelican Rapids Rock Arch Rapids with Council. Once the dam is removed and the rock rapids installed, the City is agreeing to maintain and inspect the rock rapids. Motion by Ballard, seconded by Strand to approve the Operation, Maintenance and Inspection Plan. Motion passed unanimously.

Street and Park Superintendent Brian Olson asked Council to consider hiring Cale Richardson, Tori Huseby, Kyle Krump, Dylan Hoadley, and Brandon Heaton as Skating Rink Attendants. Wages start at \$14.00 an hour. Motion by Ballard, and seconded by Foster to hire Cale Richardson, Tori Huseby, Kyle Krump, Dylan Hoadley, and Brandon Heaton at \$14.00. Motion passed unanimously.

City Attorney Lindsay Forsgren reviewed the Senior Center Purchase Agreement with the changes that were made. Motion by Markgraf, seconded by Ballard to repeal the motion to accept the Purchase Agreement passed at the last council meeting. Motion by Markgraf, and seconded by Ballard to approve the Purchase Agreement with teeemwrk, LLC (Lana Grefsrud). Motion passed. Frazier: Opposed

Council reviewed the Warranty Deed and Easement with teeemwrk, LLC (Lana Grefsrud). Motion by Ballard, seconded by Foster to approve warranty deed. Motion passed. Frazier: Opposed.

Motion by Markgraf, seconded by Strand to approve the Easement with teeemwrk, LLC. Motion passed. Frazier: Opposed.

Closing will be scheduled for November 30 at 3:00 pm at City Hall.

Motion by Markgraf, seconded by Ballard to approve paying the closing costs of \$578.18 to Krekelberg Law Firm. Motion passed. Frazier: Opposed.

Council Member Strand would like to get rid of the Mobile Home Park Utility Deposit Fee. He feels it is unfair. Motion by Strand to get stop collecting a deposit and credit the owners. Motion died for lack of a second.

Motion by Ballard, seconded by Foster to introduce Resolution 2022-25 entitled; **A RESOLUTION TO SET WATER AND SEWER RATES, FEES AND CHARGES.** (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. Strand: Opposed

Administrator Solga reviewed the changes made to the Personnel Policy. Motion by Strand, seconded by Ballard to introduce Resolution 2022-21 entitled; **A RESOLUTION OF APPROVAL FOR AN UPDATE TO THE CITY OF PELICAN RAPIDS CITY CODE PART 8. PERSONNEL POLICY.** (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.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/29/2022

Council discussed the City/County/School Collaboration Contribution for the multi-use building that will hold the warming house and the Trailhead. The amount that was discussed with the County and School was \$150,000. Motion by Foster, seconded by Strand to commit \$150,000 over five years (\$30,000 annually). Motion passed unanimously.

Clerk-Treasurer Danielle Harthun spoke to Council about the last meeting in December. In the past, Council has not had the last meeting, as it is so close to Christmas. Motion by Foster, seconded by Strand to cancel the last meeting of December. Motion passed unanimously.

Planning Commission minutes were included in the Council Packet.

Park Board minutes were included in the Council Packet.

Administrator Solga reported that since the last meeting he has; held a Department Head meeting; worked with the Clerk to set the city council agenda and prepped for the meeting; attended various virtual meeting with MnDOT regarding the 2024 project; and met with Council Member Foster regarding the revisions to the Personnel Policy.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly mayor's columns to the Pelican Press for publication, continued to visit with area businesses, met with perspective Pelican Rapids Library Board members to fill an upcoming vacancy on that board, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting on November 17 at City Hall with Administrator Solga, Superintendent Olson and MnDOT personnel joining by Microsoft Teams, attended the Islamic Society of Pelican Rapids Open House on November 19, attended the Otter Tail County Public Hearing on November 21 regarding a possible moratorium on the sale of THC food and beverage products in Otter Tail County, conducted a "Conversations with the Mayor" session at Historic City Hall on November 23, attended an Otter Tail Lakes Country Association Annual Meeting at the Vergas Community Center on November 28, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting at City Hall on November 29 with Administrator Solga, in-coming Administrator Roisum, Superintendent Olson and MnDOT personnel joining by Microsoft Teams regarding the cross-walk locations for this project and met on November 29 with Administrator Solga and in-coming Administrator Roisum 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 6:16 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer