

CITY COUNCIL AGENDA

November 24, 2021

Tuesday, November 30, 2021

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 – 11/9/21, Work Session Minutes – 11/12/21
 - b) Approval of Accounts Payable Listing
 - c) Recreational Gaming License for 2022; Pelican Rapids Pool Hall Inc, Chester Nettetstad
 - d) Staff Reports
 1. Liquor Store (In Packet)
 2. Utilities Report (In Packet)
5. 2024 Street Project
6. Project 89 Assessment Hearing 5:30 p.m.
7. Project 90 Assessment Hearing 5:45 p.m.
8. Street Department – Seal Coat Resolution 2021-24
9. Park Board Update – Kate Martinez
10. Park Land Donation
11. Fire Department Personnel
12. Bridge Funding Discussion (Liquor Store \$250k)
13. Pool Bids Discussion & Design Intent Letter (In Packet)
14. Pool Grant Application and Resolution of Support 2021-23 (In Packet)
15. Pool Minutes
16. Planning Commission Update
 - Minutes
 - Resolution PC 2021-01 for Rezone
17. Last meeting in December
18. Library Roof Pay Request No. 2 \$142,488.00 (In Packet)
19. Administrator Report
20. Mayor Report
21. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/30/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, November 30, 2021 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 Solga, Clerk-Treasurer Danielle Harthun, Park and Street Superintendent Brian Olson, Fire Chief Trevor Steeves, Police Chief Jeff Stadum, City Engineer Bob Schlieman.

General Attendance: Wayne Johnson, Dena Johnson, Patrick Hollister, Mallory Jarvi, Judy Tabbutt, Dan Egge, Travis Wieber, Tom Pace, Tom Lundberg, Dan Bucholz, Don Perrin, Paul Evenson, Alan Martinson, Rick Westby, Ellie Litzinger, Everett Ballard, Jeff Morgan, Joe Clausen, Deysi Barragan, Mark Dokken, Scott DeMartelaere, Kate Martinez, Rudy Martinez, 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.

Motion by Ballard, seconded by Markgraf to approve the agenda with the addition of No. 22 Pheasants Forever Raffle. Motion passed unanimously.

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

- a) Approval of Council Minutes – 11/9/21, Work Session Minutes – 11/12/21
- b) Approval of Accounts Payable Listing
- c) Recreational Gaming License for 2022; Pelican Rapids Pool Hall Inc, Chester Nettetstad
- d) Staff Reports
 - 1. Liquor Store
 - 2. Utilities Report

Motion passed unanimously.

Council discussed the 2024 Street Project. Tom Pace, Travis Wieber and Tom Lundberg from MNDOT attended and answered questions. Council needs to decide tonight if they are going to partner with MNDOT on the 2024 Complete Streets Project. MNDOT clarified that the four-foot median would be two inches high. Motion by Foster to go into partnership with MNDOT on the 2024 Complete Streets Project. Strand seconded the motion but wanted the two-inch median option. Foster agreed to add the two-inch median option to his motion. Motion Passed. Aye: Strand, Foster, Frazier. Nay: Ballard, Markgraf.

Pursuant to proper notice duly given as required by law, the Council held a public hearing at 5:30 pm to present final project costs for Colony Apartment Complex Utility and Street Improvements and pass proposed assessment and allow all persons owning property

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affected by such improvements to be heard regarding the assessments. The amount to be assessed is \$60,636. Alan Martinson has two lots. He is not happy with the amount that he is being assessed. He did not want it and he does not feel that the value of his property has increased with the project.

Motion by Foster, seconded by Strand to introduce Resolution 2021-25 entitled; **RESOLUTION NO. 2021-25; RESOLUTION ADOPTING ASSESSMENT UTILITY AND STREET IMPROVEMENTS NEAR FIRST AVENUE NW (TRUNK HIGHWAY 108)**. (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.

Fire Chief Trevor Steeves asked Council to hire Yancy Wifall as a firefighter. He will be paid \$11.47 an hour. Motion by Foster, seconded by Markgraf to approve the hire of Yancy Wifall. Motion passed unanimously.

Pursuant to proper notice duly given as required by law, the Council held a public hearing at 5:45 pm to pass proposed assessment and allow all persons owning property affected by such improvement to be heard regarding the assessments. Jeff Morgan explained that there was an error on the special assessment worksheet for his property. The City Engineer will look into it and make any correction necessary.

Motion by Foster, seconded by Strand to introduce Resolution 2021-26 entitled; **RESOLUTION NO. 2021-26; RESOLUTION ADOPTING ASSESSMENT 1st STREET NW, WEST MILL AVENUE, 1st STREET SW, GREAT NORTHERN ROAD, 3rd AVENUE SW, AND 5th AVENUE SW UNDERGROUND UTILITY AND STREET IMPROVEMENTS**. (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 Brian Olson presented Resolution 2021-24 Seal Coat. He would like to partner with Otter Tail County to seal coat approximately 8.5 miles of Pelican Rapids Streets. Motion by Markgraf, seconded by Foster to introduce Resolution 2021-24 entitled; **RESOLUTION NO. 2021-24; SEAL COAT**. (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.

A Park Board update was provided by Kate Martinez. The Park Board has been speaking to the Baptist Church and they would like to donate some land to the City for a park in the northwest part of town. The Baptist Church asked that the City cover all costs to transfer the land. Motion by Ballard, seconded by Markgraf to approve the donation of land with the City paying any costs for the transfer. Motion passed unanimously.

Scott DeMartelaere from Design Intent presented the bid results for the new swimming to Council. The City received four bids with Hammers Construction having the low bid for both standard wage and prevailing wage. Because recipients of the Targeted Community Capital Grant will not be notified until January 2022, Mr. DeMartelaere contacted Hammers Construction and asked if they would consider holding the bid through January 2022. Hammers Construction agreed but there may be an increase up to \$98,000 to extend. Administrator Solga will draw up a Memorandum of Understanding (MOU) between the City and Hammers

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Construction. A special council meeting will need to be held before December 11 to approve the MOU. Motion by Ballard, seconded by Markgraf to hold a special meeting to consider a MOU between Hammers Construction and the City. Motion passed unanimously.

Administrator Solga reviewed the resolution with Council. Motion by Foster, seconded by Strand to introduce Resolution 2021-26 entitled; **RESOLUTION NO. 2021-23; RESOLUTION OF SUPPORT FOR THE TARGETED COMMUNITY CAPITAL PROJECT GRANT APPLICATION.** (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.

Pool Committee meeting minutes were included in the packet for the Council to review. Administrator Solga asked Council to consider dedicating \$250,000 of Liquor Store funds to pay for half of the Bridge over the dam. Motion by Strand, seconded by Foster to approve \$250,000 of Liquor Store funds be designated towards the pedestrian bridge. Motion passed unanimously.

Planning Commission meeting minutes were included in the packet for Council to review.

Council Member Ballard explained Resolution PC 2021-01 for the rezone of Parcel Number 76000220158004 from agricultural (A) to industrial (I). The Planning Commission recommended Council approve the rezone. Motion by Markgraf, seconded by Strand to approve the Planning Commission recommendation to rezone Parcel 76000220158004 to Industrial. Motion passed unanimously.

Council discussed whether to have the last council meeting in December. Motion by Strand, seconded by Ballard to cancel the end of December meeting. Motion passed unanimously.

Council considered Library Roof Pay Request No. 2 for \$142,488.00. Motion by Markgraf, seconded by Foster to approve Pay request No. 2. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to approve the Pheasant Forever raffle request for February 5, 2022 at the VFW. Motion passed unanimously.

Administrator Solga reported since the last meeting he attended he has; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; attended a conference call with Houston Engineering & DNR regarding DAM project; prepped for and held Zoom meeting with Mayor, Council Member Foster, PeopleService and MPCA regarding chlorides; attended the pool bid opening; prepped for and attended Council Budget meeting on November 12; attended safety meeting; held conference call with MPCA to complete and then submit chloride waiver eligibility and variance request forms; worked to get warranty deed recorded for the city property by the USPS office; attended CGMC conference in Willmar; met with Rep Rasmusson and Mayor Frazier regarding pool Targeted Community Capital Project (TCCP) grant; worked with Amy King and Kate Martinez on TCCP grant application; had phone call with Tammy Omdal to get clarification on city's financial state regarding pool project; and attended November 29 PC meeting.

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 visit area businesses,

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conducted an interview on November 10 with Ellie of Green Corp for an impact statement of support for Local Foods Local Places, attended the Pelican Rapids Pool Bid Opening on November 12 at City Hall, attended a Chloride Reduction Plan Meeting at City Hall on November 15 with Councilman Foster, Administrator Solga, PeopleService personnel and Minnesota Pollution Control Agency personnel joining by Microsoft Teams, attended a Local Foods Local Places Zoom meeting on November 17, met on November 18 at the Muddy Moose Restaurant with retired MN Supreme Court Justice Alan Page, Arlene G. Tchourumoff of the Federal Reserve Bank of Minneapolis and State Representative Jordan Rasmusson regarding education topics and a proposed amendment to the Minnesota Constitution on education, met on November 19 with 6th grade art students and Viking Elementary School art teacher Kate Woolever Martinez to celebrate a \$9,500 grant received from the Lake Region Art Council for a Pelican Rapids downtown mural, met with Representative Jordan Rasmussen and Administrator Solga on November 19 regarding funding options for the Pelican Rapids Swimming Pool Project, was asked and joined to light the downtown Christmas tree on November 25 and met on November 29 with Administrator Solga 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 7:23 pm.
Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer