

CITY COUNCIL AGENDA

November 4, 2021

Tuesday, November 9, 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. 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 10/26/21
 - b) Approval of Accounts Payable Listing
 - c) Business License 2022: Z & Z Associates for Mobile Home Park
 - d) Cigarette Licenses 2022: Brittany Dokken for Larry's Supermarket, Jeanne Hovland for Southtown C Store, Susan Bruggeman Park Region Cenex, Luke Loerzel for Paul's of Pelican, Carolyn Brown for Family Dollar, DG Retail LLC for Dollar General
 - e) Plumber Registration 2022: Marty Hanson for Pelican Plumbing, Blake Wrigley for Wrigley Mechanical, Jason Schurpp for Hanson's Plumbing & Heating, Nicholas Green for Green Plumbing & Heating, Shad Hanson for Mr. Plumber
 - f) Recreation Game License 2022: VFW Gilmore Weik Post 5252
 - g) Outdoor Sale Lot License 2022: Alan Johnson
 - h) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
5. Street & Park Report – Brian Olson
6. MnDOT/City 2024 Project
 - Right of Access Permit (In Packet)
7. City Hall Technology Discussion
8. County Garage Consideration
9. Housing Property Tax Rebate Program Extension
10. Airport Maintenance Agreement
 - Resolution 2021-21 Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract (In Packet)

11. Fishing Pier Agreement (In Packet)
 - Resolution 2021-22 Accepting Mill Pond Public Fishing Pier Land Use, Operations and Maintenance Cooperative Agreement Between The State of Minnesota and the City of Pelican Rapids (In Packet)
12. Library Report (In Packet)
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/9/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, November 9, 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 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 Solga, Liquor Store Manager Maggie Johnson, Clerk-Treasurer Danielle Harthun Police Chief Jeff Stadum, and Park and Street Superintendent Brian Olson.

General Attendance: Matt Strand, Patrick Hollister, Mallory Jarvi, Everett Ballard, Wayne Runningen, Travis Wieber, Tom Pace, Trudy Kordosky, Tom Lundberg, Shiloh Wahl, Ellie Litzinger, Judy Tabbut, Diane Hanson, Wayne Johnson, Joe Clauson, 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 Strand, seconded by Markgraf to approve the agenda with the addition of No. 16 Liquor Store Personnel and No. 17 Environmental Impact Statement for the Dam. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 10/26/21
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- c) Business License 2022: Z & Z Associates for Mobile Home Park
- d) Cigarette Licenses 2022: Brittany Dokken for Larry's Supermarket, Jeanne Hovland for Southtown C Store,

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- e) Susan Bruggeman Park Region Cenex, Luke Loerzel for Paul's of Pelican, Carolyn Brown for Family Dollar, DG Retail LLC for Dollar General
- f) Plumber Registration 2022: Marty Hanson for Pelican Plumbing, Blake Wrigley for Wrigley Mechanical, Jason Schurpp for Hanson's Plumbing & Heating, Nicholas Green for Green Plumbing & Heating, Shad Hanson for Mr. Plumber
- g) Recreation Game License 2022: VFW Gilmore Weik Post 5252
- h) Outdoor Sale Lot License 2022: Alan Johnson
- i) Staff Reports

3. Police Chief Report

4. Financial Report

Motion passed unanimously.

Council Member Foster arrived at 4:35 pm.

Superintendent Brian Olson provided Council with a Street and Parks report. The Street Department is prepared for snow but the new plow truck will not arrive until 2022 now. Olson will be looking for skating rink attendants for the winter. Motion by Markgraf, seconded by Ballard to approve report. Motion passed unanimously.

Liquor Store Manager Maggie Johnson asked Council to consider hiring Omar Rojas as a part-time liquor store clerk. He will start at level one wage, which is \$14.25 an hour. Motion by Ballard, seconded by Foster to approve the hire of Omar Rojas as part-time liquor store clerk. Motion passed unanimously.

The Library report was presented by Library Chair Wayne Runningen. The meeting room policy is being updated. The Library Board passed a 3.5% COLA increase for wages to match the city's COLA increase. Administrator Solga corrected that the City COLA is 3.25%. Runningen will make that correction at the next library meeting. Motion by Foster, seconded by Ballard to approve the library report. Motion passed unanimously.

Tom Pace from MnDOT and Council discussed the 2024 Complete Streets Project. Travis Wieber presented the design ideas for the downtown that MnDOT has considered. Council discussed the project. Anyone from the audience had a chance to voice their thoughts on the project.

Council reviewed the Right of Access Permit between MnDOT and the City. Next week they will be taking soil samples and a Right of Access Permit is necessary before they begin. Motion by Foster, seconded by Strand to approve the Right of Access Permit. Motion passed unanimously.

Council considered the purchase of the County garage. Wayne Johnson told Council that a decision is not needed for six months. Council will make the decision later.

Administrator Solga discussed the price of iPads with Council. He will talk to someone about a setup in the Council Chambers that will be best for the City.

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Council considered extending the Housing Property Tax Rebate Program. The County extended the program through 2024 and they are asking the cities do the same.

Motion by Strand, seconded by Markgraf to approve the extension of the Housing Property Tax Rebate Program. Motion passed unanimously.

Council considered the State of Minnesota Airport Maintenance and Operation Grant Contract. Motion by Markgraf, seconded by Ballard to introduce the resolution entitled: **RESOLUTION 2021-21, AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**). (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

The fishing pier needs to be repaired. The DNR will assist with repairing it. Motion by Markgraf, seconded by Foster to introduce the resolution entitled: **RESOLUTION 2021-22, RESOLUTION ACCEPTING MILL POND PUBLIC FISHING PIER LAND USE, OPERATIONS AND MAINTENANCE COOPERATIVE AGREEMENT BETWEEN THE STATE OF MINNESOTA AND THE CITY OF PELICAN RAPIDS**. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Council reviewed the City of Pelican Rapids EIS Declaration. Motion by Ballard, seconded by Strand to make a Negative Declaration on the need for an Environmental Impact Statement. Motion passed unanimously.

Administrator Solga reported since the last city council meeting he has; held a Department Head Meeting; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; meet with City Attorney regarding BMS letter; attended MnDOT 2024 project street tour; started work on another pool grant opportunity; attended October 28th Comp Plan Steering Committee Meeting; met with Police Union regarding personnel issue and worked with City Labor Attorney on same; attended swimming pool pre-bid walk through; held employee interview; worked on Comp Plan Steering Committee document; held a conference call regarding the OTC new garage infrastructure; met with a property owner regarding a potential fence; and attended a conference call with Houston Engineering regarding the dam project and pedestrian bridge.

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, conducted a radio interview on KKWE 8909 FM Radio in Calloway, MN on October 27 regarding happenings and projects in Pelican Rapids in the past year, conducted a "Conversations with the Mayor" at Historic City Hall on October 28, attended a Pelican Rapids Comprehensive Plan Steering Committee Meeting on October 28 at City Hall with Councilman Ballard and Administrator Solga, met on November 8 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting, attended a community-wide presentation of Top 20 Training (regarding Living Above and Below the Line) by Willow Sweeney at the Pelican Rapids High School Fine Arts Auditorium on the evening of November 8, attended the Dam Removal/ River Restoration Meeting via Microsoft Teams Meeting with Administrator Solga on November 9 and was invited to speak at the Sandy Irey "Tree and Plaque Dedication Ceremony" at Veterans Park on November 9.

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Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:34 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer