

CITY COUNCIL AGENDA

December 8 2022

Tuesday, December 13, 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 And November 29, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 - d) Settlement And Release Agreement Between City Of Pelican Rapids And Travis MacLeod
 - e) Certify to Property Taxes

Property: 405 SE 6 th Street	23SW 7 th Ave.
Install Water and Sewer Lines Amount \$12,250.56	Administrative Penalty Amount \$50.00

Property: 30 SW 6 th Ave.	
Administrative Penalty Amount \$50.00	
5. Library Report – (In Packet)
6. Team Labs Bug Report - Terry Maier (In Packet)
7. The Youth
8. Police Report (In Packet)
 - Resolution 2022-26 Approving and Authorizing The Execution of a Lease Purchase Agreement and Related Documents and Certificates (In Packet)
9. Liquor Store Personnel – Maggie Johnson
10. Street And Parks Report – Brian Olson
11. Design Intent Pool Proposal (In Packet)
12. 2023 Cost Of Living Adjustment (COLA)
13. Library Board Appointment
14. Senior Citizen Building Funds – Danielle Harthun
15. Truth and Taxation – Public Hearing 6:00 p.m.
16. 2023 General Budget Approval
17. City/DNR Dam Grant Contract Amendment – Don Solga (In Packet)
18. Local Board of Appeal and Equalization Training – Danielle Harthun

19. 2023 Draft Economic Development Work Plan (In Packet)
20. Administrator Report
21. Mayor Report
22. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/13/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, December 13, 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 two members of the Council were present at roll call:

Council Member Steve Strand Council Member Curt Markgraf - absent

Council Member Kevin Ballard Council Member Steve Foster - absent

Other city staff present: Administrator Don Solga, Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Police Chief Jeff Stadum, Street and Parks Superintendent Brian Olson.

General Attendance: Terry Maier, Wayne Runningen 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 Ballard to approve the agenda with the deletion of No. 9 Liquor Store Personnel – Maggie Johnson. Motion passed unanimously.

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

- a) Approval of Council Minutes – November 15, 2022 and November 29, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Financial Report
- d) Settlement And Release Agreement Between City Of Pelican Rapids And Travis MacLeod
- e) Certify to Property Taxes
 - 405 SE 6th Street, Installation of water and sewer lines \$12,250.56
 - 23 SW 7th Avenue, Administrative Penalty, \$50.00
 - 30 SW 6th Avenue, Administrative Penalty, \$50.00

Motion passed unanimously.

Wayne Runningen provided Council with a Library Report. He explained the items that were included in the Council packet and answered any questions Council had.

Council Member Steve Foster arrived at 4:37 pm.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/13/2022

Terry Maier, Team Laboratory Chemical Corp, gave a report on the Mega Bugs the City has been adding to the lagoons. The bugs have eliminated a large amount of sludge. Sludge hauling costs were reduced 33% from 2021 to 2022. It has been a very successful program for the City.

Street and Parks Superintendent Brian Olson presented his report to Council. Because of the reconstruction of Hwy 9 and Hwy 59 intersection during the 2024 street project, there will be a new section of street by Egge's that need a name. City staff recommended Pete Lane. Motion by Foster, seconded by Strand to name the new street Pete Lane. Motion passed unanimously.

Superintendent Olson reported on a water leak in the Industrial Park. It should be covered under warranty because it was where the new connection for the new County garage was put in. Some plow maintenance had to be done. They have been trying to flood the skating rink. Pelican Pete should be moved soon and they will begin working on the dam. Motion by Strand, seconded by Foster to approve the report. Motion passed unanimously.

Police Chief Jeff Stadum provided Council with a monthly report. Motion by Foster, seconded by Ballard to accept the Police report. Motion passed unanimously.

Chief Stadum is in the process of getting a new squad car. The City will be getting a 2022 instead of the 2023 because we can get the 2022 squad right away. The color of the new squad will be black. The lease will be with Stock Growers Public Finance for \$45,000. Motion by Foster, seconded by Ballard to introduce Resolution 2022-26 entitled; **RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES.** (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.

There were a few items that Council had questions on regarding the street department's capital expenses on the general budget from September when the preliminary budget was passed. Council further discussed the skid steer, the F250 and the Library's one-time inflation adjustment for the 2023 final general budget.

Council considered the agreement between Design Intent and the City of Pelican Rapids to redesign the pool for \$147,500. Motion by Strand, seconded by Foster to approve the proposal for \$147,500 with Design Intent. Motion passed unanimously.

Council discussed a Cost of Living Adjustment (COLA) for 2023. Administrator Solga explained to Council that the union contract for the police approved a 3.25% cost of living wage (COLA). He is recommending a 3.25% COLA for all non-union employees also which would be effective January 1, 2023. Motion by Foster, and seconded by Strand to approve the January 1, 2023 COLA of 3.25% for all non-union employees. Motion passed unanimously.

Mayor Frazier recommended the appointment of Kevin Ballard to the Library Board as Chair Wayne Runningen has fulfilled his term limit. Motion by Foster, seconded by Strand to appoint Kevin Ballard to the Library Board. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun discussed with Council what to do with the funds the City received from the transfer of the Senior Citizen building to the City. Motion by Ballard, seconded by Strand to

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/13/2022

put all the senior citizen funds into one fund for a future community center. Motion passed unanimously.

Administrator Solga reviewed the City of Pelican Rapids and the DNR Dam Grant Contract Amendment. The amount of the grant is increasing from \$1,800,000 to \$2,720,000 because the original amount was based on an estimate. Motion by Strand, seconded by Foster to approve the signing of the amendment. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun spoke to Council about the upcoming Local Board of Appeal and Equalization Meeting. The meeting will be on April 6, 2023 at 2:00 pm at City Hall. Currently, the City has no one trained. Mayor Frazier has agreed to be trained. Clerk Harthun will contact Markgraf before the next meeting to see if he would like to recertify for the LBAE.

Council reviewed the 2023 Draft Economic Development Work Plan. CEDA had sent a draft plan to Administrator Solga and he revised it for Pelican Rapids. Administrator Solga and Administrator Roisum met with Joe Clauson and Diane Hanson to get their input. Both agreed it was a good place to start. Motion by Ballard, seconded by Foster to approve the Estimated Work Plan and send it to CEDA. Motion passed unanimously.

Council recessed the Council meeting and called the Truth in Taxation Meeting to order at 6:00 pm. No property owners were present. Mayor Frazier adjourned the TNT meeting and returned to the Council meeting.

Council reviewed the 2023 Proposed General Fund Budget. Motion by Ballard, seconded by Strand to approve the 2023 General Fund Budget Levy for \$906,616 and the Special Levy for \$232,192 for a total 2023 levy of \$2,202,125. This reflects the elimination of \$4,250 from the Library Budget for inflationary costs. Motion passed unanimously.

Administrator Solga reported that since the last meeting he has; held a department head meeting; worked with Clerk to set the city council agenda and prepped for the city council meeting; attended a virtual meeting with MPCA regarding PFAs; met with Chamber member and business owner Joe Clauson and Diane Hanson (Bell Bank and EDC member) regarding economic development; attended the 2024 project Beautification Team meeting; met with Team Lab's Terry Maier regarding WWTF bugs; met with PeopleService to discuss PFAS monitoring plan; attended various virtual meetings with MNDOT regarding the 2024 project; and attended the dam removal pre-construction meeting.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly mayor's columns for publication in the Pelican Press, continue to visit with area businesses, signed documents at city hall on November 30 which transfers ownership of the former Senior Citizen Center building from the City of Pelican Rapids to Lana Grefsrud, attended a webinar at city hall on December 1 with Administrator Solga and Administrator Roisum regarding PFAS testing, attended a 2024 Pelican Rapids Complete Steering Committee Meeting with Administrator Solga, Administrator Roisum, Streets and Parks Superintendent Olson and MndOT staff joining by Microsoft Teams and met on December 12 with Administrator Solga and Administrator Roisum to review the agenda for this afternoon's meeting.

Council Member Foster thanked Administrator Solga for his years of service to the City of Pelican Rapids.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/13/2022

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:18 pm. Motion passed unanimously.

A handwritten signature in blue ink, reading "Danielle Harthun". The signature is cursive and fluid, with the first name and last name clearly distinguishable.

Danielle Harthun
Clerk-Treasurer