

CITY COUNCIL AGENDA

December 9, 2021

Tuesday, December 14, 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 11/30/21, 12/9/21
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - d) Certify Administrative Penalty for Addresses:

10 NW 1st St Amount \$50.00

327 NW 3rd St Amount \$50.00
5. Street & Park Report – Brian Olson
 - Skating Rink Personnel
6. Library Report (In Packet)
7. Dam Project Update
8. MnDot 2024 Discussion
9. Food Fair – Elli Litzinger
10. 2022 Water Budget (In Packet)
11. 2022 Sewer Budget (In Packet)
12. Resolution 2021-27 To Designate The Polling Place for 2022 (In Packet)
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/14/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, December 14, 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 Don Solga, Clerk-Treasurer Danielle Harthun, Park and Street Superintendent Brian Olson.

General Attendance: Tom Pace, Travis Wieber, Howard Fullheart, Dave Gottenborg, Amanda Hillman, Ellie Litzinger, Joe Clauson, Wes Keller, Rick St. Germain, Emily Reno, David Gottenborg, Ryan Binek, Justin Fure 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 agenda with the additions of No. 13 Truth in Taxation Public Hearing and No. 14 Approve 2022 General Budget. Motion passed unanimously.

Council Member Foster arrived at 4:33 pm.

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

d) Approval of Minutes – Council Meeting 11/30/21 and 12/9/21

e) Approval of Accounts Payable Listing

f) Staff Reports

1. Police Chief Report

2. Financial Report

d) Certify Administrative Penalty for Addresses:

▪ 10 NW 1st Street in the amount of \$50.00

▪ 327 NW 3rd Street in the amount of \$50.00

Motion passed unanimously.

Superintendent Brian Olson provided Council with the Street and Park Report. The Christmas lights and banners have been put up. The skating rink should be open during Christmas break. Motion by Strand, seconded by Markgraf to approve the street and parks report. Motion passed unanimously.

Superintendent Olson would like to hire the following skating rink attendants. Brandon Heaton, Kyle Krump, Cale Richardson, Bryce Seiple, Tori Huseby as first time skating rink attendants at \$11.08 an hour and Rachel Lynnes and Isaac Olson as experienced skating rink attendants at \$11.58 an hour. Motion by Foster, seconded by Strand to approve the hire of Brandon Heaton, Kyle Krump, Cale Richardson, Bryce Seiple, Tori Huseby, Rachel Lynnes and Isaac Olson as skating rink attendants. Motion passed unanimously.

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Dave Gottenborg from the Library Board attended the meeting to answer any questions Council had. He thanked Curt Markgraf for his years of serving on the Library Board. Councilman Markgraf commended the Library Director at getting the comp time down. Motion by Markgraf, seconded by Foster to approve the library report. Motion passed unanimously.

Rick St. Germain and Wes Keller with Houston Engineering provided Council with an update on the Pelican Dam project. The State Historic Preservation Office (SHIPO) has concerns about the handling and restoration of Pelican Pete. The permit will not be issued until the City has come up with a plan for Pelican Pete. Some storm drain issues need to be figured out before the design is complete. Some of the dredging and seeding will be completed this winter, but the remainder of the project will be done next winter.

Travis Wieber and Tom Pace with MnDOT provided Council with an overview of the 2024 Complete Streets Project. There will be a public input meeting in February 2022. The next step in the project is figuring out the costs for the project.

Ellie Litzinger would like to have a Healthy Food Fair in Sherin Park April either 23 or 24. They are still working out the details. Administrator Solga reminded everyone that the water, electric and bathhouse might not be ready by then. Motion by Markgraf, seconded by Foster to approve the use of Sherin Park or April 23 or 24. Motion passed unanimously.

Emily Reno gave an update to Council on what Local Foods, Local Places has been doing since the last time she came to Council.

Administrator Solga reported that since the last city council meeting he has; held a Department Head meeting; worked with Clerk to set Council agenda and prepped for regular City Council meeting; worked to complete and submit Targeted Community Capital Project grant application; worked on and coordinated transfer of Baptist Church land to City; attended Comp Plan Steering committee public info meeting on December 2; attended MNDOT 2024 monthly virtual meeting; attended special Council meeting December 9; attended virtual House Capital Investment Committee joint hearing; and met with Tom Pace and Brian Olson at salt shed to inspect.

Motion by Markgraf, seconded by Foster to introduce Resolution 2021-27 entitled;
RESOLUTION NO. 2021-27; RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2022. (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.

Mayor Frazier reported that since the last city council meeting he has continued to submit weekly "From the Pen of the Mayor" column's to the Pelican Press for publication, continued to visit area businesses, met with a prospective business owner regarding a new small business in Pelican Rapids, attended the Pelican Rapids Comprehensive Plan Open House at City Hall on December 2, testified virtually before the Minnesota House of Representatives Re-Districting Committee on December 2 to keep Otter Tail County as 'a whole' for the future Legislative House and Senate District, attended the 'Special' City of Pelican Rapids City Council Meeting on December 9, met on December 13 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Council recessed the Council meeting and called the Truth in Taxation Meeting to order. All property owners present were given a chance to speak. Ryan Binek, 1309 N Broadway, recently

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purchased the property and questioned this increase from 2021. Joe Clauson, 900 N Broadway, expressed some concerns with his city taxes but also with the value of his property. Everett Ballard, 344 River Road, spoke of his concerns with the value of his property. Administrator Solga explained the increase in the levy is debt service and adding an Economic Development position. Concerns about the valuation of a property are addressed with the County at the Local Board of Review in April. Mayor Frazier adjourned the meeting and returned to the Council meeting.

Council reviewed the 2022 Proposed General Fund Budget. Motion by Strand, seconded by Foster to approve the 2022 General Fund Budget Levy for \$851,820 and the Special Levy for \$282,692 for a total 2022 levy of \$1,134,512. Motion passed unanimously.

Administrator Solga reviewed the proposed 2022 Water Budget with Council. Motion by Ballard, seconded by Markgraf to approve the 2022 Water Budget. Motion passed unanimously.

Administrator Solga reviewed the proposed 2022 Sewer Budget with Council. Motion by Strand, seconded by Foster to approve the 2022 Sewer Budget. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:36 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer