

Tuesday, December 8, 2020**5 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 11/12/2020 & 11/24/2020
 - b) Approval of Accounts Payable Listing
 - c) Certify Unpaid Utility Bill to Property Taxes for 409 NW 3rd St., 301 SE 2nd St., 418 SE 1st Ave., 401 SE 2nd Ave.
 - d) Plumber Registration 2021 Shad Hanson for Mr.Plumber
 - e) Staff Reports
 1. Police Chief Report (In Packet)
 2. Street and Park Report (In Packet)
 3. Financial Report (In Packet)
5. Bicycle and Pedestrian Plan - Patrick Hollister (In Packet)
6. People for Bikes Community Grant - Patrick Hollister (In Packet)
7. Planning Commission Update
 - Approve Lot Split (In Packet)
8. Liquor Store Personnel
9. Truth in Taxation Meeting at 6:00pm
10. Approve Final 2021 General Fund Budget (In Packet)
11. Library Report
 - Staff Comp Payout
 - Vacation Carryover Consideration (In Packet)
12. Library Personnel Jurisdiction Authority
13. City Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/08/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, December 8, 2020 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 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, Police Chief Jeff Stadum, Liquor Store Manager Maggie Johnson and Clerk-Treasurer Danielle Harthun.

General Attendance: Patrick Hollister and Wayne Hurley attended via Zoom. David Gottenborg and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda as written. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 11/12/2020 and 11/24/2020
- b) Approval of Accounts Payable Listing
- c) Certify Unpaid Utility Bill to Property Taxes for 409 NW 3rd Street, 301 SE 2nd Street, 418 SE 1st Avenue, 401 SE 2nd Avenue.
- d) Plumber Registration 2021 Shad Hanson for Mr. Plumber
- e) Staff Reports

4. Police Chief Report

5. Street and Park Report

6. Financial Report

Motion passed unanimously.

Patrick Hollister presented a Draft Pelican Rapids Bicycle and Pedestrian Plan to Council. The Community Advisory Committee was formed in January 2020 and it was sponsored by Blue Cross Blue Shield of Minnesota, Center for Prevention. The final draft will be complete by the end of January, so there is time to make changes. Council will review the plan and adopt the final plan the end of January.

Patrick Hollister told Council about a grant opportunity titled People for Bikes Community Grant. The grant is offered annually and it is recommended to apply once per project. If the city is interested, a letter of interest is due in January 2021. There is a one to one match required. The

City does not need to apply for the full \$10,000. The grant recipient is expected begin using the funds within a year of being awarded the grant. Administrator Solga and Patrick Hollister will

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discuss different opportunities for which the city could use the grant and discuss it with Council later.

Kevin Ballard provided a Planning Commission update to Council. David Gottenborg wanted to split his lot at 22 NE 5th Avenue. He sold the building but the new owners do not want the entire parcel. The survey is done and he will provide the City with a copy as soon as he gets it. Motion by Strand, seconded by Foster to approve the Planning Commission's recommendation for a lot split at 22 NE 5th Avenue contingent on the legal description being provided to the City. . Motion Passed Unanimously.

Administrator Solga completed the Liquor Store interviews. He recommended Tasha Osman as full time liquor store clerk at \$14.76 an hour (level 2). He also recommended John Arai and Lynette Oien as part time Liquor Store clerks at \$13.84 (level 1). Motion by Markgraf, seconded by Strand to approve the new hires for the Liquor Store. Motion passed unanimously.

Administrator Solga reported that 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; took some vacation time; reviewed requested documents from MN Management and Budget concerning library board authority determination; worked on and submitted City's PFA Pay Request #3 paperwork for Project #90 – CSAH 96/100; prepared job posting, prepped for, and conducted interviews for liquor store personnel; worked on police department personnel issue; attended remote meeting with Otter Tail County Community Development Agency; and worked on city hall remote working capabilities for 3CX phone system.

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 communicate with Todd Kampstra of Jenny-O regarding the positive covid-19 cases at their work facility, conducted a 'Conversations with the Mayor' session at Historic City Hall, was interviewed by John Peter for a PRHS Soccer Team video relating to the diversity of Pelican Rapids and the history of Jenny-O Turkey Store/West Central Turkeys, called the library architect regarding the completion date of the library roof project, attended a Pelican Rapids Comprehensive Plan Steering Committee meeting at city hall, attended a MESERB Autumn virtual meeting via Zoom, attended a Local Foods/Local Places virtual meeting via Zoom, attended a Webinar by Zoom relating to mini-roundabouts in MnDOT's 5 year Transportation Plan and met with Administrator Solga to review the agenda for this evening's City Council Meeting.

Council recessed to the Truth in Taxation Meeting. There were no comments from the public. Mayor Frazier adjourned the meeting and returned to the Council meeting.

Council reviewed the 2021 Proposed General Fund Budget. There were no comments from the public. Motion by Foster, seconded by Ballard to approve the 2021 General Fund Budget Levy for \$733,789 and the Special Levy for \$222,930. Motion passed unanimously.

Administrator Solga was notified by the State of Minnesota that the Library Board questioned the Jurisdiction Determination and it has now been forwarded to the MMB legal department.

Motion by Markgraf, seconded by Ballard to approve the Library Report provided in the Council packet. Motion passed unanimously.

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Administrator Solga reviewed City ordinance 208.05, subd 3 Overtime with Council. In the past, Council has approved anything over 42 hours being paid out. A library employee had accumulated over 50 hours of comp time, which was paid out with the first payroll in December. In the future, the library board and staff will begin working on the comp so Council can approve it before payment.

The Library Board took action to approve the Library Director to carryover 60 hours of vacation time to 2021. The City code states that accrued vacation leave in excess of 160 hours shall be lost at the end of each calendar year. Scheduled vacation, which is delayed from one calendar year, shall not be lost. Administrator Solga brought it before Council because he does not feel the Library Board has the authority to approve carrying it over, based on city code it is a Council decision with the Library Boards recommendation. Markgraf said that there were circumstances that lead to the Library Director not being able to take vacation. Administrator Solga recommended that all employees be treated the same and anything over 160 will be lost at the end of the year. The Library Board can come to Council to explain their recommendation and Council can decide to reinstate it later if they chose. Motion by Foster, seconded by Strand to follow city policy and limit carry over to 160 hours of vacation time. Aye; Strand, Ballard, Foster, Frazier. Nay: Markgraf. Motion passed.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:37 pm. Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer