

CITY COUNCIL AGENDA

February 17, 2022

Tuesday, February 22, 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 – February 8, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store (In Packet)
 - d) Pelican Rapids Ducks Unlimited Gambling Permit Application - March 25, 2022 – VFW
 - e) Dunvilla Shooting Club Inc Gambling Permit Application - May 7, 2022 – VFW
5. Park Board Update – Judy Engebretson
 - Minutes (In Packet)
6. Local Foods Local Places – Ellie Litzinger
7. Public Hearing Facilities Plan for 2024 Water & Sewer Project – 5:00 p.m. (In Packet)
 - Resolution 2022-01
8. City/County Garage Utility Extension Agreement (In Packet)
9. Explore MN Tourism Affiliate Welcome Center Program MOU 2022 thru 2026
10. Pelican Rapids Community Funds
11. Ordinance Defining Library Employee Compensation (In Packet)
12. Hazardous Waste Day
13. Pelican Rapids Pool Committee Minutes (In Packet)
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 2/22/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, February 22, 2022 in Council Chambers, City Hall.

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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, Clerk-Treasurer Danielle Harthun, City Engineer Bob Schlieman and City Attorney Lindsay Forsgren.

General Attendance: Judith Engebretson, Ellie Litzinger, David Gottenborg 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.

Council Member Steve Foster arrived at 4:32 pm.

Motion by Ballard, seconded by Strand to approve the agenda with the deletion of No. 13 Pelican Rapids Pool Committee Minutes. Motion passed unanimously.

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

- a) Approval of Council Minutes – February 8, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Liquor Store
- d) Pelican Rapids Ducks Unlimited Gambling Permit Application - March 25, 2022 – VFW
- e) Dunvilla Shooting Club Inc Gambling Permit Application - May 7, 2022 – VFW

Motion passed unanimously.

Judi Engebretson spoke to Council on behalf of the Park Board. They are planning the Luminary Walk for March 5, 2022 this year. The route will change to include Midway Park. She asked if Historic City Hall (HCH) could be open for bathrooms. Members of the Park Board will staff it.

Motion by Strand, seconded by Foster to approve using HCH and having the Luminary Walk on March 5, 2022 through the park system. Motion passed unanimously.

Park Board minutes were included in the packet for Council.

Ellie Litzinger presented the 2020-2021 Impact Report for Local Foods, Local Places to Council and answered any questions Council had. She thanked Council for their support.

Administrator Solga explained to Council the need for two Council members to be on an advisory board for the Pelican Rapids Community Funds. Currently, there is no access to the funds because there is no advisory board as the EDC Board is inactive. Meetings would only happen when the need arises. Motion by Ballard, seconded by Strand to create a sub-committee to act as an interim advisory board to oversee the Pelican Rapids Community Funds. Motion passed unanimously.

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Council Member Foster nominated Council Members Strand and Ballard to the sub-committee. Administrator Solga will sit on the sub-committee to assist Strand and Ballard. Mayor Frazier seconded the nominations. Nomination passed unanimously.

The Council meeting was recessed to the Public Hearing for the Facilities Plan for Trunk Highway 59 and 108 Underground Utility and Surface Improvements.

City Engineer Bob Schlieman presented the Facilities Plan for Trunk Highway 59 and 108 Underground Utility and Surface Improvements, which included the Preliminary Engineering Report. He answered all comments from Council and the public.

Mayor Frazier closed the public hearing.

Motion by Foster, seconded by Strand to introduce Resolution 2022-01 entitled; **RESOLUTION NO. 2022-01; RESOLUTION APPROVING AND ADOPTING FACILITIES PLAN FOR TRUNK HIGHWAY 59 AND 108 UNDERGROUND UTILITY AND SURFACE 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.

Administrator Solga reviewed the Agreement for Utility Extensions to Otter Tail County Truck Garage with Council. The City will pay for the utility extensions to the truck garage and OTC will reimburse the City. The Plans and Specs for the project are nearly complete and City Engineer Bob Schlieman would like to advertise for bids with bid opening mid-March. There are a lot of moving parts. Motion by Ballard, seconded by Foster to approve the Utility Extension agreement and to approve advertising for bids. Motion passed unanimously.

Council discussed Explore MN Tourism Affiliate Welcome Center Program MOU. The MOU is good from 2022-2026. There was new language regarding COVID-19 and testing/vaccination requirements. Administrator Solga reviewed the downsides of not signing the MOU and opting out of the program. Motion by Ballard, seconded by Strand to opt out of the Explore MN Tourism Affiliate Welcome Center Program MOU. Aye: Strand, Ballard, Frazier. Nay: Foster. Motion passed. Council reviewed an Ordinance Amending the Pelican Rapids City Code By adding section 206.03, subdivision 5a: Defining "Compensation" for the purposes of Library Employees. Administrator Solga explained the reasoning behind the ordinance change is to help ensure the City will pass Pay Equity Reporting. City Attorney Lindsay Forsgren explained that the goal of the ordinance is not to take away from the Library Board; it is to ensure the City passes Pay Equity and that the Library Board does not conflict with city code.

Library Board member David Gottenborg stated that this ordinance is against state statute. This ordinance would take out the fiscal responsibility of the Library Board and state statute. City Attorney Forsgren disagreed. The ordinance is to help facilitate the communication between the Library Board and the City. This ordinance is not taking away anyone's benefits of current employees.

Motion by Ballard, seconded by Strand to introduce the following written ordinance: **AN ORDINANCE AMENDING THE PELICAN RAPIDS CITY CODE BY ADDING SECTION 206.03, SUBDIVISION 5A: DEFINING "COMPENSATION" FOR THE PURPOSES OF LIBRARY EMPLOYEES**

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FOR THE CITY OF PELICAN RAPIDS, MINNESOTA. Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Council reviewed the Contract for the Operation of a Mobile Collection for Household Hazardous Waste. Motion by Foster, seconded by Strand to approve the agreement. 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 agenda and prepped for the regular city council meeting; met with DNR, Houston Engineering, and Park Superintendent Olson to discuss plantings after dam removal; had a conference call with labor attorneys Flaherty & Hood regarding employee issues; attended MNDOT 2024 monthly virtual meeting; met with Mayor, Steve Foster, PeopleService staff to discuss the city's draft chloride schedule that needs to be submitted to MPCA by end of February; met with Mayor and Kevin Ballard to discuss city code as it relates to city's library employees; held a virtual meeting with Mayor, Police Chief Stadum and Senator Ingebrigtsen regarding public safety personnel; discussed the community funds with potential requester; held city alert meeting with staff; attended the annual fire department meeting with city and townships; drafted and arranged mailing of fire service contract renewal letters to townships; met with School, Apex Engineering, Street Superintendent Olson regarding realignment of school highway 59 access; and submitted quarterly airport storm water report to MPCA.

Mayor Frazier reported that since the last city council meeting he has; submitted weekly mayor's columns to the Pelican Press for publication, continued to visit with area businesses, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting via Zoom at city hall on February 10 with Administrator Solga and Street and Park Supt. Olson, attended a Chloride Reduction Meeting at city hall on February 10 with Councilman Foster, Administrator Solga, and Terry Gamble and Greg Stang of PeopleService, attended a February 10 meeting with Councilman Ballard and Administrator Solga regarding 'Ordinance Defining Library Employee Compensation,' attended a February 14 Zoom Meeting at city hall with Administrator Solga, Police Chief Stadum and Senator Ingebrigtsen (by Zoom) regarding police matters, attended the February 16 Pelican Rapids Fire Department Annual Township Meeting with Administrator Solga at the Fire Hall, attended the February 17 Local Foods, Local Places Steering Committee Meeting via Zoom, by invitation he attended the Lake Region Electric Cooperative Energy Forum Meeting via Zoom on February 18 and met on February 22 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:30 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer