

CITY COUNCIL AGENDA

February 18, 2021

Tuesday February 23, 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. 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 – 02/09/2021
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store (In Packet)
 2. Utilities Report (In Packet)
5. Street Department Personnel
6. Resolution 2021-03 Approving Outdoor Recreation Grant Application (In Packet)
7. Police Personnel – Closed Meeting
8. City Administrator Report
9. Mayor Report
10. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/23/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, February 23, 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 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

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/23/2021

Other city staff present: Administrator Don Solga, Superintendent Brian Olson, Police Chief Jeff Stadum and Clerk-Treasurer Danielle Harthun.

General Attendance: Travis MacLeod, Brandon Fitzsimmons, Christina Petsoulis, Lou Hoglund from the Pelican Press was also 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 addition of No. 11 Planning Commission Report. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to approve the consent agenda.

- a) Approval of Council Minutes – 02/09/2021
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Liquor Store
 - 2. Utilities Report

Motion passed unanimously.

Superintendent Brian Olson reported that he is short an employee due to medical reasons. He would like to hire Lance Roisum as on-call to help with snow removal for the remainder of the season. He would be paid \$20.65 an hour. Motion by Strand, seconded by Foster to approve the hire Lance Roisum at \$20.65 an hour as needed for snowplowing. Motion passed unanimously.

Superintendent Olson reported that he is also down a snowplow right now.

Motion by Foster, seconded by Markgraf to introduce Resolution 2021-03 entitled;
RESOLUTION NO. 2021-03; RESOLUTION APPROVING OUTDOOR RECREATION GRANT APPLICATION. (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 read the following statements.

“The agenda item is evaluation of the performance of a City of Pelican Rapids employee under Minnesota Statutes, section 13D.05, subdivision 3, clause a. The employee is Travis MacLeod. Mr. MacLeod received written notice of this meeting.”

I will now entertain a motion to close this portion of the meeting for the evaluation of performance of Travis MacLeod as a City of Pelican Rapids employee under Minn. Stat. sec. 13D.05, subd. 3(a).

Motion by Strand, seconded by Ballard to close the meeting. Motion passed unanimously.

“The time is 4:39 pm. The City of Pelican Rapids City Council will now go into a closed session. Only authorized City of Pelican Rapids representatives may be in attendance at any

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/23/2021

portion of the closed session. All other individuals should leave the meeting OR room, including you, Mr. MacLeod, but please inform us of how we can contact you, so that we can bring you in if and when appropriate.

“Following a closed meeting for an evaluation of the performance of a City of Pelican Rapids Employee, Travis MacLeod, under Minnesota Statutes, section 13D.05, subdivision 3, clause a, the City of Pelican Rapids City Council meeting is now open.”

“The time is 6:33 pm. I will entertain a motion.”

Motion by Foster seconded by Strand to remove Mr. MacLeod with the following motion. 1. That Travis MacLeod be removed from employment with the City of Pelican Rapids, effective February 24, 2021, which will be his last date of employment with the City, for non-disciplinary reasons as specified in City Administrator Don Solga’s letter to Travis MacLeod of February 11, 2021. 2. That City administration provide Travis MacLeod with any appropriate documentation. Strand, Foster, Frazier: Aye. Ballard, Markgraf: Nay.

Council Member Ballard gave an update on the Planning Commission Meeting on 2/22/2021. There will a meeting on March 1, 2021 to discuss possible changes to the ordinance regarding Residential Construction Requirements.

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; attended a virtual meeting with MnDOT Aero consultant to review our airport information; overhauled the city’s website; attended monthly MnDOT 2024 project virtual meeting; worked on police department personnel issue and prepared for a closed meeting; worked on a couple different potential economic development projects; had a short conversation with MMB regarding jurisdiction determination; contacted Bureau of Mediation Services regarding jurisdiction determination; reviewed annual fire department report and billing to townships; and talked to Design Intent about submitting a proposal for swimming pool plans and specs.

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, attended a virtual meeting via Zoom on February 10 entitled “Children First” with approximately 100 community leaders, former MN Supreme Justice Alan Page and Chair of the Federal Reserve Bank of Minneapolis Neel Kashkari on a proposed MN Constitutional Amendment for all children to have access to a quality education, attended a February 11 Otter Tail County Tourism Meeting via Zoom, attended a 2024 Complete Streets Steering Committee on February via Microsoft, had a meeting with Terry and Dennis of PeopleService to discuss the City of Pelican Rapids Water Treatment Plant and Waste Water Treatment Facility and the daily operations, continued to meet with new business owners in our community, attended a February 12 Legislative Salary Council Meeting Zoom Meeting, attended a February 13 LMC Elected Leaders Institute Session via Zoom, sent an email to the Pelican Rapids Library Board Chairman requesting that after the Library Board’s recommendation for hire of a library employee then a formal letter for approval be sent to the Pelican Rapids City Council, attended a February 18 Local Foods Local Places

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/23/2021

Zoom Meeting, attended a February 22 CGMC Webinar regarding the housing shortage in MN and met with Administrator Don Solga on February 22 to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting a 6:58 pm.
Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer