



CITY COUNCIL AGENDA

February 21, 2019

Tuesday, February 26, 2019

5:00 p.m.

Council Chambers, 315 N. Broadway

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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 – 2/12/19
 - b) Approval of Accounts Payable Listing
 - c) Certify Unpaid Administrative Penalty for 732 Old Fergus Road
 - d) Approval of 2019 Plumber Registration for Clark Erickson of Grant Mechanical
 - e) Staff Reports
 1. Utility Report – People Service
 5. Liquor Store Report
 6. City/County Agreement for CSAH 96 & CSAH 100 – Project 90 (In Packet)
 7. City GIS Discussion – Bob Schlieman/Don Solga
 8. Discuss Phone System Upgrade to a Hosted PBX System (In Packet)
 9. Animal Control Ordinance 2019-01 – Greg Larson (In Packet)
 10. OTC Redemption Center Discussion
 11. Highway 59/Highway 108 Complete Streets Update – Don Solga
 12. Dam Discussion
 13. Sanitation Code for Subsurface Sewage Treatment Systems
 - <https://ottertailcountymn.us/departments/land-resource-management>
 14. Mayor Oral Report
 15. City Administrator Oral Report
 16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02-26-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 02-26-19 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

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 staff present: City Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Liquor Store Manager Maggie Johnson, City Engineer Bob Schlieman, City Attorney Greg Larson and Street and Park Superintendent Brian Olson.

General Attendance: Boy Scout Member Gage Stromberg, Jay Clark from LCSC and Lou Hoglund from the Pelican Press were also present.

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

All present stood and said the Pledge of Allegiance led by Gage Stromberg.

Motion by Ballard, seconded by Foster to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – 2/12/19
- b) Approval of Accounts Payable Listing
- c) Certify Unpaid Administrative Penalty for 732 Old Fergus Road
- d) Approval of 2019 Plumber Registration for Clark Erickson of Grant Mechanical
- e) Staff Reports
 - 1. Utility Report – People Service

Motion passed unanimously.

Engineer Bob Schlieman and Administrator Don Solga presented the Agreement for Repair and Replacement of County State Aid Highway No. 96 (CSAH 96) and County State Aid Highway No. 100 (CSAH 100) between Ottertail County and the City of Pelican Rapids. The agreement for the most part says that the County will cover most surface expenses and the City will cover most underground improvements. Construction for this project (No. 90) is expected to be in 2020. Motion by Strand, seconded by Foster to approve the agreement with the County for Project No. 90. Motion passed unanimously.

Engineer Bob Schlieman and Administrator Don Solga shared with Council a new GIS service Apex is working on for Cities. Some information that can be utilized by the City would be GIS mapping of water and wastewater lines, manholes, service laterals, pump stations, surface infrastructure, drainage, stormwater and land use information. Currently, the City has a GPS device from which Apex is trying to get the information but is having some difficulty. There may be a firmware update necessary and they will continue to work on this as a first priority. Administrator Solga suggested putting a couple thousand dollars in water, sewer and general fund over the next few years to get the system updated. Motion by Strand, seconded by Markgraf to approve up to \$2,000 for 2019 and move forward from there. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02-26-19

An advisory committee was put together for the Highway 59 and Highway 108 project. There will be public meetings where the advisory committee will get public input about the project and then make a recommendation to Council in September 2019. The committee is made up of a group of twenty including, business owners, elected officials, DNR and MNDOT.

Liquor Store Manager Maggie Johnson presented the Liquor Store report. Her staff had their Alcohol Server Awareness Training the beginning of February. The Liquor Store is just finishing up inventory counts. She requested Council allow her to fill the full time position at the Liquor Store. The position has been vacant since summer. Motion by Markgraf, seconded by Strand to approve hiring a full time employee position at the liquor store. Motion passed unanimously.

Administrator Solga and Jay Clark from Lakes Country Service Coop (LCSC) discussed upgrading the phone system from an analog system to a digital system. Administrator Solga reviewed the proposals from Arvig and LCSC. Jay Clark explained in more detail how the system works. He mentioned that the service is hosted in the cloud; the quality is cell phone quality or better. They also talked about having better conference call quality in Council Chambers and the police phone response answering time should be quicker as it can ring on multiple phones at the same time. The system will save money too. Motion by Foster, seconded by Ballard to approve the phone changeover from Arvig's analog system to LCSC digital system. Motion passed unanimously.

City Attorney Greg Larson presented a draft ordinance for Council to consider. Council had discussed this ordinance amendment last year. Motion by Strand, seconded by Markgraf to introduce the following written ordinance: **ORDINANCE NO 2019-01; AN ORDINANCE TO AMEND CHAPTER FIVE, PART 4, SUBDIVISION 2, OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, TO INCLUDE PART 4, SUBDIVISION 2 (F).** This does not allow residential use to sell poultry in the commercial zone. The intent is to allow a business to sell poultry, not an individual whose property is in a commercial zone and is being used residentially. The ordinance will be posted for ten days and Council will have a final vote at the March 12, 2019 council meeting.

The Otter Tail County Redemption Center wants to know if Council had made a decision about buying the equipment in the Redemption Center or operating the equipment. Council stated they are not interested and Administrator Solga will notify the County.

Council started the Pelican Dam discussion. Administrator Solga reminded Council that the grant money for engineering the City received runs out June 30, 2019. Council Member Ballard suggested one last public meeting where city residents have a chance to let Council know their thoughts. Council Member Markgraf agreed. Council Member Strand felt that this is a very big deal and Council should take their time to make this decision. There are other options that should be looked into. Council Member Ballard said that Council has been discussing the dam for well over a year now. Council Member Foster is in favor of having a public meeting and said he would like to wait at least a year until after the Phelps Mill project is done. Then Council could go and look at how that project turns out. The Public meeting is preliminarily set for March 25, 2019. It will be discussed further at the next meeting.

A copy of the Otter Tail County Proposed Sanitation Code Revision for Subsurface Sewage Treatment Systems was provided to Council. There is a public hearing on March 12, 2019 regarding the proposed revisions.

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Mayor Frazier provided a report to Council. He attended the annual Fire Relief Association Meeting. He also volunteered at the Red River Home and Garden Show and thought there was a good turnout. He also attended the Annual Fire Department Meeting where it was reported that Dave McDonald retired from the Fire Department at the end of 2018. He spoke today at Rotary.

Administrator Solga reported that since the last city council meeting he has; held discussions with Lakes Country Service Coop regarding the updating of city hall's telephone to a Hosted PBX system telephone system, contacted companies regarding proposals for rental inspections, had discussions and activity with attorneys regarding Gridor legal issue, had discussions regarding the 32-unit apartment planned on West Hwy 108, submitted 2019 Pay Equity report to the State, organized, prepared for, and presented at the Dam public information meeting, attended a planning commission meeting, worked with County/APEX Engineering on draft City/County agreement related to CSAH96/CSAH 100 project, established the Highway 59/108 advisory committee, discussed animal control ordinance change with city attorney, drafted and emailed PFA extension request letter, held discussions with city attorney and fire chief regarding requirements on residential rental fire damage, monitored state legislative activities that may have local effect.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:06 p.m.
Motion passed unanimously.



Danielle Heaton
Clerk-Treasurer