

CITY COUNCIL AGENDA

February 3, 2022

Tuesday, February 8, 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. 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, January 25, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Police Chief Report (In Packet)
 2. Street & Park Report (In Packet)
 3. Financial Report (In Packet)
 - d) Outdoor Sales Lot License – Broadway Auto Sales, Jovanny Zavala Martinez
5. Pelican Rapids – Erhard Community Funds Split – Samantha VanWechel-Meyer (WCI)
6. Annual Fire Department Report – Trevor Steeves (In Packet)
7. Library Report (In Packet)
8. Explore MN Tourism Affiliate Welcome Center Program Memorandum of Understanding 2022 thru 2026 (In Packet)
9. Pay Equity Report (In Packet)
10. Mobile Home Utility Deposit
11. City Hall Personnel
12. Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 2/8/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, February 8, 2022 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 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, Fire Chief Trevor Steeves and Clerk-Treasurer Danielle Harthun.

General Attendance: Samantha VanWechel-Meyer, 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 Ballard, seconded by Strand to approve the agenda with the addition of No. 15. Communications. Motion passed unanimously.

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

a) Approval of Minutes – Council Meeting, January 25, 2022

b) Approval of Accounts Payable Listing

c) Staff Reports

4. Police Chief Report

5. Street & Park Report

6. Financial Report

d) Outdoor Sales Lot License – Broadway Auto Sales, Jovanny Zavala Martinez Motion passed unanimously.

Council Member Steve Foster arrived at 4:35 pm.

Samantha VanWechel-Meyer from West Central Initiative (WCI) spoke to Council about splitting the Erhard Community Funds from the City of Pelican Rapids Community Funds. The Community Funds had been overseen by the Economic Development Corporation (EDC), which is not active at this time. City of Erhard would like to have access to those funds and would like to oversee their own funds. Motion by Strand, seconded by Foster to approve the separation of the Erhard Community Funds from the Pelican Rapids Community Funds. Motion passed unanimously.

Samantha VanWechel-Meyer (WCI) asked Council to consider creating a sub-committee with up to two Council members to oversee the \$175,220.35 in Pelican Rapids Community Funds since the EDC is inactive. Motion by Foster, seconded by Strand to postpone until the next meeting so Council can have some time to think about it. Motion passed unanimously.

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Fire Chief Trevor Steeves provided Council with his annual Fire Department Report. The total calls 2021 were 101 with 32 taking place in the City. The annual Fire Relief Association meeting was held February 7, 2022. After reviewing the financials, the Fire Relief Association recommended Council approved an increase in the benefit level to \$3,600. Motion by Ballard, seconded by Foster to increase the Fire Relief Association benefit level to \$3,600. Motion passed unanimously.

Fire Chief Steeves asked for Council approval to use the funds from the sale of the Wildland truck to be used for replacement equipment on the new Wildland truck if needed. Motion by Strand, seconded by Foster to approve using the funds from the sale of the old truck to pay for equipment on the new truck if needed. Motion passed unanimously.

Fire Chief Steeves announced that Jamie Teberg retired and thanked him for his service. The fire department is short three members now.

Council Member Strand felt the communication should have been better between the City and the public for the recent water line break. Administrator Solga explained that there was a meeting held to debrief after the repairs were made. Communication was an issue and moving forward the City will do better.

The Library Report was provided to Council. No Library Board Member was available to attend the Council meeting but Chair Runningen sent an email listing the items that were discussed at the Library Board Meeting. The Library Board requested the awning be removed and stain the underside of the east open awning area. Administrator Solga will talk to Superintendent Olson about getting a proposal to do the work on the Library. Motion by Foster, seconded by Strand to approve the library report and request bids for the awning removal and staining. Motion passed unanimously.

Council discussed the Memorandum of Understanding (MOU) for the Explore Minnesota Tourism Affiliate Welcome Center Program. The MOU would be in effect from January 1, 2022 to December 31, 2026. There is a COVID-19 vaccination/testing requirement section that has been added to the MOU. The city will be required to make sure anyone working there is vaccinated or tested weekly. Since HCH is staffed by Otter Tail Lakes Tourism Association, Administrator Solga will follow up on their requirements for staff. Motion by Ballard, seconded by Foster to Postpone until the next Council meeting. Motion passed unanimously. Council reviewed the Pay Equity Report provided in the packet. The City passed this year and the next time it needs to be reported will be in three years. Motion by Foster, seconded by Strand to approve the report and the submittal report. Motion passed unanimously.

Council Member Strand discussed the mobile home utility deposit. He reported that there are 73 mobile home lots, total collected in deposits is \$3,000 and the amount of loss is unknown. Motion by Strand to eliminate the deposit and return the money collected. Motion died for lack of a second. The topic can be revisited in the future.

Administrator Solga updated Council on the Utility Clerk position. Staff has begun the interview process.

Administrator Solga reported that since the last city council meeting he has; held a Department Head meeting; worked with Clerk to Set agenda and prepped for regular City Council meeting;

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met with Pelican township regarding 430th Street utility project; reviewed and met with city attorney on a City/County Utility Extension agreement; attended safety committee meeting; met with Mayor, Apex Engineering, Street Superintendent Brian Olson to discuss federal funding opportunities; revised Township Fire Service agreements in prep for mailing out; had communications with MPCA agencies regarding the completion and then submittal of chloride waiver eligibility and variance request forms; worked on chloride variance schedule and reduction plan; worked on the Census Bureau Boundary Adjustment Survey to include the annexation of OTC garage property; reviewed job applications, then set and started interviews; worked on and submitted Pay Equity Report; completed and submitted PFA 2020 Compliance report packet, and drafted and sent out needed alerts resulting from water main break.

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 area businesses, met on January 26 with Administrator Solga and Pelican Rapids Library Board Chairman Wayne Runningen regarding the City of Pelican Rapids' pay equity reporting relating to the Pelican Rapids Public Library, conducted a 'Conversations with the Mayor' session at Historic City Hall on January 26, met with Administrator Solga, Street Superintendent Brian Olson and Bob Schlieman of Apex Engineering Group on January 28 regarding a water and sewer extension to the Otter Tail County Garage site which will be annexed into the city limits of Pelican Rapids, met on February 3 and 8 with Administrator Solga and an area developer who is interested in constructing homes in the City of Pelican Rapids, met on February 7 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting and attended a Pelican Rapids Area Fire Department Relief Association Meeting on February 7 at the Pelican Rapids Area Fire Hall with Clerk Danielle Harthun and members of the Pelican Rapids Area Fire Department.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:21 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer