

CITY COUNCIL AGENDA

February 4, 2021

Tuesday, February 9, 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. 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 1/26/2021
 - b) Approval of Accounts Payable Listing
 - c) 2021 Local Board of Review and Equalization 4/1/2021, 2:00 to 3:00 p.m., at City Hall
 - d) Household Hazardous Waste Day 8/4/21 10:00am- 2:00p.m. Public Works Facility
 - e) Certify Unpaid Fire Call Bill to Property Taxes for 1201 Co. Hwy 9
 - f) Certify Unpaid Tree Removal Bill to Property Taxes for 23 SW 10th Ave.
 - g) Staff Reports
 1. Police Chief Report (In Packet)
 2. Street and Park Report (In Packet)
 3. Financial Report (In Packet)
5. Local Foods, Local Places Grant Applicant – Emily Reno
6. Fire Department Annual Report- Trevor Steeves (In Packet)
7. Pool Committee Minutes – FYI (In Packet)
8. Police Department Computer Request- Chief Stadum
9. Resolution 2021-02 Paying LGA on Time and In Full (In Packet)
10. MN Housing Finance Agency Amendment #3 (In Packet)
11. Library Report(In Packet)
12. Park Board Minutes – FYI (In Packet)
13. Planning Commission Minutes- FYI (In Packet)
14. City Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 02/09/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, February 9, 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

Other city staff present: Administrator Don Solga, Police Chief Jeff Stadum, Fire Chief Trevor Steeves and Clerk-Treasurer Danielle Harthun.

General Attendance: Amy King, Katie Martinez, Ryan Pesch, Rudy Martinez, Mark Dokken, Lou Hoglund from the Pelican Press was also present. Emily Reno attended via Zoom.

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

All present stood and said the Pledge of Allegiance.

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

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

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- c) 2021 Local Board of Review and Equalization
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- d) Household Hazardous Waste Day 8/4/21 10:00am-
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- e) Certify Unpaid Fire Call Bill to Property Taxes for 1201
Co. Hwy 9
- f) Certify Unpaid Tree Removal Bill to Property Taxes for
23 SW 10th Ave.
- g) Staff Reports

4. Police Chief Report

5. Street and Park Report

6. Financial Report

Motion passed unanimously.

Police Chief Jeff Stadum would like to purchase a new computer for the third squad car. A new docking station would also be needed in the squad. The total for computer and docking station would be \$2,921 and he would use the \$975 remaining forfeiture funds. Motion by Strand, seconded by Foster to approve the purchase of the third squad computer and docking station for \$2,921. Motion passed unanimously.

Emily Reno and Ryan Pesch spoke to Council about a grant that Local Foods, Local Places for which they are applying. The application is for a commercial kitchen feasibility study.

Fire Chief Trevor Steeves provided Council with the 2020 Fire Call Report. Total calls for the year were 79 with a total of 1,265 hours. They were able to continue training during Covid-19

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by working in small groups. Both Steve Haiby and Brian Olson retired in 2020 and he is working on replacing them.

Kate Martinez, Amy King, Trevor Steeves, Mark Dokken and Rudy Martinez from the Pool Committee, provided Council with the updated fundraising amounts. Total project costs estimate is \$4 million. Trevor Steeves discussed a solar panel option with Council. Amy King reviewed the timeline they would like to follow. She asked Council to consider having the plans and specs drawn up now. That would make the City ready to bid the project out summer 2021. Administrator Solga said the plans and specs proposal could be available for Council to review at the first meeting in March. Motion by Foster, seconded by Ballard to proceed with getting the plans and specs proposal. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to introduce Resolution 2021-02 entitled;
RESOLUTION NO. 2021-02; RESOLUTION ON PAYING LGA ON TIME AND IN FULL. (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.

Amy King on behalf of the Pool Committee asked for Council approval to apply for the DNR Outdoor Recreation Grant. Motion by Strand, seconded by Markgraf to approve applying for the Outdoor Recreation Grant through the DNR. Motion passed unanimously.

Council reviewed Amendment No. 3 from the MN Housing Finance Agency regarding the infrastructure installed for the Colony Apartments. The amendment will extend the grant through November 1, 2021. Motion by Ballard, seconded by _____ Foster to approve the amendment. Motion passed unanimously.

Council reviewed the Library Report. Council Member Markgraf reported that a Children's Librarian has been hired. Council Member Ballard suggested the Council and Library Board have a meeting after the jurisdiction determination is completed.

Park Board and Planning Commission Meeting minutes were provided in Council packet.

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 the Comp Plan Steering committee meeting on Jan 28; completed and submitted the PFA 2020 compliance report packet; held virtual meeting with Apex engineering; worked on an information request from Local Foods Local Places; completed and submitted the annual Sara Tier II Hazard Inventory reports; complete and submitted the annual Municipal Boundary Adjustments information; attended CGMC Covid-19 update as it relates to public employment and economic development and the new federal administration; met with a potential developer; created the City Hall YouTube channel, uploaded city council videos and posted the link on the city's website; attended the monthly virtual meeting with Otter Tail County Community Development Authority; began discussions with GovOffice to update the city's website; attended the February 8 pool committee meeting; and attended a CGMC virtual meeting on the State's childcare crisis.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Rapids Press for publication, conducted 'Conversations with the Mayor' at Historic City Hall on January 27, 2021, attended a CGMC Legislative Action

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Day Meeting via Zoom on January 27, 2021, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting via Microsoft on January 28, 2021, visit with new and existing businesses in Pelican Rapids, spoke with a property owner on 3rd Street N. W. and Police Chief Stadum regarding snowmobiles driving on streets and yards within our city, attended a Local Foods Local Places Steering Committee Meeting via Zoom on February 2, 2021, visited by phone with PR Public library architect regarding the status of the library roof replacement project and the punch list tasks to yet be completed, attended a LMC Elected Leaders Institute Zoom Meetings on February 2, 4 and 9 and met with Administrator Solga on February 8, 2021 to review the agenda for this evening's Pelican Rapids City Council Meeting.

Motion by Ballard, seconded by Markgraf to approve the hiring of Nanette Albright as Children's Librarian at step three on the wage scale. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:06_pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer