

CITY COUNCIL AGENDA

April 9, 2021

Tuesday, April 13, 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 3/30/2021, LBAE Meeting 04/01/2021
 - b) Approval of Accounts Payable Listing
 - c) Certify Unpaid Administrative Penalty for 47 NW 2nd St. and Unpaid Utility Bill for 115 SE 1st St. to Property Taxes
 - d) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
5. Street and Park Report
6. Inspection Fees & Fines – Roger Schleske
 - Certify Unpaid Rental Housing Penalties to Property Taxes
7. Waasdorp Deed
8. Park Board Minutes – FYI (In Packet)
9. Library Report (In Packet)
10. City Administrator Report
11. Mayor Report
12. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04/13/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, April 13, 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, Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Greg Larson and Clerk-Treasurer Danielle Harthun.

General Attendance: Kathy Knuteson-Olson, Sue Siefert, Joyce Burnham, Cheryl Brenna, Roger Schleske, LouAnn Schleske 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 Foster, seconded by Ballard to approve the agenda as presented except to correct No. 7 Waasdorp Judgement Satisfaction. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 3/30/2021, LBAE Meeting 04/01/2021
- b) Approval of Accounts Payable Listing
- c) Certify Unpaid Administrative Penalty for 47 NW 2nd St. and Unpaid Utility Bill for 115 SE 1st St. to Property Taxes
- d) Staff Reports

3. Police Chief Report

4. Financial Report

Motion passed unanimously.

Superintendent Brian Olson provided Council with a street and parks report. Street sweeping almost done. Skating rink is put away for the year. They are removing pea gravel from Peterson Park to prep for new playground equipment in June. Motion by Strand, seconded by Foster to approve the street and park report. Motion passed unanimously.

Roger and LouAnn Schleske spoke to Council about the rental housing fees and fines bill that the City is advising certifying to the property taxes. They received a bill for 14 rentals that had not been completed by January 1, 2021. There were additional charges for an additional 9 weeks that the inspections were not completed. There were also charges for five rental re-inspections. The bill total was \$2,785.00. The Schleske's explained their reason for not getting the rentals done in 2020 was due to COVID-19. City staff asked for a list of properties with COVID, but one was never provided. Motion by Strand, seconded by Foster to certify the unpaid rental fees to property taxes. Motion passed unanimously with a roll call vote.

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Attorney Larson reviewed the Waasdorp Judgement. The City had placed a lien against the property when it was deemed a hazardous property. Since the property is no longer hazardous, the lien judgement should be removed so the property owner can sell the property. City attorney Larson has prepared a satisfaction of judgement that he will file with the Courts if approved by Council. Motion by Strand, seconded by Markgraf to approve the satisfaction of judgement. Motion passed unanimously.

The Park Board Minutes were included in the packet for Council.

Council Member Markgraf provided the Library report. The Library is set to be fully open by May 3 or whenever COVID restrictions are removed. The Library roof is still not completed. The Library Board discussed the Library Director's vacation that was not carried over from 2020. Council Member Markgraf explained that the Director was going to use vacation in August and December. In August she was unable to take vacation due to issues that arose with the construction project and because she had staff out quarantining due to COVID. In December, she was short staffed due to an employee that quit. Library Board Members Sue Seifert and Cheryl Brenna and Friends of the Library Kathy Knuteson-Olson and Joyce Burnham spoke in favor of reinstating the Library Directors vacation. Council Member Strand explained that reinstating the vacation would not be fair to other City employees. He also stated that since this was not on the agenda, no one was prepared to discuss it at the meeting. Motion by Markgraf to reinstate the Library Director's vacation hours Motion died for lack of a second. Council Member Markgraf requested that it be discussed further at the next Council meeting.

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; completed and submitted Pool DNR Outdoor Recreation Grant application; met with resident to review property improvement plans; attended Comp Plan Steering Committee meeting; met with city attorney regarding some property issues; held discussions with Representative Rasmusson and Amy King regarding legislative pool testimony; prepped for severe weather week; continued work on the city's website; attended MNDOT 2024 project monthly meeting and the public input meeting; worked on departmental personnel issues with city labor attorney; attended monthly virtual meeting with Otter Tail County Community Development Authority; attended CGMC virtual meeting regarding legislative update; attended MNDOT Value Engineering virtual meeting; attended local board of review meeting to reset date; attended April 12 swimming Pool Meeting; reviewed Planning Commission draft ordinance and attended the April 12 Planning Commission Meeting; and starting researching utility rates.

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, conducted a 'Conversations with the Mayor' at Historic City Hall on March 31, visited with local businesses, attended a Local Board of Review & Equalization Meeting at City Hall on April 1, attended a Pelican Rapids Comprehensive Plan Steering Committee Meeting on April 1, attended a Pelican Rapids Area Chamber of Commerce Meeting on April 6 to give an update on city projects at this time, on April 7 spoke by telephone with Tracy Ellenbaum of NSI regarding the Senior Citizens Center and assets being gifted to the City of Pelican Rapids with the desire of all parties to continue with the 'Meals on Wheels' program in Pelican Rapids at the current site, spoke by telephone on April 7 with Senior Citizens President Gloria Radtke, Local Foods local Places Representative Judy Tabbutt and Administrator Don Solga to set up a meeting for April 27 to discuss the

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commercial kitchen concept at the Senior Citizens Center, attended The Farmers Elevator Cooperative Annual Meeting and Dinner at the VFW on April 8, attended a Microsoft Team 2024 Pelican Rapids Complete Streets Steering Committee Meeting, attend the Microsoft Team 2024 Pelican Rapids Complete Streets Public Input Meeting on April 8, attended a Coalition of Greater Minnesota Cities Webinar regarding a 'Halftime Report on the 2021 Minnesota Legislature,' met with Pelican Rapids Schools Superintendent Brian Korf regarding housing options available for new teachers, met with Administrator Solga 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 5:52 pm.
Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer