

CITY COUNCIL AGENDA

May 5, 2022

Tuesday, May 10, 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, April 26, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
 - d) Certify to Taxes
Property: 30 SW 6th Ave
Water/Sewer Amount \$28.57
5. Resolution 2022-10 Approving the Adoption of the 2022 Comprehensive Plan (In Packet)
 - Planning Commission Resolution PC2022-01 Recommending the Adoption of the 2022 Comprehensive Plan (In Packet)
 - Sourcewell Memo (In Packet)
 - <https://tinyurl.com/PRdraftCompPlan>
6. Pelican Fest Update – John Waller III
7. Special Assessments – Sarah Munick
8. Street & Park Report – Brian Olson
 - 2022 Seal Coat Project
 - Policy Updates (In Packet)
9. Vertin Funeral Home – Chris Smith (In Packet)
10. Housing Tax Abatement Public Hearing – 6:00 pm
 - Resolution 2022-09 Approving Property Tax Abatement (In Packet)
11. Project 93 – County Garage Utility Extension Contacts
12. Resolution 2022-08 Adoption of the Otter Tail County Multi-Hazard Mitigation Plan (In Packet)
13. City Incentives Discussion (In Packet)
14. Colony Housing LLC HUD Amendment Modification (In Packet)
15. City Hall Personnel – Danielle Harthun
16. COVID-19 Leave Discussion
17. Library Report (In Packet)
18. Administrator Report
19. Mayor Report

20. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 5/10/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, May 10, 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 three 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 - absent

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

General Attendance: John Waller III, Chris Smith, Jade Petznick, Judy Tabbut, Lana Grefsrud, Wayne Johnson, Wayne Runningen, Jake Huebsch (via Zoom) 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 Markgraf to approve the agenda as written. Motion passed unanimously.

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

a) Approval of Minutes – Council Meeting, April 26, 2022

b) Approval of Accounts Payable Listing

c) Staff Reports

3. Financial Report

4. Police Report

d) Certify to Taxes: 30 SW 6th Ave for Water/Sewer for \$28.57

Motion passed unanimously.

Council Member Steve Foster arrived at 4:33 pm.

Jake Huebsch of Sourcewell presented the 2022 Comprehensive Plan to Council and explained the process. The Planning Commission reviewed the Comp Plan at their last meeting and recommended approval of the document. Motion by Foster, seconded by Ballard to introduce Resolution 2022-10 entitled; **RESOLUTION 2202-10 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PELICAN RAPIDS, MINNESOTA, APPROVING THE ADOPTION OF THE 2022 COMPREHENSIVE PLAN.** (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.

John Waller III provided Council with an update on Pelican Fest. The dates this year are July 7-10. Motion by Strand, seconded by Markgraf to approve the use of the parks for Pelican Fest. Motion passed unanimously.

Superintendent Brian Olson provided Council with the Street and Parks report. The spring street sweeping has been completed. Bathhouse is open after leaks were repaired. Oktoberfest asked if they could have the old

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flowerpots back now that the City has received new ones. So far, no applications have been received for the pool. Motion by Markgraf, seconded by Ballard to approve the report and donating the flowerpots back to Oktoberfest. Motion passed unanimously.

Superintendent Olson let Council know that Otter Tail County is bidding out the 2022 Seal Coat Project. Cost is projected to be about \$230,000, which the City has in savings.

Superintendent Olson spoke to Council about changes to the Street Sweeping Policy he would like to make. The policy had not been updated since 2003. He updated the policy to reflect how they actually sweep the streets. Motion by Strand, seconded by Foster to accept the updated policy. Motion passed unanimously.

Wayne Runningen reported that City staff replaced the grates over the drainage system by the Library. The Library purchased a new curbside book drop. The Library will be closed May 27 and May 28 due to staffing issues. The final payment for the library roof was approved by the Library Board. Motion by Markgraf, seconded by Strand to approve the library report. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to transfer the funds from the general fund to the Library fund to pay from the roof payment request. Motion passed unanimously.

Chris Smith of Vertin's Funeral Home presented Council with a proposal for the upper floor of City Hall. They are asking Council to consider donating the upper floor and approximately the north half of the property. They are asking the city to consider paying for 50% of the fire sprinkler system that will have to be added and donating the land and upper floor of the building. They are not interested in owning the whole property. There was some discussion about the \$50,000 and the fact that the bid for that was about six months old. Jade Petznick said they could possibly agree to 50% not to exceed \$50,000 if Council was more comfortable with that. Motion by Ballard, seconded by Foster to have the attorneys draw up an agreement. Motion passed unanimously.

Council discussed the special assessments on parcel 76000990834000. At the last Council meeting, a potential buyer of the parcel asked the City to consider reducing the special assessments. That person is no longer interested in buying it, but to make that lot more attractive to a potential buyer, the City should consider doing something. The total specials are over \$34,000 due to a previous deferment and two projects. One of the projects has been paid off by the city. Administrator Solga reviewed the special assessments on the nearby parcels and they were all around \$25,000. Motion by Strand, seconded by Foster to change the special assessments to \$25,000. Motion passed unanimously.

Council discussed the Project 93 – County Garage Utility Extension Contracts. Motion by Strand, seconded by Markgraf to approve the signing of the contract. Motion passed unanimously.

Motion by Markgraf, seconded by Ballard to introduce Resolution 2022-08 entitled; **RESOLUTION 2202-08 OF THE CITY OF PELICAN RAPIDS ADOPTION OF THE OTTER TAIL COUNTY MULTI-HAZARD MITIGATION PLAN.** (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.

The HUD Agreement with Colony Housing, LLC., which the City had signed previously, needed to be modified. Administrator Solga reviewed the modification and recommended Council approve it. Colony Housing LLC HUD Amendment Modification. Motion by Foster, seconded by Strand to approve and sign the HUD Amendment to the Tax Abatement and Financial Agreement. Motion passed unanimously.

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Clerk-Treasurer Danielle Harthun asked Council to consider hiring Mary Gamble as the Utility Clerk. She would start at step two, which is \$16.78 an hour. Motion by Ballard, seconded by Foster to approve the hire of Mary Gamble at \$16.78. Motion passed unanimously.

Administrator Solga spoke to Council about the COVID-19 Leave. Since there is no need to quarantine for 14 days anymore and the COVID funds are gone, Administrator Solga recommended that Council remove COVID pay effective immediately. Staff will have to use their own sick time. Motion by Strand, seconded by Foster to cancel COVID leave pay. Motion passed unanimously.

City Administrator Solga reported that since the last city council meeting he has; held a department head meeting; worked with the Clerk to set the city council agenda and prepped for the city council meeting; submitted ARP reports to US Treasury; met with Amy Baldwin regarding the Pelican Rapids Housing Summit; held incentives meeting with Mayor Frazier and Council Member Foster; reviewed county garage utility extension contract documents; and attended virtual a meeting with OTC CDA regarding community updates.

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Pelican Rapids, Otter Tail County, Minnesota, was duly called to order by Mayor Frazier at 6:00 pm. Administrator Solga presented a resolution for Council to consider asking for Tax Abatement on T & L Ridgecrest Block 1 Lot 4. The Mayor opened it up to the public for comments. Wayne Johnson, citizen and County Commissioner stated that Otter Tail County has approved this tax abatement for county taxes already. Mayor Frazier closed the Public Hearing.

Motion by Foster, seconded by Strand to introduce Resolution 2022-09 entitled; **RESOLUTION 2202-09 A RESOLUTION APPROVING PROPERTY TAX ABATEMENT.** (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.

The Incentive Group met twice to get a list of incentives for potential homebuyers or builders so the City is not working on a case-by-case basis. Administrator Solga talked through each incentive and Council made some suggested changes. Motion by Strand, seconded by Markgraf to adopt the incentive with the suggested changes. Motion passed unanimously.

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, conducted a "Conversations with the Mayor" session at Historic City Hall on April 27, met with Council Member Foster and Administrator Solga for an "Incentives Committee Meeting" at city hall on April 29, authored a letter of support for the Community and Life Services organization for a grant application on May 9 and met on May 9 with Administrator Solga to review the agenda for this afternoon's Council Meeting.

Motion by Ballard, seconded by Strand to adjourn the City Council meeting at 6:32 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer