

CITY COUNCIL AGENDA

May 20, 2021

Tuesday May 25, 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. 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 – 05/11/2021
 - b) Approval of Accounts Payable Listing
 - c) Club On-Sale Liquor License and Sunday-On Sale to Donna Mattern on Behalf of Gilmore-Weik VFW Post 5252
 - d) On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar
 - e) Malt Liquor and Wine with Strong Beer to Cheryl Ann King as Proprietor for Muddy Moose Company
 - f) Malt Liquor License to Charles Evenson as Proprietor for Southtown C Store; Luke Loerzel as proprietor for Paul's of Pelican Inc.
 - g) Staff Reports
 1. Liquor Store (In Packet)
 2. Utilities Report (In Packet)
5. Pool Personnel – Brian Olson
6. Truck Purchase – Trevor Steeves
7. Pool Committee – Kate Martinez
 - Minutes – March 8, 21 and April 12, 21 (In Packet)
8. Ordinance 2021 – To Replace Chapter Nine, Section 901.09 Of The City Code (In Packet)
9. MnDOT Routine Maintenance Agreement
 - Resolution 2021-06 (In Packet)
10. Legal Services RFP Discussion (In Packet)
11. City Hall Personnel
12. City Hall Sign Agreement
13. City Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05/25/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, May 25, 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, Clerk-Treasurer Danielle Harthun and Fire Chief Trevor Steeves.

General Attendance: Mark Dokken, Amy King, Kate Martinez, Rudy Martinez 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 Strand, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – 05/11/2021
- b) Approval of Accounts Payable Listing
- c) Club On-Sale Liquor License and Sunday-On Sale to Donna Mattern on Behalf of Gilmore-Weik VFW Post 5252
- d) On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar
- e) Malt Liquor and Wine with Strong Beer to Cheryl Ann King as Proprietor for Muddy Moose Company
- f) Malt Liquor License to Charles Evenson as Proprietor for Southtown C Store; Luke Loerzel as proprietor for Paul's of Pelican Inc.
- g) Staff Reports
 - 1. Liquor Store
 - 2. Utilities Report

Motion passed unanimously.

Superintendent Brian Olson asked Council to consider the hire of Abigail Mooney as Pool Manager. The starting wage is \$16.72 an hour. Superintendent Olson would also like to hire Ian Fahje as first time lifeguard at \$11.08 an hour. Motion by Strand, seconded by Foster to approve the hire of both Abigail Mooney and Ian Fahje. Motion passed unanimously.

Superintendent Olson asked Council to give him approval to hire additional lifeguards before the next council meeting, as there is limited time until he would like to open the pool. Motion by Ballard, seconded by Strand to hire additional lifeguards before the next council meeting. Motion passed unanimously.

Fire Chief Trevor Steeves spoke to Council about the purchase of a new truck. He would also like to replace the rescue tools for the fire department. The total for both is estimated to be \$100,000. Administrator Solga reported that the lease purchase payments would be \$20,668 for five years

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through SCB. Motion by Strand, seconded by Foster to approve his request of rescue equipment and a new truck. Motion passed unanimously.

Motion by Ballard, seconded by Strand to approve the Pool Committee minutes which were included in the packet. Motion passed unanimously.

Amy King, Rudy Martinez, Kate Martinez and Mark Dokken of the Pool Committee updated Council on the new pool donations. The committee reported that they have exhausted most of the fundraising for big donors to the new pool and would like Council to consider moving forward to get bonding for the additional money needed to build the new pool. Currently, the architect is still working on the plans and specs. Administrator Solga can talk to the City's bond counsel to get started on getting the bonding in place.

Council voiced concerns about high construction costs right now. The City has struggled to get enough personnel for the pool the last few years. Motion by Foster, seconded by Ballard to move forward with the intention of building the pool and move forward to get bonding for the pool. Motion passed unanimously.

Motion by Ballard, seconded by Markgraf to introduce the following written ordinance:

ORDINANCE NO. 2021-01; AN ORDINANCE TO REPLACE CHAPTER NINE, SECTION 901.09 OF THE CITY CODE FOR THE CITY OF PELICAN RAPIDS, MINNESOTA. Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Administrator Solga presented the MNDOT Routine Maintenance Agreement and Resolution 2017-06. Motion by Ballard, seconded by Strand to introduce Resolution 2017-06 entitled: **RESOLUTION 2017-06; APPROVING EXECUTION OF MNDOT ROUTINE MAINTENANCE AGREEMENT NO. 1027242.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Council reviewed the Request for Proposal (RFP) for City Attorney Services that Administrator Solga and Council Member Strand put together. Motion by Strand, seconded by Ballard to approve the RFP for City Attorney Services. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun asked Council to consider hiring Sydney Albright. She would start at \$15.23. Motion by Ballard, seconded by Markgraf to approve the hire of Sydney Albright as Utility Clerk. Motion passed unanimously.

Administrator Solga spoke to Council about the Lakeland Smiles sign agreement. Lakeland Smiles will pay \$300.00 a year. Motion by Strand, seconded by Markgraf to approve the sign agreement. Motion passed unanimously.

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 MNDOT 2024 monthly virtual meeting; met with Mayor Frazier, Councilperson Foster, and Clerk Danielle Harthun to discuss utility rates; prepped for and completed utility clerk interviews; met with Greg Stang (PeopleService) to discuss the wastewater treatment facility and the a recent loss and insurance claim; attended MPCA virtual meeting regarding Watershed Restoration and Protection Strategy (WRAPS) and Total Maximum Daily Load (TMDL) reports; attended LMC virtual meeting regarding Federal ARP funds; worked on police union negotiation material and met with Mayor Frazier and Councilperson Markgraf; met with LMC insurance adjuster regarding WWTF loss;

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attended the May 24 Comp Plan steering committee meeting; and attended 2024 MNDOT Project Design meeting at City Hall.

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, continued to visit with area businesses, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting on May 13 via Microsoft Teams, attended a Pelican Rapids Utility Rate Committee Meeting with City Clerk Danielle Harthun, Administrator Solga and Councilman Foster on May 13, attended a Local Foods Local Places Steering Committee Meeting via Zoom on May 17, attended an Otter Tail County Watershed Protection Meeting with Administrator Solga on May 18 via Microsoft Teams, on behalf of the City of Pelican Rapids he attended a Memorial Visitation on May 19 for Bill Henning of Hawley who was an insurance adjustor with W.R. Berkley Corp/League of Minnesota Cities, attended a Police Union Contract Meeting with Councilman Markgraf and Administrator Solga at city hall on May 20, met with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting on May 24, attended the Pelican Rapids Comprehensive Plan Steering Committee Meeting at city hall on May 24, attended the 2024 Pelican Rapids Complete Streets Meeting at city hall on May 25 and attended this afternoon's Pelican Rapids Local Board of Review and Equalization Meeting at city hall.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting a 5:51 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer