

CITY COUNCIL AGENDA

June 9, 2022

Tuesday, June 14, 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. 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 – May 31, 2022, Closed Meeting Minutes May 31, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
5. Street & Park Report – Brian Olson
6. Pool Staffing
7. Library Report (In Packet)
8. Senior Citizen Building - Lana Grefsrud
9. NW Land Development- Raymond Reading (in Packet)
10. Parcel 76000220006001 Land Acquisition
11. Police Union MOU
12. City Administrator Position
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 6/14/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, June 14, 2022 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 pm.

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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, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Krump, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman.

General Attendance: Lana Grefsrud, Raymond Reading, Judy Tabbut, David Gottenborg, Kate Martinez, Kathy Bergren, Kathy Knuteson-Olson, Ellie Litzinger 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 presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – May 31, 2022, Closed Meeting Minutes May 31, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Financial Report

Motion passed unanimously.

Mayor Frazier, Council Member Strand, Superintendent Olson and Administrator Solga had a meeting to discuss pool staffing. They discussed increasing summer wages for pool and summer help and presented it to Council. Motion Strand, seconded by Foster to adopt the wage list for summer staff. Motion passed unanimously.

Street and Parks Superintendent Brian Olson provided Council with a report. The Ultralight Fly-In is July 22-24. The stop logs have been put back in place on the dam to help slow the erosion next to the windmill. The pool is open and running nicely. Motion by Strand, seconded by Foster to approve the report. Motion passed unanimously.

There has been some issues with the streets done for Project 87. Because it is hard to pinpoint the cause of the street issues, the project has not been closed yet. City Engineer Bob Schlieman reached out to Braun Intertec and asked them to do soil borings in the areas of the streets that have had problems. The costs would be \$6,000 to do the soil borings and would come out of street budget. Motion by Ballard, seconded by Markgraf to approve the proposal from Braun Intertec for soil borings. Motion passed unanimously.

A resident on NW 3rd Avenue contacted Superintendent Olson and requested stop signs be put up at every intersection to help slow traffic. Motion by Ballard, seconded by Foster to install stop signs at the intersections of NW 3rd Avenue. Motion passed unanimously.

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Superintendent Olson would like to hire Ryley Moran as pool office staff and Chloe Paulson as returning lifeguard at \$14.00 an hour. Motion by Strand, seconded by Markgraf to approve the hire of Ryley Moran and Chloe Paulson. Motion passed unanimously.

Library Board Member David Gottenborg was available to answer Council's questions. Motion by Markgraf, seconded by Foster to approve the library report. Motion passed unanimously.

Lana Grefsrud spoke to Council about the possibility of purchasing the former Senior Citizen Center building for her business Hillbilly Laser. She met with the Park Board and they suggested waiting until the middle of July when the feasibility study is completed. She agreed and will come back in July to talk to Council. Judy Tabbut, OAKS, and Kate Martinez expressed their concerns with Council selling the building for a private business. The City will wait until the feasibility study is completed.

Raymond Reading spoke to Council about the NW land development. Bob Schlieman presented the Conceptual plan for the NW city owned land. Apex will put together preliminary costs to see if it is feasible for the City and Mr. Reading.

Council discussed purchasing parcel 76000220006001, which is the old bowling alley, for salt and sand storage. This could potentially save the City over \$80,000, which is the cost of a new salt/sand shed. Motion by Markgraf, seconded by Foster to attempt to acquire the building from the State. Motion passed unanimously.

Administrator Solga spoke to the city's labor attorney after the last Council meeting. They helped draw up the Police MOU with the Union and they advised not naming an Interim Chief, but to assign chief duties to an officer. The MOU has not been returned by the union, but Administrator Solga would like to retract their prior appointment of Mike Iverson as interim Police Chief. Jeff Stadum had returned working on administrative duties. Motion by Strand, seconded by Foster, to retract naming Mike Iverson as Interim Police Chief. Motion passed unanimously.

Council discussed the City Administrator Position. Administrator Solga contacted David Drown & Associates and they can help fill the position or Council can put together an interviewing committee of their own to do all the work. Council Member Markgraf would like to see a proposal from David Drown & Associates.

Administrator Solga reported that since the last city council meeting he has; worked with the Clerk to set the city council agenda and prepped for the city council meeting; met with Jody Dahlseid and Catherine Stine of The Dahlseid Group regarding the commercial kitchen feasibility study; reviewed and discussed the police union memorandum of understanding with Flaherty and Hood, then sent to union for their review and signature; attended virtual meeting with MNDOT and Ottertail Power regarding street lighting; had discussions with Otter Tail County Auditor regarding the bowling alley property; attended monthly MNDOT 2024 virtual Project Design meeting; had conversations with In-Control regarding the SCADA computer and control system at the wastewater treatment plant; met with Mayor, Councilman Strand, and Superintendent Olson to discuss the pool staffing; attended virtual meeting with OTC CDA regarding community updates; worked on police department schedules and met with Chief Stadum regarding the department; sat in on discussions and had other communications with the Dahlseid Group regarding a commercial kitchen budget; and contacted David Drone & Associates regarding executive search.

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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, met on June 6 with Amy King of the Pelican Rapids Park Board regarding the interest of the former Senior Citizen building being obtained and used for private enterprise, met on June 6 with the Pelican Rapids Public Swimming Pool Manager Alea Al-Juhari regarding swimming pool staffing concerns, met on June 6 with Todd Kampstra of West Central Turkeys (WCT) regarding WCT staffing and product availability, attended a 2024 Pelican Rapids Complete Streets Project Steering Committee Meeting via Zoom at city hall with Administrator Solga and Superintendent Olson, attended and spoke at the Pelican Rapids Bell Bank Ribbon Cutting Ceremony on June 9, met with Councilman Strand, Administrator Solga and Superintendent Olson on June 10 regarding the Pelican Rapids Public Pool staffing issues and pay scale and met on June 13 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 at 6:04 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer