

CITY COUNCIL AGENDA

June 24, 2022

Tuesday, June 28, 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 – June 14, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Utilities Report (In Packet)
 2. Liquor Store Report (In Packet)
 - d) Update IRS Mileage 7/1/22 – 12/31/22 to \$.625
 - e) Pelican River Pheasants Forever Gambling Permit Application-August 21,2022-VFW
5. Broadband - Carter Grupp
6. Kitchen Feasibility Study – Judy Tabbutt
7. Sen. Bill Ingebrigtsen
8. 1201 County Hwy 9 Discussion
9. Approve Election Judges – Danielle Harthun
10. Council Meeting Date Changes – Danielle Harthun
11. Fire Department Personnel – Danielle Harthun
12. City Administrator Position – Executive Search Proposal Consideration (In Packet)
13. Wage Study Consideration (In Packet)
14. Park Board Minutes (In Packet)
15. Administrator Report
16. Mayor Report
17. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 6/28/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, June 28, 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 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 Miller Krump.

General Attendance: Carter Grupp, Amy Baldwin, Judy Tabbut, Wayne Johnson, Dena Johnson, Justin Fure, Lana Grefsrud, Nidal Omar, Majie Igale, Said Mohamed, Adan Hosh 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 with the deletion of No. 7 Sen. Bill Ingebrigtsen. Motion passed unanimously.

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

- a) Approval of Council Minutes – June 14, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Utilities Report
 - 2. Liquor Store Report
- d) Update IRS Mileage 7/1/22 – 12/31/22 to \$.625
- e) Pelican River Pheasants Forever Gambling Permit Application-August 21,2022-VFW

Motion passed unanimously.

Carter Grupp gave Council a brief history of how Otter Tail County (OTC) ranks with other rural and metro areas relative to internet access, speed, and investments. Currently, OTC is trailing other rural counties to meet the State goal for 100/20 Mbps by 2026 but they are working on improving the numbers. Pelican Rapids may be able to apply for a broadband grant in 2023-2024 but a letter of support would greatly help OTC's efforts to obtain more money now. Motion by Strand, seconded by Foster to write a letter of support. Motion passed unanimously.

Judy Tabbut updated Council on the Kitchen Feasibility Study, which should be done by the end of June.

Council discussed parcel 76000220006001, 1201 County Hwy 9, (the old bowling alley). The property had gone to the state because the taxes were not paid. Most of the elected officials have had a tour of the facility and the consensus was it is too nice for storage and would be better suited for something

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else. Nidal Omar from the Islamic Society of FM spoke to Council and due to an unfortunate error, they were not aware that the State owned the building until it came out in the paper after the last Council meeting. The Islamic Society of FM are attempting to work things out with the State/County. Council will not make a decision at this time.

Clerk Treasurer Harthun asked Council to approve the hire of the following Election Judges at \$13.99 an hour: Danielle Harthun, Onnalee Miller-Krump, Paulette Nettetstad, Dawn Lysaker, Barb Ripley, Joyce Burnham, Kimberly Pierce, James Hoffe and Janna Ballard. Motion by Markgraf, seconded by Foster to approve the hire of Danielle Harthun, Onnalee Miller-Krump, Paulette Nettetstad, Dawn Lysaker, Barb Ripley, Joyce Burnham, Kimberly Pierce, James Hoffe and Janna Ballard as election judges. Motion passed unanimously.

The first meeting in August and November need to be changed due to the election. Clerk-Treasurer Harthun suggested moving the August 9 meeting to August 16 and moving the November 8 meeting to November 15. Motion by Ballard, seconded by Foster to move those Council Meeting Dates. Motion passed unanimously.

The Fire Department would like to hire Tristan Wald as a new firefighter. His wages are \$11.84 an hour. Motion by Foster, seconded by Strand to hire Tristan Wald to the Fire Department. Motion passed unanimously.

Council considered the City Administrator Search Proposal from David Drown Associates (DDA). The fee for the search process is \$22,000. Motion by Markgraf, Strand to accept the proposal from DDA for \$22,000. Motion passed unanimously.

Council reviewed the quote for a wage market study from Flaherty & Hood P.A. for \$3,750. Administrator Solga recommended accepting the quote because of inflation and it will help with union negotiations. Motion by Strand, seconded by Foster to accept the quote from Flaherty & Hood P.A. for \$3,750. Motion passed unanimously.

Park Board Minutes were provided in the packet. Motion by Markgraf, seconded by Ballard to approve the minutes. Motion passed unanimously.

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; worked on council chamber sound issues; worked on Police Department telephone configuration; toured old bowling alley with elected officials and others; attended virtual meeting with USDA regarding Communities Facilities Grants; attended the Otter Tail County Complete Streets workshop #1; held a conference call with the OTC CDA and Apex Engineering to discuss the OTC Planning grant; and attended the June 27 Planning Commission meeting.

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 with area businesses, presented a short "Welcome" speech with three other members of our community at the International Friendship Festival on June 18 in Sherin Park, toured the Old Bowling Alley Building at 1201 County Highway 9 with Administrator Solga on June 21 and with the Local Foods, Local Places Steering Committee on June 27, attended a Local Foods, Local Places Steering Committee Meeting via Zoom on June 22

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regarding the Pelican Rapids Commercial Kitchen Feasibility Study and met on June 27 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 5:40 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer