

CITY COUNCIL AGENDA

June 24, 2021

Tuesday June 29, 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 – 06/8/2021
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store (In Packet)
 2. Utilities Report (In Packet)
5. Public Hearing
 - Resolution 2021-09 (In Packet)
6. Liquor Store Personnel
7. Library Roof Update – Brian Olson
8. Pool Personal – Brian Olson
9. Park Board Grant – Kate Martinez
 - Minutes
10. Fire Dept 2022 Budget (In Packet)
11. Pool Amenities Update – Kate Martinez (In Packet)
12. Highway 59 2024 Project Discussion
13. West Central Initiative Proposal – Planning Commission (In Packet)
14. Legal Services Approval (In Packet)
15. Economic Development Director Position Discussion
16. City Administrator Report
17. Mayor Report
18. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06/29/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, June 29, 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: Police Chief Jeff Stadum, Liquor Store Manager Maggie Johnson, Superintendent Brian Olson, Fire Chief Trevor Steeves, Administrator Solga and Clerk-Treasurer Danielle Harthun.

General Attendance: Amy Baldwin, Tanya Westra, Barbara Dacy, Wayne Johnson, Tom Pace, Mark Dokken, Judy Tabbut, Kate Martinez, Jill Amundson 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.

During the comment period, Judy Tabbut thanked Council for allowing the Farmers Market on the City property. The first night was a great success. She wanted to encourage the Council to consider hiring someone for economic development.

Motion by Ballard, seconded by Strand to approve the agenda with the addition of No. 19 Barbed Wire. Motion passed unanimously.

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

- a) Approval of Council Minutes – 06/8/2021
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Liquor Store
 - 2. Utilities Report

Motion passed unanimously.

Pursuant to due call and published notice thereof, Mayor Frazier called the Public Hearing to consider authorizing Otter Tail County HRA to function within the boundaries of the City of Pelican Rapids.

Barbara Dacy, Otter Tail County Housing and Redevelopment Authority, explained the project at 117 NW 1st Avenue. The house cannot be rehabbed and needs to be taken down. A public hearing was needed before the redevelopment can begin. Amy Baldwin, OTC CDA, and OTC Commissioner Wayne Johnson spoke in favor of the project.

Mayor Frazier closed the public hearing.

Motion by Foster, seconded by Strand to introduce Resolution 2021-09 entitled: **RESOLUTION 2021-09 AUTHORIZING THE OTTER TAIL COUNTY HOUSING AND REDEVELOPMENT AUTHORITY AND**

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THE OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY TO FUNCTION WITHIN THE BOUNDARIES OF THE CITY OF PELICAN RAPIDS, MINNESOTA. (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.

Liquor Store Manager Maggie Johnson asked Council to hire Brian Villagomez as part-time Liquor Store Clerk. Mr. Villagomez will take over for someone that is out on medical leave. The starting wage is \$14.25. Motion by Foster, seconded by Markgraf to hire Brian Villagomez as Part-time Liquor Store Clerk. Motion passed unanimously.

Superintendent Olson provided Council with an update on the Library Roof project. He received a copy of the punch list items yesterday, but the architect has not had a chance to review whether the items have been completed. There are three items to be completed according to the contractor.

Superintendent Olson would like to hire Kallie Hanson and Chloe Paulson as first time lifeguards. Starting wage is \$11.08 an hour. Motion by Foster, seconded by Strand to hire Kallie Hanson and Chloe Paulson as lifeguards. Motion passed unanimously.

Kate Martinez, Park Board Member, asked Council for approval to apply for a grant for bicycle racks. The grant has already been applied for pending Council approval and the amount of the grant is \$2,115.49. Motion by Strand, seconded by Ballard to approve the grant for bicycle racks. Motion passed unanimously.

Lake Region Electric Company have been speaking to the Park Board about putting an archway at the start of the Peace Trail like the one at the Famers Market. LREC is donating their time and materials for making and installing the archway.

The Park Board asked Council to put the former Senior Citizen Center building under their umbrella. They will work with Local Foods, Local Places to plan a community kitchen, gathering center and public restrooms. The board will be looking at different opportunities and will update Council before anything happens. Motion by Ballard, seconded by Markgraf to place the former Senior Citizen Center in the Park Board's portfolio. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to approve the Park Board minutes which were included in the packet for Council. Motion passed unanimously.

Mark Dokken talked to Council about the Pool Amenities. Before the architect puts a model together of the pool, he wanted Council to review and approve the pool amenities. Motion by Markgraf, seconded by Ballard to give the architect the final approval on the pool amenities. Motion passed unanimously.

Mayor Frazier gave a recap of the 2024 Highway 59 and 108 project. The City is partnering with MNDOT to redo the infrastructure at the same time that MNDOT is redoing the highway. By doing the two projects at the same time, the city will be saving millions of dollars. Tom Pace from MNDOT addressed Council and answered questions. The final decision will be made this winter.

Jill Amundson from West Central Initiative shared a proposal for scope of services to assist the Planning Commission in platting the NW property. Motion by Markgraf, seconded by Foster to approve the scope of service with WCI. Motion passed unanimously.

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Administrator Solga and Council Member Strand met and reviewed the City Attorney proposals that were received. Both firms would do a good job they felt, but it is nice having an attorney in town. Motion by Markgraf, seconded by Ballard to appoint Krekelberg Law Firm as the new City Attorney. Motion passed unanimously.

A few meetings ago the planning commission ask the city council to consider reconfiguration of the EDA. Council discussed the possibility of hiring an Economic Development Director. Administrator Solga wanted direction from Council if the position should be included in the 2022 budget. Motion by Strand, seconded by Markgraf to include the position in the 2022 budget. Motion passed unanimously.

The Budget Committee met and reviewed the 2022 Fire Department Budget. The budget is increasing to cover the lease payment of the new truck and rescue equipment. Motion by Ballard, seconded by Markgraf to approve the 2022 Fire Department budget. Motion passed unanimously.

Council Member Strand would like the barbed wire removed from around the pool. Motion by Strand, seconded by Foster to remove the barbed wire from around the pool. Motion passed unanimously.

Administrator Solga reported since the last meeting he attended he has; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; met with Preferred Controls at the Wastewater Facility; attended a virtual meeting on the State's Capital Budget request system; spent time on the WWTF insurance claim due to a power failure; met with property owners about a street/alley vacation; meet with Sourcewell regarding the next Comp Plan steering committee meeting; took some vacation time; attended virtual meeting with OTC CDA; met with swimming pool committee members regarding pool next steps; worked on submitting projects on the state's capital budget system; submitted application for ARP Funds; met with PeopleService and WCT regarding lagoons; met with Mayor Frazier and Councilman Markgraf to prep for union meeting; met with budget committee to discuss 2022 fire budget; reviewed legal firm submittals and met with Councilman Strand to review the legal RFPs; met with Pelican Valley Health Center regarding new pool project and potential construction easement; met with Apex Engineering and Brian Olson to discuss city's GIS information; met with Brian Korf to discuss school and city items; attended annual Right To Know training; held a conference call with Tom Pace (MNDOT) regarding the roundabout demo; attended the June 23 pool committee meeting; attended the June 28 planning commission meeting; and worked with OTC HRA to solicit SCDP surveys on city website and in PR Press.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Press, continued to visit with area businesses, attended the 2024 Pelican Rapids Complete Streets Project Meeting via Microsoft Team on June 10, met with Administrator Solga, WCT personnel & PeopleService staff regarding lagoon operations and concerns on June 15, met with Dena Johnson of Historic City Hall on June 15 regarding volunteer staff, visited on June 16 via telephone with Prairie Lake Association President regarding the Pelican Rapids dam removal and effects on Prairie Lake, visited on June 16 with OAKS personnel regarding the former Senior Citizens building, phone call with Amanda Hillman of DNR on June 16 regarding the Pelican Rapids dam removal and effects on Prairie Lake, attended a Local Foods Local Places Steering Committee Zoom Meeting on June 17, attended a Police Union Strategy Meeting on June 17 with Administrator Solga and Councilman Markgraf, attended a Pelican Rapids Comprehensive Steering Committee Meeting at city hall on June 17, attended a Pelican Rapids Fire Department Budget Committee Meeting on June 18 with Administrator Solga and Councilman Foster, upon

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invitation gave the Welcome Message at the Friendship Festival in Sherin Park and the Glacial Minnesota Woman Organization play at the PRHS Fine Arts Auditorium on June 19, met with Administrator Solga and PRHS Supt. Brian Korf on June 22 regarding Brown Soccer Field, attended a Microsoft Team meeting on June 23 with Administrator Solga, Street Supt. Brian Olson and Pelican Rapids Police Chief Jeff Stadum in regards to the 2024 Pelican Rapids Complete Streets downtown demonstration project, fielded many question from residents and visitors in regards to the Pelican Rapids Complete Streets demonstration project, attend a MESERB Annual Meeting via Zoom on June 24, attended the Pelican Rapids Complete Streets Project roundabout demonstration at the West Central Turkeys parking lot on June 24, attended the Open House of the Pelican Market on June 25, had a car entry in the Pelican Fest Parade on June 26, attended a Pelican Rapids Park Board Meeting on June 28 and met today 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 7:10 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer