

CITY COUNCIL AGENDA

July 7, 2022

Tuesday, July 12 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 28, 2022,
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
5. Street & Park Report – Brian Olson
6. Library Report (In Packet)
7. OTC Commissioner Candidate – David Helgersen
8. 2022 Greater MN TED Program Grant – Bob Schlieman (In Packet)
9. Local Food, Local Places – Ellie Litzinger
 - PartnerSHIP 4 Health Letter (In Packet)
 - Commercial Kitchen Feasibility Study (In Packet)
10. Greater Minnesota Parks and Trails Membership Consideration (In Packet)
11. Executive Search Timeline Discussion (In Packet)
12. 2023 Budget Committee Appointment
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 7/12/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, July 12, 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 - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Engineer Bob Schlieman.

General Attendance: David Helgerson, Ellie Litzinger, Judy Tabbut, Wayne Runningen, Patrick Hollister, Lana Grefsrud 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.

Council Member Steve Foster arrived at 4:31 pm.

Motion by Ballard, seconded by Foster to approve the agenda with the additions of No. 16 Houston Engineering Invoices, No. 17 Utilities Easement on 430th Street, No. 18 Appoint Additional Election Judges and No. 9 Commercial Kitchen Feasibility Study was replaced with Health Inspector – Judy Tabbut. Motion passed unanimously.

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

- a) Approval of Council Minutes – June 28, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Financial Report
 - 2. Police Report

Motion passed unanimously.

Street and Park Superintendent Olson provided Council with a report. The dust guard has been applied to the gravel roads in town. The bid for the crack seal project came in higher than the estimate so Superintendent Olson has to cut about \$110,000 from the project. The new playground equipment has been installed in the park. The second session of swimming lessons has started. The warming house has been moved back by the sledding hill. Motion by Foster, seconded by Ballard to approve the report. Motion passed unanimously.

Wayne Runningen presented the Library Report to Council. The summer book sales have been great this summer. The Library Board has been updating the by-laws. The Library Budget Committee requested to meet with the City Budget Committee to discuss the budget. Motion by Markgraf, seconded by Foster to approve the Library Report. Motion passed unanimously.

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Otter Tail County Commissioner candidate David Helgersen introduced himself to Council. He is running for the office of County Commissioner for District 2.

Bob Schlieman spoke to Council about the 2022 Greater MN TED Program Grant. This grant is for infrastructure improvements in MN DOT right-of-ways for 2023-2024. With the upcoming complete streets project this would be a good fit to help get additional dollars for the city's portion of the project. Motion by Strand, seconded by Foster to apply for the 2022 Greater MN TED Grant. Motion passed unanimously.

Patrick Hollister read the letter, which was included in the Council packet.

Judy Tabbut spoke to Council about requesting the Health Inspector to look at the Senior Citizen Center to see if it is possible to have both Meals on Wheels and a commercial kitchen in the same building. Motion by Markgraf, seconded by Foster to contact the Health Inspector to visit the facility if there is no cost involved. Motion passed unanimously.

Council considered joining the Greater Minnesota Parks and Trails Organization. The cost would be \$150 a year. Motion by Strand, seconded by Markgraf to join the Greater Minnesota Parks and Trails Organization. Motion passed unanimously.

Council reviewed the executive search timeline. A few special meetings will be scheduled throughout this process. Administrator Solga will check if any of the special meetings could be combined with a regular Council meeting.

Mayor Frazier and Council Member Foster volunteered to serve on the 2023 Budget Committee. Motion by Ballard, seconded by Strand to approve the Budget Committee. Motion passed unanimously.

Council reviewed two invoices from Houston Engineering for engineering work on the dam and the bridge. Motion by Strand, seconded by Foster to approve payment of the Houston Engineering Invoices. Motion passed unanimously.

Council reviewed the Utility easement of 430th Street between the City and DSE Properties. It is the area in the roadway that the new infrastructure for the County garage is being constructed. Motion by Ballard, seconded by Foster to approve the permanent easement on 430th Street. Motion passed unanimously.

Clerk Treasurer Harthun asked Council to approve the hire of the following Election Judges at \$13.99 an hour: Andrew Bradrick, Esther Bradrick and Kate Andrews. Motion by Strand, seconded by Markgraf to approve the hire. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he had; held a department head meeting; worked with Clerk to set the city council agenda and prepped for the city council meeting; attended virtual meeting with OTC CDA regarding community updates; worked on obtaining utility easement for the utility extension to the county garage site; worked on executive search documentation request from David Drone Associates and met with the city attorney regarding dilapidated buildings.

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Mayor Frazier reported that since the last city council meeting he had; submitted weekly mayor's columns to the Pelican Press for publication, continued to visit with area businesses, conducted a "Conversations with the Mayor" session at Historic City Hall on June 29, signed a "Letter of Support" on June 30 from the City of Pelican Rapids to our County and State of Minnesota officials for improved broadband access for Pelican Rapids and rural Otter Tail County, entered a parade float unit in the Erhard 4th of July Parade, conducted a radio interview with Mr. Jerry Johnson at NIIJII Radio Station KKWE 89.9 in Calloway, MN on July 6 regarding city festivals and projects, entered a parade float unit in the Pelican Fest Parade on July 9, communicated on July 11 with Jody Dahlseid of the Dahlseid Group regarding the Pelican Rapids Commercial Kitchen Feasibility Study and met on July 11 with Administrator Solga to review the agenda for this afternoon's Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:20 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer