

## CITY COUNCIL AGENDA

July 21, 2022

**Tuesday, July 26, 2022**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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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 – July 12, 2022
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Utilities Report (In Packet)
    2. Liquor Store Report (In Packet)
5. Senator Ingebrigsten
6. WCI - Samantha VanWechel-Meyer
7. Park Board DNR Grant – Kate Martinez
8. City Hall Upper Floor Discussion
9. 2023 Fire Department Budget (In Packet)
10. MN TED Grant Application Update – Administrator Solga
11. Rental Inspection Agreement (In Packet)
12. Filing for City Offices Opens 8/2/22 and Closes 8/16/22
13. Planning Commission Minutes (In Packet)
14. Park Board Minutes (In Packet)
15. Administrator Report
16. Mayor Report
17. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 7/26/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, July 26, 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 two members of the Council were present at roll call:

Council Member Steve Strand - absent

Council Member Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk

Onnalee Miller Krump, Street and Park Superintendent Brian Olson, Fire Chief Trevor Steeves, City Attorney Lindsay Forsgren.

General Attendance: Senator Ingebrigsten, Judy Tabbut, Samantha VanWechel-Meyer, Lana Grefsrud, Chris Smith, Jade Petznick, Wes Keller 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.

Judy Tabbut informed Council that she spoke with the Health Inspector and learned that Meals on Wheels cannot be prepared in the same building as a commercial kitchen.

Motion by Markgraf, seconded by Ballard to approve the agenda with the deletion of No. 7 Park Board DNR Grant – Kate Martinez, addition to No. 9 of Mutual Aid Agreement, addition of No. 18 Dam Removal Project, and addition of No.19 Payment to MN PFA for \$875,324.48. Motion passed unanimously.

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

- a) Approval of Council Minutes – July 12, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  - 1. Utilities Report
  - 2. Liquor Store Report

Motion passed unanimously.

Senator Ingebrigsten updated Council on the most recent legislative session.

Samantha VanWechel-Meyer from West Central Initiative thanked the Council for their continued support. She updated Council on the projects on which WCI have assisted for the last two years in Pelican Rapids. Fire Chief Trevor Steeves, Assistant Chief Shad Hanson and Administrator Solga met to review the 2023 Fire Department Budget. Administrator Solga recommends approval. Motion by Markgraf, seconded by Ballard to approve the 2023 Fire Budget as presented. Motion passed unanimously.

Fire Chief Steeves said that the Mutual Aid Agreement with nearby cities expires this year. There is no change to the agreement, expect the dates. Motion by Ballard, seconded by Markgraf to renew the Mutual Aid Agreements. Motion passed unanimously.

Chris Smith and Jade Petznick of Vertin's Funeral Home spoke to Council. At the last meeting they attended, there was some discussion on them purchasing the entire building. They have decided they would be willing to purchase the entire building. He gave a general outline of what they are proposing. City Attorney Forsgren stated that the City must follow a proper process in order to sell the building. She will have more information

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on the proper process by the end of the week. Vertin's will get more information for Council to look over since two members are absent.

Wes Keller from Houston Engineering updated Council about the Dam Removal project. Pelican Pete has to be safely moved offsite while the project is being completed. It must be done by a licensed professional. Council Member Ballard asked if Pete could be repaired at the same time. It could be very expensive to repair Pelican Pete. The City may want to find someone more local to help save on costs. The advertising for bids, which was included in the packet, is to move Pelican Pete to a remote site while the dam is removed. The DNR has agreed to pay for any removal of Pete and the placing of Pete on the new position on the south side of the river, but the City will have to pay for repairing him. Motion by Markgraf, seconded by Ballard to move forward with advertising for bids. Motion passed unanimously.

Administrator Solga and City Engineer Schlieman talked to MN DOT about the MN TED Grant Application and MN DOT said that the City is not a good fit. This will be placed on the next agenda to be rescinded.

Sid Fossan, the rental inspector asked to revise the Rental Inspection Agreement due to inflationary costs. He is increasing the unit rate by \$5.00 starting September 1, 2022.

Motion by Ballard, seconded by Markgraf to approve the agreement. Motion passed unanimously.

Filing for City Offices Opens 8/2/22 and Closes 8/16/22.

Clerk-Treasurer Harthun asked Council to approve payment for MN PFA payment of \$875,324.48 for debt service payments. Motion by Markgraf, seconded by Ballard to approve payment to MN PFA for \$875,324.48. Motion passed unanimously.

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

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

Administrator Solga reported that since the last city council meeting he has; held department head meeting; worked with Clerk to set city council agenda and prepped for the city council meeting; held a virtual meeting with Houston and DNR in prep for council update and review; attended monthly MNDOT 2024 virtual Project Design meeting; met with rental inspector regarding rate adjustment; held old fire truck bid opening; met with Fire Chief regarding 2023 fire budget; attended quarterly safety meeting; had a virtual meeting with Apex Engineering and MNDOT regarding TED grant application; held a virtual meeting with DNR (St Paul) and State Historic Preservation Office (SHPO) regarding the dam project and Pelican Pete; met with Pat Melvin of DDA regarding City Administrator interviews and documents; met with Brian Olson and Trevor Muchow (Minko) regarding the punch list of items on the city hall project; and held virtual meeting with Flaherty & Hood regarding wage study.

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, met with members of Hospice of the Red River Valley on July 15 regarding a future Hospice House to be built at 3800 56<sup>th</sup> Avenue South, in Fargo, ND, interviewed with Patrick Melvin of David Drown Associates on July 21 regarding the search for the next City Administrator, attended a Local Foods, Local Places Steering Committee Meeting with the Dahlseid Group on July 21 regarding the Pelican Rapids Commercial Kitchen Feasibility Study, met on July 22 with Staci Allmaras of the Youth Community Council regarding youth activities in Pelican Rapids, attended a conference call on July 22 with Nidal Omar and Dr. Mohamed Sanaullah of the Fargo Moorhead Islamic Society regarding a Petition to cancel the forfeiture of the Mosque (old bowling alley building at 1201 County Highway 9) which will be addressed by the Otter Tail County Commissioners, similar

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conversation with Commissioner Wayne Johnson of District 2 on July 22 regarding forfeiture, attended the Ultra-Light Fly-In on July 22 at the Pelican Rapids Municipal Airport and met on July 26 with Administrator Solga to review the agenda for this afternoon's Council Meeting.

Motion by Ballard, seconded by Markgraf to adjourn the City Council meeting at 5:57 pm. Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer