

CITY COUNCIL AGENDA

August 5, 2021

Tuesday, August 10, 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. Agenda Additions or Deletions (*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 Minutes – Council Meeting 07/13/2021
 - b) Approval of Accounts Payable Listing
 - c) Pelican River Pheasants Forever Lawful Gambling Application 9/30/2021 - VFW
 - d) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
5. Pelican Pete 5k – Amanda Guler
6. Street & Parks Report
 - Property on Ridgecrest Drive Water/Sewer
7. Dam Removal Project Update
8. Library Report
9. Planning Commission Member
10. Street/Alley Vacation Public Hearing 5:00pm
11. Tax Abatement Public Hearing 6:00pm
12. Soccer Field Transfer to School
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/10/2021

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, August 10, 2021 in Council Chambers, City Hall.

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

Accounting Clerk Onnalee Krump 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: Street & Park Superintendent Brian Olson, Administrator Solga and Accounting Clerk Onnalee Krump. General Attendance Kirk Lindberg, Araceli Ramirez, Zachary Miller 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.

There were no Citizen's Comments.

Motion by Ballard, seconded by Markgraf to approve the agenda as submitted. Motion passed unanimously.

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

- a) Approval of Minutes – Council Meeting 07/13/2021
- b) Approval of Accounts Payable Listing
- c) Gambling Permit for Pelican River Pheasants Forever – VFW Post 5252 9/30/2021
- d) Staff Reports

3. Police Chief Report

4. Financial Report

Motion passed unanimously.

Superintendent Olson spoke on behalf of Amanda Guler regarding the Pelican 5k to be held on Saturday, August 14, 2021, using the same city street route as previous years. Motion by - Strand, seconded by Ballard to allow the Pelican 5k to be held on city streets using the same route. Motion passed unanimously.

Superintendent Olson provided a Street and Parks report to Council. The leak at Historic City Hall is still ongoing. He found water leaks in Sherin Park and at 1st St SW, both are repaired. CSAH 96 and 100 are 98% done. The Ultralight Fly-in at the Airport went well, he talked to Jeff Shoenack and they all had a great time. The Pool is closing Sunday, August 15, 2021, due to staff going back to school and sports. All the events this summer went well. They are dropping the dam levels more rapidly and stop logs will start coming off to control the flow from the Mill House. They should be done by August 31, 2021. Campground is open and busy, plans are to leave it open until after Oktoberfest Weekend. Ballard asked about the condition of Pelican Pete. Research will need to be done see what can be done to fix the holes. Motion by Foster, seconded by Strand to accept the report as given. Motion passed unanimously.

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Araceli Ramirez purchased land on Ridgecrest Drive (Lot 6, Block 2) that does not have water/sewer service and she is asking the city put in the service and assess the costs to her taxes so she can pay it as she is able and move forward on building a home. The Mayor explained that for some unknown reason water/sewer service was not stubbed into that property. Administrator Solga said that because the actual cost is unknown, the City would cover anything over the \$6,000 assessed to Ms. Ramirez's taxes. Superintendent Olson stated he would try to get that service line in this year. Motion by Strand, seconded by Ballard to stub in water/sewer and assess \$6,000 to taxes, the City will cover the cost above \$6,000. Motion passed unanimously.

Administrator Solga updated the Council on the DNR meeting that he and Superintendent Olson attended on July 26, 2021 stating that the date for draw down completion is August 31, 2021 and the DNR will be sending an Environmental Assessment Worksheet (EAW) and State Historic Preservation Office (SHPO) draft for the City to review.

The Mayor recessed the City Council Meeting at 5:01 pm for the Public Hearing. Administrator Solga explained the reason for the vacation of the street/alley is that Kirk Lindberg would like to build garage that would be in the alley. Administrator Solga has met with each property owner affected by the vacation. There was no discussion. The Mayor adjourned Public Hearing at 5:09 pm

Motion by Foster, seconded by Strand to approve Resolution 2021-12 entitled: **RESOLUTION 2021-12 VACATING THE ALLEY EXTENDING NORTH AND SOUTH IN BLOCK 5 AND BLOCK 8 OF BLYBERG'S 2ND ADDITION AND THE STREET RIGHT-OF-WAY EXTENDING EAST OF SE 3RD STREET, NORTH OF LOT 1 AND LOT 5, BLOCK 8 AND SOUTH OF LOT 8 AND LOT 10, BLOCK 5, OF BLYBERG'S 3RD ADDITION.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed unanimously.

Markgraf has nothing to add to the Library Report. Administrator Solga spoke about the letter from Climate Makers, stating it was letting the Library know that the additional bill for \$2,268.71 was for removing the roof units on the Library Roof on the second Bill Listing. Motion by Markgraf, seconded by Ballard to approve library report and to pay the additional \$2,268.71 expense incurred as a result from removing the HVAC units on the roof. There was discussion if the contractor or architect should be responsible to cover the removal of the HVAC from the roof. Motion passed unanimously.

Administrator Solga gave an update on the resignation of a Planning Commissioner member and letting Council know the City will be actively looking.

Administrator Solga gave an update on the Brown Soccer Field. After interest from the School, the City has drawn up a Quit Claim Deed to transfer Brown Soccer Field to the School. Motion by Ballard, seconded by Markgraf to approve the Quit Claim Deed to transfer Brown Field to the School. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he has; held a department head meeting; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; met with WCI staff on July 15, 2021 regarding the NW City owned land and then attended the July 26, 2021 planning commission meeting to discuss same; met with Sourcewell regarding the next comp plan steering committee meeting; had conversation with School

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Superintendent Brian Korf regarding the soccer field; drafted public hearing notice and resolutions for a street/alley vacation; drafted public notice and resolutions for housing tax abatement; attended 2024 project design team meeting at city hall; attended quarterly safety committee meeting; held a telephone interview with Montana University regarding bike and pedestrian research; attended the monthly virtual meeting with OTC CDA; attended virtual DNR Dam update meeting; took vacation time; met with property owners regarding the street/alley vacation; prepped for and met with police union; worked on 2022 General Budget; met with the Mayor and Street Superintendent to discuss Ridgecrest utilities; attended CGMC labor and employee update meeting; met with Mayor, Councilperson Foster, and People Service to discuss the WWTF Chlorides and MPCA; and attended the August 9, 2021 swimming pool committee 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; attended the Walking Tour of Pelican Rapids Downtown District with Chris S. of the Otter Tail County Historical Society and several area residents on July 16, 2021; attended a 2024 Pelican Rapids Complete Streets Project Steering Committee Decision Meeting at city hall on July 20, 2021; met with Rachel at Historic City Hall on July 28, 2021; attended a Local Foods Local Place Steering Committee Meeting via Zoom on July 29, 2021; had a car entry in the Rothsay Parade on July 31, 2021; attended a Police Union Contract Negotiation Meeting with Councilman Markgraf and Administrator Solga at City Hall on August 03, 2021; met with Superintendent Olson and Administrator Solga on August 05, 2021 regarding the absence of water and sewer service lines to a lot on Ridgecrest Drive; had a Webex meeting interview on August 06, 2021 with Natalie Villwock-Witte of the University of Montana regarding pedestrian and bicycle trails and their accessibility in communities of less than 10,000 people (Pelican Rapids); met on August 09, 2021 with Councilman Foster, Administrator Solga and People Service personnel regarding our Wastewater Treatment Facility chloride discharge to the Pelican River in our new NPDES/SDS Permit from the Minnesota Pollution Control Agency (MPCA); and met with Councilman Foster and Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

The Mayor recessed the City Council Meeting at 5:57 pm for the Public Hearing. Administrator Solga explained that Zachary Miller is building a duplex and has applied for Tax Abatement and Lot split at Lake Region Estates Block 2, Lot 1. Zachary Miller gave progress update. There was no other discussion. The Mayor adjourned Public Meeting at 6:07 pm

Motion by Strand, seconded by Foster to approve Resolution 2021-13 entitled: **RESOLUTION 2021-13 APPROVING TAX ABATEMENTS AND LOT SPLIT** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed unanimously

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:08 pm. Motion passed unanimously.

Onnalee Krump
Accounting Clerk