

CITY COUNCIL AGENDA

August 11, 2022

Tuesday, August 16, 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 – July 26, 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. City Administrator Position (In Packet)
 - Review Wage Comparisons For Position
 - Review Job Description For Position
 - Approve Profile and Authorizing Posting
 - Review and Approve Timeline For Recruitment
8. Commercial Kitchen Feasibility Study – Judy Tabbutt (In Packet)
9. Edible Cannabinoid Products – Mayor Frazier
10. Project 93 Pay Request #2 – \$136, 915.59 (In Packet)
11. Resolution 2022 – 12 Calling For Tax Abatement Public Hearing (In Packet)
12. Resolution 2022 – 13 Resolution On Special Session
13. Resolution 2022 – 14 Declaring Sufficiency of Petition And Setting Public Hearing (In Packet)
14. 2024 Project Storm Water Baffles Consideration
15. City Hall Property Sale Discussion (In Packet)
16. MN TED Grant Application Rescinding – Administrator Solga
17. Explore Minnesota Tourism Center Memorandum of Understanding – Administrator Solga (In Packet)
18. City Wide Trail Public Open House Sept. 1, 2022 (In Packet)
19. Economic Developer Position Discussion

20. Administrator Report
21. Mayor Report
22. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8/16/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, August 16, 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 three members of the Council were present at roll call:

Council Member Steve Strand Council Member Curt Markgraf - absent

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Park Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Lindsay Forsgren.

General Attendance: Lana Grefsrud, Jade Petznick, Justin Fure, Pat Melvin via Zoom, Chris Smith via Zoom and Nicole WK 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 Foster to approve the agenda with the deletion of Commercial Kitchen Feasibility Study – Judy Tabbut. Motion passed unanimously.

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

- a) Approval of Council Minutes – July 26, 2022,
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Financial Report
 2. Police Report

Motion passed unanimously.

Superintendent Brian Olson presented the Streets and Parks Report to Council. Household Hazardous Waste day was held this this month. The stop signs have been installed on NE 3rd Street. The pool closed on August 5 but there are still swimming lessons in the mornings. Motion by Strand, seconded by Foster to approve the report. Motion passed unanimously.

Superintendent Olson received a quote for the Library awning work that needs to be completed. The bid came in at \$1,500. Motion by Foster, seconded by Strand to approve the Library awning quote. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8/16/2022

Scambler Township has had problems with 473rd Street. They are asking for a temporary easement to do the construction work on the road. Motion by Ballard, seconded by Foster to approve the temporary construction easement on 473th Street with Scambler Township. Motion passed unanimously.

Council considered storm water baffles on Hwy 59 for the 2024 street project. MNDOT would put the baffles in but the City would have to maintain them. Superintendent Olson recommended not installing the baffles because they might plug and overflow. Motion by Foster, seconded by Strand to follow Superintendent Olson recommendation to not install the storm water baffles. Motion passed unanimously.

Administrator Solga is forming a beautification committee as per MNDOT's recommendation for the 2024 project.

Mayor Frazier talked to Council about Edible Cannabinoid Products. Some cities have placed a moratorium on the products and he wanted Council to discuss it. This would allow the City time to establish an ordinance. Police Chief Stadum recommended putting a moratorium in place. Motion by Strand, seconded by Foster to direct the City attorney to put together a moratorium for Council to consider at the next meeting. Motion passed unanimously.

Pat Melvin from David Drown Associates (DDA) presented the City Administration position information to Council. He met with 13 individuals from Pelican Rapids and gathered input on what is wanted in the next city administrator. Council reviewed the salary range, job description and the profile. Motion by Ballard, seconded by Foster to approve the profile and posting. Motion passed unanimously.

Chris Smith and Jade Petznick of Vertin's Funeral Home spoke to Council about the potential purchase of the entire City Hall building. They presented their terms to Council and asked if there are any questions. They would like to have an answer within the next 30 days. City Attorney Forsgren recommended holding a public hearing. Motion by Ballard, seconded by Foster to send the sale proposals to the Planning Commission. Motion passed unanimously.

Another property owner would like to build a house on their empty lot. Motion by Foster, seconded by Strand to introduce Resolution 2022-12 entitled; **RESOLUTION 2202-12 CALLING FOR TAX ABATEMENT PUBLIC HEARING.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Ballard, seconded by Foster to introduce Resolution 2022-13 entitled; **RESOLUTION 2202-13 RESOLUTION ON SPECIAL SESSION.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Motion by Strand, seconded by Ballard to introduce Resolution 2022-14 entitled; **RESOLUTION 2202-14 DECLARING SUFFICIENCY OF PETITION AND SETTING PUBLIC HEARING.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Council considered Pay Request No. 2 to J & J Excavating, Inc. for \$136, 915.59 for project 93. Motion by Ballard, seconded by Strand to approve the pay request. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8/16/2022

City Engineer Bob Schlieman and Administrator Solga met with MNDOT and were told that the City is not a good fit for the MN TED Grant. Administrator Solga would like the motion to apply for the grant rescinded. Motion by Strand, seconded by Foster to rescind the motion to apply for the 2022 Greater MN TED Grant. Motion passed unanimously.

Administrator Solga received a new Explore Minnesota Tourism Center Memorandum of Understanding with all the special COVID requirements removed. Motion by Strand, seconded by Foster to approve the Explore Minnesota Tourism Center Memorandum of Understanding. Motion passed unanimously.

There will be a City Trail Plan Open House on September 1, 2022 at 5 pm in the PRHS Fine Arts Center.

Administrator Solga discussed with Council about the Economic Developer Position. He wanted clear direction on whether it should be included in the 2023 budget or if he should wait and see if new administrator can do economic development. Strand says wait. Ballard says no to a combined position. Foster would like to see where the budget comes out. Motion by Ballard, seconded by Foster to wait until the preliminary budget is done to decide. 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; work on 2023 budget and met with city budget committee; attended Otter Tail County Complete street policy workshop; and attended monthly MNDOT 2024 virtual Project Design 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, conducted a "Conversations with the Mayor" session at Historic City Hall on July 27, met with Street Superintendent Olson and Bob Schlieman of APEX Engineering Group on July 27 regarding the storm water drainage situation at the east end of 2nd Street SE, attended an Otter Tail County Housing Convening Meeting on August 2 via Microsoft Teams, attended a Local Foods, Local Places Steering Committee Meeting on August 4 at the Pelican Rapids High School Media Center regarding the Commercial Kitchen Feasibility Study, visited with Jeff Schoenack on August 4 regarding the results of the Pelican Rapids Municipal Airport Ultra-Light flying event, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting on August 11 via Microsoft Teams, attended a City of Pelican Rapids 2023 Budget Meeting at city hall with Council Member Foster and Administrator Solga on August 12, attended an Art Exhibit Open House on August 12 at the Otter Tail County Historical Society & Museum where two Pelican Rapids youth, Sylvia Pesch and Alex Ramirez, were a part of the Pandemic-themed Art Exhibition, attended the Pelican Group of Lakes Improvement District (PGOLID) Annual Meeting at the Dunn Township Hall on August 13 regarding an Installation of a Centralized Sewage Collection and Treatment System Feasibility Study for Pelican Lake, Little Pelican Lake and Fish Lake, entered a vehicle and attended the Vergas Looney Daze Parade on August 14 and met on August 16 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

No one was present from the Library Board to give a report. Motion by Strand, seconded by Foster to approve the report. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8/16/2022

Justin Fure, Pastor of Thrive Church, would like to get the word out they are looking for space in town for their church.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:37 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer