

CITY COUNCIL AGENDA

September 24, 2020

Tuesday September 29, 2020

5:00 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 – 09/08/2020
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store Report (In Packet)
 2. Utilities Report (In Packet)
5. Coalition of Greater MN Update- Elizabeth Wefel (In Packet)
6. Local Foods, Local Places- Emily Reno
7. Park Board & Pool Committee Updates
 - Pool Committee Minutes (In Packet)
 - Park Board Minutes (In Packet)
8. Planning Commission Minutes (In Packet)
9. Library Roof Pay Request #1- \$70,479.00 (In Packet)
10. Considerations
 - Closure of Pelican Pete Platform
 - Closure Portion of 6th Ave. SW
11. Liquor License Consideration for 2020
12. CarlsonSV Audit Engagement Letter Approval (In Packet)
13. City Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/29/2020

The City Council of Pelican Rapids met in regular session at 5:00 pm, on Tuesday, September 29, 2020 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 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: Administrator Don Solga, Street and Park Superintendent Brian Olson, Clerk-Treasurer Danielle Harthun.

General Attendance: Elizabeth Wefel, Emily Reno, Jill Amundson, Kate Martinez, Amy King and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Foster to approve the agenda as written. Motion passed unanimously.

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

a) Approval of Council Minutes – 09/08/2020

b) Approval of Accounts Payable Listing

c) Staff Reports

1. Liquor Store Report

2. Utilities Report

Motion passed unanimously.

Attorney/Lobbyist Elizabeth Wefel from the Coalition of Greater Minnesota Cities (CGMC) gave a 2020 legislative session update to Council. There has been no bonding bill passed yet this year, but the state may pass one yet this fall.

Emily Reno spoke to Council about the Local Foods, Local Places Virtual Community Workshop. It will be held on October 7 and 8. U.S. Environmental Protection Agency (EPA) and the U.S. Department of Agriculture (USDA) have selected 16 communities under the Local Foods, Local Places program in 2020 to help revitalize their Main Streets, downtowns, and existing neighborhoods through food systems and place-making initiatives. Pelican Rapids was one of those cities. She asked for the City's participation in any way possible.

Kate Martinez and Amy King provided Council with Park Board updates. They requested to add Adam Satterlie as a Park Board member. Motion by Markgraf, seconded by Strand to add Adam Satterlie as a Park Board member. Motion passed unanimously.

The City of Pelican Rapids has been awarded a grant for playground equipment for Peterson Park. The grant amount is \$22,471 and the city will pay \$30,146.10 for a total of \$52,617.10. Kate Martinez and Amy King reported the pea rock needs replacing in the parks, as it is not ADA compliant. They will provide more information at the next meeting on replacement options. Motion by Strand, seconded by Foster to approve the \$22,471 grant and the \$30,146.10 purchase of the playground equipment. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/29/2020

The City of Pelican Rapids was awarded a grant for a bike maintenance station for \$1,847.92 for the trailhead. Motion by Foster, seconded by Strand to accept the bike repair grant. Motion passed unanimously.

The Park Board would like to have a community input contest for the naming of the new park. Motion by Ballard, seconded by Markgraf to approve a naming contest for the new park. Motion passed unanimously.

The Pool Committee has been working on different fundraising ideas for a new pool. The minutes were provided to Council in the packet.

Planning Commission minutes were provided to Council in the packet.

Council considered Pay Request No. 1 from A & R Roofing for the Library Roof Project. The amount of the request is \$70,479 for work completed to date. It has been reviewed by the architect and approved for payment. Motion by Markgraf, seconded by Foster to approve Library Roof Project Pay Request No. 1 to A & R Roofing Co., Inc. for \$70,479. Motion passed unanimously.

Council discussed closure of Pelican Pete platform. When the water is high, the platform gets slippery and there have been people who were injured this summer. Council Member Strand asked Superintendent Olson to look into a grate that could be laid down so people can still go on the platform.

Council discussed closure of portion SW 6th Avenue. Superintendent Olson has struggled with washouts in the middle of the avenue. He will continue to maintain both ends of the avenue for the residents that live there. It is approximately 25 yards that he would like to close. Motion by Foster, seconded by Ballard to temporarily close a section of SW 6th Avenue. Motion passed unanimously.

At the last meeting, Council discussed refunding a portion of the 2020 Liquor License due to COVID-19 and the state requiring some businesses to close. After reviewing what other cities had done, Clerk-Treasurer Harthun recommended issuing a refund to the on-sale liquor license holders for three months to cover the time those businesses had to close. Motion by Foster, seconded by Markgraf to refund three months of the on-sale liquor licenses. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve Clerk-Treasurer Danielle Harthun and Mayor Brent E. Frazier to sign the Audit Engagement Letter with CarlsonSV. 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; held LMC Loss Control telephone meeting with Street Superintendent Brian Olson; worked to set up the process to complete annual employee Commercial Driver's License Clearinghouse audits; completed MN Rural Water Association/RUS Utility Systems survey regarding our water/sewer information; attended remote meeting with Otter Tail County Community Development Agency regarding Cares Act funding for small business, non-profits and housing; submitted Cares Act monthly expense report to MMB; worked on police department personnel issues; worked on Comp Plan steering committee establishment; attended Pelican Rapids Bicycle and Pedestrian Plan Zoom meeting; worked on PFA funding paperwork for Project #90- CSAH 96/100; work on 2021 water and sewer budgets; worked on City's Local Hazard Mitigation update and survey for OTC; spent time researching Smart Board technology and placed order to purchase.

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Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Press, attended a CSAH 96 & 100 Construction meeting, attended 5 West Central Initiative Live Wide Open Summit Noon Zoom Meetings, attended the Pelican Rapids Area Chamber of Commerce Annual Meeting at the VFW, attended a MESERB Annual Meeting via Zoom, attended the Fourth Pelican Rapids Bicycle and Pedestrian Plan Committee Zoom, attended 2 Local Food, Local Places Pelican Rapids zoom meetings, visited with community members regarding their interest in serving on the City of Pelican Rapids Comprehensive Plan Steering Committee and met with Administrator Solga to review the agenda for this evening's City of Pelican Rapids Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:43 pm. Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer