

CITY COUNCIL AGENDA

January 26, 2023

Tuesday, January 31, 2023

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Announcements
 - 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 – January 10, 2023
 - b. Approval of Accounts Payable Listing
 - c. Staff Reports
 1. Utilities Reports (In Packet)
 2. Liquor Store Report (In Packet)
 - d. Planning Commission Minutes (In Packet)
 - e. Park Board Minutes (In Packet)
 - f. Pelican Rapids Ducks Unlimited Gambling Permit – VFW Post #5252 – March 24, 2023
 - g. Pelican Rapids Pin 'em Club Gambling Permit – VFW #5252 – April 26, 2023
 - h. Household Hazardous Waste Day – August 2, 2023 10 a.m. to 2 p.m.
5. MNDOT – Jeremy Flatau and Tom Pace
6. CEDA Contract (In Packet)
7. Dam Removal River Restoration Project Update – Wes Keller
 - Pay Request Number 1 to Rachel Contracting for \$550,833.44
 - Pay Request Number 1 to ICS Inc. for \$74,166.40
 - Pay Request to Houston Engineering for \$185,239.43
8. The Youth
9. Mercantile On Main Quit Claim Deed (In Packet)
10. Fire Department Personnel
11. New City Administrator Meet and Greet – February 6, 2023 3 p.m. to 5 p.m.
12. Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/31/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, January 31, 2023 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

Council Member Kevin Ballard

Council Member Steve Foster - absent

Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump.

General Attendance: Jeremy Flatau, Tom Pace, Ron Ziegler via Zoom, Wes Keller, Staci Allmaras, Hamda Ibrahim, Hani Bashir, Ikraan Mohamed, Harian Mohamed, Emily Ahmed 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 Ballard, seconded by Markgraf to approve the agenda as written. Motion passed unanimously.

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

- i. Approval of Council Minutes – January 10, 2023
- j. Approval of Accounts Payable Listing
- k. Staff Reports
 - 3. Utilities Reports
 - 4. Liquor Store Report
- l. Planning Commission Minutes
- m. Park Board Minutes
- n. Pelican Rapids Ducks Unlimited Gambling Permit – VFW Post #5252 – March 24, 2023
- o. Pelican Rapids Pin'em Club Gambling Permit – VFW Post #5252 – April 26, 2023
- p. Household Hazardous Waste Day – August 2, 2023 10 a.m. to 2 p.m.

Motion passed unanimously.

Council Member Steve Foster arrived at 4:34 pm.

Jeremy Flatau from MnDOT spoke to Council about obtaining construction easements from property owners along highways 108 and 59 for the 2024 Complete Streets Project. Currently MnDOT and the engineering firm are meeting with impacted property owners. Mr. Flatau also talked about after the project is completed, no private items will be allowed in the MnDOT right of way including, benches, clothes racks, planters, tables, without a limited use permit. MnDOT also removed the salt/sand storage building and wondered if the City would be interested in acquiring that land in the future.

Tom Pace from MnDOT provided Council with an update on the 2024 Complete Street Project. Some more trees will be cut next winter. The City agreed to pay for the ADA business entrances that can be corrected with the 2024 project. The estimated cost is \$15,014.84. The project plans should be done in June 2023. The City is working on making sure that the easements are in place for the local detours during the project. Motion by Foster, seconded by Markgraf to approve the list of ADA business entrance corrections. Motion passed unanimously.

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Council reviewed the CEDA contract that was provided in the packet. Ron Ziegler attended via Zoom to answer questions. They are looking to hire someone for our area and are hoping to have a person in place in 6-8 weeks. CEDA will help from a distance until someone is hired too. Motion by Ballard, seconded by Strand to approve signing the contract with CEDA. Motion passed unanimously.

Wes Keller from Houston Engineering provided a Dam Removal River Restoration Project Update. Pelican Pete was successfully relocated and the Windmill House has been removed. Everything has been going well with the project. He presented the following pay request: pay request no. 1 to Rachel Contracting for \$550,833.44, pay request no. 1 to ICS Inc. for \$74,166.40 and pay request to Houston Engineering for \$185,239.43. Motion by Markgraf, seconded by Strand to approve the pay requests. Motion passed unanimously.

The Youths, a group of young adults that had attended that last Council meeting presented a slide show to the Council. Young adults generally do not feel supported by their communities unless they are in sports. The group has found some grants to apply for but would need the City to act as a fiscal agent for them. They also need a place to hold their meeting on Monday February 6, 2023 at 5 pm. Motion by Strand, seconded by Markgraf to approve using the Council Chambers on February 6 for their next meeting. Motion passed unanimously.

The City recently discovered that a Quit Claim deed was supposed to be executed when Mercantile on Main made their last payment. Motion by Markgraf, seconded by Ballard to approve executing the deed. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun asked Council to consider hiring Rachel Lynnes, Jose Galeana and Eli Beachy to the Fire Department. They will be paid \$12.22 an hour. Motion by Markgraf, seconded by Foster to approve the hire of the above listed. Motion passed unanimously.

There will be a Community Meet and Greet for the new City Administrator on February 6, 2023 from 3 pm to 5 pm.

Administrator Roisum reported that since the last city council meeting he has; worked with Clerk and Mayor to set city council agenda and prepped for the city council meeting, completed two online leadership training sessions through M-State, attended a Department Head meeting, Safe Routes to School meeting, Otter Tail Lakes Country Association Community Collaborative meeting with Mayor Brent and Chamber member Justin Fure. Reviewed the Wellhead Protection Plan with Mary and Aaron Meyer of MN Rural Water Association. Attended the Dam/River Restoration construction meeting with Superintendent Olson, attended the Safety Committee meeting, met with MNDOT's Tom Pace and Jeremy Flatau along with Peter Scott from Farmer's Elevator about an easement on Great Northern Avenue for the local 2024-25 project detour, met with the city attorney about the Great Northern easement and the Mill Pond View Apartment easement, attended a Rotary meeting as a guest, met with Clerk Harthun, Mayor Brent, and Chief Stadum about a THC ordinance.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly mayor's columns to the Pelican Press, continued to visit with area businesses, have made several visits to the Dam Removal/River Restoration Project, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting at City Hall with Administrator Roisum, Superintendent Olson and MnDOT staff via Microsoft Teams on January 12, met with Administrator Roisum and representatives of the Pelican Rapids Post Office on January 12 regarding the Dam Removal/River Restoration Project and how it relates to Post Office access to their parking lot, taught three classes at Mr. Andy Johnson's Social Studies classroom regarding local

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government on January 13, attended a Safe Routes to School Zoom meeting on January 17, met on January 17 with Administrator Roisum, Clerk Harthun on a Wage Study Meeting with Flaherty & Hood, P.A. staff via Zoom, conducted a telephone conversation on January 21 with State Senator Rasmusson regarding the proposed swimming pool/aquatic center funding on the state bonding bill, met Justin Fure of the Pelican Rapids Area Chamber of Commerce and Administrator Roisum at City Hall on January 23 for an Otter Tail Country Collaborative Zoom meeting, met with Police Chief Stadum, Clerk Harthun and Administrator Roisum on January 23 to discuss the topic of THC, conducted a KBRF Radio interview on January 26 regarding the dam Removal/River Restoration Project and met on January 30 with Administrator Roisum to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Motion by Markgraf, seconded by Strand to adjourn the City Council meeting at 5:55_pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer