

CITY COUNCIL AGENDA

Tuesday January 10, 2023

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Mayor and Council Members Oaths of Office
 - b) 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
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 12/13/2022
 - b) Approval of Accounts Payable Listing
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Minnesota National Bank, Bell Bank
 - f) Appoint City Attorney: Krekelberg Law Firm
 - g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
 - h) Approve Payment of Administrator and Clerk-Treasurer Bonds
 - i) Approve Payment of Liquor Store Bond
 - j) Coalition of Greater Minnesota Cities Membership Renewal
 - k) Minnesota Council of Airports Membership Renewal
 - l) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - m) 2023 Mileage - \$0.655
 - n) Authorize Credit Card Use: City Administrator–Lance Roisum \$5,000, Clerk-Treasurer-Danielle Harthun \$5,000, Police Chief-Jeff Stadum \$1,000, Fire Chief-Trevor Steeves \$1,000, Street/Park Superintendent-Brian Olson \$1,000, Liquor Store Manager-Maggie Johnson \$1,000 and Library Director-Annie Wrigg \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. Provide invoice or receipt as soon as they are available.
 - o) Outdoor Sales Lot License 2023 – Jovanny Zavala Martinez
 - p) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - a. Property/Casualty LMCIT 2022 Dividend \$12,554
5. Street and Park Report
 - Skating Rink
 - Personnel

6. Library Report
7. The Youth
8. Transfer Station Project (In Packet) – Chris McConn
9. City / Houston Engineering Bridge Proposal Amendment
10. City / Houston Engineering Dam Proposal Amendment
11. Friendship Festival – Justin Fure
12. Planning Commission SUP Recommendation
13. Poll Place Resolution 2023-01 (In Packet)
14. Local Board of Appeal and Equalization Training
15. Election of Acting Mayor
16. Approve 2023 Appointments to Boards and Authorities (In Packet)
17. Approve City Fee Schedule (In Packet)
18. Set Time, Place & Date of Regular Meeting
19. City Administrator Report
20. Mayor Report
21. Recess to EDA Meeting
22. Review EDA Actions
23. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/10/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, January 10, 2023 in Council Chambers, City Hall.

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

Mayor Brent E. Frazier and Council Members Steve Strand and Curt Markgraf took their Oaths of Office.

Council Member Steve Foster arrived at 4:32 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 Kevin Ballard

Council Member Curt Markgraf
Council Member Steve Foster

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Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Police Chief Jeff Stadum, Streets and Parks Superintendent Brian Olson.

General Attendance: Mary Baumgartner, Rick Baumgartner, David Gottenborg, Hanan M., Ikraan M., Deko M., Hamda I., Lexie P., Abraham Gonzalez, Wayne Johnson, Justin Fure, Mandie Johnson, Joe Clauson, Chris McConn, Mike Magnusson, Denise Magnusson, Alex Ohman, Jeff Haugen, Steven Branby 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 Foster to approve the consent agenda.

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 - 3. Police Chief Report
 - 4. Financial Report
 - a. Property/Casualty LMCIT 2022 Dividend \$12,554

Motion passed unanimously.

Street and Parks Superintendent Brian Olson presented his report to Council. The Street Department has been moving snow and Egge Construction was hired to clean up the downtown area. The Pelican Rapids Dam Removal and River Restoration Project is on schedule and going well. Motion by Ballard, seconded by Strand to approve the report. Motion passed unanimously.

Superintendent Olson updated Council on the skating rink. It was a real battle this year because the ground was not flat but the warming house will open tomorrow. He would like to hire Cole Allmaras at \$14.46 an hour as a skating rink attendant. Motion by Foster, seconded by Strand to approve the hire of Cole Allmaras. Motion passed unanimously.

Superintendent Olson asked Council to consider hire Jeremy Ballard to assist with snow removal while an employee is out on medical leave. It would be on a temporary, as needed basis at \$18.30 an hour. Motion by Markgraf, seconded by Strand to approve the hire of Jeremy Ballard. Motion passed unanimously.

The Library Report was given by Chairman Gottenborg. The Library Board approved a proposed budget with a deficit of \$30,000. He thought things should be ok for 2023, but in 2024, they will probably be asking the city for help on the wage end.

A student group called the Youth spoke to Council about their mission. There is no place for their age group to hang out. They would like to have a community center built. They are asking Council to support their vision.

Chris McConn from the Otter Tail County Solid Waste Department spoke to Council about a project the County would like to do at the Pelican Rapids Transfer Station. They would like a letter of support for a grant to improve services in Pelican Rapids and increase the uniformity across the transfer stations. Motion by Foster, seconded by Strand to provide a letter of support for Otter Tail County to apply for the grant. Motion passed unanimously.

Mr. McConn also talked to Council about an agreement with the City to run the transfer station on City property. Currently, neither the County nor City can find that there was ever an agreement. The County would like either to get an agreement in place or to purchase the land from the City. Council will consider at a future meeting.

Administrator Lance Roisum reviewed the Houston Engineering scope of service proposal for the Pedestrian Bridge. So far, there has not been an agreement in place between the City and Houston Engineering for the work on the pedestrian bridge. Motion by Ballard, seconded by Markgraf to approve the Scope of Services – Pelican Rapids Pedestrian Bridge Agreement. Motion passed unanimously.

Administrator Roisum also reviewed the Houston Engineering Services Agreement Amendment No. 1 for the Pelican Rapids Dam Removal & River Restoration and Pelican Pete Relocation. This amendment reflects the updated costs of \$2,720,000 between the

City and the State of MN. Motion by Markgraf, seconded by Foster to approve the amendment. Motion passed unanimously.

Justin Fure spoke to Council on behalf of the Multi-Cultural Committee about using Sherin Park for the Friendship Festival. It will be on June 24, 2023. Motion by Ballard, seconded by Foster to allow the Friendship Festival to use Sherin Park. Motion passed unanimously.

Planning Commissioner John Waller explained that at the Planning Commission meeting they held a public hearing to discuss Thrive Church using the former Maplewood Vet building. The Planning Commission passed a resolution recommending the Council approve a Special Use Permit (SUP) to allow 25 SW 12th Avenue to be used as a church.

Motion by Strand, seconded by Foster to introduce Resolution 2023-02 entitled; **A RESOLUTION OF THE CITY OF PELICAN RAPIDS, MINNESOTA APPROVING THE REQUEST FOR A SPECIAL USE PERMIT (SUP) TO ALLOW PLACE OF WORSHIP USE IN THE COMMERCIAL ZONE AT 25 12th AVENUE SOUTHWEST.** (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 Markgraf to introduce Resolution 2023-01 entitled; **RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2023.** (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.

Clerk-Treasurer Danielle Harthun updated Council on the Local Board of Appeal and Equalization training. Mayor Frazier and Council Member Markgraf have completed the training.

Motion by Strand, seconded by Ballard to appoint Steve Foster as Acting Mayor. Motion passed unanimously.

Council reviewed the 2023 Appointments to Boards and Authorities. The Park Board has decided to eliminate the two empty positions and keep it at six members. Council reviewed their portfolios and their positions on the Municipal Emergency & Disaster Board. No changes were made. Steve Strand volunteered to be the Council Member on the Planning Commission. Motion by Foster, seconded by Strand to approve the 2023 Appointments to Boards and Authorities. Motion passed unanimously.

Council reviewed the 2023 Fee Schedule. Clerk-Treasurer Harthun reviewed the charges that will increase due to the City's cost increasing. Motion by Ballard, seconded by Foster to approve the 2023 City Fee Schedule. Motion passed unanimously.

Motion by Strand, seconded by Ballard to set the Council meetings in 2023 for the second Tuesday and last Tuesday of every month, at 4:30 pm. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with the Clerk and Mayor to set city council agenda and prepped for the Council meeting; completed three National Incident Management System (NIMS) online training courses

sent by Otter Tail County Emergency Manager Patrick Waletzko; met with the Mayor, PeopleService, and Robert Nulph of Source One Organics on the possibility of taking leachate from area landfills, a trial load is scheduled to come this week; met with the Mayor, Superintendent Olson, and MnDOT on the city parcels and right of way issues with the 59-108 project; attended the dam project construction meeting; worked with Kate Martinez and the Lakes Region Arts Council on a possible grant to help pay for the repair of Pelican Pete; searched for possible contractors to repair Pelican Pete; met with Superintendent Olson and school officials Superintendent Korf and Trevor Steeves about the skating rink issues; met with Superintendent Olson and Apex Engineering about utility placement at the new pool; met with Superintendent Olson and Apex Engineering and Otter Tail County about the TA Grant for the Highway 59 south 2027 project; attended the Planning Commission meeting; attended the 2024-25 Project Beautification Committee meeting; contacted CEDA and re-sent the proposed work plan for 2023 that Administrator Solga had sent on December 15th and was not received by them; looked for input on communication with the Council and will start emailing a Friday Report to Council members.

Mayor Frazier reported that since the last meeting he has; continued to submit 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 December 20, attended a 2024 Pelican Rapids Complete Streets Steering Committee Utility Design Meeting at City Hall with Superintendent Olson and MnDOT personnel joining by Microsoft Teams on December 20, attended a Leachate meeting at City Hall with Administrator Roisum, Terry and Dennis of PeopleService and Robert Nulph of Source One Organics, Inc. on January 4, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting on January 4 with Administrator Roisum, Superintendent Olson, and personnel from MnDOT and WSP regarding Street Right-of Way and City of Pelican Rapids parcels, attended a Pelican Rapids Dam Removal /River Restoration Construction Progress Meeting at City Hall on January 4 with Administrator Roisum, Superintendent Olson, and personnel from the Minnesota Department of Natural Resources, Rachel Construction, ICS Construction and Houston Engineering, made many observation visits to the Dam Removal/River Restoration Project, completed my online 2023 Board of Appeals and Equalization training on January 9 and met on January 9 with Administrator Roisum and Clerk-Treasurer Harthun to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Council recessed to the EDA meeting.

Motion by Markgraf, seconded by Ballard to approve the Economic Development Authority's actions including election of officers, approval of the 01/11/2022 EDA minutes, and approval of the 2023 membership to the Greater MN Partnership. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:12 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer

EDA AGENDA

Tuesday, January 10, 2023

Immediately Following Council

City Hall

1. Call to Order
2. Agenda Additions or Deletions
3. Election of Officers
4. Approval of Minutes – 1/11/2022
5. Membership Renewal for Greater Minnesota Partnership
6. Adjourn