

CITY COUNCIL AGENDA

October 6, 2022

Tuesday, October 11, 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 – September 21, 2022, September 27, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
5. Library Report – (In Packet)
6. Otter Tail Power 2024 Lighting Plan Agreements (In Packet)
7. Review Semi - Finalists For City Administrator Position - Pat Melvin (In Packet)
 - Review And Approve Process For The November 2, 2022 Interviews Including:
 - i. Consider City Reimbursement Of Applicants For Interview Expenses,
 - ii. Consider Options For Showcasing And Informing Candidates About The City Of Pelican Rapids
 - iii. Determine Interview Day Schedule And Participants
8. Pelican Dam Removal Advertisement For Bids – Wes Keller (In Packet)
9. 2024 Complete Streets – Tom Pace
10. MNDOT Active Transportation (TA) and Transportation Alternative (TA) Grants – Bob Schlieman (In Packet)
11. Senior Citizen Discussion – Nutrition Services Inc.
12. Senior Citizen / Oaks Discussion – Maggie Driscoll
13. Street and Park Report – Brian Olson
14. Airport State Grant Resolution and Agreement – Brian Olson (In Packet)
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/11/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, October 11, 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 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: Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Engineer Bob Schlieman.

General Attendance: Barb Leger, Tracy Ellenbaum, Kathy Sundby, Patrick Hollister, Nate Kunde, Pat Melvin, Wes Keller, Lana Grefsrud, Joe Clausen, Greg Larson, Justin Fure, Maggie Driscoll, Kim Pederson, Judy Tabbut, Kathy Knuteson-Olson 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.

Kim Pederson a resident of the area urged Council to use patience and diligence in making a decision about the upper floor of City Hall and the former Senior Citizen Building and make sure it fits with the 2022 Comprehensive Plan.

Motion by Foster, seconded by Markgraf to approve the agenda with the deletion of No. 9 2024 Complete Streets. Motion passed unanimously.

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

- a) Approval of Council Minutes – September 21, 2022, September 27, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Financial Report
 - 2. Police Report

Motion passed unanimously.

Nate Kunde from Otter Tail Power reviewed the Outdoor Lighting and Municipal Services Agreements. One agreement was for 39 decorative lights and the other agreement for 106 regular lights. The agreement period is from August 1, 2024 to August 1, 2025. Motion by Foster, seconded by Markgraf to approve both agreements. Motion passed unanimously.

Pat Melvin from David Drown Associates addressed Council about the semi-finalist for the City Administrator position. Twelve applications were received and only five chose to do the personality assessment. Council discussed whom they would like to interview.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/11/2022

Motion by Foster, seconded by Strand to interview four of the five semi-finalist. Motion passed unanimously.

Council decided on holding interviews on November 2, 2022. There will be three rounds of interviews. The interviews will be by Department Heads, Community Members (picked by Council) and Council.

Council discussed reimbursement of applicants for interview expenses. Motion by Ballard, seconded by Markgraf to reimburse up to \$1,000, which could include mileage. Motion passed unanimously.

Wes Keller from Houston Engineering reviewed the plans and specs for the Pelican Dam Removal and River Restoration Project. He also reviewed the Advertisement for Bids. Motion by Ballard, seconded by Strand to approve the Advertisement for Bids. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the MnDOT Active Transportation Infrastructure Grant Program. He is recommending the City apply for the entire \$500,000. Motion by Foster, seconded by Markgraf to approve filling out the letter of intent for the application. Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the Greater Minnesota Transportation Alternatives Grant Program. He is recommending the City consider applying for the grant. Motion by Foster, seconded by Strand to approve filling out the letter of intent for the application. Motion passed unanimously.

Tracey Ellenbaum from NSI spoke to Council about continuing the Meals on Wheels program at the Senior Citizen Building if it is sold to a private party. She will contact the Health Inspector to see if it is possible to make the meals. She said that there are still other possible alternatives such as finding another kitchen, have the meals made in another community and sent to Pelican Rapids, or catering with a local kitchen. There are downsides to these alternatives.

Maggie Driscoll, OAKS Program Director, spoke to Council about how they used the Senior Citizen Building. She talked about the things OAKS used the senior center for before COVID and the City retained ownership. She would like Council to use the building as a community center so that OAKS can resume their activities.

Street and Parks Superintendent Brian Olson provided Council with his report. Hydrant flushing has been completed. He thanked Paul and Judy Tabbutt for all the work they do caring for the planter's downtown. Motion by Foster, seconded by Strand to approve to approve the report. Motion passed unanimously.

Superintendent Brian Olson reviewed the Grant Agreement with the MN Department of Transportation for Airport Runway Rehab, Seal Coat Apron and Taxilanes. Motion by Foster, seconded by Ballard to introduce Resolution 2022-18 entitled; **A RESOLUTION AUTHORIZING TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT**

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/11/2022

IMPROVEMENT EXCLUDING LAND ACQUISITION. (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.

Library Report was provided in the packet.

Mayor Frazier reported that since the last city council meeting he has; continued to visit with area businesses, attended a 'Welcome Immigration Week' event on September 14 at the Pelican Rapids Public Library, met on September 19 with Administrator Solga and Police Chief Jeff Stadum regarding the current City of Pelican Rapids moratorium on the sale of THC food and beverage products, spoke at the Pelican Rapids Noon Rotary Club Meeting on September 20 regarding the current and future projects within the City of Pelican Rapids, attended a Pelican Rapids River Restoration Project Meeting at City Hall with Administrator Solga and Streets & Parks Superintendent Olson on September 20 with members of Houston Engineering and the Department of Natural Resources joining by Microsoft Teams, conducted a 'Conversations with the Mayor' at Historic City Hall on September 21, attended the Pelican Rapids City Council Work Session on September 21 regarding the possible sale of the current City Hall building, conversed by phone on September 21 with Pat Melvin of DDA Human Resources, Inc. regarding the procedure of interviewing candidates for the next Pelican Rapids City Administrator position, attended the September 22 MnDOT Utilities Coordination Meeting (relating to the 2024 Pelican Rapids Complete Streets Project) at City Hall with Streets & Parks Superintendent Olson and members of MnDOT joining by Microsoft Teams, conversed with Pelican Rapids Public Library Chairman Wayne Runningen on September 23 regarding the vacant position on the Library Board, met on September 26 with Administrator Solga and Councilman Foster to review the agenda for the September 27 Pelican Rapids City Council Meeting, met on October 11 with Clerk Harthun to review the agenda for this afternoon's Pelican Rapids City Council Meeting and attended the October 11 Otter Tail County Commissioners Meeting at the Government Services Building in Fergus Falls regarding; 1) A proposed Otter Tail County 'Interim Ordinance & Moratorium on Hemp Derived Food & Beverages,' 2) Application for Cancellation of Forfeiture-Pelican Rapids Property (Islamic Society of Fargo-Moorhead property on County Highway 9 in Pelican Rapids).

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:07 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer