

CITY COUNCIL AGENDA

February 9, 2023

Tuesday, February 14, 2023

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 – January 31, 2023
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
5. Approving Plat and Declaration of Upper City Hall Building (In Packet)
 - a) Bylaws of 315 Broadway Condominium Association Inc.
 - b) Articles of Incorporation of 315 N Broadway Condominium Association Inc.
 - c) CIC Plat Number 104, 315 N Broadway Condominium and Declaration
 - d) Plat Maps
6. Fire Hall – Elevator Land Gift
7. Annual Fire Report - Trevor Steeves (In Packet)
8. Library Report – (In Packet)
9. Street And Parks Report – Brian Olson
10. Design Intent Pool Project Bid – Scott DeMartelaere (In Packet)
11. Otter Tail County Transfer Station – Wayne Johnson / Chris McConn (In Packet)
12. Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 2/14/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, February 14, 2023 in Council Chambers, City Hall.

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

Accounting Clerk Onnalee Krump 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 Lance Roisum, Accounting Clerk Onnalee Krump, Police Chief Jeff Stadum, Street and Parks Superintendent Brian Olson, Fire Chief Trevor Steeves, Assistant Fire Chief Shad Hanson, City Attorney Lindsey Forsgren.

General Attendance: Scott DeMartelaere, Kate Martinez, Rudy Martinez, Deysi Barragan, Joe Clauson, Wayne Johnson, Chris McConn, Jeff Haugen, and Steven Branby were present. Present via zoom were Amy Clark, Chris Smith and Jade Petznick.

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

All present stood and said the Pledge of Allegiance.

No citizen's comments.

Motion by Ballard seconded by Foster to approve the agenda with the deletion of Fire Hall – Elevator Land Gift. Motion passed unanimously.

Motion by Strand seconded by Foster to approve the consent agenda.

- a) Approval of Council Minutes – January 31, 2023
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Financial Report
 - 2. Police Report

Motion passed unanimously.

Fire Chief Steeves reported that the Annual Fire meeting was held the end of January. There was an increase in medical calls. Although they are not medical, they do provide lift assists for the Ambulance crews. Alarm calls were up, especially with new apartment buildings. In City calls were up for fire service, with one vehicle accident. The total number of calls remained the same from 2021 to 2022 although the types of calls were different. Township calls remain about the same each year. Most of the calls are seasonal. No big equipment purchases, the last equipment purchase was in 2019. The Fire Hall will soon be at the 20- year mark and will be looking at the routine maintenance associated with age. Staff is at full roster at 24 with the three most recent hired firefighters.

Annual Township meeting is Monday, February 27, 2023 at the Fire Hall at 6:00 p.m.

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Motion by Ballard seconded by Foster to approve the Fire Department Annual Report. Motion passed unanimously

Library Report was included in the packet.

Superintendent Olson reported that the streets are in rough shape but they have been sanded and salted. The skating rink has been fairly busy, only closing twice so far this year due to the weather. They are currently working on the fishing pier so it can be installed this spring. The material was supplied in cooperation with the DNR.

Current Dam update: the North Pond excavation is complete. Rachel is currently hauling out debris, bringing in fill and bringing up the pad for Pelican Pete.

Motion by Strand seconded by Ballard to approve the Street and Parks Report. Motion passed unanimously. The designs for the new pool are complete. A few minor changes were made with the slide, pool length, and flooring. Three alternates are built-in to the bid for inflation.

Advertising for bid would begin Thursday, February 16, 2023 for three weeks with bid opening on Friday, March 10, 2023 at 1:00 p.m. at City Hall Council Chambers. Construction would start on or about April 15, 2023. Motion by Ballard seconded by Foster to put the provided plans out for bid. Motion passed unanimously.

A correction is needed in the Bylaws of 315 Broadway Condominium Association Inc. Page 2, Article III, Section 3 the word “days” should be added after “Notices shall be mailed not less than twenty-one (21)”

Clarification of Article VI, Books and Records on where the Board would keep the records. Amy Clark, stated that the books would be kept on site at an agreed unit.

There was concern brought up that there are only four Boards Members and not an odd number for tie breaking. Voting would only be for common elements, such as repairs and insurance.

Motion by Ballard seconded by Foster to approve Bylaws of 315 Broadway Condominium Association Inc. with change addressed. Motion passed unanimously.

In the Articles of Incorporation of 315 N Broadway Condominium Association Inc. it states each unit appoints two Board Members until the next annual meeting, they can be reappointed year after year. Administrator Roisum and Mayor Frazier volunteered to be on the Association Board.

Motion by Strand seconded by Foster to approve Articles of Incorporation of 315 N Broadway Condominium Association Inc. Motion passed unanimously.

Motion by Strand seconded by Foster to accept Administrator Roisum and Mayor Frazier as the City’s Board Members. Motion passed unanimously.

Motion by Ballard seconded by Foster to allow Vertin to amend Articles of Incorporation of 315 N Broadway Condominium Association Inc. when they choose their board members. Motion passed unanimously.

Clarification was needed on the CIC Plat Number 104, 315 N Broadway Condominium and Declaration on Pages 8 – 9, Article VII, 7.1, Restrictions of Use. It was asked if items a, b, and c were the only businesses not allowed in Unit 101 if vacated. Amy Grant pointed out that it does state it shall be only used as an Office or Administration Building in the first paragraph.

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Clarification was needed for Page 9, Article VII, 7.3 Unit 101-Cell Tower. Amy Grant stated that although the City owns the Cell Tower, if it were to be expanded the Association would need to receive advanced written notice. General maintenance did not fall under this.

Motion by Strand seconded by Ballard to approve CIC Plat Number 104, 315 N Broadway Condominium and Declaration as written. Motion passed unanimously.

Amy Clark noted that the engineer would be adding the roof hatch as a common element on the Plat Maps when he returns this week. Motion by Ballard seconded by Strand to approve the Plat Maps noting that the roof hatch will be changed to a common element. Motion passed unanimously.

Motion by Ballard seconded by Strand in support of moving forward with the entity and that the Mayor and Clerk can sign documents already approved and that closing documents can be signed that are consistent with the sale agreement and approved by the City Attorney. Motion passed unanimously.

Chris McConn, from the Otter Tail County Transfer Station updated the City of how they are proposing to upgrade the facility. They would like to have an agreement with the City that they will buy or rent the land, and after looking back in the records there is no written agreement found although it was mentioned in the minutes. They would like to have all their facilities within the County to look the same. They have applied for a grant to upgrade the facilities to have a year round hazardous waste drop off, reuse room, and expanded office facilities. Currently they are working on a curbside single sort recycling program in the county. This grant would enable them to add an additional 'bay' to the current facility to serve single sort recycling in Pelican Rapids. If the grant is not awarded in the next couple of years, the project may have to wait.

Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set city council agenda and prepped for the city council meeting; attended an online Designated Employer Representative training for Random Drug and Alcohol Testing through Lakes Country Service Cooperative; attended a Department Head meeting; attended the Safe Routes to School meeting at the high school; met with City Engineer Bob Schlieman and Superintendent Olson to review the utility plan for the 2024-25 project; met with Robert Nulph from Source One Organics about the city receiving leachate; attended the Youths meeting here at City Hall, attended the Dam/River Restoration construction meeting with Superintendent Olson; met with Tammy Baloun from WSB about temporary construction easements on city parcels for the 2024-25 project; attended the Project Management Team monthly meeting on the 2024-25 project; met with Amy Baldwin from OTC and City Engineer Bob Schlieman about OTC Highway Garage site infrastructure plan; met with Staci Allmaras about possible grants for The Youths; met with Superintendent Olson, MNDOT and Otter Tail Power about the proposed lighting plan for the 2024-25 project; attended the Beautification Committee meeting for the 2024-25 project. The committee has decided on types of trees, benches, colored concrete, etc. MNDOT will have a draft plan ready in about a month; met with mentor group; met with Mayor Frazier and CEDA representatives about current and upcoming projects in the city and discussed what they can start doing to serve our community.

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; attended the Open House for Administrator Roisum at City Hall on February 6, 2023; attended "The Youths" Public Informational Meeting at City Hall on February 6, 2023; attended a Safe Routes to School Zoom Meeting on February 7, 2023; attended a Pelican Rapids Dam Removal/River Restoration Construction Progress Meeting at City Hall on February 7, 2023 with Administrator Roisum, Superintendent Olson, Minnesota Department of Natural resources, Rachel Construction, ICS Construction and Houston Engineering, Inc.; attended the 2024 Pelican Rapids Complete Streets Steering Committee Meeting at City Hall with Administrator Roisum, Superintendent Olson and MnDOT personnel on February 9, 2023; met on February 13, 2023 with Administrator Roisum to review the agenda for this afternoon's Council Meeting and attended the

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February 14, 2023 CEDA Meeting at City Hall with Administrator Roisum, Ron Ziegler, Hillary Tweed & Kelly Wilkens of CEDA.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:11____pm. Motion passed unanimously.



Onnalee Miller Krump
Accounting Clerk