

Tuesday, April 11, 2023

CITY COUNCIL AGENDA

4:30 p.m.

**April 7, 2023
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 – March 28, 2023
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
 - d) Pelican River Pheasants Forever Gambling Permit Application–May 20, 2023–VFW Post #5252
5. Tax Abatement Public Hearing – Tammy Omdal (In Packet)
6. Award Pool Bid - Design Intent – Scott DeMartelaere (In Packet)
7. Resolution 2023-05 Approving Property Tax Abatement For Various Taxable Parcels Located Within The City Of Pelican Rapids, Minnesota And Providing For The Issuance And Sale Of Not To Exceed \$3,590,000 General Obligation Tax Abatement Bonds, Series 201 (In Packet)
8. Resolution 2023-06 Approving The Issuance Of General Obligation Tax Abatement Bonds, Series 2023A (In Packet)
9. River Restoration Pay Request – Wes Keller (In Packet)
10. Planning Commission Update
 - Land Conveyance / Frontage Road
11. Industrial Park Lot Sale – Ben Johannensen – Lakes Trees, LLC
12. Street And Parks Report – Brian Olson
13. Library Report – (In Packet)
14. Safe Routes to School Letter of Support (In Packet)
15. Administrator Report
16. Mayor Report
17. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04/11/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, April 11, 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 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 Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Superintendent Brian Olson, Police Chief Jeff Stadum

General Attendance: Tammy Omdal, Scott DeMartelaere, Wes Keller, John Waller III, Amy King, Shelley Johannesen, Ben Johannesen, Jackie Larson, Mark Dokken, Deysi Barragan, Kate Martinez, Rudy Martinez, Justin Fure and Lou Hoglund from the Pelican Press were present.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Foster to approve the agenda with the addition of No. 18 Otter Tail Power Easement. Motion passed unanimously.

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

a) Approval of Council Minutes – March 28, 2023

b) Approval of Accounts Payable Listing

c) Staff Reports

1. Financial Report

2. Police Report

d) Pelican River Pheasants Forever Gambling Permit Application, May 20, 2023, VFW Post #5252

Motion passed unanimously.

Pursuant to due call and published notice thereof, Mayor Frazier called the Tax Abatement Public Hearing to order at 4:34 pm. Tammy Omdal, the city's financial advisor from Northland Securities, Inc. explained that Minnesota law requires cities to use tax abatement bonds to pay for a public improvement such as a community pool. She explained that the parcel numbers that were listed will not be affected in any way, but the payments will be spread out over the entire city. The city's current rating is A+ but staff will be talking with S&P Global Ratings to get the rating updated. Council and staff asked questions before the Mayor opened it up for public input. Members of the Pool Committee urged Council to move forward with bonding for the pool. Mayor Frazier closed the public hearing

Scott DeMartelaere, Design Intent, has been the lead architect for 12 years working on the pool project. He recommend awarding the Aquatic Center bid to Hammers Construction, Inc. with a base bid of \$4,723,347. Council will have a work session with Hammer's Construction, Inc. on April 14, 2023 at 8:00 am to discuss any changes they would like made to help save on costs. Motion by Ballard, seconded by Foster to award the bid to Hammers Construction, Inc. Motion passed unanimously.

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Tammy Omdal explained to Council that this resolution would allow the bond sale to happen. Motion by Ballard, seconded by Strand to introduce Resolution 2023-05 entitled; **RESOLUTION 2023-05 APPROVING PROPERTY TAX ABATEMENT FOR VARIOUS TAXABLE PARCELS LOCATED WITHIN THE CITY OF PELICAN RAPIDS, MINNESOTA AND PROVIDING FOR THE ISSUANCE AND SALE OF NOT TO EXCEED \$3,590,000 GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 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.

Tammy Omdal explained that this resolution would allow the Mayor and City Administrator to approve the sale of the bonds on April 25, 2023. Motion by Foster, seconded by Strand to introduce Resolution 2023-06 entitled; **RESOLUTION 2023-06 APPROVING THE ISSUANCE OF GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2023A.** (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.

Wes Keller, Houston Engineering, provided Council with an update on the Pelican Rapids Dam Removal and River Restoration project. The City received a pay request from Houston Engineering, Inc. for \$101,291.25. The City also received a pay request from Rachel Contracting for \$615,725.28. Of the total amount for Rachel Contracting, \$48,231.59 is the City's responsibility for the storm sewer and bridge.

Motion by Ballard, seconded by Strand to approve the Houston Engineering, Inc. for \$101,291.25. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to approve the Rachel Contracting pay request No. 3 for \$615,725.28. Motion passed unanimously.

Wes Keller reviewed Change Order No. 1 for \$7,650, which was for additional base material for Pelican Pete. Change Order No. 2 for \$6,380 to add material to embankment to redirect water. These additional charges will be reimbursed by the DNR. \$14,030.00 included and covered by DNR. Motion by Strand, seconded by Ballard to approve the change orders for \$14,030. Motion passed unanimously. The Planning Commission met to review the request of Ben Johannesen regarding two lots in the Industrial Park. Mr. Johannesen would like to purchase lots 76000990861000 and 76000990862000 for his tree removal business (Lakes Trees, LLC). The City will maintain ownership of a portion of lot 76000990861000 where the city well is located. The Planning Commission recommended to Council to they could move forward with the sale of the lots as it is within the scope of the 2022 Comprehensive Plan. Mr. Johannesen would like to grow his business and add jobs over time. Motion by Ballard, seconded by Foster to have a purchase agreement drawn up by the City Attorney following other purchase agreements in the Industrial Park. Motion passed unanimously.

The Planning Commission also reviewed a potential purchase from MnDOT. MnDOT proposed the City purchase their old Sand/Salt Shed Lot (parcel 76000220005002) for \$16,200. MnDOT also proposed entering into a turnback agreement for the entire frontage road "AS IS". MnDOT is reviewing their offer of \$90,000 for the frontage road and will get back to the City. Motion by Foster, seconded by Strand to introduce Resolution 2023-07 entitled; **RESOLUTION 2023-07 RESOLUTION ACCEPTING THE PLANNING COMMISSION RECOMMENDATION** (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.

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Streets and Parks Superintendent Brian Olson provided a report to Council. The Street Department has filled many potholes. They have also been doing a lot of machinery maintenance. First Street SW has a sinkhole. Hydrant flushing will be May 7 or May 21. The Skating Rink closed March 14. The sewer pipe coming out of the bathhouse will be replaced this spring.

Motion by Strand, seconded by Foster to approve the Street and Parks report. Motion passed unanimously.

Council reviewed the Library Report, which was provided in the Council packet.

Administrator Roisum presented the Safe Routes to School letter of Support for a bike fleet and curriculum. Motion by Ballard, seconded by Markgraf to approve the Safe Routes to School Letter of Support. Motion passed unanimously.

Otter Tail Power would like an easement to run power lines under the river instead of aerial lines over the river. Motion by Markgraf, seconded by Strand to approve the easement. Motion passed unanimously.

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 League of Minnesota Cities Loss Control Workshop in Alexandria; attended the first 315 North Broadway Condominium Association Meeting; Clay County brought first load of leachate last week and everything went well; met with Mayor Frazier, Terry Gamble, and representatives from SEH Inc. about a feasibility study on a wastewater system to serve the Pelican Group of Lakes; met with Sid Fossan about possible uses of Historic City Hall; attended the Local Board of Appeal and Equalization meeting; attended the work session on the swimming pool; have been in contact with Ron Zeigler from CEDA about the progress in filling the open position; met with the Mayor and Heather Newville of Otter Tail County and Tammy Anderson of Acorns 2 Oak Consulting about childcare in the area; met with Therese Johnson of abiRiver Consulting about opportunities in Pelican Rapids; attended the Planning Commission meeting; met with City Engineer Bob Schlieman, Superintendent Olson and a property owner regarding drainage issues on the east end of 2nd Avenue SE.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly columns to the Pelican Press, continued to visit with area businesses, conducted a “Conversations with the Mayor” session on March 29 at Historic City Hall, conversations with School Superintendent Brian Korf and School Board Chairman Jon Karger on March 29 and April 3 regarding school safety, attended a Vertin Funeral Home / City of Pelican Rapids Condominium Meeting with Administrator Roisum, Jade Petznick and Chris Smith joining by Zoom on March 30, attended a Pelican Rapids Area Fire Relief Meeting on March 30 at the Pelican Rapids Area Fire Hall with Clerk Harthun and members of the Pelican Rapids Area Fire Department, spoke to Arvig, Inc. on April 3 regarding the cable television service soon to be discontinued at the High Rise Apartments, spoke with a representative of the Baptist General Conference on April 4 regarding the plans of the former Baptist Church building on 3rd Avenue NW, attended a Zoom Child Care Meeting at City Hall on April 5 with Administrator Roisum and members of West Central Initiative, attended a meeting on April 5 with Administrator Roisum, Terry Gamble of PeopleService and Pelican Lake representatives joining by Zoom regarding the future proposed plans for Pelican Lake residents wastewater treatment, attended the 2023 Local Board of Appeal and Equalization on April 6 at City Hall with Administrator Roisum, Clerk Harthun, city council members and

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personnel of the Otter Tail County Assessor's Office, attended a Work Session at City Hall on April 6 and met with Administrator Roisum on April 10 to plan the agenda for this afternoon's Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:13 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer