

CITY COUNCIL AGENDA

April 20, 2023

Tuesday, April 25, 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 – April 11, 2023, Board of Review Minutes – April 11, 2023
 - b. Approval of Accounts Payable Listing
 - c. Staff Reports
 1. Utilities Reports (In Packet)
 2. Liquor Store Report (In Packet)
 - d. Park Board Minutes (In Packet)
 - e. Planning Commission Minutes (In Packet)
 - f. Pelican Rapids Chamber of Commerce Gambling Permit – October 14, 2023 – VFW Post 5252
5. Park Personnel – Brian Olson
6. Otter Tail County CDA Overview – Otter Tail County Garage Development Update – Amy Baldwin (In Packet)
7. Resolution 2023-08 Approving The Sale Of The City's General Obligation Tax Abatement Bonds, Series 2023A (In Packet)
8. WWTF Certificate of Commendation
9. Police Wage Adjustment
10. Administrator Report
11. Mayor Report
12. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 04/25/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, April 25, 2023 in Council Chambers, City Hall.

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

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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

General Attendance: Amy Baldwin, Dena Johnson, Tammy Omdal (via Zoom), 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 as presented. Motion passed unanimously.

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

- a. Approval of Council Minutes-April 11, 2023, LBAE Minutes-April 6, 2023
- b. Approval of Accounts Payable Listing
- c. Staff Reports
 1. Utilities Reports
 2. Liquor Store Report
- d. Park Board Minutes
- e. Planning Commission Minutes
- f. Pelican Rapids Chamber of Commerce Gambling Permit, October 14, 2023, VFW Post 5252

Motion passed unanimously.

Superintendent Brian Olson asked Council to hire Rachel Lynnes as Summer Mower at \$19.37 an hour. He would also like to hire Brandon Heaton and Brody Seter as Summer Park Maintenance workers at \$14.46 an hour. Motion by Foster, seconded by Strand to approve the hire of Rachel Lynnes, Brandon Heaton and Brody Seter for the Parks Department. Motion passed unanimously.

Amy Baldwin reviewed the 2022 Community and Economic Development Annual Report Summary with Council. She explained the progress that was made in housing, broadband and childcare in 2022. She also highlighted the ways they are supporting business retention and workforce development.

Amy Baldwin also provided an update to Council about the proposed housing development at the former Otter Tail County Garage site. They are looking at approximately 10-12 lots for single family, owner occupied homes. Ideally, they would like to start on infrastructure next summer but it will depend on funding. Dena Johnson recommended talking with the property owners on NW 5th Avenue to see if they are interested in installing water and sewer to their properties.

Tammy Omdal explained to Council the bond selling process. Motion by Foster, seconded by Ballard to introduce Resolution 2023-08 entitled; **RESOLUTION 2023-08 OF THE CITY COUNCIL OF THE CITY OF PELICAN RAPIDS, MINNESOTA APPROVING THE SALE OF THE CITY'S GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2023A TO THE PURCHASER THEREOF; DETERMINING THE FORM AND DETAILS OF SUCH BONDS; AUTHORIZING THE EXECUTION, DELIVERY AND REGISTRATION OF SUCH BONDS; PROVIDING FOR THE PAYMENT OF AND THE SECURITY FOR SUCH BONDS; AND AUTHORIZING**

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AND RATIFYING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH. (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.

Administrator Roisum informed Council that the Waste Water Treatment Plant and its staff received a Certificate of Commendation. PeopleService is doing a great job managing the WWTP.

Administrator Roisum, Mayor Frazier and Council Member Markgraf met to discuss an adjustment to Police Wages. They are recommending a 17% increase to the police wage. Motion by Ballard, seconded by Foster to approve the recommended Police Wage adjustment. 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 city council meeting; attended a department head meeting; met with Otter Tail Lakes Country Association staff at Historic City Hall; attended the monthly 2024-25 Project Management Team meeting; met with the Mayor and Council Member Markgraf about police wages; prepared information and then presented with the Clerk information at the S&P rating call for the pool bond; attended the work session for the pool project; met with Tom Pace of MnDOT and Kevin Nelson and Nick Jackson of KLJ Engineers about the 2024 Complete Streets project; met with Amy Baldwin regarding the old OTC Garage Development; attended the quarterly safety committee meeting; attended the County Emergency Management Summit in Fergus Falls with Fire Chief Steeves and Superintendent Olson; attended the Alternative Transportation Grant project kick-off meeting; worked with Scott DeMartelaere of Design Intent to get the final contract for the pool signed with a project completion date of July 4, 2024; attended the 2024 Complete Streets project meeting regarding signs with the Mayor and Superintendent Olson; took part with Clerk in two pricing calls for the pool bonds; and worked on updating the Emergency Plan.

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, met at city hall on April 12 with Administrator Roisum and Council Member Markgraf to discuss the Police Officers' salaries, attended a 2024 Complete Streets Steering Committee Meeting on April 13 with Administrator Roisum and Superintendent Olson at city hall with MnDOT personnel joining by Zoom, attended and conducted the April 14 Pelican Rapids City Council Work Session at city hall regarding the features for the proposed new Swimming Pool/Aquatic Center, met at city hall on April 14 with Administrator Roisum and Council Member Markgraf to discuss the Police Officers' salaries, attended a meeting on April 17 at the Frazee, MN Youth Center with members and adult supervisors of The Youths of Pelican Rapids, attended the Grand Opening/Ribbon Cutting Ceremony of the Otter Tail County Maintenance Garage at 430th Street in Pelican Rapids on April 21, attended the 2024 Complete Streets Sign Meeting on April 24 with Administrator Roisum and Superintendent Olson at city hall with MnDOT personnel joining by Zoom and met with Administrator Roisum on April 24 to plan the agenda for this afternoon's Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:34 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer