

CITY COUNCIL AGENDA

May 25, 2023

Tuesday, May 30, 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 – May 9, 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 April 10, 2023 (In Packet)
 - f. Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
 - g. Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
 - h. Malt, Liquor and Wine with Strong Beer to Cheryl Ann King as Proprietor for Muddy Moose Company.
 - i. On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar.
5. Pelican Fest Update – Justin Fure
6. Canon Relocation
7. Resolution 2023-13 for Adopting Findings of Fact and Reasons For Approval For Variance
Application of Troy Seter At 19 Swan Blvd. (In Packet)
8. Boundary Line Adjustment – Mark Dokken
9. Lakeview Cemetery Discussion – John Waller III
10. River Restoration / Dam Removal Update – Wes Keller
 - Change Order No. 3 for \$4,800.00 (In Packet)
 - Houston Engineering Pay Request
 - Rachel Pay Request No. 4 for \$457,546.15 (In Packet)
 - Stairway Proposal (In Packet)
11. Pool Work Session
12. Lakes Country Co-op Technology Agreement (In Packet)
13. DOT Drug and Alcohol Testing Policy (In Packet)
14. Resolution 2023-11 Calling For A Public Hearing On A Property Tax Abatement. (In Packet)

15. Resolution 2023-12 Authorization To Execute Minnesota Department Of Transportation Airport Maintenance And Operation Grant Contract (In Packet)
16. Resolution 2023-14 for SP 5618-117 (Pelican Rapids School) (In Packet)
17. Resolution 2023-01 for Great Plains Natural Gas Franchise Agreement (In Packet)
18. City Hall Personnel
19. Administrator Report
20. Mayor Report
21. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05/30/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, May 30, 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

General Attendance: Iris Ohman, Brian Shores, Gary Toftely, Mark Dokken, Judy Tabbut, Justin Fure, Joe Clauson, John Waller III, Wes Keller 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 Strand, seconded by Foster to approve the agenda with the addition of No. 22 Liquor Store THC products. Motion passed unanimously.

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

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- f. Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
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- h. Malt, Liquor and Wine with Strong Beer to Cheryl Ann King as Proprietor for Muddy Moose Company.
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Motion passed unanimously.

Justin Fure, Pelican Rapids Area Chamber of Commerce, updated Council on Pelican Fest plans for 2023. They are asking for Council approval to close down West Mill on July 7 from noon to 8 pm so they can have Food Truck Friday. The parade will be the same route as last year on Saturday July 8. Motion by Ballard, seconded by Foster to close West Mill on July 7 for Pelican Fest. Motion passed unanimously.

Council discussed the relocation of the Cannon to Veteran's Memorial River Park. The Park Board is supportive of this move. The City will have no cost in the move as the VFW has agreed to move it at their cost later this fall. Motion by Strand, seconded by Ballard to allow the cannon be moved to Veteran's Memorial River Park. Motion passed unanimously.

Mark Dokken spoke to Council about moving the boundary lines on parcel 76000990766000. His neighbor at 19 Swan Blvd, Troy Seter, would like to purchase a portion of the parcel to build a detached garage. Mr. Dokken would also like to change the boundary line and add land to his parcel at 13 Swan Blvd too. This was presented to the Planning Commission at their last meeting, and they recommended Council approve the adjustment. Motion by Strand, seconded by Markgraf to approve the recommendation of adjusting the boundary lines of parcel 76000990766000. Motion passed unanimously.

Seter's are seeking a variance to put up a detached garage in what will be their front yard once they purchase the property from Dokken's. Motion by Markgraf, seconded by Strand to introduce Resolution 2023-13 entitled; **RESOLUTION 2023-13 FOR ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL FOR VARIANCE APPLICATION OF TROY SETER AT 19 SWAN BLVD.** (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.

The Lakeview Cemetery Board is struggling to find board members. The current board is ready to turn the cemetery over to the City. The cemetery board attended the Planning Commission and John Waller said he would try to help find board members. He has found one so far. Council encouraged Mr. Waller to continue looking for cemetery board members until the next Planning Commission meeting. The cemetery board will check with their lawyer to see what their options are.

Wes Keller from Houston Engineering provided Council with an update on the River Restoration/Dam Removal Project. The project is going well and may finish before scheduled. He presented Pay Request No. 4 for \$457,546.15 for Rachel Contracting.

Motion by Foster, seconded by Strand to approve the pay request for Rachel Contracting. Motion passed unanimously.

Wes Keller then reviewed Change Order No. 3 for Rachel Contracting to Haul and Dispose of Contaminated Material for \$4,800. Motion by Strand, seconded by Markgraf to approve the change order. Motion passed unanimously.

Wes Keller presented two invoices from Houston Engineering. One was for professional services for the Pedestrian Bridge for \$25,338.91 and the other was for the River Restoration and Dam Removal for \$23,450.04. Motion by Strand, seconded by Markgraf to approve the Houston Engineering pay requests. Motion passed unanimously.

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Wes Keller presented a stairway proposal to Council. The City can keep the lower stairs and replace upper stairs since they are starting to deteriorate. He does not have a cost estimate yet so Council will discuss at the next meeting. He also let Council know that Pelican Pete has leg corrosion that will have to be repaired before he is moved.

Council decided to have a Pool Work Session on Friday, June 2, 2023 at 8 am.

Administrator Roisum reviewed the LCSC Technology Services Agreement with Council. This is the same as previous years. Motion by Strand, seconded by Markgraf to approve the agreement. Motion passed unanimously.

Administrator Roisum reviewed the Drug and Alcohol Testing for Commercial Drivers Policy. This policy is required. It appears the City has been following it with no policy in place. Motion by Ballard, seconded by Foster to approve the Drug and Alcohol Testing for Commercial Drivers Policy. Motion passed unanimously.

The City received information on a property owner who would like to build a house and use the housing incentive of tax abatement. Motion by Markgraf, seconded by Foster to introduce Resolution 2023-11 entitled; **RESOLUTION 2023-11 CALLING FOR A PUBLIC HEARING ON A PROPERTY TAX ABATEMENT.** (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.

Council reviewed the two-year agreement for reimbursement of airport maintenance and operation. Motion by Ballard, seconded by Foster to introduce Resolution 2023-12 entitled; **RESOLUTION 2023-12 AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT.** (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.

The High School would like to realign the drop off in front of the school with 4th Avenue during the 2024 Complete Streets Project. The City is required to add it to the project and is responsible for payment and the School will reimburse the City. Motion by Strand, seconded by Foster to introduce Resolution 2023-12 entitled; **RESOLUTION 2023-14 RESOLUTION 2023-14 FOR SP 5618-117 (PELICAN RAPIDS SCHOOL).** (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.

The City can choose who will do the engineering work for the school drop off. Motion by Strand, seconded by Markgraf to have KLJ do the design work as they are doing the rest of the Complete Streets Project. Motion passed unanimously.

The City was contacted by Great Plains Natural Gas Company. It is time to renew the franchise agreement. The City Attorney has reviewed. Motion by Markgraf, seconded by Ballard to introduce the following written ordinance: **ORDINANCE NO. 2023-01; AN ORDINANCE GRANTING TO GREAT PLAINS NATURAL GAS CO., A DIVISION OF MONTANA-DAKOTA UTILITIES CO., A DELAWARE CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN FACILITIES AND EQUIPMENT FOR THE TRANSPORTATION, DISTRIBUTION, MANUFACTURE AND SALE OF GAS ENERGY FOR PUBLIC AND PRIVATE USE AND TO USE PUBLIC WAYS AND PUBLIC**

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GROUND OF THE CITY FOR SUCH PURPOSES; AND PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF. Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

Clerk-Treasurer Harthun informed Council that Utility Clerk Mary Gamble has put in her notice. Her last day is June 2, 2023.

The Liquor Manager would like to start selling THC products. The City's moratorium is up in August and staff will start working on a policy.

Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set city council agenda and prepped for the council meeting; attended a Department Head Meeting; worked with Flaherty and Hood on the wage study and implementation options; attended the 2024-25 project open house at the Fine Arts Auditorium; attended the City Members Networking Luncheon at Lakes Country Service Cooperative; attended a River Restoration meeting; met with Fire Chief Steeves, Assistant Fire Chief Hanson, Police Chief Stadum, and Clerk/Treasurer Harthun to discuss a Public Safety Mental Health Policy; met with Loss Control Consultants Marc Dunker and Olivia Bontems from the League of Minnesota Cities; attended a Planning Commission meeting; the Mayor and I met with Ron Ziegler from CEDA and their new hire for the Pelican Rapids position Jordan Grossman; worked with Apex Engineering on the PFA application for the 2024-25 project; and work on a Historic City Hall Meeting Room Policy.

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, attended a City Staff Wage Study Meeting at City Hall on May 10 with Administrator Roisum and Clerk Harthun, conducted three tours and discussion of the River Restoration Project with 5th grade classes from the Viking Elementary School on May 10, attended the 2024 Complete Streets Project Hybrid Open House at the High School Fine Arts Auditorium on May 11, met on May 17 with Fergus Falls Mayor Ben Schierer regarding a West Central Initiative Project focusing on elected officials, met on May 17 with Great Plains Natural Gas Company personnel regarding a company representative stationed in our community since the retirement of Bryan Nessel and was informed no one will be stationed here, conversed by phone with State Senator Jordan Rasmussen a couple of times regarding the \$1.5 million in bonding money from the 2023 State Legislative Session for the proposed Swimming Pool/Aquatic Center, had telephone conversation on May 22 regarding the future of the former Baptist Church building and land parcel, attended a River Restoration Project/Dam Removal Meeting on May 23 at City Hall with Administrator Roisum, Superintendent Olson, and personnel from the Minnesota Department of Natural Resources, Rachel Construction, Schroeder Construction, and Houston Engineering, attend a CEDA Meeting at City Hall on May 23 with Administrator Roisum, Jordan Grossman and Ron Ziegler joining by Zoom, presented the Welcome Speech at the 2023 Memorial Day Service at the High School Fine Arts Auditorium on May 29, met with Administrator Roisum at City Hall on May 30 to plan the agenda for this afternoon's Council Meeting, and conducted a "Conversations with the Mayor" session on May 30 at Historic City Hall.

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

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A handwritten signature in blue ink, reading "Danielle Harthun". The signature is written in a cursive, flowing style.

Danielle Harthun
Clerk-Treasurer