



PELICAN RAPIDS

CITY COUNCIL AGENDA

June 8, 2023

Tuesday, June 13, 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 - May 30, 2023
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
5. Street And Parks Report - Brian Olson
6. Tax Abatement Hearing at 5:00 p.m.
 - Resolution 2023-15 Approving Property Tax Abatements (In Packet)
7. Houston Engineering Update- Wes Keller
 - Pelican Pete Steps
8. Downtown Redesign-Tom Pace
9. Resolution 2023-16 Joint Cooperative Agreement For Use Of Emergency Operations Personnel And Equipment (In Packet)
10. City/DNR Dam Grant Contract Amendment #2 (In Packet)
11. MDH Grant Agreement (In Packet)
12. Resolution 2023-17 State of Minnesota Department of Transportation and City of Pelican Rapids Routine Maintenance Agreement (In Packet)
13. Resolution 2023-18 Department of Natural Resources Outdoor Recreation Grant E.L. Peterson Park Deed Requirements (In Packet)
14. Update Pool Contract (In Packet)
15. Petition for Annexation (In Packet)
16. Wage Study Results (In Packet)
17. Subordination Of Right Of First Refusal And Declaration (In Packet)

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06/13/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, June 13, 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, Chief Jeff Stadum

General Attendance: Tom Pace, Wes Keller, Judy Tabbut and Lou Hoglund from the Pelican Press were present in person. Emily Reno attended via Zoom.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Emily Reno attended via Zoom to invite everyone to the Walking Food Tour the June 23 through June 25.

Motion by Strand, seconded by Ballard to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes - May 30, 2023
- b) Approval of Accounts Payable Listings
- c) Staff Reports
 - 1. Financial Report
 - 2. Police Report

Motion passed unanimously.

Superintendent Brian Olson provided the Street and Parks report to Council. They are painting the crosswalks and they are going to work with MnDOT to patch potholes. The campground has been busy. Motion by Strand, seconded by Markgraf to approve the Street and Parks report. Motion passed unanimously.

Tom Pace from MnDOT spoke to Council about redesigning the downtown to include an approach during the 2024 Complete Streets Project. A local business owner would like to tear down the building at 40 N Broadway and put in a parking lot. The potential owner would like an approach off TH59 to help gain access to the new parking lot. MnDOT would also like to change the median to four inches high to keep drivers from turning left into the parking lot. Council had concerns about people tripping over the median. Motion by Strand, seconded by Frazier to approve the approach and the four-inch median. Motion was defeated. Motion by Ballard, seconded by Foster to approve the approach and the two-inch median. Nay: Frazier. Motion passed.

Administrator Roisum reviewed the Joint Cooperative Agreement for Use of Emergency Operations Personnel and Equipment. A few small changes were made for Council to consider. Motion by Foster, seconded by Markgraf to introduce Resolution 2023-16 entitled; **RESOLUTION 2023-16 MUTUAL AID FIRE AGREEMENT**. (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 reviewed Amendment No. 2 for Contract Agreement #181962/PO #3000218107, which is the Dam Removal and River Restoration Project. The contract price is increasing by \$181,260 for a total of \$2,901,260. This does not change how much the City will pay. Motion by Ballard, seconded by Strand to approve Amendment No. 2. Motion passed unanimously.

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Administrator Roisum reviewed the Minnesota Department of Health Grant Agreement. The funds will be used to purchase a spill response kit for the Fire Department and to send an educational packet to well owners in the DWSMA. The total amount of the grant is \$1,393.63. Motion by Strand, seconded by Foster to approve the grant. Motion passed unanimously.

Motion by Markgraf, seconded by Foster to introduce Resolution 2023-17 entitled; **RESOLUTION 2023-17 TO APPROVE THE MAYOR AND CLERK-TREASURER TO SIGN AGREEMENT NO. 1053874 WITH THE STATE OF MINNESOTA AND THE CITY OF PELICAN RAPIDS ROUTINE MAINTENANCE AGREEMENT.** The agreement amount is for \$8,044.63 in 2024 and \$8,406.64 in 2025 for maintenance on TH 108 and TH 59. (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 new pedestrian bridge grant requires specific verbiage that needs to be added to the deed in order to receive the funds. Motion by Ballard, seconded by Strand to introduce Resolution 2023-18 entitled; **RESOLUTION 2023-18 DEPARTMENT OF NATURAL RESOURCES OUTDOOR RECREATION GRANT E.L. PETERSON PARK DEED REQUIREMENTS.** (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 considered the updated Pool Contract with Hammers Construction, Inc. for \$4,961,980. Motion by Strand, seconded by Foster to approve the new pool contract. Motion passed unanimously.

Mayor Frazier recessed the Council Meeting to start the Public Hearing on Tax Abatement. Clerk-Treasurer Harthun explained that the property owner at 420 Ridgecrest Drive is requesting tax abatement to build a single family home. The proposed tax abatement would be on a portion of the City's share of property taxes for \$5,000 for a term of up to five years. There were no comments from the public. Mayor Frazier closed the public hearing.

Motion by Strand, seconded by Markgraf to introduce Resolution 2023-15 entitled; **RESOLUTION 2023-15 APPROVING PROPERTY TAX ABATEMENTS.** (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 Dam Removal and River Restoration Project. The bridge is almost complete and they are working on seeding and grading. Council discussed the changes to Pelican Pete's steps. Motion by Strand, seconded by Foster to remove the top half of the existing stairs and railings. The lower steps with the railing on both sides will be kept. Motion passed unanimously.

Administrator Roisum was approached by Park Region Coop. They would like their property at 42673 County Highway 9 to be annexed into the City. They have filled out a petition and submitted it to the City. Motion by Ballard, seconded by Foster to accept the annexation petition. Motion passed unanimously.

Administrator Roisum reviewed the results of the Wage study. City staff has been looking at implementing August 1, 2023. Both Council Member Markgraf and Mayor Frazier have seen the wage study results for union negotiations. Council Members Strand and Foster will meet with Administrator Roisum to review the wage study.

The City was approached by the Funeral Home that purchased the upper floor of the building. They need to obtain a construction loan and need the City to give the Right of First Refusal to the loan company. Motion by Ballard, seconded by Foster to approve signing the Subordination of Right of First Refusal and Declaration. Motion passed unanimously.

Council Member Foster wanted to discuss the Airport Rules and Regulation. Someone that owns a hangar at the airport would like to sell his old airplanes. They rules state that there is a fee of \$1,500. At this time, Council does not feel it is a business as he is just selling his old planes.

The Library Report was included in the packet. Council Member Ballard asked City staff to look into part-time paid holidays for employees.

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Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set the council agenda and prepped for the meeting, attended a department head meeting, attended a FEMA Otter Tail River HUC 8 watershed meeting, attended a Northwest MN Regional Housing webinar, attended the Pool Work Session, attended the League of MN Cities legislative update with the Clerk, attended the annual Employee Right-to-Know training provided by LCSC, met with Park Region Coop about city water and sewer to a possible new shop, worked on the wage study/base pay structure and implementation options, attended a River Restoration Progress Meeting, attended a Culture of Leadership webinar, attended LELS Union negotiation and came to a tentative agreement, met with Fire Chief Steeves, Assistant Fire Chief Hanson and Clerk Harthun about the Fire Department budget, attended 2024-25 project management meeting, and attended the Safe Routes to School meeting at the High School.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly mayor's columns for publication, continued to visit with area businesses, attended a FEMA Watershed meeting on May 31 at City Hall with Administrator Roisum and FEMA personnel joining by Zoom, sorted through wastewater and water equipment manuals on May 31 with Terry Gamble of PeopleService to determine which manuals were still necessary to keep on file, attended a City Council Work Session on June 2 regarding the proposed Pool/Aquatic Center features, attended a River Restoration Project/Dam Removal Meeting on June 6 at City Hall with Administrator Roisum, Superintendent Olson and personnel from the Minnesota DNR, Rachel Construction, Schroeder Construction and Houston Engineering, attended a 2024 Complete Streets Steering Committee Meeting on June 8 at City Hall with Administrator Roisum, Superintendent Olson with MnDOT personnel and engineers joining by Microsoft Teams, attended a Pre-Negotiations Union Contract Meeting on June 8 at City Hall with Administrator Roisum Council Member Markgraf and personnel from Flaherty & Hood, P.A. joining by Zoom, met on June 8 at City Hall with Administrator Roisum, Council Member Markgraf, Officer Smieja, Law Enforcement Labor Services, Inc. Representative Robin Roeser and Flaherty & Hood personnel joining by Zoom regarding the Police Union Negotiations, attended The Youths organizational structure meeting on June 12 with Staci Allmaras at the Muddy Moose Restaurant, met with Administrator Roisum on June 12 at City Hall to plan the agenda for this afternoon's Council Meeting and attended a "Safe Routes to School" Meeting on June 13 at the High School with Administrator Roisum, Superintendent Olson and personnel from the High School, West Central Initiative and Paul Restad of Christianson Bus Service.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:58 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer

18. Airport Rules And Regulations Discussion (In Packet)
19. Library Report- (In Packet)
20. Administrator Report
21. Mayor Report
22. Adjourn