

## CITY COUNCIL AGENDA

June 22, 2023

Tuesday, June 27, 2023

4:30 p.m.

Council Chambers, 315 N. Broadway

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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 – June 13, 2023
  - b. Approval of Accounts Payable Listings
  - c. Staff Reports
    1. Liquor Store Report (In Packet)
5. State Senator Jordan Rasmussen
6. Introduction of Jordan Grossman of CEDA
7. West Central Initiative – Rebecca Lynn Peterson
8. Industrial Park Lot – Vincente Rojas, Jr
9. 2024 Fire Department Budget – Trevor Steeves (In Packet)
10. Lake View Cemetery
11. Blight Abatement - Ordinance Chapter 8 Nuisances and Offenses - Discussion (In Packet)
12. Holiday Pay for Part-time Employees Update
13. Consider Ordinance Amendment for Beer Licensing
14. Appoint 2024 Budget Committee
15. Airport Layout Plan Approval (In Packet)
16. Historic City Hall Meeting Room Policy (In Packet)
17. Administrator Report
18. Mayor Report
19. Adjourn

## **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06/27/2023**

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, June 27, 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, Police Chief Jeff Stadum

General Attendance: Jordan Rasmussen, Jordan Grossman, Rebecca Peterson, Vincente Rojas Jr., John Waller, III, Lana Grefsrud, Dwayne Chevalier, Joe Clauson, Judy Tabbut, Justin Fure and Lou Hoglund from the Pelican Press were present.

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

All present stood and said the Pledge of Allegiance.

Lana Grefsrud invited Council and staff to her open house on July 7, 2023 at 5:00 pm. Dwayne Chevalier from Ringdahl Ambulance introduced himself to Council. He took over as manager in April and is hoping to build a good relationship with Council and the City.

Motion by Strand, seconded by Foster to approve the agenda with the additions of No. 20 City Lot Discussion – Joe Clauson, No. 21 Braun Intertec Soil Borings, No. 22 Annexation Resolution. Motion passed unanimously.

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

- a. Approval of Council Minutes – June 13, 2023
- b. Approval of Accounts Payable Listings
- c. Staff Reports
  1. Liquor Store Report

Motion passed unanimously.

State Senator Jordan Rasmussen provided Council with a recap of the legislative session. He felt that the stop here really helped make a difference in getting the funding for the Aquatic Center and to make sure that the City gets their fair share of available funds.

Jordan Grossman of CEDA introduced herself to Council. She started in the City on June 20, 2023 and will be in the office Tuesdays and Thursdays.

Rebecca Peterson, West Central Initiative, reviewed the funds that WCI has assisted Pelican Rapids businesses and residents over the last years. They have also helped with the donations for the new pool.

The City received a request from Vincente Rojas Jr. for an Industrial Park lot on which to build his business VRJ Carpentry Services, LLC. The Planning Commission met on June 26, 2023 to discuss it in relation to the Comp Plan. Planning Commission Chair John Waller told Council that they are

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recommending 10 Industrial Park (76000990858000) for Mr. Rojas. The City will need an easement to access the well behind the lot. Motion by Ballard, seconded by Foster to move forward with the sale in the same manner as the other industrial lots. Motion passed unanimously.

John Waller updated Council on the Lake View Cemetery Board search. They were able to find five board members to take over the board so the cemetery will not have to be turned over to the City right now.

Administrator Roisum reviewed the 2024 Fire Department Budget. He met with Clerk-Treasurer Harthun, Fire Chief Steeves and Asst. Fire Chief Hanson to discuss the upcoming needs of the Fire Department. The Department does not need any capital items so most of the increases over the 2023 budget are based on inflation. Motion by Strand, seconded by Foster to approve the 2024 Fire Department Budget. Motion passed unanimously.

Mayor Frazier wanted to discuss Ordinance Chapter 8 Nuisances and Offenses. Many properties are not in compliance. He wanted Council input on abating the nuisance and charging the property owner if the offense is not cleaned up. Council agreed to begin the abatement process when needed. No change needed as the ordinance already allows for abatement.

Clerk-Treasurer Harthun reviewed some ways that Holiday Pay for part-time employees is accrued. She will continue to look into it and present it as part of the COLA and benefits changes that will be brought to Council later.

Joe Clauson owns the storage building on Great Northern Road. He would be interested in purchasing a portion of parcel 76000990272000 from the City and put up to more 12 shipping containers there for additional storage. Council discussed shipping containers in the commercial zone. It will be discussed more at the next meeting when the city attorney can attend.

Clerk-Treasurer Harthun was contacted by Family Dollar. They would like to sell 3.2 Malt Liquor Off-Sale. Currently the City ordinance only allows grocery stores and convenience stores. Family Dollar would like Council to consider adding discount department stores so they may apply for a license. Motion by Markgraf, seconded by Foster to introduce the following written ordinance: **ORDINANCE NO. 2023-02; AN ORDINANCE AMENDING 603.03, SUBD. 4 OF THE PELICAN RAPIDS CITY CODE.** 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.)

Administrator Roisum asked if any members of Council would like to be on the 2024 Budget Committee. Motion by Markgraf, seconded by Strand to appoint Mayor Frazier and Council Member Foster. Motion passed unanimously.

The City sent the Airport Layout Plan to the State for approval in 2020. The City has now received the Airport Layout Plan back from the State. Motion by Strand, seconded by Foster to approve the Airport Layout Plan. Motion passed unanimously.

Council considered the Historic City Hall Meeting Room Policy. It was modeled after the Library meeting space and meetings will be scheduled through Library staff. Motion by Strand, seconded by Markgraf to approve the HCH Meeting Room Policy. Motion passed unanimously.

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Administrator Roisum presented a proposal to have Braun Intertec do soil borings where the new salt shed building will be built. The total for the borings would be \$8,214. Council asked Administrator Roisum to look into if they are needed. Council felt that the soil borings should have been included in the building quote.

Motion by Foster, seconded by Strand to introduce Resolution 2023-19 entitled; **RESOLUTION 2023-19 CALLING FOR PUBLIC HEARING ON THE ANNEXATION OF CERTAIN PROPERTY LOCATED IN PELICAN TOWNSHIP TO THE CITY OF PELICAN RAPIDS, MINNESOTA.** (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 reported that since the last meeting he has; worked with the Clerk and Mayor to set the agenda and prepped for the council meeting; attended a department head meeting; attended Otter Tail County Community Check-In meeting; attended a Northwest MN Regional Housing webinar; met with Mayor Frazier, Chief Stadum, LMCIT and Benchmark Analytics employees about the Benchmark Project; met with school Superintendent Korf about the Trailhead building; had an introductory meeting with new Jennie-O Plant Manager Eric Christ and Robert Gray; gave a tour of Pelican Rapids to CEDA representatives Jordan Grossman and Hillary Tweed; met with Bob Schlieman of Apex Engineering about the drainage issues at the end of 2<sup>nd</sup> Ave SE; attended the USDA Rural Development meeting; attended a Park Board meeting to discuss the HCH meeting policy; attended the League of Minnesota Cities Annual Conference in Duluth Wednesday through Friday; conducted job interviews for the open Utility Clerk position; worked with MnDOT on a plan to get the potholes fixed downtown; attended the River Restoration Construction meeting; met with Library Director Annie Wrigg and Library Board Chair Dave Gottenborg about the wage study and its implementation.

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 a meeting at City Hall on June 15 with Chief Stadum, Administrator Roisum and representatives from the League of Minnesota Cities and Benchmark Analytics regarding the police insurance trust, attended a Pelican Group of Lakes Improvement District (PGOLID) Meeting via Teams on June 15 regarding an engineering study on water and sewer options for the Pelican Lake property owners, attended a meeting at the High School on June 16 with Administrator Roisum and Superintendent Korf regarding the multi-use building construction status at Chauncey Martin Field Complex, met on June 16 with Administrator Roisum and Robert Gray & Eric Christ of Jenny-O Turkey Stores of Pelican Rapids regarding our joint business relationship, attended a Rural Community Equity Meeting at City Hall on June 20 with Administrator Roisum, Chamber President Joe Clauson, Hillary Tweed & Jordan Grossman of Community Economic Development Association (CEDA) and members of Otter Tail County Agencies joining by Teams, Jordan Grossman & Hillary Tweed of CEDA, Administrator Roisum and I toured the City on June 20 to give Jordan Grossman a better understanding of the city limits and amenities relating to her future work in our community, attended a Sex Offender Meeting at City Hall on June 20, conducted an interview on radio station KKWE in Calloway, MN on June 21 regarding the many events and projects in this summer, presented a Welcome Speech at the International Friendship Festival on June 24 at the Fine Arts Auditorium, presented a Local Foods Local Places (LFLP) speech to the Garden Tours Group on June 24 at the Library, met with Administrator Roisum on June 26 at City Hall to plan the agenda for this afternoon's Council Meeting and attended a Dam Removal/River Restoration Meeting on June 27 at City Hall with Administrator Roisum and personnel from the Minnesota Department of Natural Resources, Rachel Construction and Schroeder Construction.

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Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:05 Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer