

CITY COUNCIL AGENDA

July 21, 2023

Tuesday, July 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 – July 11, 2023
 - b. Approval of Accounts Payable Listings
 - c. Staff Reports
 1. Utilities Report – May & June (In Packet)
 2. Liquor Store Report (In Packet)
 3. Park Board Minutes (In Packet)
5. MnDOT 2027 Hwy 59 S Project – Makala Girodat
6. Storm Drain Great Northern Road – Brian Olson
7. Fishing Pier Options – Brian Olson
8. Industrial Park Lots
 - VRJ Carpentry Quit Claim Deed (In Packet)
 - Non-exclusive Use and Ingress/Egress Easement
 - Industrial Park Lot - Torres
9. Ordinance 2023-03 Amending Section 905.04, Subdivision 2(F) Of The Pelican Rapids City Code (In Packet)
10. SEH Agreement (In Packet)
11. Town Web Proposal for Website and Communication Plat Form (In Packet)
12. Utility Clerk Position
13. Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07/25/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, July 25, 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 two members of the Council were present at roll call:

Council Member Steve Strand - absent Council Member Curt Markgraf

Council Member Kevin Ballard Council Member Steve Foster - absent

Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting

Clerk Onnalee Miller Krump

General Attendance: Makala Girodat, Tom Pace, Jeff Haugrud, John Waller III, Miguel Torres, Joe Clauson and Lou Hoglund from the Pelican Press were present in person.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda with the deletions of No. 6 Storm Drain Great Northern Road – Brian Olson, No. 7 Fishing Pier Options – Brian Olson and the addition of No. 2023-23 Resolution Pledging to fund the Pelican Rapids Aquatic Center. Motion passed unanimously.

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

- a. Approval of Council Minutes – July 11, 2023
- b. Approval of Accounts Payable Listings
- c. Staff Reports
 1. Utilities Report – May & June
 2. Liquor Store Report
 3. Park Board Minutes

Motion passed unanimously.

Makala Girodat from MnDOT spoke to Council about the 2027 Hwy 59 South Project. The project will go from 5th Avenue S to Interstate 94. She showed the pre-design maps to Council. She will come again in the future to talk more with the Council about the project.

Council reviewed the Quit Claim deed for Vincente Rojas Jr. for an Industrial Park lot (10 Industrial Park) for his business VRJ Carpentry Services, LLC (76000990858000). Motion by Ballard, seconded by Markgraf to approve the quit claim deed. Motion passed unanimously.

Council reviewed the Non-Exclusive Use and Ingress/Egress Easement between VRJ Carpentry Services, LLC and the City of Pelican Rapids so that the City may access the well behind the property. Motion by Markgraf, seconded by Ballard to approve the Non-Exclusive Use and Ingress/Egress Easement between VRJ Carpentry Services, LLC and the City of Pelican Rapids. Motion passed unanimously.

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Miguel Torres spoke to Council about what he would like to do with his business Torres Rebar & Construction, LLC. on 1 Industrial Park Drive if the City would give it to him. John Waller, III shared with Council a letter from the Planning Commission in support of giving the lot to Torres in relation to the Comprehensive Plan. Motion by Markgraf, seconded by Ballard to accept the Planning Commission's recommendation and transfer 1 Industrial Park Drive to Miguel Torres, Motion passed unanimously.

Administrator Roisum, Accounting Clerk Krump and CEDA Representative Grossman attended a webinar with Town Web. They are recommending Council approve the proposal. They will match the City's current hosting fee before the new price increase for the first year and waive the setup fee. The fee will be set at \$2,015 for the next three years (four-year contract). Motion by Markgraf, seconded by Ballard to approve Town Web as the new website provider. Motion passed unanimously.

Administrator Roisum and Clerk-Treasurer Harthun held job interviews for the Utility Clerk position. They recommended Council hire Patty Hensel as Utility Clerk at \$21.43 an hour, which is step three of the new wage scale. Motion by Ballard, seconded by Markgraf to approve the hire of Patty Hensel as Utility Clerk. Motion passed unanimously.

Administrator Roisum explained that in order to receive the state funding, there is another resolution needed pledging the City will fund the operation of the new Aquatic Center. Motion by Markgraf, seconded by Ballard to introduce Resolution 2023-23 entitled; **RESOLUTION 2023-23 RESOLUTION PLEDGING TO FUND THE PELICAN RAPIDS AQUATIC CENTER.** (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 city the council agenda and prepped for the city council meeting; attended a department head meeting, Onnalee, Jordan, and I attended a demonstration on the services and options available through Town Web; Jordan and I met with the CEDA Grants Department and discussed possible opportunities; Jordan and I met with Laura Pettit about possible grant opportunities through the USDA; met with Nico from Flaherty and Hood about the Union Agreement, met with Tammy Anderson to learn about the partnership and services provided by the Otter Tail County animal shelter; met with Apex Engineering about Great Northern Road and the 2nd Avenue SE drainage issue; met with MnDOT about the use of Great Northern Road as the local detour for the 2024-25 project; attended the pool pre-construction meetings; worked with State officials to complete the requirements to receive State Capital Grant payments for the pool; have met individually with employees going through the new wage scale; met with PeopleService and MPCA about the Chloride Variance; Clerk and I conducted job interviews for the open Utility Clerk position; Jordan and I met with the Otter Tail County CDA about the Small Cities Development Program opportunity; attended the River Restoration project walk through; attended the Otter Tail County Community Collaborative quarterly meeting; attended a League of Minnesota Cities Cannabis webinar; attended the Otter Tail County Cannabis Work Session. OTC will work on a Cannabis Public Use Ordinance and send out a draft next week.

Mayor Frazier reported that since the last meeting he has; continued to submit weekly mayor's columns to the Pelican Press, continued to visit with area businesses, attended the Special Council Meeting on July 17 regarding the passage of two resolutions pertaining to the proposed Pelican Rapids Aquatic Center, gave a history tour on July 20 of the Pelican River Restoration Project to High School science teacher Ms. Schlieman for her classroom discussion with her students, attended the 2023 Ultra-Lite Fly-In at the Airport on July 21-22, attended an Otter Tail County Collaborative Meeting by Microsoft Teams

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on July 24 with Administrator Roisum, met with Administrator Roisum on July 24 at City Hall to plan the agenda for this afternoon's Council Meeting, met on July 25 with Scott of Design Intent Architects regarding the proposed new Aquatic Center and attended an Opioid Settlement Fund Meeting on July 25 with Administrator Roisum and Otter Tail County representation (county and cities) joining by Microsoft Team.

Motion by Markgraf, seconded by Ballard to adjourn the City Council meeting at 5:03 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer