

CITY COUNCIL AGENDA

June 7, 2023

Tuesday, July 11, 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 – June 27, 2023
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
5. Apex Engineering 2nd Ave Drainage – Bob Schliemann (In Packet)
6. State Representative Jeff Backer
7. City Lot Discussion – Joe Clauson
8. Pelican Rapids Area Chamber
9. Resolution 2023-20 Otter Tail Community Grow Partnership Grant – Matthew Strand (In Packet)
10. Street And Parks Report – Brian Olson
11. River Restoration Update – Wes Keller
 - Houston Engineering Payment Request \$45,891.62 (DNR Reimbursed) (In Packet)
 - Houston Engineering Payment Request \$25,338.91 (City Responsibility) (In Packet)
 - Rachel Contracting Payment Request \$353,343.07 (DNR \$252,464.97, City \$100,878.10) (In Packet)
12. Braun Intertech Soil Boring Update
13. Wage Study (In Packet)
14. Library Report
15. Administrator Report
16. Mayor Report
17. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07/11/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, July 11, 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, City Engineer Bob Schlieman, City Attorney Lindsay Forsgren.

General Attendance: Jeff Backer, Joe Clauson, Wes Keller, Matt Strand, Dena Johnson, Wayne Johnson, Efrain Franco, Ivan Franco, Judy Tabbut, Blake Meland 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 Strand, seconded by Foster to approve the agenda with the addition of No. 18 Mothership Workshop Pay Request and change the amount on No. 11 Houston Engineering Payment Request from \$25,338.91 to \$9,979.57. Motion passed unanimously.

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

- a) Approval of Council Minutes – June 27, 2023
- b) Approval of Accounts Payable Listings
- c) Staff Reports
 - 1. Financial Report
 - 2. Police Report

Motion passed unanimously.

City Engineer Bob Schlieman of Apex Engineering spoke to Council about a drainage issue on 2nd Ave SE. The street was constructed sometime before 1992 and in 2017; just the street surface was reconstructed. Where the street ended, the water ran off onto private property. The property owner put down concrete and now the water pools at the end of the street. The city engineer reviewed the City's options. The City's infrastructure also goes onto private property so an easement should be put in place. The engineer will meet with the property owner to discuss what the first option would look like.

State Representative Jeff Backer provided Council with an update on the 2023 Legislative Session. Administrator Roisum explained that Matt Strand would like to apply for the Otter Tail County Community Development Agency Community Growth Partnership Grant to tear down the old building at 40 N Broadway. Motion by Foster, seconded by Strand to introduce Resolution 2023-20 entitled; **RESOLUTION 2023-20 OTTER TAIL COMMUNITY GROW PARTNERSHIP GRANT, 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.

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Wes Keller from Houston Engineering provided Council with an update on the River Restoration/Dam Removal Project. Construction is substantially complete now. He presented Pay Request No. 5 for \$353,343.07 (DNR \$252,464.97, City \$100,878.10) for Rachel Contracting and for Houston Engineering for \$45,891.62 (DNR) and \$9,979.57 (City). Motion by Ballard, seconded by Foster to approve the above pay requests. Motion passed unanimously.

Joe Clauson attended the Planning Commission meeting on June 26, 2023 to discuss the expansion of his property on Great Northern Road where he has a cold storage building. He would like to put down railroad ties and put in shipping containers for storage on the lot next to his, which is owned by the City. He would like to acquire the land up to the tree line to add to his parcel and that is where he would put the shipping containers. The Planning Commissioners had concerns about shipping containers being allowed in the commercial zone on Broadway and Council asked the City Attorney if the ordinance could be changed to allow shipping containers in the commercial zone by special use permit. Motion by Strand, seconded by Foster to sell the land for \$1,000 to Joe Clauson, City Attorney Forsgren recommended not agreeing to sell it until after the ordinance is in place and a survey has been completed. Motion was withdrawn. Motion by Ballard, seconded by Markgraf to recommend Council move forward with the potential sale and ordinance amendment. Mayor Frazier voted No. Motion passed.

Joe Clauson from the Pelican Rapids Area Chamber told Council they plan to do a summary video of each Council meeting to get news about the City out to the people.

Superintendent Brian Olson presented the Street and Parks report. Dust guard is done on gravel roads. The parks have been busy with the festivals and the campground has been busy too. Motion by Strand, seconded by Foster to accept the report. Motion passed unanimously.

Administrator Roisum updated Council that soil boring do not have to be done at this time where the salt/sand shed will be built.

Administrator Roisum presented the wage study to Council. The City will be going from a six step pay range to a ten step pay range. The City will move all employees into the closest step above what they are currently making starting August 1, 2023. Motion by Foster, seconded by Strand to adopt the new wage scale. Motion passed unanimously.

The Library Report was provided to Council. Motion by Markgraf, seconded by Strand to approve payment of the Library bills. Motion passed unanimously.

The City received an invoice from Mothership Workshop for the work they have done on Pelican Pete for \$3,000. Motion by Foster, seconded by Ballard to pay Mothership Workshop. 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 Apex Engineering about using Great Northern Road as the detour for the 2024-25 project, called Adam the Project Manager with Greystone Construction about the soil borings needed for the sand/salt shed and we came up with a plan moving forward without soil borings, met with Nick Leonard

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of Otter Tail County about Historic City Hall use, met with representatives of Otter Tail County Solid Waste about their future plans of single sort recycling, continued to research website providers for the City webpage, reviewed the wage study with Council Members Strand and Foster, met with Tessa from the Post Office and Tom Pace from MnDOT to plan the relocation of mailboxes for the 2024-25 project, met with MnDOT representatives about the proposed renovation work at the Historical Site on 59N scheduled for next summer, attended the DEED Capital Projects Information Session about the pool State Bonding Capital Grant, worked with State officials to complete the requirements to receive State Capital Grant payments.

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, conducted a "Conversations with the Mayor" session at Historic City Hall on June 28, attended an Otter Tail County Single Sort County-Wide Recycling Program Meeting at City Hall on June 29 with Administrator Roisum, Clerk Harthun and three personnel of the OTC Solid Waste Department, attended a Post Office Meeting with Administrator Roisum and Tessa Nord of the Post Office on July 6 regarding the Post Office parking lot and City park visitor parking in this parking lot, attended the Open House & Ribbon Cutting Ceremony on July 7 for Hillbilly Laser, entered a parade vehicle in the 2023 Pelican Fest Parade on July 8, attended a Post Office Meeting on July 10 with Administrator Roisum, Superintendent Olson, Tom Pace from MnDOT Region 4 and Tessa Nord of the Pelican Rapids Post Office regarding signage at the Pelican Rapids Post Office parking lot and Central Post Office Boxes at three future locations within the City due to the 2024 Pelican Rapids Complete Streets Project, attended a Teams Meeting on July 10 with Administrator Roisum, Superintendent Olson, Tom Pace of MnDOT Region 4 and two personnel from MnDOT Historic Roadside Properties and Waysides Program regarding the historic monument at the intersection of U.S. Highway 59 and County Highway 9 and the 2024 Pelican Rapids Complete Streets Project and met with Administrator Roisum on July 10 at City Hall to plan the agenda for this afternoon's Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:53 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer