

CITY COUNCIL AGENDA

Sept. 22, 2022

Tuesday, Sept. 27, 2022

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 – September 13, 2022 and August 25, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Liquor Store Report (In Packet)
5. CarlsonSV - Dean Birkeland
6. Local Foods, Local Places – Judy Tabbutt, Emily Reno (In Packet)
7. Trail Head – Brian Korf, Wayne Johnson
8. Senior Citizen Building – Lana Grefsrud
9. Trail Plan – Bob Schlieman (In Packet)
10. Grant Opportunities – Patrick Hollister
11. Dam Update – Houston Engineering
12. 2024 Complete Streets Project - Tom Pace
13. Ottertail Power 2024 Project Lighting Plan Discussion (In Packet)
14. Chamber Use of City Council Meeting Room – Joe Clausen
15. Utility Neptune Upgrade Consideration
16. Industrial Park Lot Consideration
17. Planning Commission Minutes (In Packet)
18. Park Board Minutes (In Packet)
19. Otter Tail Country Association Membership Consideration (In Packet)
20. Administrator Report
21. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 9/27/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, September 27, 2022 in Council Chambers, City Hall.

Clerk-Treasurer Danielle Harthun took roll call.

Mayor Brent E. Frazier was absent.

Four members of the Council were present at roll call:

Council Member Steve Strand Council Member Curt Markgraf

Council Member Kevin Ballard Council Member (Acting Mayor) Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, City Attorney Lindsay Forsgren, City Auditor Dean Birkeland, City Engineer Bob Schlieman.

General Attendance: Judy Tabbut, Emily Reno, Jon Karger, Brian Korf, Wayne Johnson, Lana Grefsrud, Tom Marty, Patrick Hollister, Tom Pace, Joe Clausen, Wes Keller, Amanda Hillman-Roberts, Nate Kunde, Kim Pederson, John Waller III, John Ohman and Lou Hoglund from the Pelican Press were present.

The Acting Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Strand 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 – September 13, 2022 and August 25, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 - 1. Liquor Store Report

Motion passed unanimously.

City Auditor Dean Birkeland reviewed the 2021 City audit. He reviewed the current findings for 2021. Everything listed is very common for a city this size. Motion by Strand, seconded by Markgraf to approve the 2021 Audit report. Motion passed unanimously.

Emily Reno and Judy Tabbut (Local Foods, Local Places) presented the Pelican Rapids Community Commercial Kitchen Feasibility Study to Council. They located thirteen possible locations and after discussion whittled it down to four. Two options would be renovations and two are new builds. Available grants were talked about and their next steps as are to form a working group.

Pelican Rapids High School Superintendent Brian Korf and County Commissioner Wayne Johnson spoke to Council about the possibility of collaborating on a Trail Head in Pelican Rapids. The school has looked at building a new ticket booth and bathrooms facility at Chauncey Martin field. Korf had tentatively asked the City to collaborate with them and add a new warming house to the facility as the one we have now is too small and will not survive another move. Wayne Johnson, Otter Tail County Commissioner, spoke to the school and the city about also having the bike trailhead located there. Now that the bike trail is completed, many people are parking in the school parking lots to use the trail. Signs will be added in the future.

Lana Grefsrud spoke to Council about the Senior Citizen Building. She would still like to buy the Senior Citizen building. She is ready to move as soon as she can get it renovated. She has been looking at many properties. Council agreed they would like to sell the Senior Citizen building to her but they have concerns

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 9/27/2022

about the meals program. The City will contact NSI and start the conversation. Motion by Ballard, seconded by Strand to set a public hearing to consider the sale of the senior Citizen Center for October 25. Motion passed unanimously.

City Engineer Bob Schlieman presented the City of Pelican Rapids Trail Plan. Council asked some questions. It talks about future trails and connections within the City of Pelican Rapids.

Patrick Hollister spoke to Council about two grant opportunities. One is called the MnDOT Active Transportation Infrastructure Grant Program and the other one is called Greater Minnesota Transportation Alternatives Grant Program. Motion by Markgraf, seconded by Strand to have City Engineer Bob Schlieman move forward with these grants and provide more information to Council at the next meeting. Motion passed unanimously.

Houston Engineering provided Council with a Dam removal update. They are in final planning stages now. Construction will begin in November 2022. Pete should be moved by the end of October. Tentative completion will be August 2023.

Tom Pace provided Council with an update on the 2024 Complete Streets Project. Plans are 45% complete. They have been talking to business owners about handicap compliant entrances/sidewalks that are not in the MnDOT right of way. The City will contact business owners before the next meeting and see if they are interested in having the work done with the project.

Nate Kunde, Ottertail Power, discussed the 2024 Lighting Plan with Council. MnDOT has very specific standards and since Council wanted to add more lights and have the decorative lights downtown, the annual cost will increase substantially. The City will have to sign a one-year agreement with Otter Tail Power and Council will have to decide if they are going to keep all the lights in the plan.

Joe Clausen, President of the Chamber of Commerce, asked for use of City Council Meeting Room for their monthly Chamber meetings. It would be the first Tuesday of every month and he would like to request it for the next six months from 4:30 pm to 7:00 pm. Motion by Strand, seconded by Markgraf to allow the Chamber to use the Council Chambers for the next six months. Motion passed unanimously.

Council considered giving a lot to Foam Express LLC in the Industrial Park. They are started a spray foam business and will be moving their brokerage business to the new building. The Planning Commission considered the sale of an industrial lot in relation to the 2022 Comprehensive Plan and there are no issues. Motion by Ballard, seconded by Markgraf to approve transfer of the lot and the signing of the purchase agreement and quit claim deed. Motion passed unanimously.

The Planning Commission minutes were provided in the packet for Council.

Council considered the Utility Neptune software upgrade. The current software is no longer supported by the company. It is in the 2023 water and sewer budget but just asking to order it now. Motion by Ballard, seconded by Strand to approve the upgrade of the Neptune software. Motion passed unanimously.

The Park Board minutes were provided in the packet for Council. Motion by Markgraf, seconded by Strand to approve the Park Board minutes. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 9/27/2022

Council considered membership with the Otter Tail Country Association. Motion by Strand, seconded by Ballard to approve the membership. Motion passed unanimously

Administrator Solga reported that since the last city council meeting he has; worked with Clerk to set city council agenda and prepped for the city council meeting; met with downtown commercial building owner to discuss building plans; held telephone conversations with CEDA's Don Lorsung and then with owner Ron Zeigler; performed police department job interview; met with Mayor Frazier and Chief Stadum regarding the cannabinoid issue; met with Otter Tail County assessor at the Islamic Center; attended the city council work session with Vertin regarding the upper floor of city hall building; attended the September 26, 2022 Planning Commission meeting; and review a zoning/construction permit and inspected the property to confirm the planned project.

Acting Mayor Foster adjourned the meeting 8:13 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer