

# CITY COUNCIL AGENDA

August 25, 2023

Tuesday, August 29, 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 – August 8, 2023
  - b. Approval of Accounts Payable Listings
  - c. Staff Reports
    1. Utilities Report – July (In Packet)
    2. Liquor Store Report (In Packet)
    3. Park Board Minutes July 17, 2023 (In Packet)
    4. Planning Commission Minutes June 26, 2023 ( In Packet)
  - d. Certify Unpaid Utility Bills to Property Taxes  
Property: 30 SW 6<sup>TH</sup> Ave  
Amount: \$87.17
  - e. Certify to Property Taxes  
Property: 301 SW 2<sup>nd</sup> St  
Administrative Penalty  
Amount: \$50.00
  - f. EDA Actions
    1. January 10, 2023 Minutes
    2. EDA Conflict of Interest Policy
    3. Reorganization of the EDA Board
5. CGMC – Elizabeth Wefel
6. Otter Tail County Humane Society – Tammy Anderson and Kristi Lausch ( In Packet)
7. 2<sup>nd</sup> Ave SE Drainage – Bob Schlieman
8. Pool Utility Easement
9. E. L. Peterson Park Electricity – Doug Bruggeman and Jim Christianson
10. EDA Member Approval - Jordan Grossman
  - Resolution 2023-26 Amending Resolution Entitled: Enabling Resolution Creating And Establishing An Economic Development Authority In The City Of Pelican Rapids, Minnesota (In Packet)
11. Council Conflict of Interest Policy (In Packet)

12. Planning Commission
  - Approve Special Use Permit
  - Clauson Land Transfer Consideration
13. Street Vacation Update
14. Police Personnel
15. PRAC Change Request #2 and #3 (In Packet)
16. General Fund Preliminary Budget
17. Liquor Store Personnel
18. Police Union Agreement
  - Resolution 2023-27 Approving Labor Agreement Between The City Of Pelican Rapids And Law Enforcement Labor Services, Inc. (In Packet)
  - Resolution 2023-28 Approving Memorandum Of Agreement Between The City Of Pelican Rapids And Law Enforcement Labor Services, Inc. (In Packet)
  - Resolution 2023-29 Approving Memorandum Of Agreement Between The City Of Pelican Rapids And Law Enforcement Labor Services, Inc. ( In Packet)
19. Employee Assistance Program (In Packet)
20. Part-time Holiday Pay
21. Employee Benefits (In Packet)
22. Administrator Report
23. Mayor Report
24. Adjourn

### **CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/29/2023**

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, August 29, 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, Street and Parks Superintendent Brian Olson, City Engineer Bob Schlieman, CEDA Rep Jordan Grossman via Zoom.

General Attendance: Elizabeth Wefel, Judy Tabbut, Tammy Anderson, Kristi Lausch, Ivan Franco, Efrain Franco, Doug Bruggeman, Jim Christianson, John Waller, III, Joe Clauson, Ryan Binek, Lana Grefsrud, Dwayne Chevalier and Lou Hoglund from the Pelican Press were present in person.

The Mayor welcomed everyone to the Council Meeting.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/29/2023

All present stood and said the Pledge of Allegiance.

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

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

- a. Approval of Council Minutes – August 8, 2023
- b. Approval of Accounts Payable Listings
- c. Staff Reports
- d. Utilities Report – July
  1. Utilities Report
  2. Liquor Store Report
  3. Park Board Minutes July 17, 2023
  4. Planning Commission Minutes June 26, 2023
- e. Certify Unpaid Utility Bills to Property Taxes  
Property: 76000990665000 for \$87.17
- f. Certify Administrative Penalty to Property Taxes  
Property: 301 SW 2<sup>nd</sup> Street for \$50.00
- g. EDA Actions
  1. January 10, 2023 Minutes
  2. EDA Conflict of Interest Policy
  3. Reorganization of the EDA Board

Motion passed unanimously.

Attorney/Lobbyist Elizabeth Wefel from the Coalition of Greater Minnesota Cities (CGMC) gave a 2023 legislative session update to Council.

Kristi Lausch from the Humane Society of Otter Tail County (HSOTC) spoke to Council about what services they provide for the people in Otter Tail County. The relationship started with the City a few years ago when a local vet clinic was unable to provide the service any longer. They have been relying on donations and would like the City to contribute annually. She will put a proposal together for Council to consider at the next meeting.

City Engineer Bob Schlieman also spoke to Council about the drainage situation at the end of 2<sup>nd</sup> Avenue SE. He has met with the property owners at the location and they are ok with constructing storm sewer to collect and route runoff across private property to the south (Option No. 2). Franco's agreed that they are fine with that solution. Motion by Strand, seconded by Foster to proceed with moving forward with Option No. 2 listed above. Motion passed unanimously.

City Engineer Bob Schlieman explained to Council the City needs to give itself an easement to continue construction on the pool. Motion by Ballard, seconded by Markgraf to approve the easement with the City. Motion passed unanimously.

Doug Bruggeman and Jim Christianson spoke to Council about electricity in EL Peterson Park for Peteyville. They would like more electrical boxes placed in the park so there can be more lights placed throughout the park during Christmas time. They are looking into electrical boxes on the bridges and light pole. They would like permission to get costs for Council. Motion by Foster, seconded by Markgraf to move forward and get costs to install the electrical boxes. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/29/2023

Jordan Grossman presented three community members for Council to consider for the EDA Board. Ryan Binek, Arianna Zavala and Lana Grefsrud. Each wrote a letter of interest for Council to consider. Motion by Ballard, seconded by Foster to approve Ryan Binek, Arianna Zavala and Lana Grefsrud to the EDA Board. Motion passed unanimously.

In order to have non-Council members on the EDA, an amendment to the original resolution needed to be considered. Motion by Strand, seconded by Foster to introduce Resolution 2023-26 entitled; **RESOLUTION NO. 2023-26, RESOLUTION AMENDING RESOLUTION ENTITLED: ENABLING RESOLUTION CREATING AND ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY IN 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.

Jordan Grossman explained that the Council would also have to pass a Conflict of Interest Policy in order to apply for some grants, as it is a required document. Motion by Ballard, seconded by Markgraf to approve the Conflict of Interest Policy. Motion passed unanimously.

John Waller III, Planning Commission Chair, explained the actions the Planning Commission took at the meeting last night regarding the Special Use Permit (SUP) application for shipping containers to be used as storage containers in a commercially zoned area that Clauson Management requested at 215 SW 5<sup>th</sup> Avenue. A public hearing was held and afterwards, The Planning Commissioners approved the request for a SUP to allow the placement of shipping containers in a commercial zone. Motion by Markgraf, seconded by Ballard to approve the Planning Commission's recommendation for a Special Use Permit to have up to twelve (12) shipping containers at the 215 SW 5<sup>th</sup> Avenue. Motion passed unanimously.

The Planning Commission also discussed transferring a portion of parcel 76000990272000, which is City owned, to Clauson Management on which to place the shipping containers. The Planning Commission recommended selling the part of the parcel to Clauson Management that they are interested in for \$1.00 and Clauson Management will pay the fees. Motion by Ballard, seconded by Foster to approve the land transfer once the survey is complete. Motion passed unanimously.

Administrator Roisum updated those present that the public hearing for the 9<sup>th</sup> Avenue NW Street Vacation will now be on September 12, 2023 at 5:00 pm.

Police Chief Stadum is stepping down as Chief and the city will hire a new Chief. He has agreed to stay on as Chief until the end of the year. Motion by Strand, seconded by Foster to approve the advertising of a new police Chief. Motion passed unanimously.

The City received Change Request No. 2 for \$3,470.50 the Aquatic Center. Motion by Ballard, seconded by Markgraf to approve Change Request No. 2. Motion passed unanimously.

The City received Change Request No.3 for \$10,340 for the Aquatic Center. Motion by Markgraf, seconded by Foster to approve Change Request No. 3. Motion passed unanimously.

Clerk-Treasurer Harthun presented the 2024 Preliminary General Fund Budget. The plan is to present now and answer questions with the intention of passing it at the September 26, 2023 meeting. The major increase in the Special Levy is the Pool Debt Service. Capital items for Police, parks and streets were discussed. The Library also requested additional funds to help cover salaries for 2023 and 2024.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/29/2023

Administrator Roisum explained to Council that a part-time Liquor Store employee quit in August and Liquor Store Manager Maggie Johnson has found a replacement. She would like to hire Gail Narveson at step 1, which is \$20.09 an hour for part-time Liquor Store clerk. Motion by Strand, seconded by Foster to approve the hire of Gail Narveson at step 1.

Administrator Roisum, Council Member Markgraf and Mayor Frazier have met numerous times for Police Union Negotiations. Administrator Roisum explained the changes in vacation accrual, sick time accrual, HSA contribution and health insurance contribution. It is a two-year contract that starts January 1, 2024 and ends December 31, 2025.

Motion by Ballard, seconded by Markgraf to introduce Resolution 2023-27 entitled; **RESOLUTION NO. 2023-27 RESOLUTION APPROVING LABOR AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND LAW ENFORCEMENT LABOR SERVICES, INC.** (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.

Motion by Strand, seconded by Ballard to introduce Resolution 2023-28 entitled; **RESOLUTION NO. 2023-28 APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND LAW ENFORCEMENT LABOR SERVICES, INC.** (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.

Motion by Foster, seconded by Ballard to introduce Resolution 2023-29 entitled; **RESOLUTION NO. 2023-29 APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND LAW ENFORCEMENT LABOR SERVICES, INC.** (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 presented the Employee Assistance Program (EAP) to Council. The Police Department had requested this item during negotiations. The Village has an EAP for up to 50 employees for \$1,500 a year. A contract will be sent for Council to consider.

Clerk-Treasurer Harthun presented Holiday pay for part-time employees. She will have the following verbiage added to our current holiday pay ordinance for Council to review at a future meeting.  
“...Permanent Part-time Employees who work sixteen (16) or more hours in a pay period will receive paid holiday. Holiday pay will be calculated by total hours worked in the pay period divided by total days worked in the pay period rounded down to the nearest whole number...”

Council was provided a sheet in their packet of all the changes that union employees received. They considered the changes for non-union employees. Motion by Markgraf, seconded by Frazier to approve the same increases in 2024 for non-union employees to sick, vacation, HSA and medical insurance premiums. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set Council agenda and prepped for the Council meeting; attended a department head meeting; attended pool construction meetings; attended a Networking Luncheon at LCSC with other City Administrators and Clerks; attended several budget meetings; met with Tom Pace and Bob Schlieman on 2024-25 project costs; met with Houston Engineering and the DNR about Peterson Park and the fishing pier; worked on the annexation of the Park Region lot with the Office of Administrative Hearings; worked with the county on the process of vacating 9<sup>th</sup> Ave NW; attended an EDC meeting; attended Navigating the Retail Roadblock training at Hillbilly Laser; finished the requirements for the application to receive

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/29/2023

the State Capital Grant for the pool. Currently waiting for a grant agreement from DEED. Attended a Planning Commission meeting and met with Elizabeth Wefel from the Coalition of Greater Minnesota Cities.

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 area businesses, attended with Jordan Grossman of (CEDA) the Pelican Group of Lakes Improvement District (PGOLID) Annual Membership Meeting at Dunn Town Hall on August 12, entered a parade unit in the 2023 Vergas Looney Days Parade on August 13, attended the West Central Area Mayors Get-Together on August 15 at Thumper Pond in Ottertail, MN, attended a 2024 General Budget Committee Meeting on August 15 at City Hall with Council Member Foster, Administrator Roisum and Clerk Harthun, attended a Swimming Pool/Aquatic Center Construction Meeting at the site on August 22 with Administrator Roisum, Superintendent Olson, the architect and contractors, met with, Jordan Grossman of CEDA and PGOLID Chairman Bob Leonard at the Cornfield Café in Dunvilla on August 22 to talk about the proposed Pelican Lake private wastewater being piped to the City WWTF, attended the "Navigating The Retail Roadblock Meeting" at Hillbilly Laser with Administrator Roisum on August 22, attended a 2024 General Budget Committee Meeting on August 28 at City Hall with Council Member Foster, Administrator Roisum and Clerk Harthun and met with Administrator Roisum on August 28 at City Hall to plan the agenda for this afternoon's Council Meeting.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 6:50 pm. Motion passed unanimously.



Danielle Harthun  
Clerk-Treasurer