

CITY COUNCIL AGENDA

August 4, 2023

Tuesday, August 8, 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)
 - d) Certify Unpaid Utility Bills to Property Taxes

Property: 34 NW 3 rd Ave	Property: 47 NW 2 nd St	Property: 33 NE 1 st Ave
Amount: \$210.66	Amount: \$392.16	Amount: \$52.87
5. Apex Engineering – Bob Schlieman (In Packet)
 - Trunk Hwy 59 & 108 Resolution 2023-24
 - 2nd Ave SE Drainage
6. Park Board Updates – Kate Martinez
7. Street And Parks Report – Brian Olson
 - Fishing Pier
 - Great Northern Road
 - Easement Agreement for Establishment of Public Roadway (In Packet)
8. Public Hearing – Park Region Co-op Annexation (5:00 pm)
 - Ordinance 2023-04 Annexation of Certain Property Located in Pelican Township to the City of Pelican Rapids Minnesota (In Packet)
9. Cannabis and Cannabis Derived Products Discussion (In Packet)
10. Pool Pay Request #1 for Hammer's Construction \$273,213.06 (In Packet)
 - PRAC Change Request #1 (In Packet)
11. Resolution 2023-25 Setting a Public Hearing on the Proposed Vacation of 9th Ave NW (In Packet)
12. Torres Industrial Park Quit Claim Deed (In Packet)
13. Ordinance 2023-03 Amending Section 2(F) of the Pelican Rapids City Code (In Packet)
14. Library Report
15. Administrator Report
16. Mayor Report
17. Adjourn

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

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, August 8, 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 three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard - absent

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

General Attendance: Kate Martinez, Judy Tabbut, Miguel Torres, Karina Torres, Everett Ballard, Todd Schultz, Emily Reno via Zoom 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.

Emily Reno spoke to Council about the West Central Minnesota Food System Plan during the comment period. She sent a link for Council to comment on the plan if they would like. Clerk-Treasurer Harthun introduced the new Utility Clerk Patty Hensel to Council.

Motion by Foster, seconded by Strand to approve the agenda with the deletion of Fishing Pier and Easement Agreement both under No. 7. Motion passed unanimously.

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

a) Approval of Council Minutes – July 25, 2023

b) Approval of Accounts Payable Listings

c) Staff Reports

1. Financial Report

2. Police Report

d) Certify Unpaid Utility Bills to Property Taxes

34 NW 3rd Avenue for \$210.66

47 NW 2nd Street for \$392.16

33 NE 1st Ave for \$52.87

Motion passed unanimously.

City Engineer Bob Schlieman spoke to Council about the 2024 Complete Streets Project. He talked about the different grants the city had received. If the City is going to assess any the City has to go through the process of preparing a Preliminary Engineering Report. Motion by Foster, seconded by Markgraf to introduce Resolution 2023-24 entitled; **RESOLUTION NO. 2023-24; RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT FOR BROADWAY (TRUNK HIGHWAY 59), 1ST AVENUE NW (TRUNK HIGHWAY 108), 1ST AVENUE NE, WEST MILL AVENUE (COUNTY STATE AID HIGHWAY 96) AND EAST MILL AVENUE (TRUNK HIGHWAY 108).** (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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Bob Schlieman also spoke to Council about the drainage situation at the end of 2nd Avenue SE. He was able to meet with the property owners at the location after the last meeting. Council still has four options. The Property owner was not in favor of the first option to make improvements to the newly installed concrete surface at the end of 2nd Avenue. The property owners were open to the second option, but they were unable to attend the meeting today. The City will have to get some easements in place if Council decides to go with the second option. Council will discuss at the next meeting when the property owner can attend.

Kate Martinez, Park Board Member, spoke to Council about the Welcome to Pelican Rapids mural that was done a few years ago with Lake Region Art Council (LRAC). She met with Craig Haugrud from Rehab Plus and he would like a mural on his building. She asked for approval to apply for the LRAC grant and asked for a commitment from the City of \$1,500. Motion by Strand, seconded by Foster to approve applying for the grant and a contribution of \$1,500. Motion passed unanimously.

Kate also requested permission to hold a community art class at HCH. She will work with the Library to schedule it. She also requested \$100 for supplies so the class could be offered free of charge to the community. Motion by Strand, seconded by Markgraf to provide \$100 for art supplies. Motion passed unanimously.

Council reviewed the Quit Claim deed for Miguel Torres for an Industrial Park lot (1 Industrial Park) for his business Torres Rebar & Construction LLC (76000990868000). Motion by Strand, seconded by Foster to approve the quit claim deed. Motion passed unanimously.

Mayor Frazier called the Public Hearing to Order on the annexation of Parcel 50000220158001. Todd Schultz and Everett Ballard reviewed the reasons they are requesting the annexation. There were no comments from the public. Mayor Frazier closed the Public Hearing.

Motion by Strand, seconded by Foster to introduce the following written ordinance: **ORDINANCE NO. 2023-04; AN ORDINANCE FOR THE ANNEXATION OF CERTAIN PROPERTY LOCATED IN PELICAN TOWNSHIP TO THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record.)

Superintendent Brian Olson provided Council with a Street and Parks report. The rough spots in the streets have been filled in. The Sand/Salt shed should start going up next week. Everything is going well in the Parks. The airport is getting crack and seal coated now. Motion by Foster, seconded by Markgraf to approve the street and parks report. Motion passed unanimously.

A culvert needs replacing on Great Northern Road. The Farmers Elevator has agreed to pay for half so the City will pay \$3,325 to replace the culvert. Motion by Strand, seconded by Foster to share cost of culvert with the Farmers Elevator. Motion passed unanimously.

Council reviewed Pay Request No. 1 for \$273,213.06 for Hammers Construction Inc. for the Pelican Rapids Aquatic Center Project 92. Motion by Strand, seconded by Foster to approve the Hammers Construction pay request. Motion passed unanimously.

The City received Change Request No. 1 for the Aquatic Center. The total amount of the change order was \$1,832.42. Motion by Strand, seconded by Foster to approve Change Request No. 1. Motion passed unanimously.

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Administrator Roisum explained the OTC Transfer Station would like to vacate part of the road. In order to begin that process, the City will have to have a public hearing. Motion by Foster, seconded by Strand to introduce Resolution 2023-25 entitled; **RESOLUTION 2023-25 A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED VACATION OF 9TH AVENUE NW.** (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.

A few meetings ago Council considered adding a line to the ordinance allowing shipping containers in commercial areas only with a Special Use Permit (SUP). The City Attorney wrote up an ordinance for Council to consider. Motion by Strand, seconded by Foster to introduce the following written ordinance: **ORDINANCE NO. 2023-03; AN ORDINANCE AMENDING SECTION 905.04, SUBDIVISION 2(F) 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 full force upon publication.)

The Library Report was provided to Council. Library Board Member Judy Tabbut reported that David Gottenborg and Cheryl Brenna would talk to the Budget Committee about the Library shortfall. Motion by Markgraf, seconded by Foster to approve the Library Bill Listing. Motion passed unanimously.

Council and staff discussed the Ordinance that the County of Otter Tail is looking at passing which would regulate the use of cannabis and cannabis derived products in public places. The County ordinance may be passed in September and it covers all the public areas the City would like covered also. Staff will monitor and keep Council updated.

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, attended a webinar about PFAS and the potential wastewater and water treatment options, attended with Mayor Frazier the Poverty Simulation held at Lakes Country Service Cooperative, he, Onnalee and Jordan met with Town Web for an onboarding meeting. The new website should be up and running by August 31 with the same domain name. He also attended a pool construction meeting, continued to work with State officials to complete the requirements to receive State Capital Grant payments for the pool, met individually with employees going through the new wage scale. Budget meetings will start and he will reach out to budget committee members for possible meeting times.

Mayor Frazier reported that since the last meeting he has; submitted weekly columns to the Pelican Press, continued to visit with area businesses, introduced Jordan Grossman of Community and Economic Development Association (CEDA) to several Pelican Rapids area business people, conducted a "Conversations with the Mayor" at Historic City Hall on July 26, attended a Child Care Providers Resource Meeting on July 26 at the Public Library, attended a PFAS Zoom Meeting at City Hall with Administrator Roisum on July 26, authored a grant support letter for Community & Life Services of 119 North Broadway in Pelican Rapids on July 27, attended a Poverty Simulation Seminar on July 27 with Administrator Roisum at Lakes Country Services Co-Op in Fergus Falls, MN, met with Administrator Roisum on August 7 at City Hall to plan the agenda for this afternoon's Council Meeting, attended an Aquatic Center Construction Meeting on August 8 with Administrator Roisum, Superintendent Olson, contractors and architects at the site of construction, attended an Economic Development Authority (EDA) Meeting at City Hall with Administrator Roisum and CEDA Director Grossman to plan the agenda for this afternoon's EDA Meeting.

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Motion by Strand, seconded by Foster to adjourn the City Council meeting at 5:34 pm. Motion passed unanimously.

A handwritten signature in blue ink, reading "Danielle Harthun". The signature is written in a cursive, flowing style.

Danielle Harthun
Clerk-Treasurer