CITY COUNCIL AGENDA September 7, 2023

Tuesday, September 12, 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 – August 29, 2023
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Financial Report (In Packet)
      2. Police Report (In Packet)
5. Street And Parks Report – Brian Olson
6. CEDA Contract – Jordan Grossman
7. Historic City Hall Upstairs – Joe Clauson
8. Public Hearing On Vacating 9th Ave NW (5:00pm) (In Packet)
   - Resolution No. 2023-32 A Resolution Vacating 9th Ave NW (In Packet)
9. Resolution No. 2023-31 Resolution Ordering Sale Of Property (In Packet)
10. Fishing Pier – Wes Keller (In Packet)
11. Otter Tail County Human Society Donation Request
12. Preliminary General Budget Discussion
13. Library Report
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/12/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, September 12, 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 Council Member Steve Foster - absent
Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, CEDA Rep Jordan Grossman.
General Attendance: Tammy Baloun, Steve Branby, Jeff Haugen, Chris McConn, Wes Keller, Judy Tabbut, Jeff Fjestad, Joe Clauson, and Lou Hoglund from the Pelican Press were present.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Strand, seconded by Ballard to add Resolution 2023-33 2024 Complete Streets/MnDOT Offers presented. Motion passed unanimously.

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

a) Approval of Council Minutes – August 29, 2023
b) Approval of Accounts Payable Listings
c) Staff Reports
    1. Financial Report
    2. Police Report

Motion passed unanimously.

Tammy Baloun, WSB, reviewed the 13 parcels owned by the City that will be affected by the Complete Streets Project in 2024-2025 by MnDOT. MnDOT offered the City either the rounded value of $30,900 or the actual value of $28,608.40. There are two items that affect more than the City property on parcel 76000990410002 the Pelican Dentals landscaping may be disturbed. The other is City Hall upper level was sold after WSB began work on the project. The City will pass funds onto the Funeral Home and Pelican Dental after the funds are received. Motion by Strand, seconded by Ballard to introduce Resolution 2023-33 entitled; **RESOLUTION NO. 2023-33; PELICAN RAPIDS COMPLETE STREETS – MNDOT OFFERS** for the appraised amount of $28,608.40**.** (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.

CEDA Rep Jordan Grossman spoke to Council about working an additional day or two a week. She reviewed all the different projects on which she is working but it is hard when she is only here two days a week. Clerk-Treasurer Harthun let Council know that there are enough funds in the budget since CEDA did not start in Pelican Rapids until the end of June. Motion by Ballard, seconded by Strand to approve CEDA Rep Jordan up to four days a week for the remainder of 2023. Motion passed unanimously.

Superintendent Brian Olson presented the Streets and Parks report. The Salt/Sand Shed just needs the concrete walls and then is finished, annual jetting starts next week. They have attempted to turn the water off to the NE side of town and but they have not been successful yet. Summer staff is done working and back to school. The pool project has been held up partially because of a gas line that ran through the building. The line should be moved in a week. Motion by Strand, seconded by Ballard to approve the report. Motion passed unanimously.

The Library Report was handed out to Council before the meeting. Council reviewed the Library bill listing. Motion by Markgraf, seconded by Ballard to approve the Library bill listing. Motion passed unanimously.

Mayor Frazier called the public hearing to order regarding vacating 9th Avenue NW.
Jeff Haugen, Chris McConn, Steve Branby, OTC Transfer Station, reviewed the vacation of 9th NW Avenue. Council asked a few questions but there were no comments from the public.

Motion by Strand, seconded by Markgraf to introduce Resolution 2023-32 entitled; **RESOLUTION NO. 2023-32; A RESOLUTION VACATING 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.

To approve the sale of property for the OTC Transfer Station a resolution was provided.
Motion by Strand, seconded by Markgraf to introduce Resolution 2023-31 entitled; **RESOLUTION NO. 2023-31; RESOLUTION ORDERING SALE OF PROPERTY.** (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.

Wes Keller, Houston Engineering, spoke to Council about the Fishing Pier access path. The original plan was to have the fishing pier on one side but the ramp going to the pier would not remain ADA compliant with the grade the way it is now. The sidewalk will have to be curved around so that the grade can be correct for ADA. Jeff Fjestad from the DNR spoke to Council about changing the fishing pier dock from a 40-foot section to a 20-foot section. Motion by Ballard, seconded by Markgraf to approve the sidewalk project as presented with the 20 foot fishing pier dock. Motion passed unanimously.

Joe Clauson, Chamber Board President, asked Council to consider allowing some updates to the upstairs of HCH. The Chamber would like to have some office hours and be able to use that space as an office. Council had concerns if an office could be up there since there is only one exit. Administrator Roisum will find out if it is possible to use the upper HCH as Chamber office space. Motion by Ballard, seconded by Markgraf to approve the Chamber making improvements once Administrator Roisum finds out if it is ok. Motion passed unanimously.

Administrator Roisum spoke to the Humane Society of Otter Tail County (HSOTC). They sent a letter to the City requesting $5,400. The amount was based on 50 animals per year in Pelican Rapids at a direct cost of $108 per animal. Actual animals that came from within the City limits, was half that amount. Council decided to keep the amount as $2,500 in the budget.

Council reviewed the proposed General Budget. Clerk-Treasurer Harthun reviewed the changes that were made since the last meeting.

Administrator Roisum reported that since the last meeting he has; worked with the Clerk and Mayor to set the council agenda and prepped for the council meeting; attended a department head meeting; attended a training at LCSC about leading people and managing conflict; worked on updating and posting the Police Chief position; met with Aaron Meyer from Minnesota Rural Water Association about the Wellhead Protection Plan and the MDH grant the City received; attended a training on the new website from Town Web; met with Trinity Church about the use and maintenance of their parking lot; worked with the County on the process of vacating 9th NW Avenue and their land request; met with Tammy from WSB about the city parcels needing the temporary construction easement for the 2024-25 project; worked on a long-term leachate agreement; worked with the State on the Great Northern Road detour for the 2024-25 project; worked with Kristi from the Humane Society of Otter Tail County on their budget request; attended the MN National Bank Donuts and Discussion event held at Historic City Hall; attended the League of Minnesota Cities Public Safety Mental Health webinar; attended an EDA meeting.

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, conducted a "Conversations with the Mayor" at Historic City Hall on August 30, wrote a letter of support on August 31 for the Pelican Rapids Non-Profit Planning Committee regarding them acquiring the Congregational Church on 1st Avenue NE, had telephone conversation on September 6 with Jan Wangler of BEK News/Ladies of Another View who will make a presentation to the EDA, attended the Annual Friends of Maplewood State Park Meeting at Maplewood State Park on September 6, visited with Design Intent Architects in Fergus Falls, MN, attended the Pelican Rapids Area Chamber of Commerce Annual Meeting and Banquet at Milt's Barn on September 8, attended a 2024 Pelican Rapids Complete Streets Project Meeting regarding the city parcels at City Hall on September 11 with Administrator Roisum and Tammy Baloun of MnDOT, met with Administrator Roisum and Jordan Grossman from CEDA on September 11 to plan the agenda for the EDA Meeting September 12, met with Administrator Roisum on September 12 to plan the agenda for this afternoon's Council Meeting and attended the EDA Meeting on September 12 at City Hall.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:28 pm. Motion passed unanimously.

Danielle Harthun
Clerk-Treasurer