

CITY COUNCIL AGENDA

September 22, 2023

Tuesday, September 26, 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 08, 2023
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utilities Report – August 2023 (In Packet)
 2. Liquor Store Report (In Packet)
5. Pelican Rapids Schools – Brian Korf
6. Leachate Agreement – Greg Stang (In Packet)
7. Safe Routes to School Plan – Mallory Jarvi
8. Marketing Proposal - Lana Grefsrud
9. Community Facilities Program Approval – Jordan Grossman
 - Small Cities Development Program Overview (In Packet)
 - EDA Update
10. Red River Valley Home & Garden Show (In Packet)
11. Non-essential Water Reduction (In Packet)
12. Compass Consultants Elevator Property Survey (In Packet)
13. Approve Planning Commission Recommendation On Rezone
14. Police Chief Hiring Committee
15. Approve 2024 Proposed General Budget (In Packet)
 - Truth In Taxation Public Meeting December 12, 2023 at 6:00 pm
16. Administrator Report
17. Mayor Report
18. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/26/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, September 26, 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, CEDA Rep Jordan Grossman.

General Attendance: Brian Korf, Greg Stang, Cal Miller, Mallory Jarvi, Lana Grefsrud, Judy Tabbut, John Waller III, David Gottenborg and Kim Peterson 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 Foster, seconded by Ballard to add No. 19 MnDOT Temporary Easement Offers. Motion passed unanimously.

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

- a) Approval of Council Minutes – September 12, 2023
- b) Approval of Accounts Payable Listings
- c) Staff Reports
 - 1. Utilities Report – August 2023
 - 2. Liquor Store Report

Pelican Rapids School Superintendent Brian Korf has been traveling around to meet with City and Township officials to better connect with the people in the school district. He reviewed the different programs that are offered through the school and provided an update on the multi-use building.

The City's short-term Leachate Agreement ends September 30, 2023. Greg Stang, PeopleService, has concerns about PFAS and what the future may hold. PFAS are in everything but it is so new, regulations are changing all the time. Motion by Foster, seconded by Strand to approve a short-term Leachate Agreement that will go through the end of 2023. Motion passed unanimously.

Greg Stang introduced Cal Miller as the new PeopleService employee who will be working in Pelican Rapids.

After the last Council meeting, the City was made aware that MnDOT decided to give the City the rounded value of \$30,900 instead of the appraised value. Motion by Markgraf, seconded by Ballard to receive the rounded value of \$30,900. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/26/2023

Administrator Roisum presented a proposal to survey the cut across road that links SW 1st Street and Great Northern Road. The first part of the gravel road is owned by the Farmers Elevator. This will allow the detour during the 2024 Complete Streets Project to be one way for the narrow part of Great Northern Road (Southbound traffic next to Carr Field.) Motion by Strand, seconded by Foster to approve the Compass Consultants Inc. proposal. Motion passed unanimously.

Pursuant to due call and published notice thereof, Mayor Frazier called the Community Facilities Program Public Hearing to order at 5:00 pm. Information was provided on economic and environmental impacts, service area, alternatives to the project, and potential funding sources, including USDA Rural Development. All residents and property owners within the City of Pelican Rapids were invited to speak. No one from the public commented. Mayor Frazier closed the public hearing.

Motion by Strand, seconded by Ballard to approve applying for the USDA grant or loan. Motion passed unanimously.

Jordan Grossman, Community and Business Development Specialist, explained to Council about the Small Cities Development Program survey to Council. She also gave an update on the last EDA meeting. At that meeting, officers were chosen for the remainder of 2023.

Council discussed whether the City should register for the 2024 Red River Home & Garden Show. The cost of a booth is \$870. Council Member Foster does not feel that it really helps Pelican Rapids except to get the name out there. The Chamber also submitted a letter recommending the money be spent elsewhere to promote Pelican Rapids. Motion by Frazier, seconded by Markgraf to approve attending the Red River Home & Garden Show. Motion passed. Opposed Foster

Lana Grefsrud, local business owner, presented Council with a marketing proposal for the 2024 Complete Streets Project. She would like to know if the City would be willing to help fund marketing for the local businesses during the project, up to \$10,000 over two years. She is also going to talk to the EDC to see if they will help too. Council thought it is a good way to help support business owners. Council recommended presenting the marketing proposal to the EDA Board.

Mallory Jarvi, West Central Initiative (WCI), presented the Safe Routes to School Plan to Council and explained some of the improvements that will be made with the 2024 Complete Streets Project.

Administrator Roisum reviewed the notice to reduce water use that was released last week by the State of Minnesota. All residents should try to conserve water by eliminating such activities as lawn irrigation, power washing, vehicle washing and pool filling.

John Waller explained Resolution PC 2023-05 for the rezone of Parcel Number 76000220158001 from agricultural (A) to industrial (I). The Planning Commission recommended Council approve the rezone. Motion by Ballard, seconded by Foster to approve the Planning Commission recommendation to rezone Parcel 76000220158001 to Industrial. Motion passed unanimously.

Council reviewed the proposed General Budget. Clerk-Treasurer Harthun reviewed the changes that were made since the last meeting. Library Board Chair David Gottenborg explained the reasons for the Library request of \$242,225 to cover payroll for the employees at the library. Motion by Markgraf,

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 09/26/2023

seconded by Strand to approve the general levy at \$755,652 and the special levy at \$434,812 for a total levy of \$1,190,464. Motion passed unanimously.

Administrator Roisum asked two Council members to volunteer to be on the Police Chief hiring Committee. Mayor Frazier and Council Member Markgraf volunteered.

Motion by Foster, seconded by Ballard to approve the Truth in Taxation meeting (TNT) for December 12, 2023 at 6:00 pm. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with the Clerk and Mayor to set council agenda and prepped for the city council meeting, attended a Department Head meeting, attended an EDC meeting, met with PeopleService about budget requests and the leachate contract; attended an online M-State class on communication and conflict; conducted a job interview for the open police officer position; attended the OTC Workforce Convening; met with the Mayor, Superintendent Olson, and David Wick the owner of the Post Office building; attended a pool construction update meeting; met online with Minnesota City/County Management Association (MCMA) members; met with our City Engineer Bob Schlieman on the 2024-25 complete streets project and the city's cost and assessment policy; met with Dunn Township residents about their research of a satellite fire station; attended a training at LCSC about leading people and managing conflict; attended a Planning Commission meeting.

Mayor Frazier reported that since the last meeting he has; submitted weekly mayor's columns to the Pelican Press, visited area businesses, met with Administrator Roisum, Clerk Harthun and PeopleService on September 13 at City Hall regarding 2024 budget items, met with Administrator Roisum, Superintendent Olson and David Wick on September 14 regarding the Post Office property, met with Administrator Roisum on September 21 at Dunn Township Hall with three concerned citizens regarding a satellite fire station to service Dunn Township, met on September 22 with Library Chairman Gottenborg to discuss the 2024 Budget and daily operations, authored a letter on September 25 to the Lake Region Arts Council of support for a Legacy Grant for the proposed downtown mural which will be visible from Veteran's Memorial River Park and met with Administrator Roisum on September 26 to plan the agenda for the Council meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:32 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer