

CITY COUNCIL AGENDA

October 26, 2023

Tuesday, October 31, 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 – **October 10, 2023**
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utilities Report – **September 2023** (In Packet)
 2. Liquor Store Report (In Packet)
 - d) Certify Unpaid Utility Bill to Property Taxes
Parcel No: R 76000990137000
Amount: \$202.04
5. Lighted Horse Parade – Audrey Wifall
6. Peterson Park Electric – Doug Bruggeman
7. Resolution No. 2023-35 – Winter Maintenance Agreement (In Packet)
8. 10th Ave SE City Lot Offer – Mike Carlson
9. Resolution No. 2023-36 – MnDOT Limited Use Permit – Tom Pace (In Packet)
10. EDA – Jordan Grossman
 - BEK News
 - Open Meeting Law Training
 - Complete Streets Project Marketing Update
 - Ottertail Lakes Country Association
11. 2024 CEDA Contract (In Packet)
12. Update Housing Study
 - MHP Technical Assistance
 - LMC Grant Navigator
13. Pelican Rapids Dam Removal Pay Requests
 - Houston Engineering, Inc - \$31,283.45
 - Rachel Contracting - \$146,768.28
14. CarlsonSV Audit Engagement Letter (In Packet)
15. Earned Sick and Safe Time Discussion (In Packet)
16. PFAS Cost Recovery – Napoli Shkolnik (In Packet)

17. Police Chief Recommendation
18. Administrator Report
19. Mayor Report
20. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/31/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, October 31, 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, Superintendent Brian Olson, CEDA Rep Jordan Grossman.

General Attendance: Dwayne Chevalier, Butch Murphy, Audrey Wifall, Doug Bruggeman, Mike Carlson, John Waller, Judy Tabbut, Joe Clauson, Tom Pace, Wes Keller, and Kim Peterson from the Pelican Press were present. Jan Wangler attended the meeting via Zoom.

The Mayor welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Duane Chevalier, Ringdahl Ambulance, gave an update on the ambulance service in the Pelican Rapids area.

Motion by Foster, seconded by Ballard to approve the agenda with the addition of No. 21 Mainstreet Drag Event, No. 22 Pelican Rapids Lions Club Gambling Permit and add SCDP Update to No. 10. Motion passed unanimously.

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

- a) Approval of Council Minutes – October 10, 2023
- b) Approval of Accounts Payable Listings
- c) Staff Reports
 1. Utilities Report – September 2023
 2. Liquor Store Report
- d) Certify Unpaid Utility Bill to Property Taxes
Parcel No: R 76000990137000
Amount: \$202.04

Motion passed unanimously.

Audrey Wifall asked Council if Broadway could be shut down, on November 24, 2023 for the Lighted Horse Parade. The route is the same as last year. Motion by Strand, seconded by Foster to approve the parade route and shut down of the street. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/31/2023

Doug Bruggeman spoke to Council about the Peterson Park Christmas Lighting Project (Peteyville). He, Superintendent Olson, and Administrator Roisum met with Otter Tail Power (OTP) to discuss electricity in the park. OTP will donate time to run the inner duct. Grove Lake Electric provided costs for both metal posts (\$5,081.39) and PVC posts (\$2,670.89). Motion by Markgraf, seconded by Strand to approve the estimate for metal posts (\$5,081.39) from liquor store funds. Motion passed unanimously.

Superintendent Olson presented a resolution that gives the City an option to purchase sand and salt from the County if the City runs out. Motion by Foster, seconded by Markgraf to introduce Resolution 2023-35 entitled; **RESOLUTION 2023-35 WINTER MAINTENANCE AGREEMENT**. (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.

Mike Carlson attended the Planning Commission Meeting on October 30, 2023. He wants to purchase parcel 76000990791000 from the City on which to build a twin home. Since the parcel was a tax forfeiture for drainage, the City must go through a process before it can be purchased by Mike. The Planning Commission recommended moving forward with the sale. Motion by Ballard, seconded by Strand to accept Mike Carlson's offer to purchase the parcel 76000990791000. Motion passed unanimously.

Tom Pace explained the Limited Use Permit (LUP). No advertising allowed without MnDOT approval. Motion by Foster, seconded by Markgraf to introduce Resolution 2023-36 entitled; **RESOLUTION 2023-36 APPROVING LIMITED USE PERMIT NO. 5617-0057**. (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.

Tom reviewed the City ordinance and it states that construction hours are 7 am to 10 pm. He would like the contract for the Complete Streets Project to be from 6 am to 8 pm. Motion by Markgraf, seconded by Foster to approve the amended hours for the construction project. Motion passed unanimously.

CEDA Rep Jordan Grossman provided Council with an update on the last EDA Meeting.

Jan Wangler from BEK News presented an idea for a show that will put a spotlight on Pelican Rapids during the Complete Streets Project. She asked the City to be a major sponsor for \$2,400. The EDA discussed and approved the request. Motion by Markgraf, seconded by Foster to approve with half the funds from EDA and half from Liquor Store. Motion passed unanimously.

The EDA reviewed the Open Meeting Law at their meeting. The new EDA members would like to take part in open meeting training. Motion by Markgraf, seconded by Foster to approve EDA funds to pay for open meeting law training. Motion passed unanimously.

Lana Grefsrud presented her marketing through the Complete Streets Project idea to the EDA. She has worked to form a group called Pelican Rapids: Find Your Path. The EDC committed \$5000 and the EDA agreed to a one to one match up to \$5,000. Motion by Ballard, seconded by Strand to approve the one to one match up \$5,000 for Pelican Rapids: Find Your Path. Motion passed unanimously.

The City had been paying Otter Tail Lakes Country Association (OTLCA) for the gold otter level for \$3,000. OTLCA added another tier for \$5,000. The Chamber and other agencies have been asked to assist with the advertising of the city. Motion by Strand, seconded by Foster to approve up to \$5,000 with reimbursements taken from other agencies.

Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/31/2023

Jordan provided Council with a Small Cities Development Program Update. The City has exceeded her goals. She asked if she could fill one out on behalf of the City for infrastructure dollars. Motion by Markgraf, seconded by Ballard to apply for infrastructure dollars through the Small Cities Development Program. Motion passed unanimously.

Council reviewed the 2024 CEDA Contract. Motion by Strand, seconded by Foster to approve the 2024 CEDA Contract for \$69,120. Motion passed unanimously.

Jordan would like to update the housing study. The current one was last updated in 2015. She would like to apply for MHP Technical Assistance grant. Motion by Strand, seconded by Foster to apply for MHP technical assistance. Motion passed unanimously.

Jordan would like to apply for the LMC Grant Navigator to use for engineering costs for the NW plot of land. Motion by Markgraf, seconded by Strand to apply for the grant. Motion passed unanimously.

Wes Keller provided an update for the Dam Removal Project. It should be finished soon. Council considered the Pelican Rapids Dam Removal Pay Requests from Houston Engineering, Inc. for \$31,283.45 and Rachel Contracting pay request No. 6 for \$146,768.28. Motion by Foster, seconded by Strand to approve the payments. Motion passed unanimously.

Council reviewed the Audit Engagement Letter from CarlsonSV. The engagement letter explains everything CarlsonSV will do for the 2023 audit. Motion by Markgraf, seconded by Ballard to approve the Clerk and Mayor signing the letter. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun covered Earned Sick and Safe Time (ESST), which starts January 1, 2024. It is paid sick and safe time that employers must provide to all full-time, part-time and temporary employees. The City full-time staff sick policy meets the requirements of the policy. The remaining employees will earn one hour of ESST for every 30 hours worked and can earn a maximum of 48 hours each year. Then comparisons between what we have and what needs to be changed were discussed. Council directed the Clerk to work with the City Attorney to change the current policy to add ESST.

Administrator Lance Roisum explained the new requirements for PFAS Cost Recovery. In 2021, the water was tested but now the requirements are every well needs to be tested and it is \$2700 to test the wells in the city. Lance is going to continue gathering information for Council to discuss later.

Kim Peterson and her former classmates talked about one last drag down Mainstreet – Pelican Rapids before the 2024 Complete Streets Project. It is set for November 18, 2023 and funds raised will help businesses with signage and advertising during the Complete Streets Project.

Motion by Markgraf, seconded by Foster to approve the Pelican Rapids Lions Club Gambling Permit for a raffle. Motion passed unanimously.

Police Chief Interviews were on Wednesday. The Interview Committee recommended Todd Quaintence at Step 5, \$42.74 hour. He will also start at year 5 on the vacation schedule, which would be 80 hours the first year. He will start on January 8, 2024.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10/31/2023

Motion by Ballard, seconded by Foster to approve the hire of Todd Quaintance. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with Clerk and Mayor to set the council agenda and prepped for the city council meeting, attended an EDC and an EDA meeting, met with Otter Tail Power, Grove Lake Electric, and Doug Bruggeman about the installation of electrical outlets in Peterson Park, attended two pool construction meetings, attended a Safety Committee meeting, discussed the baseline testing requirements for the PFAS cost recovery settlements with Greg Stang of PeopleService, Aaron Meyer of Minnesota Rural Water, and Sam Wade the Water Consultant for Napoli Shkolnik Law, attended a training session with HeyGov about the new feature on our website where users can submit requests, met online with regional Minnesota City/County Management Association (MCMA) members, prepared for and conducted Police Chief interviews, prepared a letter of support for the Midwest Minnesota Community Development Corporation for their effort in applying for a USDA Healthy Food Financing Initiative grant, attended a Planning Commission meeting, attended a Thrive During Construction meeting with local businesses at Hillbilly Laser, met with Robert Nulph about the leachate contract and the related PFAS concerns.

Mayor Frazier reported that since the last meeting he has; submitted a column to the Pelican Press, visited businesses and non-profit organizations, attended the October 12 EDA at HCH, attended a PRAC Construction Meeting on October 25, attended the Police Chief interviews at City Hall on October 25, went door-knocking on October 26 with CEDA Rep Jordan Grossman to fill out a Small Cities Development Program Survey, conducted a “Conversations with the Mayor” session on October 27 at HCH and met with Administrator Roisum on October 30 to plan the agenda for the Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:19 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer