

**Tuesday, October 10, 2023****4:30 p.m.****Council Chambers, 315 N. Broadway**

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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 – September 26, 2023
  - b) Approval of Past Meetings – September 21, 2022, November 2, 2022, March 13, 2023, April 6, 2023, June 2, 2023, July 17, 2023,
  - c) Approval of Accounts Payable Listings
  - d) Staff Reports
    1. Financial Report (In Packet)
    2. Police Report (In Packet)
  - e) Ambulance Service Update (In Packet)
5. Street And Park Report – Brian Olson
  - City Hall Landscaping
  - Warming House
  - MnDOT Brine Tanks
6. Peterson Park Lighting – Doug Bruggeman
7. 2022 Audit Report – Dean Birkeland
8. Highways 59 & 108 Complete Street and 2<sup>nd</sup> Ave SE Drainage – Bob Schlieman (In Packet)
9. Resolution 2023-30 Receiving Report and Ordering Preparation of Plans for Broadway (Trunk Highway 59), 1<sup>st</sup> Ave NW (Trunk Highway 108), 1<sup>st</sup> Ave NE, West Mill Ave (County State Aid Highway 96) and East Mill Ave (Trunk Highway 108)
10. Pelican Rapids Schools Payment Request – Trailhead Building
11. Resolution 2023-34 Approving and Authorizing the Execution of a Lease Purchase Agreement and Related Documents and Certificates
12. General Budget Discussion
13. Hammer's Construction Pay Request (In Packet)
14. City Hall Staff
15. Library Report (In Packet)
16. Administrator Report
17. Mayor Report
18. Adjourn

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

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, October 10, 2023 in Council Chambers, City Hall.

Acting Mayor Foster called the meeting to order at 4:30 pm.

Clerk-Treasurer Danielle Harthun took roll call.

Acting Mayor Steve Foster and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard

Mayor Brent E. Frazier - absent

Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, City Engineer Bob Schlieman, City Auditor Dean Birkeland.

General Attendance: Doug Bruggeman, Joe Clauson and Lou Hoglund from the Pelican Press were present.

Acting Mayor Foster welcomed everyone to the Council Meeting.

All present stood and said the Pledge of Allegiance.

Motion by Strand, seconded by Ballard to approve the agenda with the deletion of No. 17 Mayor Report and the addition of No. 19 Quiet Title Action. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to approve the consent agenda with the removal of the Financial Report for further discussion.

f) Approval of Council Minutes – September 26, 2023

g) Approval of Past Meetings – September 21, 2022, November 2, 2022, March 13, 2023, April 6, 2023, June 2, 2023, July 17, 2023,

h) Approval of Accounts Payable Listings

i) Staff Reports

1. Financial Report

2. Police Report

j) Ambulance Service Update

Motion passed unanimously.

Council Member Ballard asked about the Comp Hours balance and if there is a plan to use them before the end of the year. Motion by Ballard, seconded by Markgraf to approve the Financial Report. Motion passed unanimously.

Superintendent Brian Olson provided a report to Council. Hydrant flushing went well. They tried to conserve water due to the drought conditions. Jetting is still ongoing. Northeast 2<sup>nd</sup> Avenue was dug up because the jetter hose was caught in a service line. They figured out how to shut the water off to the City Hall building so the water line for the fire suppression can be installed. The fishing pier was installed.

Superintendent Olson spoke to Council about City Hall landscaping. The funeral home is planning to do new landscaping on their property and it would be a good idea for City Hall to do it at the same time. Landscaping would be \$8,940 and there is a \$2,000 plant allowance. The City had saved money a few years

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ago to do it so the funds can come out of the general fund. Motion by Ballard, seconded by Markgraf to approve the bid of \$8,940 and up to \$2,000 for a plant allowance. Motion passed unanimously.

Joe Clauson asked Council if the Chamber could have the old warming house. They would like to use it as cold storage for some of the seasonal items that are stored in the upper level of HCH. The Chamber would move it to the salt/sand storage area (1117 N Broadway). Motion by Ballard, seconded by Strand to give the Chamber the old skating rink warming house. Motion passed unanimously.

MnDOT asked to store two brine tanks at the salt/sand shed location (1117 N Broadway). The brine tanks will be placed out of the way of city staff. Motion by Markgraf, seconded by Strand to allow MnDOT to store their brine tanks at 1117 N Broadway. Motion passed unanimously.

Doug Bruggeman spoke to Council about Peterson Park Christmas Lighting (Peteyville). OTP has agreed to be a sponsor and he has volunteered the school to do a lot of the work. He is looking at fundraising for the lights. He would like the City to provide the infrastructure through the park for the lights. Grove Lake Electric provided a quote for electricity on the suspension bridge. Motion by Ballard, seconded by Strand to approve the quote for \$3906.69 for electricity on the suspension bridge. Motion passed unanimously.

City Auditor Dean Birkeland reviewed the 2022 City audit. He reviewed the findings for 2022, which were all normal. Motion by Strand, seconded by Markgraf to approve the 2022 Audit report. Motion passed unanimously.

City Engineer Bob Schlieman presented the Preliminary Engineering Report (PER) for the TH 59 and 108 Complete Streets Project. He asked Council to consider the following questions:

- Should the City assess for sidewalk/multiuse paths for all parcels along the project route or just the parcels that have sidewalk/multiuse paths adjacent to them?
- Does the City want to use the grant funds secured through the Transportation Alternatives and Active Transportation programs to lower the assessments for surface infrastructure?
- Does the City want to use grant funds from the PFA (if grant funds are received) to lower assessments for water and/or sanitary service laterals?

The Council can consider the questions until February when the bids are in and the numbers will be accurate.

Motion by Markgraf, seconded by Strand to introduce Resolution 2023-30 entitled; **RESOLUTION 2023-30 RECEIVING REPORT AND ORDERING PREPARATION OF PLANS FOR BROADWAY (TRUNK HIGHWAY 59), 1<sup>ST</sup> AVE NW (TRUNK HIGHWAY 108), 1<sup>ST</sup> AVE NE, WEST MILL AVE (COUNTY STATE AID HIGHWAY 96) AND EAST MILL AVE (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.

The agreement with Apex was originally signed in February 2017 and was effective for 5 years. An Amendment to the Main Agreement needed to be signed to extend the agreement. Motion by Markgraf, seconded by Ballard to approve Exhibit C – Amendment to Main Agreement. Motion passed unanimously.

A Task Order (No. 5) for Apex to do the design and bidding services for the Hwy 59 & 108 Project was considered by Council. Motion by Ballard, seconded by Markgraf to approve Task Order No. 5 between Apex and the City of Pelican Rapids. Motion passed unanimously.

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Council decided to wait until bids are received to have a public hearing on special assessments for the Hwy 59 & 108 Project.

A Task Order (No. 6) for Apex to provide design and bidding services for the SE 2nd Avenue Drainage Improvement Project was considered by Council. Motion by Strand, seconded by Markgraf to approve Task Order No. 6 between Apex and the City of Pelican Rapids. Motion passed unanimously.

Before the City starts work on the SE 2<sup>nd</sup> Avenue Project, easements should be put in place.

Administrator Roisum presented a pay request from the Pelican Rapids School for the Multi-Use Building. Since it was not included in the 2023 Budget, staff recommended payment come from investment marked park reserves. Motion by Markgraf, seconded by Ballard to use the parks reserves fund for the 2023 payment of \$30,000. All future payments will also be taken from this fund. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to introduce Resolution 2023-34 entitled; **RESOLUTION 2023-34 APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES.** (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.

Council considered Pay Request No. 2 for \$166,918.16 for Hammers Construction Inc. for the Pelican Rapids Aquatic Center, Project 92. Motion by Ballard, seconded by Strand to approve the Hammers Construction pay request. Motion passed unanimously.

An error to the Preliminary General Budget was explained to Council. Staff reviewed where cuts could be made but an increase was still recommended. Council reviewed the proposed General Budget. The Budget Committee will meet before the final budget is passed to make their recommendation. Motion by Strand, seconded by Markgraf to approve the general levy at \$1,021,964 and the special levy at \$304,081 for a total levy of \$1,326,045. Motion passed unanimously.

Accounting Clerk Onnalee Krump has put in her notice and the job has been posted.

The Library Report was provided in the Council packet.

The City was contacted by a law firm that was doing a quiet title action to clean up property lines on a parcel in town. The City Attorney reviewed it and has no concerns. Motion by Strand, seconded by Ballard to approve the quiet title action. Motion passed unanimously.

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 city council meeting, attended a League of Minnesota Cities webinar on the salary and benefits survey they conducted, attended the second session of the online M-State class on communication and conflict, met with the executive director of the United Way about the services they provide and their fund raising campaign, worked with Austin from Stock Growers Bank on getting the funding for the skid steer and pickup, attended a pool construction update meeting, met with City Engineer Schlieman about the city costs associated with the 2024-25 complete streets project and discussed the city's assessment policy and some unique challenges this project will present, attended a MPCA PFAS monitoring plan update meeting referencing the two rounds of state testing done at the wastewater plant, there will be two more rounds of state funded testing to come, met with

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budget committee members and worked on options for the preliminary general budget, reviewed applications for the Police Chief position and organized the hiring committee, set tentative interview date for Wednesday, October 25.

Adjourned meeting at 6:30 pm.



Danielle Harthun  
Clerk-Treasurer