

CITY COUNCIL AGENDA

November 23, 2023

Tuesday, November 28, 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 – **November 14, 2023**
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utilities Report – **October 2023** (In Packet)
 2. Liquor Store Report (In Packet)
5. City Apartment Inspections And Various Other Related Topics – David
6. Application For Administrative Search Warrant – Lindsay Forsgren
7. Otter Tail County CDA – Preliminary Plat
8. Historic City Hall Coffee – Jordan Grossman
9. Trunk Highway 59 And 108 Complete Streets – Bob Schlieman (In Packet)
 - Resolution 2023-41 Approving Plan And Specs
10. Last Meeting In December Discussion
11. Lakes Country Service Cooperative Board Election (In Packet)
12. Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/28/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, November 28, 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, City Attorney Lindsay Forsgren, CEDA Rep Jordan Grossman, City Engineer Bob Schlieman, Police Chief Jeff Stadum, Police Officer Breeann Brandenburger.

General Attendance: David Deile, John Waller III, Amy Baldwin, Judy Tabbut and Kim Peterson from the Pelican Press were present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events.

All present stood and said the Pledge of Allegiance.

Clerk-Harthun announced that the Truth in Taxation meeting would be on December 12, 2023 at 6:00 pm.

Duane Chevalier, Ringdahl Ambulance, provided an update to Council on the services they currently provide.

Merchants on the Move thanked everyone that helped make the Christmas parade and Peteyville lighting a success this year.

Motion by Ballard, seconded by Markgraf to approve the agenda as presented. Motion passed unanimously.

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

- a) Approval of Council Minutes – November 14, 2023
- b) Approval of Accounts Payable Listings
- c) Staff Reports
 - 1. Utilities Report – October 2023
 - 2. Liquor Store Report

Motion passed unanimously.

A tenant refused to allow the rental inspection process of his apartment. To move forward, City Attorney Forsgren will need Council approval to apply for an administrative search warrant. Motion by Foster, seconded by Ballard to approve the City Attorney initiate the administrative search warrant. Motion passed unanimously.

David Deile yielded his time discussing city apartment inspections until he receives the information he has requested.

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Amy Baldwin with Otter Tail County CDA presented the preliminary plat for the nine-lot subdivision they are putting in at the former OTC garage site. The Planning Commission reviewed the preliminary plat and there are minor things needed before approval of the final plat, but Council can go ahead and approve the preliminary plat. Motion by Ballard, seconded by Markgraf to approve the preliminary plat as recommended by the Planning Commission. Motion passed unanimously.

Historic City Hall Coffee – Jordan Grossman, CEDA, asked Council if she could host coffee at Historic City Hall from 8 am-10 am for the month of December on Tuesdays, Wednesdays and Thursdays. If any supplies are needed it will come out of the EDA budget. Motion by Strand, seconded by Foster to approve Jordan hosting coffee at HCH for December 2023. Motion passed unanimously.

City Engineer Bob Schlieman updated Council on the Trunk Highway 59 and 108 Complete Streets Project. If Council would like to consider special assessments, they need to pass the resolution provided in the packet.

Motion by Foster, seconded by Strand to introduce Resolution 2023-41 entitled; **RESOLUTION 2023-41 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS 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.

Clerk-Treasurer Danielle Harthun spoke to Council about the last meeting in December. In the past, Council has not had the last meeting, as it is close to Christmas. Motion by Strand, seconded by Ballard to cancel the last meeting in December. Motion passed unanimously.

Clerk-Treasurer Harthun explained the Lakes Country Service Cooperative Board Election ballots that were handed out at the 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 meeting, attended a Department Head meeting, attended the Otter Tail County Housing Summit at Thumper Pond, met with Wayne Runnigen regarding the Pine to Prairie International Birding Trail, Greg Stang from People Service, Administrator Roisum and the Mayor toured the Clay County Landfill and met with Clay County representatives and Robert Nulph of Source One Organics about the leachate contract, worked on an updated draft of the leachate contract, went through the OTC Preliminary Plat and reviewed it against the Subdivision Controls Ordinance, worked with Otter Tail County on completing the Small Cities Development Grant application, attended a Budget Committee meeting, Clerk and Administrator worked on the water and sewer budgets and rates, attended a Planning Commission meeting, met with Amy Baldwin and Lindsay Forsgren about the OTC Preliminary Plat, worked with Vertin/Larson Funeral Home and provided a letter to satisfy the MN Dept of Health Mortuary Science Division inspection requirements, attended a pool construction meeting.

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 MN Rural CEP Career Force Workshop with Jordan Grossman of CEDA on November 15 at M State Community College in Fergus Falls, attended the Otter Tail County Housing Summit at Thumperpond in Ottertail, MN on November 16, led

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the “Drag Main” event on November 18, attended Water and Sewer Budget meetings at city hall on November 20 with Council Member Foster, Administrator Roisum and Clerk Harthun, visited Clay County Landfill on November 21 with Administrator Roisum and Greg Stang to observe the leachate accumulation process and talk about a new contract and met with Administrator Roisum on November 27 to plan the agenda for this afternoon’s council meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 5:03 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer