

January 5, 2024

CITY COUNCIL AGENDA

Tuesday January 9, 2024

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. Agenda Additions or Deletions
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 Minutes – Council Meeting 12/12/2023
 - b) Approval of Accounts Payable Listing From 12/20/2023 And 1/9/2024
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Minnesota National Bank, Bell Bank
 - f) Appoint City Attorney: Krekelberg Law Firm
 - g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
 - h) Approve Payment of Administrator and Clerk-Treasurer Bonds
 - i) Approve Payment of Liquor Store Bond
 - j) Coalition of Greater Minnesota Cities Membership Renewal
 - k) Minnesota Council of Airports Membership Renewal
 - l) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - m) 2024 Mileage - \$0.67
 - n) Authorize Credit Card Use: City Administrator–Lance Roisum \$5,000, Clerk-Treasurer-Danielle Harthun \$5,000, Police Chief-Todd Quaintance \$1,000, Fire Chief-Shad Hanson \$1,000, Street/Park Superintendent-Brian Olson \$1,000, Liquor Store Manager-Maggie Johnson \$1,000 and Library Director-Annie Wrigg \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. Provide invoice or receipt as soon as they are available.
 - o) Outdoor Sales Lot License 2024 – Jovanny Zavala Martinez
 - p) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - a. Property/Casualty LMCIT 2023 Dividend \$3,850.00

5. Assistant Fire Chief Approval – Shad Hanson
6. Farmers Market Request – Ryan Pesch
7. Resolution Establishing Final Plat of Pinewood Estate – Resolution No. 2024-02 (In Packet)
8. Street and Park Report – Brian Olson
9. Library Report (In Packet)
10. The Youths
11. EDA Update – Jordan Grossman
 - OTC CDA Technical Assistance Program Resolution 2024-01 (In Packet)
 - Appointment of EDA Officers – 2024 (In Packet)
 - Historic City Hall – Community Input (In Packet)
 - 2024 RRV Home & Garden Show – City Contributions
 - Housing Study Proposal (In Packet)
12. Chamber Staffing Proposal for HCH – Joe Clauson
13. Otter Tail Power Lease Agreement (In Packet)
14. People Service Agreement Annual Adjustment (In Packet)
15. ISD No. 548 Use Agreement (In Packet)
16. PRAC Change Requests No. 4 And No. 5 (In Packet)
17. Vacation Ordinance 2024-1 (In Packet)
18. PRAC Pay Request No. 6 (In Packet)
19. Election of Acting Mayor
20. Approve 2024 Appointments to Boards and Authorities (In Packet)
21. Approve City Fee Schedule (In Packet)
22. Set Time, Place & Date of Regular Meeting
23. City Administrator Report
24. Mayor Report
25. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/09/2024

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, January 9, 2024 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 - absent

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, Streets and Parks Superintendent Brian Olson, Fire Chief Shad Hanson, Assistant Fire Chief Jesse Hoadley, CEDA Rep Jordan Grossman
General Attendance: Ryan Pesch, Joe Clauson, Staci Allmaras, Hamda Ibrahim, Celeste Koppe, Alex Ohman, and Kim Pederson from the Pelican Press were present.

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

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Foster to approve the agenda with the following additions: No. 26 Police Chief Oath of Office and No. 27 Great Northern Road Easement. Motion passed unanimously.

Motion by Foster, seconded by Strand to approve the consent agenda with the removal of the Financial Report.

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- o) \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. Provide invoice or receipt as soon as they are available.
- p) Outdoor Sales Lot License 2024 – Jovanny Zavala Martinez
- q) Staff Reports
 - 3. Police Chief Report
 - 4. Financial Report
 - a. Property/Casualty LMCIT 2023 Dividend \$3,850.00

Motion passed unanimously.

Council Member Ballard discussed in further detail the comp hours that were paid out at the end of 2023. Motion by Strand, seconded by Foster to approve the financial report. Motion passed unanimously.

Police Chief Todd C. Quaintance took the Police Chief Oath of Office.

Fire Chief Shad Hanson presented Council to approve the new Assistant Chief. The fire department recommended Jesse Hoadley as Assistant Chief. Motion by Strand, seconded by Foster to approve Jesse Hoadley as Assistant Fire Chief. Motion passed unanimously.

Ryan Pesch provided Council with information on the Farmers Market during the 2023 season. The Farmers Market vendors asked Council if they could move it to Veteran's Memorial River Park during the Complete Streets Project. Motion by Ballard, seconded by Foster to approve the temporary move of the Farmers Market to Veteran's Memorial River Park during the Complete Streets Project. Motion passed unanimously.

Street and Parks Superintendent Brian Olson presented his report to Council. The weather has been so nice he has been sweeping streets in December. The school will be opening the skating rink soon. Peteyville was a big success this year. Motion by Strand, seconded by Ballard to approve the report. Motion passed unanimously.

The Youths provided an update to Council. They are still working on getting a youth center. Pastor Alex Ohman from Faith Church explained to Council how they are planning to setup a separate 501c3 to be in charge of the building at 25 NE 1st Ave. They are hoping to house a Youth Center and Community Kitchen. They are planning to call it the Bridge Center.

Jordan Grossman reviewed the actions taken at the last EDA meeting.

Jordan asked Council to approve Resolution 2024-01 to apply for the OTC CDA grant.

Motion by Foster, seconded by Strand to introduce **RESOLUTION 2024-01 – CITY OF PELICAN RAPIDS, MINNESOTA REQUIRED RESOLUTION PROVISIONS FOR OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY COMMUNITY GROWTH PARTNERSHIP**

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/09/2024

GRANT PROGRAMS. (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 EDA approved new board positions for 2024.

President – Ryan Binek

Vice President – Brent E. Fraizer

Secretary – Danielle Harthun

Treasurer – Lana Grefsrud

Assistant Treasurer – Lance Roisum

Members – Kevin Ballard, Arianna Zavala

Motion by Ballard, seconded by Foster to approve the 2024 EDA Board positions. Motion passed unanimously.

Jordan provided Council with the community input she received while hosting coffee for her contracted days in December at Historic City Hall (HCH). She received a variety of responses with the majority of the community saying they are not happy with the current use of the building. From the responses she received, she made three recommendations to Council. Option 1: lease main floor, Option 2: open HCH full time, Option 3: ask Parks Board to strategize ways to allow more usage for meetings and events. Motion by Foster, seconded by Ballard to move forward on option one and start the formal RFP process. Motion passed unanimously.

Joe Clausen asked Council to consider contracting with the Chamber to keep HCH open as it is now instead of Otter Tail Lakes Country Association (OTLCA). Council asked many questions and would like to see some statistics of how much the building has been used the last couple of years. Motion by Ballard, seconded by Strand to postpone until we have more information. Motion passed unanimously.

Jordan asked Council to consider the contribution of some pool passes for 2024 at the RRV Home & Garden Show. Motion by Ballard, seconded by Foster to contribute 10 one-day pool passes to the show. Motion passed unanimously.

Jordan presented the Housing Study Proposal from CEDA. The proposed budget for the service will not exceed \$14,750. Jordan applied for grants to assist paying for the housing study. Motion by Ballard, seconded by Foster to approve the housing study. Motion passed unanimously.

Jordan informed Council that the City did received a grant to help pay for a new mower.

Amy Baldwin gave a run-down of the former OTC garage site where a housing development will be built (Pinewood Estates). Motion by Strand, seconded by Ballard to introduce Resolution 2024-02 entitled; **A RESOLUTION OF THE CITY OF PELICAN RAPIDS, MINNESOTA ESTABLISHING THE FINAL PLAT OF PINEWOOD ESTATES IN THE CITY OF PELICAN RAPIDS.** (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.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/09/2024

The Library Agenda and minutes were included in the Library Report. Cheryl Brenna was named as the new Chair.

Council considered the Laydown Yard Lease with Otter Tail Power. They would like to lease an acre of land during the Complete Streets Project. Motion by Strand, seconded by Foster to approve the lease with Otter Tail Power. Motion passed unanimously.

Council reviewed the 2024 PeopleService Agreement. The agreement will increase by 4%. Motion by Foster, seconded by Ballard to approve the 2024 PeopleService Agreement. Motion passed unanimously.

Council discussed the ISD No. 548 Use Agreement for the multi-use building and what is expected from the City. Motion by Strand, seconded by Ballard to approve the user agreement between the City of Pelican Rapids and ISD No. 548. Motion passed unanimously.

Council considered PRAC Change Order No. 4 Remove Parking Lights for (\$4,655.32) and No. 5 Trench Drains, and Water Fountain for (\$5,222.36). Motion by Strand, seconded by Ballard to approve Change Order No. 4 and No. 5. Motion passed unanimously.

Council considered PRAC Pay Request No. 6 for Hammers Construction Inc. for \$192,625.35. Motion by Foster, seconded by Strand to approve Pay Request No. 6. Motion passed unanimously.

Council reviewed Ordinance 2024-01 entitled; **AN ORDINANCE AMENDING 208.07, SUBD. 1 OF THE PELICAN RAPIDS CITY CODE AND ADDING 208.14, SUBD. 1a. TO THE PELICAN RAPIDS CITY CODE.** Both of these items have been approved by Council previously but needed to be added to City ordinances. Motion by Foster, seconded by Strand to introduce Ordinance 2024-01. (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication. Abstain: Ballard Aye: Strand, Foster, Frazier

Motion by Strand, seconded by Ballard to appoint Steve Foster as Acting Mayor. Motion passed unanimously.

Council reviewed the 2024 Appointments to Boards and Authorities. Motion by Ballard, seconded by Foster to approve the 2024 Appointments to Boards and Authorities and eliminate the HCH Rep. Motion passed unanimously.

Council reviewed the 2024 Fee Schedule. Clerk-Treasurer Harthun reviewed charges that increased due to the City's costs increasing. Council Member Strand voiced his concerns over the mobile home deposit fee. Motion by Foster, seconded by Ballard to approve the 2024 City Fee Schedule. Motion passed. Aye: Ballard, Foster, Frazier. Opposed: Strand.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 01/09/2024

Motion by Strand, seconded by Ballard to set the Council meetings in 2024 for the second Tuesday and last Tuesday of every month, at 4:30 pm. Motion passed unanimously.

Administrator Roisum reviewed the temporary and permanent easement with the Farmers Elevators, Motion by Strand, seconded by Ballard to approve the easements. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with the Clerk and Mayor to set city the agenda and prepped for the council meeting, attended two pool construction meetings, attended an EDA and EDC meeting, met with League of Minnesota Cities officials at the Fergus Falls City Hall and discussed a variety of different subjects focusing on LMC Insurance Trust dividends, attended the Otter Tail County workforce convening, set up and hosted at City Hall a Countywide Emergency Preparedness Advisory Committee meeting, met with Jordan Grossman and Joe Clauson about Historic City Hall (HCH) staffing, researched HCH staffing history and the associated contracts, talked with Nick Leonard about the current staffing at HCH, set up and attended special council meeting where new Library Board member was appointed, met with DNR Senior Grants Specialist Sarah Wennerberg in Peterson Park for an inspection for the Outdoor Recreation Grant, met with Mayor Frazier and Council Member Foster for performance evaluation, worked with City Attorney Forsgren on the Great Northern Road easements for the MnDOT detour, worked with Amy Baldwin on to get final plat ready for approval, worked with Otter Tail Power on the lease agreement for the sand/salt shed lot, worked with the school district on the Multi-use building, agreement, attended a Planning Commission meeting, attended a Library Board meeting, met with Superintendent Olson to set priorities for the Airport Capital Improvement Plan.

Mayor Frazier reported that since the last meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profit organizations, attended a Special City Council Meeting on December 21, 2023 to appoint a Library Board member, conducted a "Conversations with the Mayor" at Historic City Hall on December 27, 2023, met on December 27, 2023 with Council Member Foster and Administrator Roisum to conduct Administrator Roisum's Annual Job Evaluation, visited the offices of Interstate Engineering and Design Intent Engineering of Fergus Falls on December 29, 2023, met with Administrator Roisum on January 8, 2024 to plan for this afternoon's meeting and met with Administrator Roisum and Police Chief Quaintence on January 8, 2024.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:24 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer