

CITY COUNCIL AGENDA

November 9, 2023

Tuesday, November 14, 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 31, 2023
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
 - d) Cigarette License 2024: For Larry's Supermarket – Brittany Dokken, Southtown C Store – Jeanne Hovland, Park Region Co-op – Susan Bruggeman, Paul's of Pelican – Luke Loerzel, Dollar General – DG Retail
 - e) Recreational Game License 2024: VFW Gilmore Weik Post 5252, Pelican Rapids Pool Hall – Robert Bowers
 - f) Business License 2024: Mobile Home Park – Z & Z Associates
 - g) Plumbers Registration 2024: Wrigley Mechanical – Blake Wrigley, Hanson's Plumbing and Heating – Jason Schrupp, Green's Plumbing and Heating – Nicholas Green, Mr. Plumber – Shad Hanson
 - h) Outdoor Sales Lot 2024: Alan Johnson – Auto Connection, Brad Sachs – Sachs Motors and Recreation
5. Sherin Park Request – MN National Bank – Shelley Gummeringer
6. Street And Park Report – Brian Olson
7. PRAC Pay Request – Shane Hendrickson & Kelly Januszewski (In Packet)
 - Pay Request Number 3 to Hammers Construction for \$177,651.96
 - Pay Request Number 4 to Hammers Construction for \$255,218.68
8. Tree Memorial Project – Kate Martinez
9. Fire Chief – Trevor Steeves
10. Otter Tail County HRA – Small Cities Program Update – Tanya Westra & Mitch Harry
 - Resolution 2023-37 Local Government Resolution (In Packet)
 - Resolution 2023-39 Declaring Slum And Blighted Area (In Packet)
 - City Incentives – Jordan Grossman
11. EDA Meeting Updates – Jordan Grossman

12. Resolution 2023-38 Granting And Conveying And Quitclaiming Real Property To The State Of Minnesota
13. PFAS Cost Recovery Discussion
14. City Hall Personnel
15. Library Report (In Packet)
16. Administrator Report
17. Mayor Report
18. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 11/14/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, November 14, 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, Fire Chief Trevor Steeves, Assistant Fire Chief Shad Hanson, CEDA Rep Jordan Grossman.

General Attendance: Shelley Gummeringer, Scott DeMartelaere, Shane Hendrickson, Kelly Januszewski, Kate Martinez, Socorro Martinez, Tanya Westra, Mitch Harry, Judy Tabbut and Lou Hoglund 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.

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

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

- a) Approval of Council Minutes – October 31, 2023
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- c) Staff Reports
 1. Financial Report
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- d) Cigarette License 2024: For Larry's Supermarket – Brittany Dokken, Southtown C Store – Jeanne Hovland, Park Region Co-op – Susan Bruggeman, Paul's of Pelican – Luke Loerzel, Dollar General – DG Retail
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- g) Plumbers Registration 2024: Wrigley Mechanical – Blake Wrigley, Hanson’s Plumbing and Heating – Jason Schrupp, Green’s Plumbing and Heating – Nicholas Green, Mr. Plumber – Shad Hanson
- h) Outdoor Sales Lot 2024: Alan Johnson – Auto Connection, Brad Sachs – Sachs Motors and Recreation

Motion passed unanimously.

Shelley Gummeringer from MN National Bank, requested to use Sherin Park. They want to provide wagon rides in Sherin Park from 4 pm-6 pm on December 8, 2023. Motion by Strand, seconded by Ballard to approve the use of Sherin Park. Motion passed unanimously.

Shane Hendrickson and Kelly Januszewski from Hammers Construction provided an update to Council on the Pelican Rapids Aquatic Center (PRAC). They will work through the winter on the building but they have completed as much work as they can on the pool before winter. They presented Pay Request No. 3 for \$177,651.96 and Pay Request No. 4 for \$255,218.68 for the PRAC. Motion by Foster, seconded by Markgraf to approve Pay Requests 3 & 4 to Hammers Construction. Motion passed unanimously.

Fire Chief Trevor Steeves announced he is retiring at the end of November 2023. The Fire Department members elected Assistant Chief Shad Hanson as Chief starting December 1, 2023. Motion by Ballard, seconded by Strand to approve Shad Hanson as Fire Chief. Motion passed unanimously.

Tanya Westra and Mitch Harry from Otter Tail County HRA spoke to Council about the Small Cities Program. They have been working with city staff regarding SCDP. There was enough interest to submit a pre application to the state as long as the city passes the next two resolutions.

Motion by Foster, seconded by Ballard to introduce Resolution 2023-37 entitled; **RESOLUTION 2023-37 LOCAL GOVERNMENT RESOLUTION.** (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.

Motion by Strand, seconded by Foster to introduce Resolution 2023-39 entitled; **RESOLUTION 2023-39 DECLARING SLUM AND BLIGHTED AREA.** (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.

CEDA Rep Jordan Grossman asked Council to consider not charging for the zoning permits as an incentive for the Small Cities Program. Motion by Strand, seconded by Foster to offer not charge zoning permits to anyone awarded a small cities grant. Motion passed unanimously.

Jordan Grossman provided an update to Council from the EDA Meeting held on November 9, 2023. The EDA discussed potential housing areas and decided that the NW city owned land is still the best option on which to move forward. She asked the EDA members to consider volunteering for the Red River Home and Garden Show in February 2024. The EDA also approved promotional purchases up to \$300 for the show out of EDA funds. Motion by Strand, seconded by Markgraf to approve the promotional purchases up to \$300.00. Motion passed unanimously.

Kate Martinez, Park Board Member, spoke to Council about a Memorial Tree Project. They want to start a Tree Memorial for the community to feel ownership in our parks. For a \$300 donation, a six to eight foot tree with a personalized plaque will be planted in a city owned park. Council reviewed the

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application the Park Board had put together. Motion by Strand, seconded by Markgraf to approve the Memorial Tree Project. Motion passed unanimously.

Superintendent Brian Olson reported jetting is complete and all winter equipment has been prepped. They are still sweeping streets as long as weather permits. Parks are quiet this time of year. Motion by Markgraf, seconded by Foster to approve the street and park report. Motion passed unanimously.

Administrator Roisum presented a resolution that has to be passed in order to start the conveyance process of the lot on SE 10th Avenue. Motion by Markgraf, seconded by Strand to introduce Resolution 2023-38 entitled; **RESOLUTION 2023-38 GRANTING AND CONVEYING AND QUITCLAIMING REAL PROPERTY TO THE STATE OF MINNESOTA.** (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 continued the PFAS cost recovery discussion. They decided there was no reason to move forward at this time.

Administrator Roisum, Chief Stadum and Clerk-Treasurer Harthun recommended hiring Breeann Brandenburger as Police Officer. The recommended wage would be step 5, \$33.23 an hour. Motion by Strand, seconded by Ballard to approve the hire of Breeann Brandenburger at \$33.23 an hour. Motion passed unanimously.

Clerk-Treasurer Harthun recommended hiring Lori Kubitz as Accounting Clerk. The recommended wage would be step 2, \$22.11 an hour and start at year 2 on the vacation schedule (80 hours the first year). She can start on November 20, 2023. Motion by Ballard, seconded by Foster to approve the hire of Lori Kubitz at \$22.11 an hour and 80 hours of vacation. Motion passed unanimously.

The Library Report was provided in the packet for Council.

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 council meeting, attended a Department Head meeting, met with Superintendent Olson and Park Board Members Kate Martinez and Amy King about memorial tree donations to city parks, attended an online Community Collaborative Onboarding Session with Otter Tail Lakes Country Association, attended an informational session at Thumper Pond hosted by Senator Jordan Rasmusson about strategies to secure state and federal funding, attended a Budget Committee meeting, started the process of re-conveying the 10th Ave SE city lot back to the State, met with Apex Engineering and Otter Tail County HRA representatives about the housing development planned for the old OTC Highway Garage site, met with Jordan Grossman and Otter Tail County representatives about the Small Cities Development Program survey results, attended an EDC and an EDA meeting, attended a pool construction meeting, researched the PFAS cost recovery settlements and discussed our options with Greg Stang of People Service, Aaron Meyer of Minnesota Rural Water, and Sam Wade the Water Consultant for Napoli Shkolnik Law, attended an informational webinar about the new Design Assistance Grant offered through Safe Routes to School.

Mayor Frazier reported that since the last meeting he has; submitted a column to the Pelican Press, visit businesses and non-profit organizations, attended the "4th MNwest Entrepreneur Summit & CEO Forum" at Minnesota State Community & Technical College in Moorhead, MN on November 1 with Jordan Grossman of CEDA and lead a break-out session to tell of the many activities and projects in Pelican Rapids, attended MN State Senator Jordan Rasmusson's "Securing State & Federal Funding"

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Session on November 2 at Thumperpond Resort in Ottertail, MN with Administrator Roisum and Jordan Grossman of CEDA, attended The Youths meeting on November 2 at the Library, attended a Budget Meeting with Administrator Roisum, Clerk Harthun and Councilman Foster at city hall on November 3, attended a work-session luncheon with Administrator Roisum, Robert Gray and Eric Christ of West Central Turkeys, Inc. on November 3 at Taqueria Escobar, attended a Chamber meeting on November 7 at Historic City Hall, attended an EDA meeting at Taqueria Escobar on November 9, met with Administrator Roisum on November 13 to review the agenda for the Council Meeting and attended a PRAC construction meeting on November 14 with Administrator Roisum and Superintendent Olson.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 5:18_pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer