



PELICAN RAPIDS

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