

CITY COUNCIL AGENDA

January 26, 2024

Tuesday, January 30, 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. 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 – January 13, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utilities Report – December 2023 (In Packet) And January 2024 (In Packet)
 2. Liquor Store Report (In Packet)
 - d) Pelican Rapids Ducks Unlimited Gambling Permit – VFW Post #5252 – March 22, 2024
 - e) On-Sale Intoxicating Liquor License And Sunday On-Sale To Adrian Chavez As Proprietor For Tacqueria Chavez, LLC
 - f) Certify to Property Taxes
Property: 31 NE 2nd Ave
Sewer At \$400 A Year Until Paid In Full (\$11,542.18)
5. Sherin Park Request – Pelican Fest And Car Show Committees
6. Dam Removal Pay Request No: 7 (Final) For Houston Engineering (In Packet)
 - \$1,881.00 – Pedestrian Bridge, Houston Engineering
 - \$8,953.55 – Dam Removal, Houston Engineering
 - \$136,318.70 – Dam Removal, Rachel Contracting
 - \$22,722.06 – Pedestrian Bridge, Rachel Contracting
7. Approve Hire of Officer E. Pray Upon Processing Background
8. Fire Department Request – Shad Hanson (In Packet)
9. Historic City Hall Update
10. Highway 59/108 Assessments – Bob Schlieman (In Packet)
11. 2nd Ave SE Drainage Improvements – Bob Schlieman (In Packet)
12. In Control Automation & Cybersecurity Service Plan Proposal – (In Packet)
13. Pelican Rapids Aquatic Center DEED Grant Agreement (In Packet)
14. Downtown Safety Concern
15. Meter Deposit Discussion
16. Administrator Report
17. Mayor Report
18. Adjourn

January 30, 2024 Council Meeting Minutes

Roll Call of Members

Mayor Frazier called the regular city council meeting to order at 4:30 pm on Tuesday, January 30, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Kevin Ballard, Curt Markgraf, Steve Foster, and Mayor Brent Frazier.

Welcoming Remarks and Announcements

Mayor Frazier welcomed everyone in attendance and those attending via Zoom. He highlighted the availability of council meetings on YouTube and Cable Channel 14 and provided announcements about upcoming events and meetings.

Pledge of Allegiance

Attendees stood for the Pledge of Allegiance.

Citizen's Comments

Mayor Frazier inquired if there were citizen's comments; none were made, so the meeting proceeded to the next item.

Additions / Deletions to Agenda

Mayor Frazier listed additional items for the agenda, including No. 4g Pelican Pin'Em Gambling Permit, No. 5 Friendship Festival, and No. 19 EDA Updates. No further additions or deletions were proposed.

"Motion to approve the agenda with additions." The motion was carried unanimously, with Foster moving and Ballard seconding it.

Approval of Consent Agenda

The consent agenda included various approvals such as council minutes, accounts payable listings, utility and liquor store reports, and other items. Several council members raised questions regarding specific bills and their relevance to the current discussion.

"Motion to approve the consent agenda." The motion was carried unanimously, with Ballard moving and Markgraf seconding it.

Sherin Park Request - Pelican Fest, Car Show and Friendship Festival Committees

Representatives from Pelican Fest and Car Show Committees requested use of Sherin Park and suggested discounted rental because of the street project for holding the events on July 11-12. The Council discussed the logistics and the past precedent of supporting such events.

"Motion to approve rental of Sherin Park for Pelican Fest and the Car Show at a discounted rate." The motion was carried unanimously, with Strand moving and Markgraf seconding it.

Friendship Festival requested the use of Sherin Park at a discounted rate due to the road project.

"Motion to approve rental of Sherin Park for Friendship Festival half price for 2024." The motion was carried unanimously, with Ballard moving and Foster seconding it.

Dam Removal Pay Request No. 7 for Rachel Contracting and Houston Engineering

An overview of the final pay request was provided, including various expenses for the pedestrian bridge, dam removal and storm sewer. Clarification was sought on the costs and reimbursements involved.

"Motion to approve the final payment of \$161,641.93 to Rachel Contracting and payment to Houston Engineering for \$10,834.55." The motion was carried unanimously, with Foster moving and Strand seconding it.

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Approve Hire of Officer E. Pray Upon Processing Background

The Chief of Police requested Council approval to hire Officer E. Pray, pending the successful completion of a background check and other pre-employment conditions.

"Motion to approve the hire of Officer E. Pray upon successful completion of all pre-employment conditions at Step 1 (\$29.32)." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

Fire Department Request - Shad Hanson

The discussion centered on the request for the Fire Department to obtain security cameras for the equipment housed at the facility. Clarification was sought as to why the cameras were needed, and details of the current and proposed camera systems were provided. The funds will come from capital or the public safety funds the city received at the end of 2023.

"Motion to approve \$6,570 for security cameras from S & S Security, LLC. for the fire department." The motion was carried unanimously, with Ballard moving and Foster seconding it.

EDA Updates

Jordan updated Council on the events of the January 2024 EDA meeting. The EDA and Pelican Rapids: Find Your Path is hosting the Small Business Development Center (SBDC) on February 8, 2024 at 4:00pm. The public is invited to come and hear about the services SBDC provides. The EDA would like to contribute \$500 to SBDC for coming to Pelican Rapids and another \$500 for meeting supplies. The EDA has been meeting at area businesses and would like a small budget of \$600 to pay for costs associated with the meeting and to give back to the business.

"Motion to approve the EDA expenses." The motion was carried unanimously, with Foster moving and Ballard seconding it.

Historic City Hall Update

Jordan informed Council of interest from potential businesses in leasing the Historic City Hall space. A motion to advertise the space was put forward, and discussion ensued regarding the ramifications for current activities, including staffing and tourist information services. The RFP's will be reviewed by the EDA, and then brought before the Council.

"Motion to advertise the lease of Historic City Hall space." The motion was carried unanimously, with Foster moving and Strand seconding it.

"Motion to terminate the agreement with Otter Tail Lakes Country Association for staffing HCH." The motion was carried unanimously, with Ballard moving and Strand seconding it.

Highway 59/108 Assessments

The need for a work session to go over the assessments related to the 2024 Complete Streets Project was brought up, given the absence of the City Engineer. Council agreed on a date for a separate work session to better understand the impacts of the assessments. Council also passed a resolution calling for a special assessments hearing for the 2024 project.

The Council scheduled a work session for February 12, 2024 at 4:30 PM to discuss Highway 59/108 assessments.

Motion by Strand, seconded by Foster to introduce Resolution 2024-03 entitled; **RESOLUTION 2024-03 RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT 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 unanimously and resolution declared duly adopted.

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2nd Ave SE Drainage Improvements

The proposed drainage improvement project near Pelican Pete's Towing was discussed with the intention of solving existing water accumulation issues. Apex Engineering's plans were reviewed, and the Council moved to authorize advertising for bids.

"Motion authorizing advertising for bids for the 2nd Avenue Southeast drainage improvement project." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

In Control Automation and Cybersecurity Service Plan Proposal

The Council reviewed the increased costs associated with the Automation and Cybersecurity Service Plan Proposal for water and wastewater plants. An explanation was provided on the necessity of the additional costs and that it would be split between the water and sewer funds.

"Motion to approve the increased cost of the Automation and Cybersecurity service plan proposal with In Control, Inc." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

Pelican Rapids Aquatic Center DEED Grant Agreement

The Council discussed the grant agreement for the aquatic center project, including the provisions laid out in the state-funded project agreement.

"Motion to approve the grant agreement and the declaration for the Pelican Rapids Aquatic Center." The motion was carried unanimously, with Ballard moving and Markgraf seconding it.

Downtown Safety Concerns

Council member Steve Strand expressed concerns over the safety of the downtown area due to ice and hard-packed snow. Discussion followed regarding the responsibilities of both the city and business owners in maintaining clear and safe walkways.

Meter Deposit Discussion

The Council revisited the conversation about utility meter deposits. Information was provided on the current number of deposits held, those without a clear recipient, and the administrative effort involved in managing them. No motion was made regarding changes to the current policy.

Administrator Report

Administrator Roisum reported that since the last city council meeting he worked with Clerk and Mayor to set city council agenda and prepped for the meeting, attended an EDA and EDC meeting, attended a department head meeting, reviewed the state grant agreement from DEED for the pool project and worked with City Attorney Forsgren to draft the declaration needed, Farmer's Elevator easements for the 2024-25 project detour have been completed and recorded, researched HCH usage and associated contracts, worked with condo association to explore new options for insurance, interviewed a candidate for the open full-time police officer position, researched with Chief Quaintance the possibility of a SRO position, worked with Wes Keller of Houston Engineering on the final pay request for the River Restoration Project and sent in the final reimbursement request to the DNR, met with Mentor Group, contacted Jeff Iverson of In-Control about the increased cost in the automation and cybersecurity service plan for the water and wastewater controls, attended a safety committee meeting and discussed the need for an Emergency Response Guide for different emergency situations, met with Tricorne Audio about the possibility of web cams for the 2024-25 project, worked with Arvig to get a plan for phone and internet at the pool, met with City Engineer Bob Schlieman about assessments for the 2024-25 project and the 2nd Ave SE drainage improvement project, met with Amy Baldwin and Kevin Currie from Otter Tail County and Schlieman about the Pinewood Estates development, talked with Julie Ramer of Explore MN about the city's agreement with them and HCH.

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Mayor Report

Frazier reported since the last meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profit organizations, attended a "Conversations with Area Mayors Conference" at West Central Initiative in Fergus Falls, MN on January 16 to discuss funding opportunities for projects, telephone conversation on January 22 with Annie Nichol of CEDA who will be lead person on the Pelican Rapids Housing Study, attended a Zoom meeting on January 23 with Administrator Roisum and Police Chief Quaintance regarding the League of Minnesota Cities and law enforcement, met on January 25 with Olivia Olson of Minnesota Extension Office in Fergus Falls who is working on agriculture and food opportunities in Otter Tail County and met with Administrator Roisum on January 29 to plan the agenda for this council meeting.

Adjourn

The meeting concluded at 5:48 pm with a motion to adjourn.

"Motion to adjourn." The motion was carried unanimously, with Strand moving and Ballard seconding it.



Danielle Harthun
Clerk-Treasurer