

CITY COUNCIL AGENDA

February 8, 2024

Tuesday, February 13, 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 30, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Financial Report
 - e) Pelican Rapids Pool Committee Minutes (In Packet)
 - d) Certify Unpaid Utility Bills to Property Taxes
 - Parcel: 76000990107000
Amount: 391.69
 - Parcel: 76000990162000
Amount: 362.71
 - e) Administrative Penalty
 - Parcel: 760009904400
Amount: \$50.00
5. Fire Department – Shad Hanson
 - 2023 Report (In Packet)
 - Wildland 2
 - Township Meeting March 6, 2024
6. Small Cities Development Program Public Hearing At 5 PM – OTC HRA – Mitch Henry & Tanya Westra
7. Police Purchase Approvals – Todd Quaintance
 - Body Squad Cameras (In Packet)
 - Evidence Lockers (In Packet)
 - Squad Computers(In Packet)
8. Apex Engineering Projects – Bob Schlieman (In Packet)
9. OTC Pinewood Estates Development Agreement – Amy Baldwin (In Packet)
10. Street And Park Report – Brian Olson
11. Library Report (In Packet)
12. Administrator Report
13. Mayor Report
14. Adjourn

February 13, 2024 Council Meeting Minutes

Roll Call of Members

Mayor Frazier called the regular city council meeting to order at 4:30 pm on Tuesday, February 13, 2024 in Council Chambers, City Hall. Billing Clerk Hensel conducted a roll call verifying the presence of Council members Steve Foster, Curt Markgraf, Kevin Ballard, Steve Strand 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 meeting 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

Addition of Item # 15 - a pay request to Hammers Construction/ no deletions were proposed.

"Motion to approve the agenda with one addition and no deletions." The motion was carried unanimously, with Foster moving and Markgraf seconding it.

Approval of Consent Agenda

The consent agenda included various approvals such as council minutes, accounts payable listings, utility and pool committee reports and information, certification of unpaid utility bills and administrative penalty to property taxes and other items.

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

Fire Department Request – Shad Hanson

Council reviewed the Fire Call Report for 2023 and Fire Chief Hanson inquired if there were questions; none were voiced.

"Motion to approve the 2023 Fire Call Report." The motion was carried unanimously, with Strand moving and Ballard seconding it.

Hanson announced a township meeting March 6, 2024, 6 pm at the fire hall. Discussion centered on the request for replacement of the Wildland II 2001 Chevy 3500. Clarifications were sought as to why this was not on the budget prior. Details of the current Wildland vehicle and two proposed replacement vehicles were provided. Funds could come from the Public Safety Funds the city received at the end of 2023, sale of the current Wildland II vehicle, sale of the 2000 Polaris ATV, fundraising, and donations. A request for more research on replacement of Wildland II is needed. No decision was made at this time.

Street And Park Report – Brian Olson

Olson stressed the need to advertise and training of lifeguards so they are in place once the pool opens in July. A request to reimburse lifeguards at approximately \$200 for training was discussed. Clarifications were sought to why and if the lifeguards could be "multitasked".

"Motion to approve reimbursement of lifeguards training cost." The motion was carried unanimously, with Strand moving and Markgraf seconding it.

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City of Pelican Rapids Council Recessed 5:01 pm for Public Hearing

Small Cities Development Program Public Hearing – Mitch Harry And Tanya Westra

M Harry reported pre-application was deemed competitive for DEED SCDP Grant to move forward. This public hearing is for citizen input and identification of community development and housing needs; including low income and very-low income persons.

17 unit's owner occupancy rehabilitation at \$25,000 maximum per owner and 10 units commercial, in the slum and blight district, at \$40,000 each, or 80% of project cost has been approved.

Total cost of project is estimated at \$1,750,260.00 of which \$948,750.00 coming from Small Cities Development Program. Ottertail County HRA agreed to put forward \$119,000; \$7,000 per-owner occupied rehabilitation and the City of Pelican Rapids agreed to wave permit fees.

Implementation of schedule is full applications due April 17, 2024 with notice of award being summer of 2024. June through August spent doing initial inspections including environmental and accepting application from homeowners and businesses. First job will be awarded in September 2024 with final rehabilitation project awarded June 2025. Rehabilitation project will be completed, September 2025.

Currently, OTC HRA has 8 years' experience with this process as this grant was administered in Battle Lake and Underwood.

Frazier inquired on questions or public comments; none were voiced.

Public hearing closed

5:07 pm

Pelican Rapids Regular City Council Meeting Reconvene

5:07 pm

Police Purchase Approvals – Todd Quaintance

Council reviewed the Pelican Rapids Police Report for January 2024 and Chief Quaintance inquired if there were questions; none were voiced.

“Motion to approve the January 2024 Police Report” The motion was carried unanimously, with Foster moving and Ballard seconding it.

Discussion centered on the request for the police department to obtain body, vehicle computers for the squad, and evidence lockers. Clarification was sought as to why these items were needed, and details of the current and proposed items were provided. The funds will come from public safety funds the city received at the end of 2023.

“Motion to approve \$16,372.31 for body cameras, vehicle computers and evidence lockers for the police department.” The motion was carried unanimously, with Strand moving and Markgraf seconding it.

Apex Engineering Project(s) – Bob Schlieman

Schlieman updated council on Trunk Highway 59 and 108 projects. MnDOT opened construction bids January 26, 2024 but APEX is still waiting for specifics. A public hearing is scheduled for 5:30 pm Monday, February 26th at Pelican Rapids High School. Construction is anticipated to commence this spring.

Construction bids are to be received for the 2nd Avenue SE Drainage improvement on March 6, 2024 at 10:00 am.at former county garage site.

Pinewood Estates Development Tax Order Approval is needed for APEX to complete design and bidding services. Apex would like separate estimated cost for sanitary sewer with one bid for regular depth of sanitary service to the development of Pinewood Estates and one bid for a portion of it at a greater depth, keeping in mind the city may want to expand that sanitary sewer to the north in the future. Once estimates are in, they will be brought back to council for decision.

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“Motion to sign a Task Order for design and bidding services for the Pinewood Estates.” The motion was carried unanimously, with Foster moving and Strand seconding it.

OTC Pinewood Estates Development Agreement – Amy Baldwin

Ottertail County CDA read the agreement that defines the rights and obligations of the parties with respect to underground utility and surface improvements for developing the Pinewood Estates.

City will be the contract holder for engineering service and the construction contractors. Ottertail County will reimburse city expenses for all expenses except the added cost to increase the depth of a portion of the sanitary sewer which will be the cities if approved.

Pending CDA Board approval and approval of the City of Pelican Rapids the agreement will be signed.

“Motion to approve the Pinewood Estates Development Agreement.” The motion was carried unanimously, with Markgraf moving and Foster seconding it.

Library Report

Council reviewed library report for December 2023. Ballard commented on the current threats being made so for safety reasons, a decision was made to keep the east entrance door locked other than for polling/election days. Frazier inquired if there were questions; none were voiced.

Hammers Construction Pay Request

An overview of the January pay request was provided; costs accrued are for labor, materials, and equipment. Clarification was sought on the monthly cost involved.

“Motion to approve the January payment of \$258,386.76 to Hammers Construction.” The motion was carried unanimously, with Ballard moving and Markgraf seconding it.

Administrator Report

Administrator reported that since the last city council meeting he has; worked with the clerk and the Mayor to set city council agenda and prepare for the city council meeting, attend a department head meeting, met with Chief Quaintance, Superintendent Korf, and school board members Jon Karger and Molly Welch about the possibility of adding an SRO position at the school, continued working with D#ED Grant Specialist Coordinator Brennan McKeag on the state grant funds for the school, he and Danielle met with Rebecca Peterson from West Central Initiative about the pool fund and the process to request reimbursements for the pool construction costs and sent WCI the first request, attended a pool committee meeting, met with city engineer Bob Schlieman about PFA funding for the 2024-25 project, met with Amy Baldwin and Kevin Currie from Otter Tail County and city engineer Bob Schlieman about the Pinewood Estates development, attended the EDA event with a presentation from the West Central Small Business Development Center, and worked with the Village Business Institute to set up a supervisor training.

Mayor Report

Frazier reported since the last meeting he has; submitted weekly columns to the Pelican Press for publication, visited with businesses and non-profit organizations, conducted a “Conversations with the Mayor” at Historic City Hall on January 31, attended the West Central Small Business Development Center Presentation at city hall on February 8, met with Administrator Roisum on February 12 to plan the agenda for this afternoon’s city council meeting and attended the Pelican Rapids City Council Work Session on February 12 at city hall.

Adjourn

The meeting concluded at 5:45 pm with a motion to adjourn.

“Motion to adjourn.” The motion was carried unanimously, with Strand moving and Markgraf seconding it.