

CITY COUNCIL AGENDA

February 23, 2024

Tuesday, February 27, 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 – February 13, 2024
 - b) Approval of Council Work Session Minutes – February 12, 2024
 - c) Approval of Accounts Payable Listings
 - d) Park Board Minutes (In Packet)
 - e) Staff Reports
 1. Utilities Report – February 2024 (In Packet)
 2. Liquor Store Report (In Packet)
5. THC Ordinance Discussion
6. City Hall Computer Server
7. Pool Security Cameras (In Packet)
8. “A Resolution Ordering Improvement Regarding Broadway (Trunk Highway 59), 1st Avenue NE, West Mill Avenue (County State Aid Highway 96) And East Mill Avenue (Trunk Highway 108)”
9. Contract For Household Hazardous Waste Day, August 7, 2024 10:00 AM TO 2:00 PM (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

February 27, 2024 Council Meeting Minutes

Call to Order

Roll Call of Members

Mayor Frazier called the regular city council meeting to order at 4:30 pm on Tuesday, February 27, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Kevin Ballard, Steve Foster, and Mayor Brent E. Frazier noting the absence of council member Curt Markgraf.

Welcoming Remarks

The Mayor welcomed all attendees, including those joining via Zoom, and noted the meetings are available on YouTube and local cable Channel 14 and provided announcements about upcoming events and meetings.

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Pledge of Allegiance

Attendees stood for the Pledge of Allegiance.

Citizen's Comments

No citizens came forward for comments.

Additions / Deletions to Agenda

There were no additions or deletions made to the agenda.

"Move to approve the agenda as presented." Motion carried, by Ballard, seconded by Strand.

Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, work session minutes, accounts payable listing, park board minutes, utilities report, and liquor store report was presented and approved.

"Motion to approve the consent agenda." Motion carried, by Foster, seconded by Strand.

THC Discussion

A discussion ensued regarding the sale of THC at the Liquor Store following the expiration of Otter Tail County's moratorium, making it legal to sell THC around the county. Three businesses in Pelican Rapids are registered to sell, with no current fee requirement. Uncertainties remain around state management for cannabis product sales. Representatives from the local liquor store shared their ongoing sales experience with THC products, and future state regulatory directions were discussed.

City Hall Computer Server

It was reported that the current server, dating from around 2011, is outdated and causing issues with Banyon software. Two replacement options were considered: brand new or refurbished. It was recommended to choose a refurbished server with a five-year warranty, anticipated to cost around \$4,000.

"I move to approve a refurbished server for up to \$5,000." Motion carried, by Strand, seconded by Foster.

Pool Security Cameras

The need for security cameras at the new pool facility was discussed. An estimate was presented for three cameras to be installed, with a cost of \$3,005. The council debated the need and, citing security for after-hours and incidents during operational hours, approved the purchase and installation of the cameras.

"I move to approve." Motion carried, by Strand, seconded by Ballard.

Resolution 2024-03

Resolution 2024-03 was presented **RESOLUTION ORDERING IMPROVEMENT REGARDING BROADWAY (TRUNK HIGHWAY 59), 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.)

"I move to adopt Resolution 2024-03." Motion passed and resolution declared duly adopted, by Strand, seconded by Foster.

Contract for Household Hazardous Waste Day, August 7, 2024 10:00 am to 2:00 pm

An annual contract for the Household Hazardous Waste Day event was discussed, outlining the city's responsibilities on the day including the provision of personnel and food. The event's logistical details and associated costs were presented.

"Move to approve the contract for household hazardous waste." Motion carried, by Ballard, seconded by Foster.

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Administrator Report

The Administrator reported since the last council meeting he has worked with Clerk and Mayor to set city council agenda and prepped for the council meeting, attended a department head meeting, attended an EDC meeting, met with DEED representatives and went over the process of requesting reimbursement funds for the pool constructions costs; started preparing for the DEED monitoring visit of the pool project which is Thursday the 29th; attended the Otter Tail County Housing Convening; worked with Matt from Lakes Country Service Cooperative on the city hall computer server; attended Strategic Planning training by Dave Bartholomay with the Mayor hosted by LCSC; researched THC regulations and reached out to Jody Lien from Otter Tail County Public Health and the League of Minnesota Cities for guidance; and attended the public hearing for the Hwy 59/108 improvements.

Mayor Report

The Mayor reported since the last meeting he; spoke to residents at Riverfront Manor on February 11 regarding projects and planned events in Pelican Rapids, attended the Pelican Rapids Fire Department Relief Association Meeting with Clerk Harthun at the Fire Hall on February 20, attended the Otter Tail County Housing Convening Zoom Meeting at city hall with the Administrator and CEDA Rep Grossman on February 21, attended the Lakes Country Service Cooperative seminar on February 22 with the Administrator entitled "Improving Your Organization With Strategic Planning," worked at the City of Pelican Rapids booth of the Red River Valley Home & Garden Show on February 23 & 25 at the Fargodome, attended the 2024 Complete Streets Project Assessments Meeting at the Pelican Rapids School on February 26 and met with the Administrator on February 26 to plan the agenda for today's council meeting.

Adjourn

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 5:04 pm.

"We have a motion to adjourn." Motion carried, by Strand, seconded by Ballard.



Danielle Harthun
Clerk-Treasurer