

## CITY COUNCIL AGENDA

March 8, 2024

Tuesday, March 12, 2024

4:30 p.m.

Council Chambers, 315 N. Broadway

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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 27, 2024
  - b) Approval of Accounts Payable Listings
  - c) Staff Reports
    1. Police Chief Report (In Packet)
5. APEX Engineering Projects – Bob Schlieman (In Packet)
  - Resolution No. 2024-05 Resolution Supporting Award of Construction Contract For Highway 59 and 108 Reconstruction Project
6. Pelican River Proposed Rock Riffle – DNR Howard Fulhart (In Packet)
7. Street And Park Report – Brian Olson
8. PRAC Pay Request (In Packet)
  - Pay Request #8 To Hammers Construction For \$388,940.82
9. Library Report (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

# March 12, 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, March 12, 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 E. Frazier.

### 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.

### 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 Strand, seconded by Markgraf.

### Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, accounts payable listing, and Police Chief Report was presented and approved.

"Motion to approve the consent agenda." Motion carried, by Markgraf, seconded by Ballard.

### Apex Engineering Projects

City Engineer, Bob Schlieman, reviewed the cost for the Complete Streets Project on TH 59/108, along with the grants the City has received. The total estimated City cost is \$7,988,230 but after grants, the estimated total will be \$6,943,640.

### Resolution 2024-05

Resolution 2024-05 was presented; **RESOLUTION SUPPORTING AWARD OF CONSTRUCTION CONTRACT FOR HIGHWAY 59 AND 108 RECONSTRUCTION PROJECT**). (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

"I move to adopt Resolution 2024-05." Motion passed and resolution declared duly adopted, by Foster, seconded by Strand.

The City needs to approve Task Order No. 8, which included services to be provided by during construction.

"I move to approve Task Order No. 8." Motion carried, by Markgraf, seconded by Foster.

Bids were received from six contractors on March 6, 2024 for the 2<sup>nd</sup> Avenue SE Drainage Project. The low bid was \$81,402 from Feldt Plumbing and Excavating of Detroit Lakes, MN. The City has 60 days to award the contract and get the easements in place.

The design services for Pinewood Estates Development is near completion. The City will need to advertise for construction bids.

"Move to advertise for bids." Motion carried, by Ballard, seconded by Foster.

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## **Pelican River Proposed Rock Riffle**

Howard Fullhart, MN DNR, spoke to Council about putting in a Rock Riffle at the 1<sup>st</sup> Street Barrier (by snowmobile bridge). The DNR would work with Houston Engineering to design for more water movement over the barrier at no cost to the City. Strand, Markgraf to proceed

"I move to proceed." Motion carried, by Strand, seconded by Markgraf.

## **Street and Park Report**

Brian Olson updated Council on the past month. He has been advertising for lifeguards, pool manager and parks mower. Very little snow this year, so the city has not done much plowing.

"I move to approve the streets and parks report." Motion carried, by Strand, seconded by Ballard.

## **PRAC Pay Request No. 8**

Council considered PRAC Pay Request No. 8 for Hammers Construction Inc. for \$388,940.82.

"Move to approve Pay Request No. 8 for \$388,940.82 to Hammers Construction Inc." Motion carried, by Ballard, seconded by Foster.

## **Library Report**

Library Report was included in the Council Packet for Council.

## **Administrator Report**

The Administrator reported since the last council meeting he has worked with Clerk and Mayor to set council agenda and prepped for the meeting, attended a department head meeting, met with Wes Keller from Houston Engineering for a wrap up meeting for the River Restoration Project, met with DEED representatives for the monitoring visit of the pool project, completed the required annual report for the state grant and working on the first pay request to DEED, met with Staci Allmaras and Alex Ohman about updates with the Bridge Center, attended the 2<sup>nd</sup> Ave SE drainage project bid opening, attended the Fire Department annual township meeting, met with Greg and Dennis of PeopleService and walked through the Water Plant and Wastewater Plant and they explained the equipment and treatment process, worked with Dennis from PeopleService and Tim Bohmer from Municipal Service Co. Inc. on options for repairing Final Clarifier #4 at the WWTF, worked on getting the 10<sup>th</sup> Ave SE lot back from Otter Tail County so the city can sell it to Mike Carlson as he plans to construct a twin home on that parcel.

## **Mayor Report**

The Mayor reported since the last meeting he; submitted columns to the Pelican Press, visited with businesses and non-profits, conducted a "Conversations with the Mayor" session at Historic City Hall on February 29, on March 1 signed a letter of support for a two week Summer Dance Camp at the Pelican Rapids High School which was authored by Mr. Dick Nelson, promoted Pelican Rapids at a booth at the Fargo Air Museum for the Northern Plains Botanic Garden Society Annual Meeting on March 2, delivered opening remarks at the First Responders Appreciation Banquet on March 3 at The Barn in Dunvilla, met with Administrator Roisum, Staci Allmaras and Pastor Alex Ohman on March 4 regarding an update on the Bridge Center, attended the 2<sup>nd</sup> Avenue SE Drainage Improvements Bid Opening on March 6, presented an overview of Pelican Rapids projects and housing needs to a group of contractors at the ICS Energy Solutions business on March 6, attended the Pelican Rapids Area Firemen's Annual Meeting on March 6, delivered closing remarks at the "Partners in Anti-Trafficking" Conference at Zion Lutheran Church on March 9 and met with Administrator Roisum on March 11 to plan the agenda for this council meeting.

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## **Adjourn**

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 5:03 pm.

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



Danielle Harthun  
Clerk-Treasurer