

CITY COUNCIL AGENDA

March 21, 2024

Tuesday, March 26, 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 – March 12, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utilities Report – February 2024 (In Packet)
 2. Liquor Store Report (In Packet)
 3. Financial Report (In Packet)
5. Resolution 2024-04 Approving The Sale Of The City's General Obligation Temporary Improvement Bond, Series 2024A – (In Packet) Tammy Omdal
6. PRAC Change Request (In Packet) PRAC Update – Kelly Januszewski
 - Change Request #7 To Hammers Construction For -\$5,355.00
7. WWTF Final Clarifier No. 4 Discussion (In Packet)
8. Legal Services Of Minnesota – Crystal Jamerson
9. Ringdahl Ambulance Update(s) – Butch Murphy
 - 2024 Ringdahl Ambulance Agreement For Service (In Packet)
10. PRFD – Shad Hanson
11. EDA Updates
 - Lake Region Electric Cooperative Revolving Loan Fund (In Packet)
 - Showcase Pelican Rapids
 - EDA Board Opening
12. Police Update – Todd Quaintance
 - Oath Of Office – Officer Brandenburger (In Packet)
 - Body Camera/Squad Camera Policy Review (In Packet)
 - Squad Radio Needs (In Packet)
 - Firearm Purchase (In Packet)
 - Hiring Process Update (In Packet)
 - Gambling Ordinance (In Packet)
13. 2nd Ave SE Drainage Improvement Easements (In Packet)
 - Permanent Utility Easement Agreement – Efrain Franco Ramirez

- Permanent Utility Easement Agreement – Efrain Franco Ramirez & Yuliana Esmeraldo Franco
- Permanent Utility Easement Agreement – Pelican Pete Body Shop & Towing, Inc
- Temporary Utility And Construction Easement Agreement – Efrain Franco Ramirez
- Temporary Utility And Construction Easement Agreement – Pelican Pete Body Shop & Towing, Inc.

14. Updated Rental Inspection Services Agreement (In Packet)
15. Administrator Report
16. Mayor Report
17. Adjourn

March 26, 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 26, 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

There were no citizen comments as no one in attendance wished to speak on non-agenda items.

Additions / Deletions to Agenda

One deletion was made to the agenda: Delete No. 8 Legal Services of Minnesota – Crystal Jamerson.

Motion by Ballard, seconded by Strand to approve the deletion. Motion passed unanimously.

Approval of Consent Agenda

The consent agenda was approved, including council minutes, accounts payable listings, and staff reports related to utility, liquor store, and financial reports from February 2024.

Motion by Ballard, seconded by Strand to approve the consent agenda. Motion passed unanimously.

Resolution 2024-04; Approving the Sale of The City's General Obligation Temporary Improvement Bond, Series 2024A – Tammy Omdal

Tammy Omdal from Northland Security presented the results for the sale of the city's bonds. Discussion concluded with approval of the resolution to proceed with the bond sale. The motion was unanimously passed.

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Resolution 2024-04 was presented; RESOLUTION APPROVING THE SALE OF THE CITY'S GENERAL OBLIGATION TEMPORARY IMPROVEMENT BOND, SERIES 2024A (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Motion by Markgraf, seconded by Strand to adopt Resolution 2024-04. Motion passed unanimously.

PRAC Change Request and Updates – Kelly Januszweski

Kelly Januszweski from Hammers Construction provided updates on the aquatic center project and presented Change Request No. 7. The change request was for a deduction of \$5,355.00.

Motion by Ballard, seconded by Foster to approve the change request. Motion passed unanimously.

WWTF Final Clarifier No. 4 Discussion

A discussion on Clarifier No. 4 at the Wastewater Treatment Facility took place, including a review of the current condition and potential solutions. Tim Bohmer from the Municipal Service Company and Taff from PeopleService Inc. discussed problems with the equipment and potential options for repair.

Motion by Ballard, seconded by Markgraf to approve repairing Clarifier No. 4 and to pursue using PFA (WIF) funds to pay for it. Motion passed unanimously.

Ringdahl Ambulance Update

Butch Murphy and Tollef Ringdahl from Ringdahl Ambulance discussed the revised subsidy request for 2024 was \$20,694 for the City of Pelican Rapids. They explained that the financial situation of the ambulance service is not good. The council reconsidered the funding request and made a motion to approve the increased contribution amount.

Motion by Ballard, seconded by Markgraf to approve \$25,000 for a one-year period for ambulance service. Motion passed unanimously.

PRFD - Shad Hanson

Fire Chief Shad Hanson requested Council to set half of the Public Safety Aid Funds the City received in 2023 for the Fire Department. Council agreed to split public safety funds between the police and fire departments. He asked for Council permission to sell an ATV that is unused by the department.

Motion by Foster, seconded by Strand to split the public safety aid money equally between the Fire Department and Police Department. Motion passed unanimously.

Motion by Strand, seconded by Foster to sell the ATV and apply the proceeds towards future Fire Department vehicle purchases. Motion passed unanimously.

EDA Updates

Jordan Grossman via Zoom informed the council about the Lake Region Electric Cooperative Revolving Loan Fund, plans for a booth at the Showcase Pelican Rapids, and an opening on the EDA board.

Motion by Markgraf, seconded by Strand to have a booth at Showcase Pelican Rapids. Motion passed unanimously.

Police Update - Todd Quaintance

Police Chief Todd Quaintance performed Officer Brandenburger's Police Officer Oath of Office.

Body Camera/Squad Camera Policy Review

He spoke to Council about a body camera/squad camera policy review. More discussion and further review will be done next meeting.

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Squad Radio Needs

He updated Council on the need for squad radios as the current radios have been failing.

Motion by Ballard, seconded by Foster to authorize the purchase of squad radios for \$18,031.60. Motion passed unanimously.

Firearm Purchase

The desire to purchase firearms complete with a green dot system and flashlight mounts was expressed. The cost would be \$4,182.

Motion by Strand, seconded by Strand to purchase the firearms with the green dot system and flashlight mounts. Motion passed unanimously.

Hiring Process Update

The City is moving on from the candidate that was previously hired and the police officer position is open again.

Gambling Ordinance

A sample gambling ordinance to help offset some of the costs that the Police Department wants was provided to Council if they wanted to consider it. Council had no interest at this time.

2nd Ave SE Drainage Improvement Easements

Five easements, (three permanent and two temporary) were required for the 2nd SE Avenue Drainage Improvements and utilities. They were presented and approved as a part of the project completion process.

Motion by Markgraf, seconded by Strand to approve the easements. Motion passed unanimously.

Updated Rental Inspection Services Agreement

An updated agreement was presented to streamline the annual renewal of rental inspection services with Sid Fossan, Stonehenge Enterprises, allowing automatic renewal unless terminated with the proper notice.

Motion by Strand, seconded by Markgraf to approve the agreement. Motion passed unanimously.

Administrator Report

The Administrator reported since the last council meeting he has; worked with the Clerk and Mayor to set council agenda and prepped for the meeting; attended a Department Head Meeting; attended an EDC and an EDA Meeting; completed the first reimbursement request and sent to DEED for the Pool Project state grant; attended a pool construction meeting; met with Matt from LCSC about getting webcams working at Historic City Hall for the street project; met with Vertin representatives about insurance options for the condominium association; set up the annual meeting for the condominium association; attended the Planning Commission Meeting and worked with the city attorney on the process of the request to rezone; contacted PFA and researched possible ways to fund the WWTF clarifier issues; worked with Northland Securities on the temporary financing needed for the street project; met with mentor group; attended a meeting about the Pinewood Estates Development with Bob Schlieman and Amy Baldwin; an open house/ribbon cutting for the Multi Use Building has been scheduled for Thursday, April 25, 2024 at 10:30am. All council members are invited to attend. There will be a photo taken with representatives from the city, county, and school. Mr. Steeves will provide a tour of the building and answer any questions.

Mayor Report

The Mayor reported since the last meeting he; submitted weekly columns to the Pelican Press for publication, visited with businesses and non-profits, attended the EDA meeting at the Dairy Queen on March 14, met on March 21 with CEDA Rep Jordan Grossman and members of West Central Initiative at Historic City Hall to discuss

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the concept of solar panels on municipal buildings and met with Administrator Roisum on March 25 to plan the agenda for this afternoon's council meeting.

Adjourn

Motion by Strand, seconded by Markgraf to adjourn the meeting at 6:12 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer