**CITY COUNCIL AGENDA** April 5, 2024

**Tuesday, April 9, 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 26, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Financial Report (In Packet)
      2. Police Chief Report (In Packet)
   d) Ringdahl Ambulance Meeting April 24 6:30 pm-7:30pm
   e) Plumber Registration – Ripplinger Plumbing/Stephen Erb
   f) Certify Unpaid Utility Bills to Property Taxes
      - Parcel: 76000220013006
        Amount: $96.43
5. Lakes Tree, LLC – Lien Request (In Packet)
6. Apex Engineering Projects – Bob Schlieman (In Packet)
7. Ace Hardware Parking Lot/City Alley – Matt Strand
8. Resolution No. 2004-06 - State of Minnesota Active Transportation Program Grant Agreement (In Packet)
9. Street & Parks Report – Brian Olson
10. Library Report (In Packet)
11. Administrator Report
12. Mayor Report
13. Adjourn

# April 9, 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, April 9, 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

Gerry Henry addressed Council about a longstanding easement claim issue on 1 Industrial Drive, related to his heavy-duty construction equipment company located in the industrial park. He outlined the history of his company's property access through an easement, providing a narrative of his interactions with city representatives regarding the matter. The Council took note of Mr. Henry's concerns. Bryan Schiroo, Foreman for Attachments International, spoke on the implications of property access and suggested potential rescinding of the property sale of 1 Industrial Park Drive, raising concerns about the exclusion of parties from the purchase opportunity and the accuracy of provided information.

## Additions / Deletions to Agenda

No. 14 City Hall Window was added to the agenda.

"Move to approve the agenda with the addition." Motion carried, by Strand, seconded by Ballard.

## Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, accounts payable listing, financial reports, a police chief report, upcoming meetings, plumber registrations, and to certify unpaid utility bill.

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

## Ace Hardware Parking Lot/City Alley – Matt Strand

Matt Strand discussed Ace Hardware's upcoming parking lot project and expressed concerns about the current state of the city alley adjacent to it. He proposed options including the city paving the alley with concrete or giving the alley to him to and he will pay for paving the alley.

"There was a motion in the discussion to sell the alley to Matt Strand with easements, but it failed with a no vote." Motion by Steve Foster, seconded by Brent Frazier. (Nay: Strand, Ballard, Markgraf)

"There was a subsequent motion to keep the alleyway city-owned and the city will cover the paving costs." Motion by Ballard, seconded by Markgraf "The Council approved the motion to cover the paving costs and retain ownership of the alley adjacent to Ace Hardware's parking lot." Motion carried. (Nay: Foster, Frazier)

## Apex Engineering Projects – Bob Schlieman

Bob Schlieman of Apex Engineering gave an update on local engineering projects, including anticipated construction start dates and bid openings. He also requested approval of project-related contracts and task orders.

"The Council approved the awarding of a construction contract to Feldt Plumbing and Excavating for $81,402 for the 2nd Avenue SE Drainage project." Motion by Strand, seconded by Ballard. Motion carried.

"Additionally, the Council approved the Apex Engineering Task Order No.9 related to construction services for $14,800." Motion by Ballard, seconded by Foster. Motion carried.

## Resolution 2024-06; State of Minnesota Active Transportation Program Grant

**Resolution 2024-06 was presented; Active Transportation Program Grant Agreement Resolution Grant Terms and Conditions MNDOT Grant Agreement No. 1056537 SP NO. 056-090-015 (A complete text of this resolution is part of permanent public record in the City Clerk's office.)**

"I move to adopt Resolution 2024-06." Motion passed and resolution declared duly adopted, by Markgraf, seconded by Ballard.

### Street & Parks Report – Brian Olson

Brian Olson reported on the various activities within Street and Parks, including spring sweeping, preparations related to the 2024 Complete Streets project and the upcoming closure no parking signs for the detour routes. The discussion extended to campground openings and staffing needs for lifeguards due to the new pool. Olson requested approval for the hiring of summer parks maintenance workers and a new individual for mowing services.

"Approval was granted for hiring summer help, including Brandon Heaton and Brody Setter for park maintenance at $15.00 an hour, and Dennis Heruth at $20.00 an hour for mowing." Motion by Strand, seconded by Markgraf. Motion carried.

### Lakes Trees, LLC. Lien Request

The Council considered the lien request from Lakes Trees LLC to take out a mortgage on recently purchased property from the city, which was granted on the stipulation that written consent from the city was obtained first.

"The Council granted written consent for Lakes Trees LLC to take out a loan for building development." Motion by Foster, seconded by Strand. Motion carried.

### City Hall Window Request- Administrator Roisum

**Administrator Roisum asked Council to consider putting a window in the City Administrator's Office. The cost would be $3,000 and there are left over funds from the Clerk-Treasurer's capital account.**

"Motion to approve." Motion carried, by Strand seconded by Markgraf.

### Library Report

Library Report was included in the Council Packet for Council.

### Administrator Report

Administrator Roisum reported since the last city council meeting he has; worked with the Clerk and Mayor to set the agenda and prepped for the council meeting, attended the annual meeting of the 315 N Broadway Condominium Association; met with Apex Engineering and Otter Tail County about the Pinewood Estates Development, attended a pool construction meeting, met with Apex Engineering about the 59/108 project utilities, attended the Otter Tail County community check-in with CEDA Rep Grossman and Mayor Frazier, attended the 59/108 Preconstruction Meeting in Detroit Lakes, presented information about the 59/108 project to residents at Riverfront Manor, worked with LCSC Information Technology to replace the City Hall server,

moved computers for the office, got the downtown web cams set up for the road construction, worked on City Hall meeting room policy, met with Matt Strand from Ace Hardware about their new parking lot and the adjacent city alley, created a more detailed in town detour map for Stage 1A of the 59/108 project.

**Mayor Report**

Mayor Frazier reported since the last city council meeting he; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, conducted a “Conversations with the Mayor” session at Historic City Hall on March 27, attended a Condominium Meeting with Administrator Roisum and two members of Vertin Funeral Home at City Hall on March 28, attended an Otter Tail County Housing Summit Zoom Meeting on April 3 with Administrator Roisum and CEDA Rep Grossman at City Hall, attended a 2024 Pelican Rapids Complete Streets Project Pre-Construction Meeting with Administrator Roisum and Superintendent Olson on April 4 at MnDOT Region 4 Headquarters in Detroit Lakes, set-up the City of Pelican Rapids booth for the Pelican Rapids Showcase event at the Pelican Rapids High School with Administrator Roisum on April 5 and worked this same event on April 6, met with Administrator Roisum on April 8 to plan the agenda for this council meeting. The Mayor also announced he would be the 2024 Pelican Rapids Complete Streets Project Public Information Coordinator (business liaison) between the contractor, Landwehr Construction, and the community.

**Adjourn**

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 5:34 pm.

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

Danielle Harthun
Clerk-Treasurer