

Tuesday, May 14, 2024

CITY COUNCIL AGENDA

4:30 p.m.

May 9, 2024

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 – April 30, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Chief Report (In Packet)
 - d) Pelican Rapids Chamber of Commerce Gambling Permit – October 12, 2024 – VFW Post 5252-October Fest
 - e) Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
 - f) Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
 - g) On-Sale Intoxicating Liquor License And Sunday On-Sale To Adrian Chavez As Proprietor For Tacqueria Chavez, LLC
 - h) Malt Liquor License to Charles Evenson for Proprietor for Southtown C Store
5. EDA Update
 - Chamber Lease – Vacate (In Packet)
6. Downtown Trees (In Packet)
 - Tree Grate Outlets
7. Street & Parks Report – Brian Olson
 - VFW Monument
8. 2017 Street & Utility Improvements Pay Request (In Packet)
 - Pay Request #10 - Final To Hough, Inc. of Detroit Lakes- \$37,776.46
9. City Hall Meeting Room Policy (In Packet)
10. Ordinance Committee Discussion
11. Library Report (In Packet)
12. Administrator Report
13. Mayor Report
14. Adjourn

May 14, 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, May 14, 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 - absent, 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 to make comments.

Additions / Deletions to Agenda

A deletion was made to the agenda with the consensus of the council.

"Please delete item number 4g from the consent agenda." Motion carried unanimously. Motion by Strand, seconded by Foster.

Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, accounts payable listing, Financial Report and the Police Chief Report. The consent agenda also had A Gambling Permit for October 12, 2024 for the PR Chamber at the VFW, and the following liquor licenses: Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252, Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc., Malt Liquor License to Charles Evenson as proprietor for Southtown C Store was presented and approved.

EDA Update Chamber Lease

Discussion took place regarding the Chamber's termination of its lease agreement and a motion to acknowledge and approve the termination was made. The Chamber requested a decrease of \$50 from the final payment since they will be out by May 18.

"A motion to acknowledge and approve the Chamber of Commerce terminating the lease agreement and discount the rent \$50." Motion carried unanimously. Motion by Ballard, seconded by Strand.

A discussion on prorating the payment for the Chamber was concluded with a motion.

Downtown Tree Grate and Outlets

Extensive discussion occurred regarding the downtown tree grate plan, including locations and concerns from business owners. It was decided to approve the plan for the south side of the bridge, while further consideration was to be made for the northern portion.

"Motion to approve the plan for the tree grates on the south side of the bridge." Motion carried unanimously. Motion by Foster, seconded by Ballard.

The option of using conduit was postponed until the final decision about the trees are made.

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Street and Parks Report

The Street and Parks Update included various items such as hydrant flushing, summer hours, hiring needs, and an upcoming event at the city airport. A motion was put forth to hire a new employee for the streets department.

"Motion to hire Ian Fahje at \$20 per hour as summer mower. Motion carried unanimously. Motion by Foster, seconded by Ballard.

The proposition to move the VFW plaques from the corner of TH 108 & TH 59 and placed around the cannon in Veterans Memorial River Park was accepted by the City. There will be no cost to the City.

"Motion to allow the VFW to erect a monument around the cannon in Veterans Park." Motion carried unanimously. Motion by Strand, seconded by Ballard.

2017 Street and Utility Improvements Pay Request No. 10

Council considered Pay Request No. 10 for Hough, Inc. of Detroit Lakes for \$37,776.46.

"Motion to approve the final pay request for the 2017 Street and Utility Improvements to Hough Construction." Motion carried unanimously. Motion by Strand, seconded by Foster.

City Hall Meeting Room Policy

The City Hall Meeting Room Policy was amended to reflect that reservations for its use must fall within City Hall business hours. The council voted to approve the revised policy.

"Motion to approve the City Hall Meeting Room Policy as revised." Motion carried unanimously. Motion by Strand, seconded by Foster.

Ordinance Committee Discussion

Dialogue was held about forming an ordinance committee to review and update city ordinances. It would consist of Administrator Roisum, Clerk-Treasurer Harthun, Mayor Frazier and other city staff.

Library Report

Library Report was included in the Council Packet for Council.

Administrator Report

Administrator Roisum reported that since the last city council meeting he had; worked with the Clerk and Mayor to set the council agenda and prepped for the council meeting, attended a Department Head meeting, attended an EDC meeting, went through the Visual Quality Manual for the 2024-25 project and updated the tree grate placement according to the final plans, attended a pool construction meeting, revised and completed the City Hall meeting room policy, met with Apex Engineering, Otter Tail Power, Maxx Extraction, Landwehr Construction and MnDOT on the possible installation of conduit for outlets in downtown tree grates as part of the construction project, attended Hwy 59/108 construction meetings and open houses, worked with PFA to get approval to use the WIF Replacement Funds for the Final Clarifier #4 repairs and worked on revised drafts of the staff and supervisor performance evaluations.

Mayor Report

Mayor Frazier reported that since the last meeting he had; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, attended 2024-2025 Complete Streets Project Meetings at City Hall on May 1 and 8, attended 2024-2025 Complete Streets Public Meetings at the Library on May 1 and 8, attended a

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Complete Streets Meeting on May 3 at City Hall with Administrator Roisum and Superintendent Olson regarding conduit installation for downtown boulevard tree lighting, attended a Copper and Lead Water Service Line Meeting at City Hall on May 3 with Administrator Roisum, Superintendent Olson, Bob Schlieman of Apex Engineering and Shad Hanson of Mr. Plumber and met with Administrator Roisum on May 13 to plan the agenda for this council meeting.

Adjourn

The meeting was adjourned at 5:36 pm without further discussion.

"Motion to adjourn." Motion carried unanimously. Motion by Strand, seconded by Ballard.



Danielle Harthun
Clerk-Treasurer