

CITY COUNCIL AGENDA

May 23, 2024

Tuesday, May 28, 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 – May 14, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Liquor Store Report (In Packet)
 2. Utility Report – April 2024 (In Packet)
 - d) On-Sale Intoxicating Liquor License And Sunday On-Sale To Aurora Escobar as Proprietor for Taqueria Escobar
 - e) Park Board Minutes – April 15, 2024 (In Packet)
 - f) Certify Unpaid Utility Bills to Property Taxes
 - Parcel: 76000990425001
Amount: \$382.28
5. Legal Services of Northwest MN – Crystal Jamerson
6. Park Region Co-op Back Road Access Improvements and Cost – Everett Ballard
7. Designated Fire Hydrant Painting
8. EDA Update – Jordan Grossman
 - HCH Asbestos – Floor Tile
 - Brew Haven – Lease (In Packet)
9. Resolution No. 2024-08
 - Resolution Accepting Monetary Limits On Municipal Tort Liability (In Packet)
10. City Hall Personnel
11. PRAC Change Request (In Packet)
 - Change Request #9 Hammers Construction \$514.70
12. Police – Hiring Process for PD – Todd Quaintance
 - Sign on Bonus
13. Downtown Trees/Conduit
14. Administrator Report
15. Mayor Report
16. Adjourn

May 28, 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 28, 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.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, Streets and Parks Superintendent Brian Olson, CEDA Rep Jordan Grossman

General Attendance: Crystal Jamerson, Anne Hoefgen, Judith Engebretson, Everett Ballard, Dr. Zena Stussy, Judy Tabbut, Tom Marty, Teresa Thornton, Mackenzie Thornton, Harold Holt, Justin Fure, Andrew Johnson, Andy Haake and Kim Pederson from the Pelican Press were present.

Welcoming Remarks

Mayor Frazier welcomed everyone to the meeting, including those attending via Zoom. He reminded attendees of the meetings being broadcasted on the Pelican Rapids YouTube channel and channel 14.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

Attendees stood and recited the Pledge of Allegiance.

Citizen's Comments

Mayor Frazier invited citizen comments from those not on the agenda. With none forthcoming, the meeting proceeded.

Additions / Deletions to Agenda

Mayor Frazier proposed adding a pay request from Hammers Construction as an additional bullet point under item No. 11.

"Motion to adopt the agenda with the additional bullet point under item No. 11. Motion carried." Ballard moved, Strand seconded.

Approval of Consent Agenda

Mayor Frazier read the consent agenda items and called for a motion to approve.

"Motion to approve the consent agenda including May 14, 2024 council minutes, accounts payable listing, Liquor Store Report and Utility Report. The following liquor license: On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar, April 15, 2024 park board minutes and to certify an unpaid utility bill to property taxes for parcel 76000990425001 for \$382.28. Motion carried." Strand moved, Markgraf seconded.

Legal Services of Northwest MN – Crystal Jamerson

Crystal Jamerson from Legal Services of Northwest Minnesota presented information about their services, which include free civil legal assistance to low-income individuals across 22 counties, which includes Pelican Rapids. She discussed the categories of cases they handle and their modes of providing service. Executive Director Anne Hoefgen also elaborated on their work and funding sources.

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Mayor Frazier and Council Member Foster asked questions regarding the services and the payment methods. Crystal and Anne provided detailed responses, distributed additional information, and clarified any questions about their operation in Pelican Rapids.

Park Region Co-op Back Road Access Improvements and Cost – Everett Ballard

Everett Ballard and Tom Marty from Park Region Co-op reported on the costs incurred for maintaining road access affected by the road construction project. He requested financial assistance as rear access to their property and the road are mostly owned by the City. Discussions included possible funding options and the involvement of other impacted businesses.

Superintendent Brian Olson also shared insights on the road ownership and maintenance responsibilities. It was concluded that more information is required to make a decision. CEDA Rep Jordan Grossman suggested applying for a mini-grant available for businesses impacted by road construction.

Mayor Frazier proposed putting this topic on the agenda for the next meeting.

Designated Fire Hydrant Painting

Andy Haake from Walmart Academy proposed painting fire hydrants to raise awareness about human trafficking. He explained that the colorful designs aim to spark conversations.

Steve Strand inquired about the effectiveness, and Andy clarified the initiative's purpose. Discussions confirmed that fire hydrant regulations would not be affected. A motion was made to approve the painting of six fire hydrants around the school area.

"Motion to proceed with the painting of six designated fire hydrants around the school to raise awareness about human trafficking. Motion carried." Ballard moved, Markgraf seconded.

Downtown Trees/Conduit

Administrator Roisum started the discussion on whether to plant trees in the downtown area between the roundabouts. Concerns were raised about blocking business signage. He presented the types of trees suggested and the placement plan resulting from consultations with MnDOT and the beautification committee.

Several members of the beautification committee spoke in favor of the trees citing their aesthetic and environmental benefits. Businesses, including Matt Strand, voiced concerns about maintenance and blockage of signage.

After a lengthy discussion, a motion was made to adopt the beautification committee's recommendations, which was put to a roll call vote but failed.

"Motion to adopt the beautification committee's recommendations for downtown trees. Motion failed." Steve Foster moved, Frazier seconded.

It was agreed to revisit the topic in the next meeting to gather more public input.

EDA Update – Jordan Grossman

HCH Asbestos – Floor Tile

CEDA Rep Grossman reported on asbestos found in the floor tiles at Historic City Hall and recommended covering the tiles with a floor leveler. It was confirmed that covering is a feasible and safe solution to proceed with the renovation.

"Motion to approve using floor leveler to cover asbestos tiles at Historic City Hall. Motion carried." Ballard moved, Foster seconded.

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Brew Haven – Lease

CEDA Rep Grossman presented a lease agreement for Brew Haven, mentioning that terms would be negotiable year-by-year. Concerns about setting initial rent amounts were addressed, and it was understood that the lease would allow for annual negotiations based on business performance.

"Motion to approve the Brew Haven lease agreement. Motion carried." Markgraf moved, Foster seconded.

Resolution No. 2024-08 Accepting Monetary Limits on Municipal Tort Liability

Clerk-Treasurer Harthun explained **RESOLUTION NO. 2024-08 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY**. Historically, the City has chosen not to waive the statutory limits, and it was recommended to continue this practice.

"Motion to approve Resolution No. 2024-08 Accepting Monetary Limits on Municipal Tort Liability. Motion carried." Ballard moved, Markgraf seconded.

Police – Hiring Process for PD – Todd Quaintance

Sign on Bonus

Police Chief Todd Quaintance proposed a hiring incentive program for police new hires to address staffing shortages. He recommended a sign-on bonus paid in two installments to attract and retain new officers. New officers will receive \$2,500 upon completion of the six-month probationary period and the remaining \$12,500 upon completion of three years of service.

"Motion to approve the Police Department's hiring incentive program as proposed. Motion carried." Strand moved, Foster seconded.

City Hall Personnel

Clerk-Treasurer Harthun informed the council of the upcoming resignation of the Utility Clerk and plans to advertise the position immediately.

PRAC Change Request

Change Request No. 9 Hammers Construction \$514.70

Lance Roisum presented a Change Request from Hammers Construction for adding conduit for security cameras at the pool area for \$514.70.

"Motion to approve Change Request No. 9 for Hammers Construction in the amount of \$514.70. Motion carried." Foster moved, Markgraf seconded.

Hammers Construction Pay Request No. 10

Lance Roisum presented PRAC Pay Request No. 10 for \$441,538.89 from Hammers Construction.

"Motion to approve Hammers Construction Pay Request No. 10. Motion carried." Markgraf moved, Ballard seconded.

Administrator Report

Administrator Roisum reported that since the last city council meeting he has; worked with Clerk and Mayor to set council agenda and prepped for the council meeting, attended a Department Head meeting, attended the Hwy 59/108 construction meetings and open houses, worked with PFA on the funding for the water and sewer portion of the 59/108 project, set up asbestos testing with Lakes Country Service Cooperative for the floor tile at HCH and requested abatement estimates, met with Senior Loss Control Consultant Marc Dunker from the League of Minnesota Cities for his annual check-in with the focus on employee wellness programs, attended a Pool Committee Meeting and sought opinions from downtown business owners and landowners about trees in the downtown area.

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Mayor Report

Mayor Frazier reported that since the last city council meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, attended the "2024-2025 Complete Streets Project Meeting at City Hall on May 15 and 22, facilitated the 2024-2025 Complete Streets Public Meeting at the Library on May 15 and 22, attended a meeting on May 20 with Mallory Jarvi of West Central Initiative at the Pelican Rapids Dairy Queen regarding future e-bike usage in our City, attended the award ceremony on May 21 at Viking Elementary School in which 4th grade student Jemma Januszewski was presented with the Minnesota Rural Water Association's 40th Water Week Poster Contest winning certificate for the state of Minnesota and a \$100 cash gift card, presented the Welcome Speech at the May 27 Memorial Day Service at Trinity Lutheran Church and met with Administrator Roisum on May 27 to plan for this afternoon's meeting.

Adjourn

The meeting was adjourned at 6:16 pm following a motion.

"Motion to adjourn the meeting. Motion carried." Strand moved, Markgraf seconded.

Meeting adjourned.



Danielle Harthun
Clerk-Treasurer