

CITY COUNCIL AGENDA

August 23, 2024

Tuesday, August 27, 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 – July 30, 2024
 - b) Approval of Accounts Payable Listings
 - c) Certify Unpaid Utility Bills to Property Taxes
 - Parcel: 76000220013006
Amount Due: \$153.77
 - Parcel: 76000990137000
Amount Due: 88.53
 - d) Staff Reports
 1. Utility Report – June 2024 (In Packet)
 2. Police Report (In Packet)
 3. Liquor Store Report (In Packet)
 - e) MN Legislator of Distinction
5. Highway 59 & 108 Construction Update – MnDOT – Russ Floberg & Emma Olson
6. Otter Express – Kayla Sullivan
7. Bridge Center Request Discussion – Jordan Grossman
8. Fire Department Budget (In Packet) – Shad Hanson
9. Street & Parks Report – Brian Olson
 1. Sherin Park Bathhouse
 2. Handicap Parking
10. Pelican Valley Health Center Temporary Easement Request
11. Highway 59, Pederson Underpass
12. Library Report (In Packet)
13. Resolution 2024-11: Resolution Granting and Conveying and Quitclaiming Real Property (In Packet)
14. Wetland Delineation
 1. Ridgecrest Drive Lots
 2. SW Lots
 3. Sherin Park
15. Administrator Report
16. Mayor Report

August 27, 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, August 27, 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, CEDA Rep Jordan Grossman, Street and Parks Superintendent Brian Olson, Fire Chief Shad Hanson, City Engineer Bob Schlieman.

General Attendance: Russ Floberg, Emma Olson, Kayla Sullivan, John Dunwell, Tyler Ahlf, Staci Allmaras, Alex Ohman 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

The Pledge of Allegiance was recited.

Citizen's Comments

No citizens came forward for comments at the designated time.

Additions / Deletions to Agenda

A change to the agenda to correct item No. 11 from Highway 59 Pederson Underpass to Highway 59 Pedestrian Underpass. No additional changes a motion was made and carried to move the agenda forward as amended.

The agenda was set with the correction regarding item No. 11. Motion made by Foster, seconded by Strand. Motion approved unanimously.

Approval of Consent Agenda

The consent agenda included approval of July 30, 2024 council minutes, accounts payable listings, to certify unpaid utility bills to property taxes for parcels 760002200013006 for \$153.77 and 76000990137000 for \$88.53, utility report, police report, liquor store report, and recognizing Minnesota Legislator of Distinction. The council agreed to the items listed in the consent agenda without objections.

Motion to approve the consent agenda was made by Markgraf, seconded by Ballard. Motion approved unanimously.

Wetland Delineation

Ridgecrest Drive Lots, SW Lots, Sherin Park

The city engineer from Apex Engineering, Bob Schlieman, explained the need for wetland delineation in several areas within Pelican Rapids, indicating potential improvements close to Ridgecrest Drive lots, Old Fergus Road, and

Sherin Park. Inputs from the council were sought on moving forward with obtaining quotes for these services, estimated at approximately \$5,000.

A motion was made by Strand, seconded by Foster, to proceed with obtaining quotes for wetland delineation services. The council approved the motion unanimously after discussions about the prospective timeline and contractors.

Highway 59, Pedestrian Underpass

Bob Schlieman outlined the project concerning the potential installation of a pedestrian underpass beneath Highway 59. This project's aim is to improve safety for students traveling between schools. Discussions focused on pedestrian traffic, funding possibilities, and the project's initiation year slated for 2028 along with when MnDOT will redo Highway 59 from S 5th Avenue to the south. Council members raised concerns about the costs and safety implications of an underpass, and after much debate, they resolved to start investigating the plausibility and funding opportunities further.

Motion to explore further details and funding for the pedestrian underpass project was moved by Ballard, seconded by Strand, and passed unanimously.

Highway 59 and 108 Construction Update – MnDOT – Russ Floberg & Emma Olson

Representatives Russ Floberg and Emma Olson from MnDOT provided updates regarding construction around Highway 59 and 108. While certain areas were reportedly nearing completion, others were to follow in the upcoming weeks. Discussion happened concerning timelines, traffic phasing, and weather dependencies.

Pelican Valley Health Center Temporary Easement Request

Tyler Ahlf, Executive Director at Pelican Valley Senior Living, addressed the request for a temporary easement required due to the Highway 59 and 108 street project. Details included stipulations about a temporary roadway to be funded by Pelican Valley, and the council examined the importance and impact of this request alongside legal adjustments.

A motion to approve the temporary easement, ensuring access for EMS, visitors and staff was made by Foster, seconded by Strand, and passed unanimously.

Otter Express – Kayla Sullivan

Kayla Sullivan briefed the council on plans for expanding Otter Express services to Pelican Rapids, catering to public transportation and explained operational logistics. While initial services were suggested at two days a week from 9 AM to 2 PM, data collection would help adjust this based on community demands.

Bridge Center Request Discussion – Jordan Grossman

Representatives from the Bridge Center, Staci Allmaras and Alex Ohman, revisited their request for the release of funds. They updated the council on fundraising efforts and necessary remediation work for the building to serve as a future community center among other things. They advocated the center aligning with city goals related to community facilities and outlined budget allocations previously discussed.

A motion approving the disbursement of \$33,000, with the condition that funds shall be returned if the project fails, was made by Foster, seconded by Strand, and was passed. Jordan Grossman will write up the agreement between the City and the Bridge Center.

Fire Department Budget – Shad Hanson

Chief Shad Hanson and the Budget Committee presented the fire department's 2025 budget, highlighting increased call responses and insurance costs as reasons the budget increased. The department also discussed future equipment replacement scheduling to ease budget planning.

Motion to approve the fire department's budget for the upcoming fiscal year was made by Ballard, seconded by Markgraf, and carried unanimously.

August 27, 2024 Council Meeting Minutes

Street and Parks Report – Brian Olson

The Street Department completed striping parking lots, hydrant flushing and two of the summer staff are now gone. Pool is set to be finished middle of September.

Sherin Park Bathhouse

The discussion covered options for replacing or renovating the outdated Sherin Park bathhouse. Factors such as ADA compliance and grants under consideration required council input regarding the park's future development. It was decided to replace the bathhouse and put it in the existing spot.

There was talk about increased camping spots now that the dam was removed.

Motion to include a new bathhouse in the same area it is in now in the grant exploration was made by Markgraf, seconded by Foster, and was approved after some discussion.

Handicap Parking

A proposal was shared to designate a handicapped parking spot in the city parking lot next to State Farm Insurance, ensuring better accessibility for city visitors.

Motion to add a handicap parking space was made by Markgraf, seconded by Foster, and was approved after some discussion.

Library Report

The library report was reviewed by Council and going forward, it will be part of the consent agenda.

Resolution 2024-11; Granting, Conveying, and Quitclaiming Real Property

Resolution 2024-11 was introduced regarding the reconveyance of real property allotments set for stormwater retention, aiming to facilitate city planning and possibly build residential houses.

Motion to approve **RESOLUTION 2024-11 A RESOLUTION GRANTING AND CONVEYING AND QUITCLAIMING REAL PROPERTY TO THE STATE OF MINNESOTA** to move forward with reconveying specified properties was made by Ballard, seconded by Markgraf. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Administrator Report

Administrator Roisum reported that since the last city council meeting he has: worked with Clerk and Mayor to set agenda and prepped for the council meeting, attended the Hwy 59/108 construction meetings and open houses, attended an EDC meeting, attended a department head meeting, took a tour of the Congregational Church building which is the site of the future Bridge Center, attended the second OTC Long-Range Transportation Plan Advisory Committee meeting in Ottertail, met with MCMA members for our monthly connect meeting, continued to work with the PFA to finalize funding for the Hwy 59/108 project, met weekly with the Library Director and have been in contact with LMC Collaboration Services for help with the Library issues, attended an Ordinance Committee meeting and an OTC Housing Convening meeting, met with MnDOT, West Central Initiative, Apex Engineering, and the school about a possible pedestrian underpass which would cross Hwy 59 between the school buildings, attended multiple budget meetings, met with Jonah from West Otter Tail Soil and Water Conservation District and Steve Hofstad of MN Board of Water and Soil Resources about city property and wetlands, was interviewed by Federal IRS Agents who are investigating the Feeding Our Future fraud case in Minnesota, met with Chief Quaintance and Mill Pond Apartment representatives about issues at Mill Pond and attended an OTC work session discussing the Opioid Settlement Funds and the Cannabis Ordinance.

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 Hwy 59/108 construction staff meetings at city hall on July 31 and August 7, 14 and 21, facilitated the Hwy 59/108 construction public meetings at the library on July 31 and August 7, 14 and 21, attended the Pelican Group Of Lakes Improvement District Annual Meeting at Dunn

August 27, 2024 Council Meeting Minutes

Town Hall on August 10, entered a vehicle in the Vergas Looney Daze parade on August 11, attended a tour of the Bridge Center on August 12, presented a "Welcome" at our River Restoration Rock Rapids Project to approximately 40 attendees on a DNR ecological bus tour of rock rapids projects in our area on August 13, attended an Ordinance Meeting at city hall on August 15 with city personnel, attended an Otter Tail County Housing Convening Zoom Meeting at city hall on August 15 with Administrator Roisum, attended a Fire Department Budget Meeting at city hall on August 19, attended a Library Budget Meeting and General Budget Meeting on August 22 at city hall, attended a West Central Initiative Economic Development Authority Meeting in Fergus Falls on August 22 with EDA Director Grossman, attended an U.S. Highway 59 Pedestrian Crossing Meeting on August 23 at South Broadway, met with Administrator Roisum on August 26 to plan the agenda for this meeting and attended an Opioid Settlement Funds Update and Cannabis Ordinance Meeting in Fergus Falls on August 27 with Administrator Roisum.

Adjourn

Seeing no further business, the motion to adjourn was made by Strand, seconded by Markgraf, and unanimously approved, concluding the meeting at 6:05 pm.



Danielle Harthun
Clerk-Treasurer