

CITY COUNCIL AGENDA

September 6, 2024

Tuesday, September 10, 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 – August 27, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report – July (In Packet)
 2. Financial Reports
 3. Library Report
5. Street & Parks Report – Street and Parks Superintendent, Brian Olson
 - PO Boxes (In Packet)
6. Update on Hiring Process – Police Chief, Todd Quaintance
7. SE 2nd Ave Drainage Improvements – Pay Request No.1 (In Packet)
8. Pinewood Estates – Pay Request No. 1 (In Packet)
9. Chamber of Commerce Community Renewal Award (In Packet)
10. Resolution 2024-12 Accepting the Offer of the MNPFA to Purchase a \$3,398,133 General Obligation Water Revenue Note, Series 2024, Providing for its Issuance, and Approving Execution of a Project Loan Agreement
11. Resolution 2024-13 Accepting the Offer of the MNPFA to Purchase a \$577,745 General Obligation Sewer Revenue Note, Series 2024, Providing for its Issuance, and Approving Execution of a Project Loan Agreement
12. 2025 Preliminary General Budget Discussion (In Packet)
13. Administrator Report
14. Mayor Report
15. Adjourn

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Call to Order

Roll Call of Members

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, September 10, 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 Jordan Grossman, Street and Parks Superintendent Brian Olson.

General Attendance: Judy Tabbut, David Ellison and Kim Pederson from the Pelican Press were present.

Welcoming Remarks

Brent Frazier welcomed all attendees to the city council meeting, both those in-person and those joining via Zoom. The meeting was noted to be available on the Pelican Rapids YouTube channel and channel 14 on Wednesday evenings.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Citizen's Comments

Judy Tabbut provided comments expressing gratitude for removing the dam and moving the Pelican Market to Veterans Memorial River Park. She mentioned having discussions with Ryan Pesch about continuing the market there next year.

Additions/Deletions to Agenda

There were no additions or deletions to the agenda. A motion was made and seconded to accept the agenda as presented, passed unanimously.

Motion to accept the agenda as presented. Motion Passed. Made by Strand, seconded by Markgraf.

Approval of Consent Agenda

The consent agenda was presented for approval, encompassing council minutes from August 27, 2024, accounts payable listings, a utility report, and financial reports. The library report was pulled for separate discussion. A motion to approve the altered consent agenda was made, seconded, and passed unanimously.

Motion to approve the amended consent agenda. Motion passed. Made by Steve Foster, seconded by Kevin Ballard.

Library Report

Lance Roisum briefed details including the resignation of director Annie Wrigg and two library board members Cheryl Brenna and Sue Seifert, requiring replacement appointments and planning for a special library board meeting. Discussions occurred regarding hiring a new director, appointing new board members, and ongoing operational needs.

Motion to approve the library report. Motion Passed. Made by Strand, seconded by Markgraf.

Street and Parks Report

Brian Olson provided updates on Hydrant Flushing scheduled for September 22, sewer jetting, and pavement painting underway. He mentioned progress and completion of the SE 2nd Avenue Drainage project. Camping is slowing down for the season.

Motion to approve the street and parks report. Motion Passed. Made by Strand, seconded by Markgraf.

PO Boxes

An extensive discussion centered on the installation and maintenance of central box units for mail that were triggered by the TH 59/108 Street Project. The responsibility for key distribution, box maintenance,

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snow removal, and liability issues were stressed. The decision was postponed to allow more investigation, particularly consultations with the post office.

Motion to postpone the PO Boxes responsibility decision. Motion Passed. Made by Strand, seconded by Markgraf.

Update on Hiring Process

Todd Quaintance provided an update on police officer hiring, indicating a conditional offer was made and the background process is underway. Discussions extended to Pelican Rapids Ambulance service provisions throughout the city, clarifying no intended reduction in service quality. Nuisance property enforcement and ongoing legal management were noted.

SE 2nd Avenue Drainage Improvement Pay Request No. 1

Lance Roisum requested approval for Pay Request No. 1 to Feldt Plumbing for \$65,114.90 in relation to SE 2nd Avenue Drainage Improvement Project. The project received partial payment authorization, recognizing further final payments contingent on additional inspections.

Motion to approve SE 2nd Avenue Drainage Improvement Pay Request No. 1. Motion Passed. Made by Strand, seconded by Foster.

Pinewood Estates Pay Request No. 1

Approval was sought for Pinewood Estates Pay Request No. 1 for Landwehr Construction for \$48,435.94 related to dirt work and preparations, which will be reimbursed by the county.

Motion to approve Pinewood Estates Pay Request No. 1. Motion Passed. Made by Ballard, seconded by Foster.

Chamber of Commerce Community Renewal Award

Recognition was given to the City by the Chamber of Commerce for notable street improvements, for the TH 59 Project.

Resolution 2024-12

Motion to approve **RESOLUTION 2024-12 ACCEPTING THE OFFER OF THE MNPFA TO PURCHASE A \$3,398,133 GENERAL OBLIGATION WATER REVENUE NOTE, SERIES 2024, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT** was made by Foster, seconded by Ballard. (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.

Resolution 2024-13

Motion to approve **RESOLUTION 2024-13 ACCEPTING THE OFFER OF THE MNPFA TO PURCHASE A \$577,745 GENERAL OBLIGATION SEWER REVENUE NOTE, SERIES 2024, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT** was made by Foster, seconded by Strand. (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.

2025 Preliminary General Budget Discussion

Danielle Harthun led a review of the proposed 2025 budget, explaining the rationale behind an increase in general and special tax levies. Detailed expense and income scenarios were studied, highlighting cuts realized via reduced capital and operating expenses.

Items that were cut were an additional police officer, upgrades to Sherin Park, CEDA present in town more. Speculative areas like the pool operations presented forecasts given absent data from prior usage years. Each department contribution to potential savings was discussed, balancing city service requirements against fiscal restrictions.

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Concluding observations noted that the budget required finalization at the September 24 meeting.

Administrator Report

Lance Roisum reported that 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 Hwy 59/108 construction meetings and open houses, attended a department head meeting, worked with our Bond Counsel to get the needed resolutions to finalize PFA funding for the Hwy 59/108 project, met with Aimee Gourlay of LMC Collaboration Services about the Library issues and the services needed moving forward, attended multiple budget committee meetings, attended a pool construction meeting, he and Todd Quaintance conducted a job interview for the open police officer position, attended the Chamber of Commerce Annual Meeting and presented updates on the projects happening in the City, met with the postmaster about the new CMU postal boxes and reviewed the City's responsibilities, attended the WWTF Chloride Variance Public Meeting put on by the MPCA, Lance, Fire Chief Shad Hanson, and Mayor Frazier, met with Dunn Township representatives and continued discussion about the possibility of a satellite fire station and attended the Library Board meeting.

Mayor Report

Mayor Frazier reported since the last 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 August 28 and September 4, facilitated the Hwy 59/108 construction public meetings at the library on August 28 and September 4, conducted Conversations with the Mayor at the library on August 29, attended an General Budget Meeting on September 3 at city hall with Councilman Foster, Administrator Roisum and Clerk Harthun, attended an E-Bike Meeting with WCI representative Mallory Jarvi and Jordan Grossman of CEDA on September 3, presented the Invocation at the Pelican Rapids Area Chamber of Commerce Annual Meeting at Ohe's Barn on September 3, presented an interview with the League of Minnesota Cities mediator via Zoom regarding the library on September 4, attended a Zoom meeting at city hall with the Minnesota Pollution Control Agency, Administrator Roisum and Greg Stang of PeopleService on September 4 regarding a chloride variance of our Wastewater Treatment Facility, attended a meeting at city hall on a proposed fire hall for Dunn Township with Administrator Roisum and Fire Chief Shad Hanson and met with Administrator Roisum on September 9 to plan the agenda for this council meeting.

Adjourn

Motion to adjourn. Motion Passed. Made by Strand, seconded by Markgraf.

The meeting adjourned at 6:04 pm.



Danielle Harthun
Clerk-Treasurer