

CITY COUNCIL AGENDA

October 31, 2024

Tuesday, October 8, 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 – September 24, 2024
 - b) Approval of Accounts Payable Listings
 - c) Intent to Certify
 1. R 76000260031900
Amount Due \$329.26
Unpaid Utility Bills
 - d) Staff Reports
 1. Police Report (In Packet)
 2. Financial Reports
5. Planning Commission Recommendations
 - Fence Variance (In Packet)
 - Ridgecrest Lot Sales Discussion
6. Continuation of Residential New Construction Tax Rebate Program-Jordan Grossman (In Packet)
7. Library Report
8. PRAC – Hammer's Construction (In Packet)
 - Change Request #13
 - Pay Request #14
9. Street and Parks Report – Brian Olson
 - Resolution No. 2014-15 (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

October 8, 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, October 8, 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, Street and Parks Superintendent Brian Olson, CEDA Rep Jordan Grossman.

General Attendance: Doug Bruggeman, Mike Carlson and Kim Pederson from the Pelican Press

Welcoming Remarks

The Mayor 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

There were no Citizen Comments.

Additions/Deletions to Agenda

Mayor Frazier noted two additions to the agenda. Item No. 13 Design Intent Bathhouse Design, and Item No. 14 E.L. Peterson Park Outlets.

Motion to approve the agenda with the two additions was made by Ballard and seconded by Foster. All members voted in favor; motion carried.

Approval of Consent Agenda

The following items were considered under the consent agenda:

The consent agenda was presented for approval that included council minutes from September 29, 2024, accounts payable listings, to certify \$329.26 to property taxes for parcel 76000260031900 for unpaid utility bills, police report and financial reports.

Council requested to pull the Unpaid Utility Bill and the Police Report.

Motion to approve the consent agenda except for items the unpaid utility bill and the police report was made by Strand and seconded by Foster. No further discussion; motion carried.

Discussion on Intent to Certify Unpaid Utility Bill

Detailed discussion on the unpaid utility bill of \$329.26 occurred, with members noting that the listed parcel number was incorrect. Danielle Harthun confirmed that the correct parcel number should be R76000260031901.

Motion to approve certifying the unpaid utility bill as corrected was made by Strand and seconded by Foster. Motion carried after further discussion.

Discussion on Item in the Police Report

The police report was discussed, where Todd Quaintance requested approving Breeann Brandenberger's status change from full-time to part-time and hiring Sam Holmes contingent on his evaluation completion at step one of the wage scale.

October 8, 2024 Council Meeting Minutes

Motion to approve the changes in personnel was made by Markgraf and seconded by Ballard. Motion carried without objection.

Continuation of Residential New Construction Tax Rebate Program – Jordan Grossman

Jordan Grossman outlined the continuation of a residential new construction tax rebate program aimed at single-family or twin-style homes. The program would transfer initiation from the county to the city without changing the essential structure.

Motion to approve the continuation of the residential construction tax rebate program by partnering with the county was made by Ballard and seconded by Foster. Motion carried.

Planning Commission Recommendations

Fence Variance

A fence variance was requested for a property at 105 NW 1st Avenue due to special circumstances regarding the property owner's needs. The Planning Commission held a public hearing as required.

Motion to approve the fence variance as recommended by the Planning Commission was made by Foster and seconded by Markgraf. Motion carried after a brief discussion.

Ridgecrest Lot Sales Discussion

Mike Carlson presented an offer for two city-owned lots on Ridgecrest for \$1.00, with the possibility of purchasing the lots for development under certain conditions related to wetland assessments.

Motion to accept the offer from Mike Carlson contingent on inspections was made by Markgraf and seconded by Foster. After extensive discussion, the motion carried.

EL Peterson Park Outlets

Lance Roisum and Doug Bruggeman outlined plans to utilize previously approved funds to add electrical outlets by Pelican Pete. Cost reductions had occurred in the suspension bridge electrical project, making resources available for this.

Motion to reallocate approved funds for the park outlets, as described, was made by Strand and seconded by Markgraf. Motion carried following discussion.

Street and Parks Report

Brian Olson detailed recent flushing, jetting, and sweeping activities, as well as updates on the Pinewood Estates Development and Aquatic Center progress.

Motion to accept Brian Olson's report was made by Strand and seconded by Ballard. Motion carried without opposition.

Resolution No. 2024-15

Resolution 2024-15 concerned a seasonal agreement to purchase sand and salt from the county if needed. **Motion to approve RESOLUTION 2024-15 WINTER MAINTENANCE AGREEMENT was made by Ballard, seconded by Foster. (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.**

PRAC Hammer's Construction

October 8, 2024 Council Meeting Minutes

Change Request No. 13

Discussion on change request No. 13 ensued, relating to additional deck drains required for compliance with state regulations concerning the aquatic center's deck slope. Council expressed concerns about the additional costs.

Motion to postpone this item until the next meeting to allow Scott from Design Intent to provide further details was made by Foster and seconded by Strand. Motion carried without objection.

Pay Request No. 14

This pay request covered work already completed for the aquatic center.

Motion to approve pay request No. 14 for \$426,103.72 was made by Strand and seconded by Foster. Motion carried.

Design Intent Bathhouse Design

The council discussed engaging in a design proposal from Design Intent for a new bathhouse at an estimated cost of \$26,750, to be funded from the Parks Reserves Fund.

Motion to approve the design process using the designated funds was made by Ballard and seconded by Markgraf. Motion carried.

Library Report

The library report featured updates on the hire of two part-time substitute employees, Elizabeth Brooks and Ruth Holmgren, as well as the need to approve accounts payable.

Motion to hire Elizabeth Brooks and Ruth Holmgren at \$15.00 per hour was made by Foster and seconded by Markgraf. Motion carried.

Motion to approve library bills was made by Foster and seconded by Markgraf. Motion carried.

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 the Hwy 59/108 construction meetings and open houses, attended a pool construction meeting, met with the outgoing Library Director for the final time, attended a Pinewood Estates construction meeting, attended a Planning Commission meeting, attended a special meeting and a regular meeting of the Library Board, created a job posting with Jordan from CEDA for the Library Director position, posted open Library Director position on Metronet Jobline, Mountain Plains Library Association Jobline, and the League of Minnesota Cities job-posting site, attended a supervisor training with all department heads put on by the Village EAP about motivating and engaging employees, met with Otter Tail Power and Grove Lake Electric about lights and outlets in the park, worked with Kutak Rock and PFA to finalize the funding for the Hwy 59/108 project, attended an Otter Tail County community check-in meeting, met with VC3 representatives about technology needs, met with the City Engineer and MnDOT representatives about the feasibility of the proposed Highway 59 underpass by the schools, met with Tessa Nord from the Post Office and was able to drop off the keys as the CBU's are not the City's responsibility and met with my Mentor Group.

Mayor Report

Mayor Frazier reported that since the last city council meeting he has; submitted columns to the Pelican Press, visited with businesses and non-profits, attended the Pelican Rapids Complete Streets staff

October 8, 2024 Council Meeting Minutes

meeting at city hall on September 25, facilitated the Pelican Rapids Complete Streets public meeting at the library on September 25, conducted a Conversations with the Mayor session at the library on September 25, attended Library Director Annie Wrigg's Farewell Party on September 26 at the library, met with Lance Roisum on October 7 to plan the agenda for this council meeting and attended a U.S. Highway 59 Underpass Zoom Meeting at city hall on October 7 with Lance Roisum and Brian Olson.

Adjourn

The meeting adjourned at 5:23 pm.

Motion to adjourn the meeting was made by Strand and seconded by Ballard. All voted in favor, and the motion carried, concluding the meeting.



Danielle Harthun
Clerk-Treasurer