

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

September 24, 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, September 24, 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.

General Attendance: Tessa Nord, John Dunwell, Scott DeMartelaere, John Waller III and Kim Pederson from the Pelican Press

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

There were no Citizen Comments.

Additions/Deletions to Agenda

A motion was made to add an agenda item about pickle ball courts.

Motion to approve the agenda with the addition of the pickle ball courts. Motion made by Steve Strand, seconded by Curt Markgraf, passed unanimously.

Approval of Consent Agenda

The consent agenda was presented for approval, encompassing council minutes from September 10, 2024, accounts payable listings, to certify \$280 to property taxes for parcel 76000990579002, police report and liquor store report.

Motion to approve the consent agenda. Motion made by Steve Foster, seconded by Kevin Ballard, passed unanimously.

In discussion, it was clarified that the unpaid bill was related to fire services, not water.

PRAC Change Request No. 11

Scott DeMartelaere presented on behalf of Kelly Januszewski, detailing a request for compensation due to unplanned winter weather expenses incurred during the construction at Pelican Rapids Aquatic Center. The council questioned the additional costs of \$27,616.44 and planned construction progress. Scott assured the council of timely completion with detailed future scheduling updates.

Motion to approve Change Order No. 11 for Hammers Construction. Motion made by Kevin Ballard, seconded by Steve Foster, passed unanimously.

EDA Update

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Housing Study

Jordan Grossman presented an updated housing study, mentioning it was completed by CEDA with input from a steering committee with recommendations for city development actions. A detailed discussion was held regarding the next strategic steps for housing development.

Motion to approve the housing study. Motion made by Curt Markgraf and seconded by Steve Foster, passed unanimously.

SCDP Update

An update on the Small Cities Development Program fund approval for \$948,750 for enhancements to residential and commercial properties was provided, summarizing timelines and procedures.

Business Incentives

Council reviewed the proposed financial incentives for new businesses for Pelican Rapids, outlining various rebate options available to business owners. A new business will have the option to pick two of the following: Free or reduced utilities, tax rebate program or utility hook-up fees.

Motion to approve business incentives as presented. Motion made by Kevin Ballard, seconded by Steve Stand, passed unanimously.

Business Facade Improvement Program

Jordan Grossman presented a facade improvement proposal aiding downtown businesses with potential financial assistance through a county match.

Motion to approve RESOLUTION 2024-14 REQUIRED RESOLUTION PROVISIONS FOR OTC CDA COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM was made by Steve Foster, seconded by Curt 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.

Yard of the Week Signs

She provided an update on the Yard of the Week Program and requested reimbursement for the signs of \$120.

Motion to approve the signs reimbursement. Motion made by Curt Markgraf, seconded by Steve Foster, passed unanimously.

Pickle Ball

Discussion centered on establishing pickle ball courts, referencing location behind the pool and funding discussions including a 1:1 match which would be the land. Although noting a preference for four courts, logistical preferences were detailed. Potential collaboration with Pelican Valley for a parking lot was mentioned.

Motion to approve exploring pickle ball court development north of the pool. Motion made by Kevin Ballard and seconded by Steve Foster, passed unanimously.

Post Office Boxes - Tessa Nord

Tessa Nord clarified responsibility for post office boxes installed due to road project impacts, detailing ongoing city liabilities, future maintenance, and key management. The responsibilities for administering keys, managing potential liabilities like maintenance or damage, and cost disputes arose in council discussions.

Motion to charge a \$75 deposit for all three keys with administration performed by the city, covering lock changes if required. Motion by Steve Foster, amended and seconded by Steve Strand passed unanimously.

Library Discussion

The Library Director had informed the library board of her resignation. Recommendations for addressing immediate library staffing needs were presented, with discussions on an interim solution to hire two part-time substitute library employees. Appointments for library board positions were proposed.

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Motion to accept the resignation of the library director. Motion made by Steve Foster, seconded by Steve Strand, passed unanimously.

Motion to hire up to two additional part-time substitute library employees. Motion made by Steve Foster, seconded by Kevin Ballard, passed unanimously.

Motion to confirm library board appointments for Dave Ellison and Kate Martinez. Motion made by Steve Foster, seconded by Steve Strand, passed unanimously.

League of MN Cities Collaboration Services Proposal

It was proposed to continue with collaboration services from the League of Minnesota Cities Insurance Trust to help clarify roles and responsibilities between the Council, Library Board, Library Director, City Administration and staff. The proposal also aims to repair relationships and improve teamwork while clarifying the process and expectations for communication, information sharing and working together moving forward.

Motion to approve collaboration services engagement. Motion made by Kevin Ballard and seconded by Steve Foster, passed unanimously.

Review 2025 Budget

Approve Preliminary 2025 Budget

Council discussed the preliminary 2025 budget. Focus areas were addressed, like the operating and debt costs for the new aquatic center and maintaining fiscal responsibility for the taxpayers. Using reserves was discussed to limit tax increases.

Motion to approve preliminary 2025 budget. Motion made by Steve Foster, seconded by Curt Markgraf, passed unanimously.

Public Hearing for Final Budget

The Public Hearing to approve the 2025 final budget will be held December 10, 2024, 6:00 p.m. at City Hall in Council Chambers.

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 meeting, attended the Hwy 59/108 construction meetings and open houses, attended a pool construction meeting, Jordan and I met with Otter Tail County Community Development representatives and discussed the Big Build Initiative, Pinewood Estates, and the Small Cities Development Program, attended an EDA and EDC meeting, attended the final presentation of the Housing Study put on by CEDA, met with Library employees and discussed scheduling options moving forward, met with the Library Director, created a draft supplemental application and scoring sheet for the Library Director position, attended monthly Municipal Solar Cohort put on by West Central Initiative, attended Library Special Meeting, worked with Justin from Kutak Rock on closing documents needed to finalize PFA funding for Hwy 59/108 project, attended the online Eagleview Connect Explorer training put on by Otter Tail County, met with Clerk and PeopleService to discuss 2025 Water and Sewer Budgets.

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 September 12 Housing Study Meeting at city hall, attended a Blue Cross MN National Fitness Campaign Health Site Zoom Meeting at city hall on September 17 with the Administrator and Jordan Grossman of CEDA, facilitated the September 18 EDA Meeting at city hall on September 18, interviewed Kate Woolever-Martinez and David Ellison as

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potential Library Board members and met with Administrator Roisum on September 23 to plan for this council meeting.

Adjourn

The meeting adjourned at 6:19 pm.

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



Danielle Harthun
Clerk-Treasurer