CITY COUNCIL AGENDA

October 3, 2024

Tuesday, October 29, 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 – October 8, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Utility Report – August & September (In Packet)
      2. Liquor Store Report
   d) Intent to Certify – Mowing
      1. R76000990253000, 76000990225000, 76000220010000
         26 SE 4th Ave 315-317 SE 1st St 1300 N Broadway
         Amount Due: $450.00
      2. R76000990535000
         108 NW 2nd St
         Amount Due: $162.50
   e) Gambling Permit – St. Leonard Church – 12/12/24
   f) Park Board Minutes
   g) Planning Board Minutes
5. Design Intent – Scott DeMartalaere
   - PRAC – Punch List
   - Change Request No. 13 (In Packet)
6. MWC Advertising – Danny Hallock (In Packet)
7. Business Façade Improvement Program Application – Jordan Grossman
8. 2025 CEDA Contract (In Packet)
9. Police Report – Chief Quaintance (In Packet)
10. Resolution 2024-16 – Pledging to Fund Aquatic Center (In Packet)
11. Administrator Report
12. Mayor Report
13. Adjourn

October 29, 2024 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, October 29, 2024 in Council Chambers, City Hall.

Roll Call of Members

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: Danny Hallock, Dan Cash, Aimee Gourlay, Laura Honeck, Scott DeMartalaere, Kelly Januszewski, Audrey Wifall, Everett Ballard, Sammy Holmes, 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's comments submitted or discussed during this meeting.

Additions / Deletions to Agenda

Mayor Brent Frazier noted changes to the agenda, deleting item 4d 1 Intent to Certify and adding several bullet points under number 5. These additions included Change Order No. 14 of $21,719.31, Change Order No. 15 of $330.00, and Pay Request No. 15 of $193,528.91. Further additions included No. 14 Houston Engineering and No. 15 Lighted Horse Parade.

Motion to approve the agenda with the additions and the deletion was made by Ballard and seconded by Strand. 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 October 29, 2024, accounts payable listings, utility and liquor store reports, to certify $162.50 to property taxes for parcel 760009900535000 for unpaid mowing bills, Gambling Permit for St. Leonard Church on December 12, 2024 and park and planning commission meeting minutes.

Motion to approve the consent agenda was made by Foster. Seconded by Ballard. Motion carried.

Lighted Horse Parade - Audrey Wifall and Everett Ballard

Audrey Wifall and Everett Ballard presented on the lighted horse parade. They discussed the parade route, which would remain the same as last year, the need for no parking zones between roundabouts, and the necessity for cones and signage to communicate no parking effectively. The council motioned to approve the proposed route and no parking signs/barricades.

Motion to approve the lighted horse parade was made by Strand. Seconded by Foster. Motion carried.

October 29, 2024 Council Meeting Minutes

Design Intent – Scott DeMartalaere and Kelly Januszewski

PRAC Punch List

Scott DeMartalaere reported that several inspections and modifications for the PRAC punch list had taken place and items needing fixing had been identified and communicated to the contractor. The state was scheduled for inspection on November 7.

Change Request No. 13

Change Request No. 13 pertained to redesigning and improving the deck for better water drainage, costing $21,719.31.

Change Request No. 14

Change Request No. 14 involved modifications to storm water pipes, costing $10,780.80.

Change Request No. 15

Change Request No. 15 related to the certification of valves costing $330.00. The total amount of change requests discussed was $32,838.11.

Pay Request No. 15

Pay Request No. 15 totaling $193,528.91 was reviewed and considered.

The council expressed concern over the change orders and their cost. Nonetheless, these were justified as necessary by Scott DeMartalaere and Hammers Construction as beneficial for the project's longevity and functionality.

Motion to approve change requests 13, 14, and 15 was made by Markgraf. Seconded by Ballard. Motion carried.

Motion to approve pay request 15 was made by Foster. Seconded by Markgraf. Motion carried.

MWC Advertising – Danny Hallock and Dan Cash

Representatives from MWC discussed the success of the summer radio advertising campaigns and proposed options for holiday advertisements to promote Pelican Rapids businesses. Strategies included using radio analytics to increase exposure and responsiveness. They proposed leveraging outdoor shows and holiday guides to involve local businesses.

The timing for approving the advertising campaigns through EDA was discussed. It was decided to try to arrange a special EDA meeting to enable timely promotions for holiday events like the lighted horse parade.

Business Façade Improvement Program Application – Jordan Grossman

Jordan Grossman presented an application from the Masons for the commercial rehab program. The council reviewed and approved a request for a $5,000 matching grant.

Motion to approve the Masons rehab program grant application was made by Strand. Seconded by Ballard. Motion carried.

2025 CEDA Contract

The council was presented with a contract renewal for CEDA with a 5% increase from 2024, making the new amount $72,576. This increase was already included in the preliminary budget.

Motion to approve the 2025 CEDA Contract was made by Strand. Seconded by Markgraf. Motion carried.

October 29, 2024 Council Meeting Minutes

Police Report

Chief Quaintance reported on department updates including the swearing in of Officer Sammy Holmes.

A motion to approve the conditional hire of Sandra Mendoza was discussed and approved.

Motion to approve the conditional hire was made by Strand. Seconded by Ballard. Motion carried.
Chief Quaintance also touched on the siren projects funded by two grants, discussing logistics, locations, and recommending moving a siren site to a more suitable location north of the turkey plant.

Motion to approve the new location for the siren was made by Ballard. Seconded by Strand. Motion carried.
Discussion related to finding funds for a second siren was deferred to a future meeting.

The council also approved the transfer of $15,000 from the police department's wage line to equipment to handle additional hiring costs.

Motion to approve the transfer of $15,000 for equipment expenditures was made by Ballard. Seconded by Foster. Motion carried.

Resolution 2024-16 - Pledging to Fund Aquatic Center

Motion to approve **RESOLUTION 2024-16 PLEDGING TO FUND AQUATIC CENTER** was made by Strand, 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.

Houston Engineering

The council reviewed and approved an invoice from Houston Engineering. This pertains to the engineering services for a local project, which will be reimbursed by the DNR.

Motion to approve the Houston Engineering invoice was made by Strand. Seconded by Ballard. 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 meeting, attended the Hwy 59/108 construction meetings and open houses, attended pool construction meetings, attended an EDA and an EDC meeting, met with the Mayor and Greg Stang about PeopleService issues, attended a safety committee meeting, met with the online MCMA group, attended a Pinewood Estates Construction meeting, attended an OTC Transportation Plan Advisory Committee meeting, conducted interviews with Chief Quiantance, and Sergeant Iverson for the open Police Officer position, met with Apex and OTC about the contaminated soil found at the Pinewood Estates site, worked on the State of Minnesota special appropriation annual progress report, finished the MDH requirements regarding the water service lines notifications and inventory, attended multiple informational webinars offered by the League of Minnesota Cities, met with Apex and MnDOT discussing the possible Hwy 59 pedestrian underpass, met with the Interview Committee for the Library Director position.

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 Merchants On The Move Lunch for street construction contractors and workers and MnDOT personnel at EL Peterson Park on October 14, met on October 15 at city hall with Greg Stang of PeopleService and Administrator Roisum regarding Water Treatment Plant maintenance items, attended the 2024-2025 Hwy59/108 staff meetings at city hall on October 16 and 23, facilitated the Hwy 59/108 public meetings at the library on October 16 and 23, facilitated the EDA meeting on October 16 at city hall, conducted a Conversations with the Mayor session at the library on October 24, met with Administrator

Roisum on October 28 to plan the agenda for this meeting, attend an E-Bike Meeting on October 29 with members of CEDA, WCI and CLS at Chavez Taqueria and attended a Teams Meeting on October 29 at city hall with Administrator Roisum and personnel of WCI, PRHS and Apex Engineering regarding a possible US Hwy 59 Underpass.

Adjournment

The meeting adjourned at 5:55 pm.

Motion to adjourn was made by Strand. Seconded by Markgraf. Meeting adjourned.

Danielle Harthun
Clerk-Treasurer