

CITY COUNCIL AGENDA

January 29, 2025

Tuesday January 14, 2025

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Mayor and Council Members Oath of Office
 - b) 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. Agenda Additions or Deletions
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 Minutes – Council Meeting 12/10/2024
 - b) Approval of Accounts Payable Listing from 12/31/2024 and 1/14/2025
 - c) Appoint Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Minnesota National Bank, Bell Bank
 - f) Appoint City Attorney: Krekelberg Law Firm
 - g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
 - h) Approve Payment of Administrator and Clerk-Treasurer Bonds
 - i) Approve Payment of Liquor Store Bond
 - j) Coalition of Greater Minnesota Cities Membership Renewal
 - k) Minnesota Council of Airports Membership Renewal
 - l) Lakes Country Service Cooperative Membership Renewal
 - m) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - n) 2025 Mileage - \$0.70
 - o) Authorize Credit Card Use: City Administrator–Lance Roisum \$5,000, Clerk-Treasurer-Danielle Harthun \$5,000, Police Chief-Todd Quaintance \$1,000, Fire Chief-Shad Hanson \$1,000, Street/Park Superintendent-Brian Olson \$1,000, Liquor Store Manager-Maggie Johnson \$1,000 and Library Director- Marie Shwirian \$1,500. City Policy permits department heads to authorize up to \$500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have the date used, vendor name, explanation of use, and amount charged. Provide invoice or receipt as soon as they are available.
 - p) Tax Abatement Public Hearing, January 28, 4:30 pm Parcel 76000990874001
 - q) Public Hearing on Street Vacation has been moved from January 28 to February 11
 - r) Staff Reports
 1. Police Chief Report (In Packet)
 2. Financial Report (In Packet)
 - a. Property/Casualty LMCIT 2024 Dividend \$3,902

b. Workers' Compensation LMCIT 2024 Dividend \$6,693

5. Library Report (In Packet) – Marie Schwirian
6. Pinewood Estates Pay Request No. 3 (In Packet)
7. Facilities Plan Proposal (In Packet) – Apex Engineering, Bob Schlieman
8. EDA Update – Jordan Grossman
 - Bridge Center Funding Request No. 2
 - NW Housing Update
 - Main Street Art Program
 - Community Marketing Plan
9. PRAC Pay Request No. 16
10. Curbstop/Waterline Assessment Annual Amount Discussion
11. Street and Park Report – Brian Olson
12. Election of Acting Mayor
13. 2025 Appointments to Boards and Authorities Discussion (In Packet)
14. 2025 City Service Manual Discussion (In Packet)
15. 2025 City Fee Schedule Discussion (In Packet)
16. Set Time, Place & Date of Regular Meeting
17. New Phone System Discussion
18. City Administrator Report
19. Mayor Report
20. Adjourn

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Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, January 14, 2025 in Council Chambers, City Hall.

Oaths of Office were taken by Mayor Brent E. Frazier and Council Members Don Perrin and Shelley Gummeringer.

Roll Call of Members

Clerk-Treasurer Danielle Harthun conducted a roll call verifying the presence of Council Members Steve Strand (absent), Shelley Gummeringer, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Library Director Marie Schwirian, Street and Parks Superintendent Brian Olson, Police Chief Todd Quaintance

General Attendance: City Engineer Bob Schlieman, CEDA Rep Jordan Grossman

Welcoming Remarks

Mayor Frazier welcomed everyone present and those joining via Zoom. He noted the meeting would be broadcast on the Pelican Rapids YouTube channel and on channel 14 on Wednesday evening.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

Mayor Frazier led those present in reciting the Pledge of Allegiance.

Citizen's Comments

Mayor Frazier asked if anyone was present for citizen's comments not on the agenda. Harold Holt from the Masons presented a donation of \$100 to the Police Chief for the National Child Safety Program. A check of \$100 was also presented to the City of Pelican Rapids for the Hometown Christmas (Peteyville).

Additions / Deletions to Agenda

Perrin moved to approve the agenda as written, seconded by Gummeringer. The motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

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- Workers' Compensation LMCIT 2024 Dividend \$6,693

Markgraf moved to approve the consent agenda, seconded by Gummeringer. The motion carried unanimously.

Library Report

Library Director Marie Schwirian introduced herself to Council. She answered any questions Council had regarding the Library Report.

Markgraf moved to approve the Library Report, seconded by Perrin. The motion carried unanimously.

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Pinewood Estates

City Engineer Bob Schlieman reviewed Pay Request No. 3 for Landwehr Construction Inc. for \$17,209.16. He reported the project is on schedule.

Perrin moved to approve Pay Request No. 3 for \$17,209.16, seconded by Gummeringer. The motion carried unanimously.

Facilities Plan Proposal – Apex Engineering, Bob Schlieman

The City Engineer presented a Proposal for Professional Services for a Facilities Plan for Future Underground Utility and Surface Improvements. He sat down with Lance and Brian and made a map of infrastructure that must be replaced in the City. The first step to get PFA funding is to have a completed Facilities Plan. Estimated cost of the plan is \$19,500 and is anticipated to be completed by March.

Markgraf moved to approve the proposal, seconded by Perrin. The motion carried unanimously.

EDA Update – Jordan Grossman

- Bridge Center Funding Request No. 2 – EDA originally agreed to \$33,000 and now requested an additional \$5,000 to cover costs. The agreement would be the same as before between the Bridge Center and the City. Markgraf moved to approve allocating an additional \$5,000 towards the Bridge Center, seconded by Gummeringer. The motion carried unanimously.
- NW Housing Update - She provided an update on the potential infrastructure for more housing. She will be applying for grants soon.
- Main Street Art Program – The City was awarded a grant for art downtown.
- Community Marketing Plan – She has worked with the EDC and the Chamber. A lot of the EDA budget was spent on marketing in the past. They talked about the EDC, EDA, School and Chamber each putting in \$5,000 and then putting a board together to manage those funds for marketing.
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PRAC Pay Request No. 16

Administrator Roisum presented Pay Request No. 16 for Hammers Construction for \$297,054.41.

Perrin moved to approve Pay Request No. 16, seconded by Gummeringer. The motion carried unanimously.

Curb stop/Waterline Assessment Annual Amount Discussion

Clerk-Treasurer Harthun spoke to Council about the repair of water and sewer lines. The City has always offered to put it on resident's taxes and many years ago, it was capped at \$400 a year. Prices have gone up substantially and staff recommended Council consider

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increasing the annual amount assessed to residents' taxes. Staff and Council discussed ideas and settled on 20% of the total bill assessed annually.

Perrin moved to approve the Service Line Assessment to 20% annually, seconded by Gummeringer. The motion carried unanimously.

Street and Park Report – Brian Olson

Superintendent Olson spoke of a waterline leak and a resident's sewer line that is being dug up this week. Snowplowing is a bit of a challenge with the new roundabouts but they are learning. Plow truck #10 had engine problems and is in for repairs and they have been flooding the skating rink.

Markgraf moved to approve the Street and Parks Report, seconded by Gummeringer. The motion carried unanimously.

New Phone System Discussion

Administrator Roisum reported to Council about the Library's old phone system. It should be replaced. He has been talking with Arvig, and if we switch over the City and Library it would end up saving money.

Markgraf moved to approve changing over to the Arvig phone system, seconded by Don. The motion carried unanimously.

Election of Acting Mayor

Steve Strand was nominated Acting Mayor. Since he is absent this meeting, we will follow up and make sure he is ok with the position.

Markgraf moved to approve Steve Strand as Acting Mayor, seconded by Perrin. The motion carried unanimously.

2025 Appointments to Boards and Authorities Discussion

Council reviewed the 2025 Appointments to Boards and Authorities. The following changes were made:

- Municipal Emergency & Disaster
Manpower, Supply, Transportation – Shelley Gummeringer
Engineering, Sanitation – Don Perrin
- Council Portfolios
Water, Sewer, Lights, Airport - Don Perrin
Strom Drain, Building, Ambulance & Library – Shelley Gummeringer
- Library Board
Shelley Gummeringer

There is an open seat on the EDA Board.

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Markgraf moved to approve the 2025 Appointments to Boards and Authorities, seconded by Perrin. The motion carried unanimously.

2025 City Service Manual Discussion

Perrin moved to approve the 2025 Service Manual with the same changes as listed above, seconded by Gummeringer. The motion carried unanimously.

2025 City Fee Schedule Discussion

Council reviewed the 2025 Fee Schedule. Clerk-Treasurer Harthun reviewed charges that increased due to the City's increased costs.

Markgraf moved to approve the 2025 Fee Schedule, seconded by Gummeringer. The motion carried unanimously.

Set Time, Place & Date of Regular Meeting

Markgraf moved to set the Council meetings in 2025 for the second Tuesday and last Tuesday of every month, at 4:30 pm, seconded by Perrin. The motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last council meeting he has, worked with the Clerk and Mayor to set the agenda and prepped for the council meeting, attended EDA and EDC meetings, completed online trainings regarding the Water Conservation Act, met with Mayor Frazier and Greg Stang of PeopleService about updating the Significant Industrial User agreement with West Central Turkeys, completed and submitted the Water Conservation Act annual report, met with Brian and Bob of Apex Engineering about upcoming projects and the Facilities Plan, met with Arvig about the City and Library phone systems, attended a Library Board meeting, met with Jordan, Brian, and Apex Engineering about the NW development area, met with Mayor Frazier and representatives from Maplewood State Park and discussed collaboration ideas, started to research updating the user rates for the new pool, worked with the city attorney on the vacation of the city street with the driveway easement in the southwest, completed a department head performance evaluation and will complete the others in the coming weeks, attended a West Central Initiative webinar regarding Energy Efficiency and Conservation Grants, worked on the pay equity report that is required to be submitted to the State the end of January, met with Don and Shelley and completed the new council member orientation.

Mayor Report

Mayor Frazier reported that since the last council meeting he has; submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, on December 11 he and Jordan Grossman conducted an interview regarding the Complete

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Street Project and Economic Development on KKWE Nijii Radio in Callaway, MN, attended the Library Coffee Bar Open House on December 14, attended the Retirement Party for County Commissioner Lee Rogness on December 17 in Fergus Falls, attended the December 18 EDA Meeting, conducted a Conversations with the Mayor session on December 19 at the Library, attended a Significant Industrial User (SIU) Meeting on December 19 at city hall with Administrator Roisum and Greg Stang of PeopleService, attended a Dunn Township Fire Hall (proposed) Meeting at city hall with Administrator Roisum, met on December 20 with incoming Library Director Marie Schwirian, conducted a telephone conversation on December 23 with Tracy Ellenbaum of Nutrition Services, Inc. (Meals On Wheels) regarding their shared-use facility location, signed a Letter of Support on December 31 for a Bridge Center grant application, conducted an interview at city hall with a student on December 31, attended a collaborating meeting on January 9 with 4 employees of the DNR (Maplewood State Park) and Administrator Roisum at city hall, met on January 13 with Administrator Roisum to plan the agenda for this meeting and attended an E-Bike meeting on January 14 at the Library.

Adjourn

Markgraf moved to adjourn the meeting at 5:42 pm, seconded by Gummeringer. The motion carried unanimously.



Danielle Harthun
Clerk-Treasurer