

CITY COUNCIL AGENDA

January 21, 2025

Tuesday, November 26, 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 – November 12, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report – October (In Packet)
 2. Liquor Store Report
5. Utility Billing Dispute – Roger Schleske
6. 2024 CEDA Year in Review – Jordan Grossman
7. Peteyville Storage Request – Doug Bruggeman
8. Pelican Rapids Police Department – Chief Quaintance (In Packet)
 - a) AXON/Taser Purchase
 - b) Approve Grant With County
9. Library/Council Board Member Discussion
10. In Control Proposal (In Packet)
11. Sewer Budget (In Packet)
12. Water Budget (In Packet)
13. General Budget Discussion
14. Christmas Eve City Hall Hours
15. Rate Resolution No. 2024-18 (In Packet)
16. Designate Polling Place Resolution No. 2024-19 (In Packet)
17. Administrator Report
18. Mayor Report
19. Adjourn

November 26, 2024 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, November 26, 2024 in Council Chambers, City Hall.

Roll Call of Members

Clerk-Treasurer Danielle 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: Don Perrin, Doug Bruggeman and Kim Pederson from the Pelican Press

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. Seeing none, he moved on.

Additions / Deletions to Agenda

Mayor Frazier proposed two additions:

No. 6a: 400 North Broadway (old water tower site)

No. 6b: Northwest Development Discussion

Strand moved to approve the agenda with the two additions, Markgraf seconded. Motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the consent agenda items:

- Approval of Council Minutes - November 12, 2024
- Approval of Accounts Payable Listings
- Staff Reports Utility and Liquor Store

Ballard moved to approve the consent agenda, Markgraf seconded. Motion carried unanimously.

Peteyville Storage Request

Doug Bruggeman, founder of Peteyville, requested funds for a storage unit to consolidate Peteyville items currently stored in multiple locations. He requested \$3,700 for a shipping container to be used as storage.

Lance Roisum, City Administrator, noted there were unused funds from previously approved Peteyville projects that could potentially offset some of the cost.

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Council members discussed the request and storage location at the sand/salt shed property. They noted Peteyville's positive impact on the community.

Strand moved to approve \$3,700 for Peteyville to purchase a shipping container for storage, Markgraf seconded. Motion carried unanimously.

2024 CEDA Year in Review

Jordan Grossman, Development Director, presented a review of CEDA's presence in Pelican Rapids for 2024:

- Revitalized the EDA and EDC. The EDC is now meeting monthly and has put out more money in 2024 than in the past 5-10 years.
- The EDC now offers a commercial rehab program and a small enterprise loan fund.
- The EDA now includes business owners and meets monthly to support business retention, revitalization, expansion and attraction.
- Progress on community center goal through the Bridge Center project. Over \$100,000 raised so far.
- Awarded \$948,750 Small Cities Development Program grant for commercial and residential rehab projects.
- Housing development progress through local realtor Mike Carlson's LLC building twin homes.
- New homeowner incentives introduced.
- New business incentives created.
- Increased digital engagement through Facebook and new city website.
- \$50,000 Downtown Facade Improvement Program launched.
- Total of \$1,250,000 in grants awarded in 2024.

Council members expressed appreciation for Grossman's work.

400 N Broadway

Jordan Grossman discussed the potential sale of city-owned property at 400 N Broadway (old water tower site):

- Currently zoned commercial
- Suggested listing at market rate of \$10,100
- Potential for mixed-use development
- Lot size approximately 130' x 145'
- Utilities available nearby

Council discussed property details and process for listing.

Markgraf moved to list the 400 N Broadway property for sale at \$10,100, Ballard seconded. Motion carried unanimously.

NW Development Discussion

Jordan Grossman discussed plans to pursue infrastructure grant funding for residential development on city-owned land in northwest Pelican Rapids. She noted they are using planning dollars to look at utility extension options and possible housing types. The goal is to have a competitive application ready for spring 2025 grant opportunities.

Utility Billing Dispute

This agenda item was not discussed, as the individual was not present.

Pelican Rapids Police Department

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AXON/Taser Purchase

Police Chief Todd Quaintance presented a quote for new Taser devices to replace outdated models. He explained:

- Current X26 models are 4 generations old and parts are no longer available
- New Taser 10 models offer improved technology with 10 probes instead of 2
- 5-year agreement includes training cartridges, deployed cartridges, and battery replacements
- Total cost is \$3,171.68 for first year, with \$1,000 from training budget and \$1,200 from one-time funds

Council members discussed the necessity and benefits of the upgrade.

Markgraf moved to approve the Taser purchase as presented, Ballard seconded. Motion carried unanimously.

Approve Grant With County

Chief Quaintance presented a grant agreement with Otter Tail County for two emergency sirens:

- Total project cost just over \$48,000
- County will reimburse about \$32,000
- City portion about \$16,000
- Will relocate siren from old water tower site and upgrade siren by school

Strand moved to approve the grant agreement with Otter Tail County for emergency sirens, Ballard seconded. Motion carried unanimously.

Library/Council Board Member Discussion

The council discussed whether to continue having a council member serve on the library board. Kevin Ballard, current council representative, suggested the council member with the library in their portfolio should serve on the board to improve communication.

Strand moved to have an appointed council member serve on the library board, Ballard seconded. Motion carried unanimously.

In Control Proposal

Lance Roisum presented a revised proposal from In Control for SCADA system service:

- Original proposal was \$10,187 for 2025, a 36% increase
- Negotiated to \$8,825.52 for 2025
- Will increase to \$10,187 in 2026
- Contract renewed January 1st instead of October 1st

Foster moved to approve the revised In Control proposal, Strand seconded. Motion carried unanimously.

Sewer Budget

Danielle Harthun presented the proposed 2025 sewer budget:

- Proposed rate increase: base rate from \$16.00 to \$17.00, flow rate from \$4.85 to \$5.85 per 1,000 gallons

Council reviewed projected revenues and fund balance impacts of proposed rates.

Foster moved to approve the 2025 sewer budget as presented, Strand seconded. Motion carried unanimously.

Water Budget

Danielle Harthun presented the proposed 2025 water budget:

- Proposed rate increase: base rate from \$16.81 to \$17.81, flow rate from \$4.00 to \$4.50 per 1,000 gallons

Council reviewed projected revenues and fund balance impacts.

Foster moved to approve the 2025 water budget as presented, Strand seconded. Motion carried unanimously.

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General Budget Discussion

Danielle Harthun presented an overview of the general fund budget:

- Currently projecting 16.07% levy increase
- Discussed using additional \$80,000 from reserves to reduce increase to 9.68%
- Council will take final action at December 10, 2024 meeting

Christmas Eve City Hall Hours

Danielle Harthun requested direction on Christmas Eve office hours.

Markgraf moved to close city offices at noon on Christmas Eve, Ballard seconded. Motion carried unanimously.

RESOLUTION 2024-18 A RESOLUTION TO SET WATER AND SEWER RATES, FEES AND CHARGES

Ballard moved to adopt Resolution 2024-18 setting utility rates as discussed, with correction to the industrial sewer flow rate, Markgraf seconded. Motion carried unanimously.

RESOLUTION 2024-19 A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2025

Danielle Harthun explained the annual requirement to designate the polling place.

Foster moved to adopt Resolution 2024-19 designating the polling place, Strand seconded. Motion carried unanimously.

Administrator Report

Lance Roisum reported on various meetings and activities including: worked with Danielle Harthun and Mayor Frazier to set the agenda and prepped for the council meeting, attended an EDC meeting, attended a Department Head meeting, attended a Lakes Country Service Cooperative member cities networking luncheon hosted by the City of Dilworth, met with PeopleService and went through the water and sewer budgets, met with the Budget Committee and discussed the water and sewer budgets along with general budget discussion, participated with the Interview Committee to conduct interviews for the open Library Director position, met with Northland Securities and Kutak Rock about the 2024-25 project financing, attended the Otter Tail County Housing Convening, met with Apex Engineering, Braun Intertec, and OTC representatives about the contaminated soil at Pinewood Estates, met with Trinity Church representatives about the future use and maintenance of their parking lot, met with Apex and Brian Olson and discussed the Capital Improvement Plan for the city streets and infrastructure and attended a Planning Commission meeting.

Mayor Report

Mayor Frazier reported on recent activities including: submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, attended the November 18 water and sewer budget meeting at city hall with Councilman Foster, Danielle Harthun and Lance Roisum, conducted a Conversations with the Mayor session at the library on November 21, attended an Otter Tail County Housing Convening Meeting at city hall on November 21 with Lance Roisum, attended a Trinity Lutheran Church parking lot meeting at the church on November 22 with Lance Roisum, Charlie Blixt and Pastor Eric Schwirian on November 22, met on November 25 with Lance Roisum to plan the agenda for this meeting and attended an E-Bike Meeting at the Community Life & Services facility on November 26 with Jordan Grossman.

Adjourn

Strand moved to adjourn the meeting at 6:07 pm, Markgraf seconded. Motion carried unanimously.



Danielle Harthun
Clerk-Treasurer