

## CITY COUNCIL AGENDA

January 10, 2025

**Tuesday January 14, 2025**

**4:30 p.m.**

**Council Chambers, 315 N. Broadway**

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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