



CITY COUNCIL AGENDA

April 10, 2025

Tuesday, March 25, 2025

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 – March 11, 2025
 - b) Approval of Accounts Payable Listings
 - c) Park Board Minutes
 - d) Intent to Certify to Taxes
 1. 33 NE 1st Ave
Parcel No.: 76000990162000
Amount Due: \$307.86 Unpaid Utility Bills
 2. 34 NW 3rd Ave
Parcel No.: 76000990107000
Amount Due: \$307.62 Unpaid Utility Bills
 3. 47 NW 2nd St
Parcel No.: 76000990374000
Amount Due: \$531.73 Unpaid Utility Bills
 - e) Staff Reports
 1. Utility Report – February (In Packet)
 2. Liquor Store Report (In Packet)
5. Gerry Henry – Easement
6. LMC Collaboration Services Assessment Report – Aimee Gourly and Laura Honeck
7. Local Board of Appeal and Equalization Meeting, April 10th at 2:00 p.m.
8. Resolution 2025-09 – Resolution Adopting Section 3 Plans for Hud (In Packet)
9. SEH Agreement for Professional Services Lagoon Monitoring Wells (In Packet)
10. Ordinance Public Nuisance
11. Rescue 1 Truck Replacement – Shad Hanson (In Packet)

12. Downtown Snow Removal
13. PRAC Pay Request #17 (In Packet)
14. Mayor Report
15. Adjourn

March 25, 2025 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, March 25, 2025 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, Shelley Gummeringer, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier

Staff present: Clerk-Treasurer Danielle Harthun, Utility Clerk Traci Goble, Police Chief Todd Quaintance, Fire Chief Shad Hanson and CEDA Rep Jordan Grossman

General Attendance: Aimee Gourlay, Laura Honeck and Kim Peterson 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

There were no citizen comments.

Additions / Deletions to Agenda

Mayor Frazier proposed adding item No. 16 Music in the Park to the agenda.

Strand moved to approve the addition of No. 16 Music in the Park to the agenda. Markgraf seconded. Motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – March 11, 2025
- Approval of Accounts Payable Listings
- Park Board Minutes
- Staff Reports including Utility, Police and Financial Reports
- Intent to Certify to Taxes for Unpaid Utility Bills
 - 33 NE 1st Ave, Parcel No.: 76000990162000, Amount \$307.86
 - 34 NW 3rd Ave, Parcel No.: 76000990107000, Amount \$307.62
 - 47 NW 2nd St, Parcel No.: 76000990374000, Amount \$531.73

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

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Gerry Henry – Easement

Gerry Henry from Attachments International addressed the Council regarding an easement he feels the City gave him in 1991. There is no documentation of the easement. Henry stated this easement was important because big semis could no longer turn and access the property after a row of black dirt was put between properties by new owners. He asked if it was possible for the original promises given by the City to be reinstated. Henry acknowledged he is willing to work with the Planning Commission on this issue.

Mayor Frazier thanked Mr. Henry and said they would need to talk to the city attorney regarding this request.

Resolution 2025-09 – Resolution Adopting Section 3 Plans for HUD

Jordan Grossman addressed the council regarding Resolution 2025-09. She explained this resolution goes along with the Small Cities Development Program, which they are anticipating launching soon.

Motion to approve **RESOLUTION 2025-09 RESOLUTION ADOPTING SECTION 3 PLANS FOR HUD** made by Strand, seconded by Gummeringer. (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.

Music in the Park

Jordan Grossman presented a proposal for an inaugural "Music in the Park" event in Peterson Park this summer. The plan includes 6 Thursdays from June through August, with musicians performing from 5:30 to 7:30 PM. Local nonprofits would serve as food vendors and beverage options would be available. The EDA has budgeted up to \$4,000 for the event. Grossman will handle advertising, working with musicians, contracts, etc. Some Ordinances may need to be reviewed before then.

Strand moved to approve Music in the Park for this summer. Markgraf seconded. Motion carried unanimously.

LMC Collaboration Services Assessment Report – Aimee Gourlay and Laura Honeck

Aimee Gourlay, Collaboration Services Manager, and Laura Honeck from the League of Minnesota Cities Insurance Trust presented their assessment report. They had been brought in last fall to help work through disagreements between the Library Board, City Council, and Library staff, but the project was paused due to staff changes.

Gourlay commended the community on moving forward productively despite past conflicts. She outlined the scope of their work, which included clarifying roles and responsibilities between Council, Library Board, Library Director, City Administrator and Staff, as well as looking at ways to repair relationships and improve teamwork.

Key findings and recommendations included:

- Establish clear communication expectations and norms
- Create a complaint process that preserves confidentiality
- Clarify the process for Library and staff performance evaluations
- Consider creating an operating agreement to align Library Board and city staff goals
- Ensure financial stability and transparency for the Library Board
- Re-engage with staff and address any morale issues
- Have the Library Board review their strategy and vision

Gourlay noted that no written report would be provided to protect confidentiality but that the City Administrator was aware of all findings.

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Rescue 1 Truck Replacement – Shad Hanson

Fire Chief Shad Hanson presented a proposal to replace the Rescue 1 truck. The original plan was to replace it next year, but a demo unit became available sooner. The total cost is \$375,000, with \$350,000 for the truck and \$25,000 for equipment. Currently, there are funds to cover the down payment and the sale of the old Rescue 1 should cover the first payment. Loan payments from the budget are expected to continue to support this purchase. Danielle Harthun confirmed that all calculations appear doable and feasible.

Strand moved to approve the purchase of the new Rescue 1 truck. Perrin seconded. Motion carried unanimously.

Ordinance Public Nuisance 25-01

Police Chief Todd Quaintance presented updates to the Public Nuisance Ordinance. He reviewed the changes recommended by the Ordinance Committee again.

Council reviewed Ordinance 25-01 entitled; **AN ORDINANCE AMENDING THE PELICAN RAPIDS CITY CODE REVISING PART 1 AND PART 2 OF CHAPTER EIGHT. NUISANCES AND OFFENSES.** Motion by Markgraf, seconded by Strand to introduce Ordinance 25-01. (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication.

SEH Agreement for Professional Services Lagoon Monitoring Wells

Mayor Frazier explained the monitoring wells around the Lagoon, installed 40 years ago, need to be checked for integrity. This is required by MPCA with the new NDPEs permit. The agreement with SEH is for a study of the wells, not including replacement costs at this point. Frazier noted this is required as part of the Wastewater Permit.

Perrin moved to approve the agreement with SEH. Strand seconded. Motion carried unanimously.

Local Board of Appeal and Equalization Meeting, April 10 at 2:00 pm

Danielle Harthun reminded the Council about the upcoming Local Board of Appeal and Equalization Meeting on April 10 at 2 PM in Council Chambers. She explained that either Mayor Frazier or Curt must attend and a quorum is needed to maintain local control; otherwise, the matter goes to the County. The meeting allows property owners to discuss estimated property values with the County Assessor. It can last up to an hour, but the meeting ends when no one else attends.

PRAC Pay Request No. 17

Danielle Harthun presented Pay Request No. 17 from Hammers Construction for the Pelican Rapids Aquatic Center project. The amount requested was \$51,570.60, with \$261,167 remaining on the contract. Harthun noted the request had been approved and signed by the Architect and was an old request dated November 21, 2024.

Strand moved to approve Payment Request No. 17. Markgraf seconded. Motion carried unanimously.

Downtown Snow Removal

Mayor Frazier provided an update on Downtown snow removal, noting complaints following the recent snowfall. The City is responsible for removing snow on shared use paths and sidewalks when accumulation reaches 2 inches or more, while property owners must clear less than 2 inches and make paths across boulevards accessible. The City's goal is to remove snow within 48 hours, although this is subject to the discretion of the City Superintendent or Administrator. Issues with pedestrian access from vehicles were also highlighted. Concerns about the slippery nature of new sidewalk materials and improving communication with businesses on snow removal responsibilities were discussed. Todd Quaintance suggested reevaluating the City's snow removal policies, including on-street parking issues.

Mayor Report

Mayor Frazier reported that since the last City Council Meeting, he has submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, attended a City Ordinance Meeting at City Hall on March 12, 2025, with Administrator Roisum, Clerk Harthun, Police Chief Quaintance, and Parks and Streets Superintendent Olson, attended a

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Sherin Park Workshop Meeting at City Hall on March 12, 2025, with City Staff and members of the public, attended a Childcare Meeting at City Hall with Administrator Roisum on March 13, 2025, attended a Pelican Rapids Volunteer Fire Relief Association Meeting with Clerk Harthun and members of the Pelican Rapids Fire Department on March 13, 2025, at the Fire Hall, attended an E-Bike Zoom Meeting with E-Bike Committee members on March 17, 2025, attended the March 19, 2025, EDA Meeting at City Hall, and met on March 21, 2025, with Administrator Roisum and Clerk Harthun to plan the agenda for this meeting.

Adjourn

Strand moved to adjourn the meeting at 5:22 pm. Markgraf seconded. Motion carried unanimously. The meeting was adjourned.



Danielle Harthun
Clerk-Treasurer