PELICAN RAPIDS™

CITY COUNCIL AGENDA

May 2, 2025

Tuesday, April 8, 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 25, 2025
   b) Approval of Accounts Payable Listings
   c) Household Hazardous Waste Day, August 6th, 10:00 a.m. – 2:00 p.m.
   d) Certify to Property Taxes For Replacement of Sewer Lines, 20% per year for 5 Years
      1. 315 3rd Ave SE
         Pelican Rapids MN 56572
         Amount Due: $6,668.61
   e) Staff Reports
      1. Police Report (In Packet)
5. Library Report – Schwirian the Librarian
6. Vacation Public Hearing 5:00 p.m. – Resolution No. 2025-10 (In Packet)
7. The Otter Express – Kayla Sullivan (In Packet)
8. West Central Initiative Presentation/Update – Ben Schierer, Rebecca Peterson, Rick Schara
9. Houston Engineering Pay Request (In Packet)
10. Street & Parks Report – Brian Olson
    - Hire Aquatic Director
    - Hire Lifeguards
11. Administrator Report
12. Mayor Report
13. Adjourn

April 8, 2025 Council Meeting Minutes

Call to Order

Citizen's Comments

There were no citizen comments.

Additions / Deletions to Agenda

Mayor Frazier proposed adding No. 14: Ridgecrest Lot/Wetland Discussion.

Perrin moved to approve the addition of No. 14 Ridgecrest Lot/Wetland Discussion. Strand seconded. Motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – March 25, 2025
- Approval of Accounts Payable Listings
- Household Hazardous Waste Day, August 6, 10:00 am – 2:00 pm
- Certify to Property Taxes For Replacement of Sewer Lines, 20% per year for 5 Years (315 3rd Avenue Southeast, amount due $6,668.81)
- Staff Reports - Police Report

Perrin moved to approve the Consent Agenda. Strand seconded. Motion carried unanimously.

Library Report

Library Director Marie Schwirian presented the Library Report. She mentioned that the library was finalizing activities for the summer program. A spoken word event was scheduled for the end of the month and a grant was received through Oktoberfest to add a picnic table underneath the awning for people to read and sit during summer months.

Schwirian announced that KKO was resigning from the Library Board due to health reasons. They were working on getting names to Mayor Frazier to fill that seat.

Strand moved to approve the library report. Gummeringer seconded the motion. Motion carried unanimously.

Street & Parks Report – Brian Olson

Olson reported that the Ultra Light Fly-In will be July 18-20. Hydrant flushing will be May 18, 7 am to 3 pm.

Strand moved to approve the report, Gummeringer seconded. Motion carried unanimously.

Hire Aquatic Director

Olson recommended hiring Allie Jessen as the Aquatics Director at a rate of $22 per hour.

Perrin moved to approve hiring Allie Jessen as the Aquatics Director. Perrin seconded. Motion carried unanimously.

Hire Lifeguards

Olson presented a list of lifeguard candidates to be hired at a rate of $17 per hour, pending their certification. He noted that some may become Water Safety Instructors, which would pay $17.50 per hour. The lifeguard applicants are Grace Backstrom, Aubry Hoadley, Hazel Haugrud, Addieson Tweeton, Hayden Haugrud, Cory Opsahl, Zoelle Jacobson, Kendall Kruger-Pierce, Kazlyn Erickson, Natalia Villagomez, Adrianna Abarca, Tiana Abarca, Brendan Hanson, Faith Banton and Brooklyn Scoplittle.

Strand moved to approve the list of lifeguards, pending their certification. Gummeringer seconded. Motion carried unanimously.

West Central Initiative Presentation/Update

Ben Schierer, Director of Civic Partnerships at West Central Initiative, along with Mallory Jarvi from the Transportation Department and Commissioner Kurt Mortensen, updated on regional work. West Central Initiative, serving 9 counties and part of White Earth Nation, acts as a community foundation and economic development body. They highlighted Pelican Rapids projects like the Bridge Center and solar projects for municipal buildings. Jarvi discussed involvement in trails and the Complete Streets Project, as well as technical grant support and bike safety education. Mortensen explained how economic development initiatives enable federal infrastructure funding. The presenters thanked the Council and expressed a desire for continued collaboration.

The Otter Express – Kayla Sullivan

Kayla Sullivan, Director of Transportation for the Otter Express, and John Groothuis, Project Manager for MnDOT, presented information about creating a joint powers board for the Otter Express Public Transportation. She provided statistics on ridership in Pelican Rapids since February and explained the benefits of public transportation for the community. She mentioned that the grant deadline through MnDOT is the end of June.

John Groothuis explained that the local entities need to provide 10% of the operating funding, in addition to the fares generated by the transit system

The council discussed getting more information about financial commitments before making a decision. Sullivan agreed to return before mid-May with more detailed information.

Vacation Public Hearing 5:00 pm – Resolution No. 2025-10

Mayor Frazier recessed the Council meeting at 5:00 pm to hold the public hearing.

Roisum presented an exhibit showing several roads that had not been vacated. He explained that they were initially looking to vacate a portion off of SW 5th Avenue, but found other roads in the area that were not vacated. The resolution drafted by the City Attorney included all of these roads, except for Hill Street (Renner Road) which would remain a public road.

Steve Nelson, a property owner, discussed his access to the property and potential easements. There was a discussion about property boundaries, easements, and future access.

Mayor Frazier closed the public hearing at 5:09 pm and reconvened the city council meeting.
Motion to approve RESOLUTION 2025-10; A RESOLUTION VACATING THE REMAINING, UNVACATED PORTIONS OF: OTTERTAIL STREET, WEST OF GRAND AVENUE OF LEVERSON'S ADDITION; ALL OF VILLARD STREET, WEST OF GRAND AVENUE OF LEVERSON'S ADDITION; ALL OF CENTRE AVENUE OF LEVERSON'S ADDITION; AND HIGHLAND AVENUE, NORTH OF HILL STREET AND SOUTH OF HILL STREET, OF LEVERSON'S ADDITION AS DEPICTED ON THE ATTACHED EXHIBIT A made by Perrin, 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.

Houston Engineering Pay Request

Roisum presented an invoice for $16,857.75, for engineering services for a small river project by the old Legion building off of NW 1st Street. He explained that this will be reimbursed by the DNR through a grant.

Perrin moved to approve the pay request. Strand seconded the motion. Motion carried unanimously.

Ridgecrest Lot/Wetlands Discussion

Roisum presented information about the Ridgecrest lots and a wetland application from Mike Carlson, who is interested in buying the lots if he can get approval to build on them. Roisum explained that after discussions with the Technical Evaluation Panel, they have reduced the impact on the wetland to allow for a twin home on lot 7.

Roisum requested a consensus from the council to designate lot 8 as a wetland area, storm water retention, or an outlet that will never be developed. This designation would satisfy the state Soil and Water Board's request to protect the wetland.

The council discussed maintenance requirements and potential drainage issues. Roisum mentioned that they would be meeting with the City Engineer to discuss drainage and potential easements.

Strand moved to commit to protecting Lot 8 from any future development to protect the wetland. Gummeringer seconded. Motion carried unanimously.

Administrator Report

Roisum reported that since the last City Council meeting, he has worked with the Clerk and Mayor to set the agenda and prepared for the Council Meeting. He attended a Planning Commission Meeting and met with MnDOT officials to discuss the upcoming construction season and the communication needs for the ongoing Hwy 59/108 project. He also participated in a webinar from the state about cannabis licensing. Roisum met with a concerned citizen in the southeast about property issues and discussed the Otter Express and the proposed joint powers agreement with Kayla Sullivan. He attended the 315 N. Broadway Condo Association Annual Meeting and met multiple times with the Technical Evaluation Panel regarding the Wetland Conservation Act and the application for the Ridgecrest lots. Additionally, he met with City Engineer Bob Schlieman to talk about drainage on the Ridgecrest lots and with Melissa Reinhardt of the League of Minnesota Cities Insurance Trust about the downtown sewer backup last fall. Roisum worked with PeopleService and Short Elliott Hendrickson Inc. on the monitoring wells and the schedule for completing MPCA requirements. He completed the necessary documents to finalize the PFAS Source Identification and Reduction Grant that was awarded.

Mayor Report

Mayor Frazier reported that since the last Council Meeting, he submitted columns to the Pelican Press, visited with area businesses and non-profits, conducted a Conversations with the Mayor session on March 27 at the Library, attended a monthly Children's Reading session at the Library by Maplewood State Park Naturalist Dora O'Brien on March 29, attended the Pelican Rapids 2025 Showcase Event at the High School on March 29, attended a Complete Streets Meeting on March 31 at City Hall with Administrator Roisum, attended the April 1 Condo Association Meeting at City Hall with Administrator Roisum and Heather Willmott and Mark Daniels of Vertin Funeral Homes and met on April 7 with Administrator Roisum to plan the agenda for this Council Meeting.

Adjourn

Strand moved to adjourn the meeting at 5:21 pm. Perrin seconded. Motion carried unanimously, and the meeting was adjourned.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer