

CITY COUNCIL AGENDA

Tuesday, August 30, 2022

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 – August 16, 2022
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Utilities Report (In Packet)
 2. Liquor Store Report (In Packet)
5. Library Report (In Packet)
6. Pelican Pete Project Bids And Award - Wes Keller (Houston Engineering) (In Packet)
7. Planning Commission Report
8. Egge Lot Split Request (In Packet)
9. City Hall Upper Floor Discussion
 - Resolution No. 2022-15 Public Hearing On Sale of Property Owned By The City (In Packet)
10. Ordinance Providing Moratorium On The Sale Of Hemp Derived THC Food And Beverages In The City Of Pelican Rapids, MN (In Packet)
11. Chamber of Commerce's Update on Oktoberfest – Tanya Stoll
12. 2023 Red River Valley Home & Garden Show Consideration (In Packet)
13. General Budget Review (In Packet)
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 8/30/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, August 30, 2022 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 pm.

Clerk-Treasurer Danielle Harthun took roll call.

Mayor Brent E. Frazier and three members of the Council were present at roll call:

Council Member Steve Strand

Council Member Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster - absent

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, City Attorney Lindsay Forsgren.

General Attendance: Wes Keller, John Waller III, Tanya Stoll, Judy Tabbut, Jade Petznick, Justin Fure and Lou Hoglund from the Pelican Press were present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance.

Judy Tabbut spoke in favor of keeping the Economic Development Director position in the budget.

Motion by Strand, seconded by Markgraf to approve the agenda with the deletion of No. 5 Library Report. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to approve the consent agenda items:

- a) Approval of Council Minutes – August 16, 2022
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Utilities Report
 2. Liquor Store Report

Motion passed unanimously.

Council Member Foster arrived at 4:35 pm.

Wes Keller, Houston Engineering, updated Council on the bids to for relocating Pelican Pete. The City received two bids and one of the bids did not meet all of the requirements. Houston Engineering reviewed the bid package and everything looked good. They also reached out to the DNR and the contractor to make sure all involved were good with the project. He is recommending Council approve the bid of ICS for \$73,000. The City will need to decide when Pelican Pete will be repaired. Motion by Strand, seconded by Foster to approve the bid from ICS, Inc. for \$73,000 for the relocation of Pelican Pete. Motion passed unanimously.

John Waller III, Planning Commission Chairman, presented the findings of the Planning Commission for the sale of City Hall (315 N Broadway). There were six findings in favor of the sale of the building or a portion of the building in relation to the Comprehensive Plan. Motion by Strand, seconded by Ballard to accept the findings of the Planning Commission. Motion passed unanimously.

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Dottie Egge requested a lot split of 121 SE 8th Street. The Planning Commission considered the lot split and recommended Council approve the lot split. Motion by Markgraf, seconded by Foster to approve the lot split. Motion passed unanimously.

Council discussed the 2023 Red River Valley Home & Garden Show. Early registration ends September 16 and the cost is \$870. The Chamber has no one that is able to attend. Judy Tabbutt said she would talk to Merchants on the Move to see if they are willing to help with the event. She will let the City know at the next meeting.

Tonya Stoll announced that OktoberFest has been around for 25 years. They are making an effort to be more visible in the community and are looking for more volunteers to help with the committee. They also thanked the City for partnering with them on the beautification of Pelican Rapids.

Council will set a public hearing to hear from the public about the potential sale of 315 N Broadway. Motion by Foster, seconded by Markgraf to introduce Resolution 2022-15 entitled; **RESOLUTION 2022-15; RESOLUTION SETTING A PUBLIC HEARING ON SALE OF REAL PROPERTY OWNED BY THE CITY OF PELICAN RAPIDS.** (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.

City Attorney Forsgren drafted an ordinance for Council to consider that would place a moratorium on the sale of hemp derived THC food and beverages. Motion by Strand, seconded by Foster to introduce the following written ordinance: **ORDINANCE NO. 2022-02, AN ORDINANCE PROVIDING A MORATORIUM ON THE SALE OF HEMP DERIVED THC (TETRAHYDROCANNABINOLS) FOOD AND BEVERAGES IN THE CITY OF PELICAN RAPIDS, MINNESOTA.** Motion passed unanimously. (A complete text of this ordinance is part of permanent public record and will be in effect and in full force upon publication.)

The Budget Committee has met multiple times to review the 2023 budget. There are items that the entire council needs to discuss. Currently, the big increases were a salt/sand shed and the Economic Development Director Position. There is also \$60,000 in the budget to finish the pour in play in Peterson Park. That money would come from Liquor Store profits.

The Budget Committee also met with David Gottenborg and Cheryl Brenna from the Library Board. The Library Board asked for a one-time payment of \$4,250 for inflationary costs and a COLA increase. Because the library has been under budget in wages the last few years. Council will consider giving additional funds for wages if the library goes over budget excluding overtime.

Council Member Ballard spoke out on following a vehicle replacement schedule and he thinks it is very important to fill the Economic Development Director position. Council Member Strand feels that the street department should be getting smaller trucks for plowing snow.

Administrator Solga reported that since the last city council meeting he has; worked with Clerk to set city council agenda and prepped for the city council meeting; worked with Lakes Country Service Coop with setup and configuration of new computers; met with swimming pool committee to discuss state of pool project; work on 2023 budget and met with city budget committee; met with Superintendent Brian Korf to discuss ice rink location and warming house; met with Minko Construction to review City Hall project punch list items; met with new home owner and Street Superintendent Brian Olson to

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discuss utilities to home; attended special closed city council meeting; reviewed Egge lot split request application and sent to planning commission; and attended August 29 planning commission meeting.

Mayor Frazier reported that since the last city council meeting he has; continued to visit with area businesses, attended an August 17 Local Foods, Local Places Steering Committee Meeting at the Pelican Rapids High School Media Center regarding the Pelican Rapids Commercial Kitchen Feasibility Study, attended a City of Pelican Rapids General Budget Meeting with Councilman Foster, Clerk Harthun and Administrator Solga at City Hall on August 18 and August 19, attended a Pelican Rapids Public Library Budget Meeting on August 19 with Library Board Members Gottenborg and Brenna, Councilman Foster, Clerk Harthun and Administrator Solga, conducted a telephone conversation with Otter Tail County Commissioner Wayne Johnson on August 19 regarding the proposed ordinance by the City of Pelican Rapids regarding 'A Moratorium On The Sale Of Hemp Derived THC Food And Beverages In The City Of Pelican Rapids', attended the Pelican Pete Relocation Project Bid Opening on August 22 at City Hall with Streets and Parks Superintendent Olson and Wes Keller of Houston Engineering, Inc., attended a City of Pelican Rapids General Budget Meeting at City Hall with Councilman Foster, Clerk Harthun and Administrator Solga on August 25, made a telephone call to Daniel Marx of the League of Minnesota Cities on August 25 regarding the future PFAS Sampling Agreement with the Minnesota Pollution Control Agency and the City of Pelican Rapids, attended a PFAS Meeting at City Hall on August 25 with Councilman Foster, Administrator Solga, Terry and Dennis of PeopleService and Greg Stang of PeopleService (by conference call), attended the August 25 Special meeting of the Pelican Rapids City Council regarding the proposed sale of the City Hall building, attended the MAHUBE OTWA Open House on August 26 regarding childcare at their location at 119 North Broadway in Pelican Rapids and met on August 29 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 6:44 pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer