

CITY COUNCIL AGENDA

Sept. 8, 2022

Tuesday, September 13, 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 30, 2022,
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report (In Packet)
 2. Police Report (In Packet)
 - d) Certify to Property Taxes: Property 211 SE 4th St Water/Sewer Amount \$206.01
5. Library Report
6. Horse Parade – Audrey Wifall
7. 2023 Home & Garden Show (In Packet)
8. Public Hearing – City Hall Sale (5:00 p.m.)
9. Public Hearing – Tax Abatement – (at or about 6:00 p.m.)
 - Consider Resolution 2022-17 Approving Property Tax Abatements (In Packet)
10. Public Hearing – Street Vacation – (at or about 6:00 p.m.)
 - Consider Resolution 2022-16 Vacating Robson Street (In Packet)
11. Street and Park Report – Brian Olson
 - Trail Funds
12. West Central Initiative 2023 Funding Request (In Packet)
13. 2023 General Budget Discussion (In Packet)
 - Truth In Taxation Public Meeting December 13, 2022 at 6:00 p.m.
14. Administrator Report
15. Mayor Report
16. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 9/13/2022

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, September 13, 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 four 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

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Accounting Clerk Onnalee Miller Krump, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Attorney Lindsay Forsgren.

General Attendance: Audrey Wifall, Judy Tabbut, Wayne Runningen, Jade Petznick, Dena Johnson, Wayne Johnson, Lana Grefsrud, Chris Smith (via Zoom) 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.

Motion by Ballard, seconded by Markgraf to approve the agenda with the addition of No. 17 Pelican Rapids Department of Motor Vehicle. Motion passed unanimously.

Motion by Strand, seconded by Markgraf to approve the consent agenda items with the removal of the police report

a) Approval of Council Minutes – August 30, 2022,

b) Approval of Accounts Payable Listing

c) Staff Reports

1. Financial Report

d) Certify to property taxes, 211 SE 4th Street for \$206.01, unpaid utility bill

Motion passed unanimously.

Council Member Ballard asked if the Police Department is still short staffed and if the County could help to help get the comp numbers down. The City has received a couple applications and the County is still short staffed themselves. Motion by Ballard, seconded by Foster to approve the Police Report. Motion passed unanimously.

Audrey Wifall asked Council to shut down Broadway between the stoplights. It would be on November 25, 2022 from 5 pm to 7 pm for the Lighted Horse Parade. The route is the same as last year. Motion by Strand, seconded by Foster to approve the parade route and to shut down the street. Motion passed unanimously.

Wayne Runningen presented the Library Report to Council. Friends of the Library had a successful summer. Mary Williams has resigned for the Library Board. They received a letter regarding the state of

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the gardens at the library; the Library Board discussed and decided it was the responsibility of the City to maintain the gardens.

Judy Tabbutt spoke with the Merchants on the Move regarding the 2023 Red River Valley Home & Garden Show. The group felt that it is important to go this year and they will try to come up with some volunteers. Motion by Frazier, seconded by Ballard to register for the 2023 Red River Valley Home & Garden Show. Motion passed unanimously.

Street and Parks Superintendent Brian Olson presented the Street and Parks Report. The asphalt and seal coat project should be done by the end of the week. The new plow truck has arrived and he is selling the old plow truck. Jetting will start next week and hydrant flushing is October 2. The parks are winding down and there has been many campers this year. Motion by Strand, seconded by Markgraf to approve the report. Motion passed unanimously.

There is \$10,000 in the City Trail funds for 2022. He would like to use some of that money to better clear out the Grabarkewicz property. Motion by Strand, seconded by Foster to approve use of the 2022 trail funds on the Grabarkewicz property. Motion passed unanimously.

West Central Initiative requested \$2,750 for 2023 for the WCI Annual Fund. Motion by Markgraf, seconded by Strand to approve \$2,750 for WCI in 2023. Motion passed unanimously.

Minnesota Department of Public Safety sent a letter asking if the City of Pelican Rapids would like to run a DMV as they received a private request to establish a deputy registrar. Administrator Solga provided a draft letter declining to serve as a Motor Vehicle Deputy Registrar in the city. Motion by Ballard, seconded by Strand to approve the draft letter. Motion passed unanimously.

Mayor Frazier recessed the Council Meeting to start the Public Hearing on the Sale of City Hall. Administrator Solga provided a recap of the previous discussions regarding the sale of the building. Council opened it up for public input. Concerns were raised about the debt owed still on the building, if the city would sell the entire building or just the upper floor and other issues. It was explained that the sale of the building or upper floor would not increase the tax revenue, just the tax base. Vertin explained the project they would like to do if they acquire the building or upper floor. Because of the substantial investment, they need to make upstairs, they need to get the property cheap. Construction costs are very high right now so if they did have to pay for the property, it would be a low number. Council Member Ballard said that at the selling the entire building and agreeing to the lease terms would be a mistake. It would cost the City too much with the debt that is still owed on the building. Ballard asked Vertin if this deal fell apart would they expand somewhere else in the City. Chris Smith answered that it is not likely without this deal. Mayor Frazier closed the public hearing.

Council and Vertin will have a work session on September 21, 2022 at 2 pm to try to come to an agreement on the City Hall Sale.

Mayor Frazier recessed the Council Meeting to start the Public Hearing on Tax Abatement. Administrator Solga explained the property that is asking for the tax abatement. There were no comments from the public. Mayor Frazier closed the public hearing.

Motion by Ballard, seconded by Foster to introduce Resolution 2022-17 entitled; **RESOLUTION 2022-17 APPROVING PROPERTY TAX ABATEMENTS.** (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.

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Mayor Frazier recessed the Council Meeting to start the Public Hearing on the Street Vacation. Administrator Solga explained why the property was asking for a street vacation. There were no comments from the public. Mayor Frazier closed the public hearing.

Motion by Foster, seconded by Markgraf to introduce Resolution 2022-16 entitled; **A RESOLUTION VACATING ROBSON STREET (2ND STREET NE) AT BLOCK 10, ORIGINAL PLAT OF THE CITY OF PELICAN RAPIDS, UPON PETITION OF A MAJORITY OF ABUTTING LANDOWNERS.** (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.

Council discussed the 2023 Proposed General Budget. Administrator Solga reviewed a few changes he made to the budget since the last council meeting. He increased the liquor store contribution to \$120,000. He decreased the Economic Development Director position, and asked Council to consider working with CEDA to help with Economic Development. Council also decided to transfer \$25,000 from the City's reserves. Motion by Foster, seconded by Strand to approve the 2023 General Fund budget with a General Levy of \$910,866 and Special Levy of \$232,192. Motion passed unanimously.

Clerk-Treasurer Harthun announced that the Truth in Taxation Public Meeting will be December 13, 2022 at 6:00 pm.

Administrator Solga reported that since the last city council meeting he has; held a department head meeting; worked with Clerk to set the city council agenda and prepped for the city council meeting; researched and compiled requested information for city council regarding the city hall building project costs; held economic development discuss with a potential business move to the industrial park; met with our leasing company to show leased fire trucks; met with Amy Baldwin to discuss the development of the existing county truck garage; attended monthly MNDOT 2024 virtual project design meeting; worked on establishing a beautification team for the 2024 project; met with MNDOT to discuss the sand/salt property; attended a virtual meeting with CGMC, MESERB, and MPCA regarding PFAs; spent some time configuring new laptops for remote work; worked on 2023 General Budget revisions; attended Park Board meeting; and drafted response letter to Department of Public Safety regarding the establishment of a Deputy registrar office in Pelican Rapids.

Mayor Frazier reported that since the last city council meeting he has; continued to visit with area businesses, attended the "City Trail Plan Open House" at the Pelican Rapids High School Fine Arts Auditorium on September 1, called the League of Minnesota Cities office on September 1 to report that the City of Pelican Rapids passed Ordinance 2022-02 Providing A Moratorium On The Sale of Hemp Derived THC Food And Beverages in the City of Pelican Rapids, Minnesota, met with Street & Parks Superintendent Olson on September 6 to discuss the 2023 budget and how it relates to his departments, attended a 2024 Pelican Rapids Complete Streets Steering Committee Meeting on September 8 at city hall with Administrator Solga and Superintendent Olson and with MnDOT staff joining by Microsoft Teams, spoke by telephone on September 8 with Amy King of the Pelican Rapids Park Board regarding a new proposed Bicycle Trailhead in Pelican Rapids, attended a meeting at the Pelican Rapids High School Board Room on September 9 with Amy King, representatives of the Pelican Rapids School District, Otter Tail County and the Pelican Rapids Economic Development Committee regarding a Bicycle Trailhead at a proposed multi-use building at the Chauncey Martin Field Complex, spoke by phone with Patrick Melvin of David Drown Associates Company on September 9 regarding

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applications for the City of Pelican Rapids Administrator position, met on September 12 with Administrator Solga to review the agenda for this afternoon's Pelican Rapids City Council Meeting, attended the Pelican Rapids Park Board Meeting on September 12, attended the Otter Tail County Commissioners Meeting on September 13 at 10:15 am regarding the Application of Cancellation of Forfeiture-Islamic Society of Fargo-Moorhead at Parcel 76000220006001 in the City of Pelican Rapids and attended the same Otter Tail County Commissioners Meeting at 1 pm regarding a Cannabis Law Review.

Motion by Strand, seconded by Markgraf to adjourn the City Council meeting at 7:05_pm. Motion passed unanimously.



Danielle Harthun
Clerk-Treasurer