

May 5, 2017

CITY COUNCIL AGENDA

Tuesday, May 9, 2017

5:00 p.m. Council Chambers, 315 N. Broadway

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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.*
  
2. Agenda Additions or Deletions
  
3. 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 – 4/25/17
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    - 1) Police Chief Report
    - 2) Library Report
    - 3) Financial Report
  
4. Planning Commission Meeting Report
  - Parking Ordinance
  - Use of City Property for Personal Storage
  - Unique Addition Plat
  
5. Public Hearing for TIF District 2-9 – 5:30 p.m.
  
6. Unique Housing Developer Agreement & Purchase Agreement
  
7. Library Board's Annual Report – Wayne Runningen
  
8. Request to Close West Mill for Jaycee's Beer Gardens During Pelican Fest – Brady Ballard

9. Planning Commission Appointment
10. Otter Tail Power Utility Easement
11. Street and Park Report
  - Liquor Store Rain Gutter
12. Bond Counsel Change Consideration
13. Hazardous buildings
  - 25/27 NW 1<sup>st</sup> Ave
  - 125 NW 1<sup>st</sup> Ave update
  - 129 NE 5<sup>th</sup> Ave
  - 704 NE 5<sup>th</sup> St
14. Water Tower Logo
15. Water Treatment Facility VFD Proposal

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 05-09-17

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 05-09-17 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

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

Council Member Steve Strand                      Council Member CJ Holl

Council Member Kevin Ballard                      Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Park Superintendent Brian L. Olson, Police Chief Jeff Stadum, City Attorney Greg Larson and Northland Securities TIF Consultant Tammy Omdal.

General Attendance: Library Board Chair Wayne Runningen, Samuel Herzog and Troy Johnson from Unique Opportunities LLC., Brady Ballard of the Pelican Rapids Jaycees and Lou Hoglund from the Pelican Press were also 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 expressed her concerns with Council's decision to take a break to not move forward on the Community Center for a month.

Motion by Ballard, seconded by Holl to approve the agenda as presented. Motion passed unanimously.

Motion by Holl, seconded by Strand to remove c1) Police Chief Report from the consent agenda.

- a) Approval of Minutes – 4/25/17
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  - 1) ~~Police Chief Report~~
  - 2) Library Report
  - 3) Financial Report

Motion passed unanimously.

Police Chief Jeff Stadum provided Council with April Police Department report. Motion by Foster, seconded by Ballard to approve the report. Motion passed unanimously.

Chief Stadum asked Council to consider hiring Andrew Hayes as Part-time Police Officer, contingent on completing the background check. He would start at \$17.11 an hour, which is step one on the wage scale. Motion by Strand, seconded by Foster to hire Andrew Hayes as Part-time Police Officer at \$17.11 an hour contingent on the background check. Motion passed unanimously.

Administrator Solga provided Council with a Planning Commission Update. Regarding use of City property for private storage, City staff will send out letters asking them to remove their belongings or the City will remove it at their expense. Both the private belongings and the parking in municipal parking lots are also being included in the following ordinance. Motion by Ballard, seconded by Holl to adopt **ORDINANCE NO. 2017-05; AN ORDINANCE TO AMEND CITY OF PELICAN RAPIDS CITY CODE SECTION**

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**701.07, SUBDIVISION 4, RELATING TO PARKING REGULATIONS.** (A complete text of this Ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance declared duly adopted and in full force upon publication.

The Planning Commission recommended Council approve the plat provided by Unique Opportunities.

Library Board Chair Wayne Runningen presented Council with the 2016 Public Library Annual Report. Motion by Strand, seconded by Foster to approve the 2016 Public Library Annual Report. Motion passed unanimously.

Street and Park Superintendent Brian Olson reported that Hydrant Flushing went well. Three gate valves will be repaired next week. The Parks are open and maintenance work on the Pool has begun. The Mill Pond Fountain no longer works and may be replaced in the future. Areas of the Liquor Store parking lot drain towards the alley which causes washouts. Olson asked Council to approve the purchase and installation of a gutter for \$4,300. Motion by Ballard, seconded by Holl to approve the purchase and installation of the gutter for \$4,300 and to accept the Street and Park report. Motion passed unanimously.

Foster asked Olson to put Public Restroom signage in and around the area and on Historic City Hall so that people in Peterson Park know where the restrooms are located.

Mayor opened the TIF District 2-9 Public Hearing at 5:31 p.m.

Pursuant to the provisions of Minnesota Statutes, Sections 469.124 through 469.133, as amended, and Minnesota Statutes, Sections 469.174 through 469.179, as amended (together, the "Act"), and published notice thereof, a public hearing was held at 5:30 p.m. for the Pelican Rapids City Council to consider the following matter:

Modification of Development District No. 2 and the establishment of Tax Increment Financing District(TIF) No. 2-9, and the adoption of the Development Program and Tax increment Financing Plan relating to thereto, all pursuant to and in accordance with the Act. The property proposed to be included in Tax Increment Financing District No. 2-9 is described in the Tax Increment Financing Plan on file in the office of the City Clerk.

TIF Consultant, Tammy Omdal from Northland Securities, Inc., reported that based on the review of the operating pro forma for the Project, as proposed, and under current market conditions, Northland found that the Project may not reasonably be expected to occur solely through private investments within the near future.

No one from the public commented.

Mayor Frazier closed the Public Hearing at 5:46 p.m.

Motion by Foster, seconded by Holl to introduce Resolution 2017-06 entitled: **RESOLUTION 2017-06; RESOLUTION MODIFYING DEVELOPMENT DISTRICT NO. 2 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 2-9 WITHIN THE DEVELOPMENT DISTRICT AND THE ADOPTION OF THE DEVELOPMENT PROGRAM AND TAX INCREMENT FINANCING PLAN RELATING TO THERETO.** (A

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complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Motion by Foster, seconded by Holl to introduce Resolution 2017-07 entitled: **RESOLUTION 2017-07; RESOLUTION TO ACCEPT THE DEVELOPMENT AGREEMENT PRESENTED TO THE CITY COUNCIL OF PELICAN RAPIDS ON MAY 9, 2017 AND ANY AMENDMENTS THERETO AS DETERMINED BY THE CITY COUNCIL OF THE CITY OF PELICAN RAPIDS ON MAY 9, 2017.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Motion by Ballard, seconded by Foster to introduce Resolution 2017-08 entitled: **RESOLUTION 2017-08; RESOLUTION TO ACCEPT AGREEMENT FOR THE CONYENACE OF REAL ESTATE PRESENTED TO THE CITY COUNCIL OF PELICAN RAPIDS ON MAY 9, 2017, AND ANY AMENDMENTS THERETO AS DETERMINED BY THE CITY COUNCIL OF THE CITY OF PELICAN RAPIDS ON MAY 9, 2017.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion carried and resolution declared duly adopted.

Brady Ballard from the Pelican Rapids Jaycees asked for permission to shut down East Mill Ave for the street dance during Pelican Fest on July 14 and July 15. They will be done early morning of July 16. Motion by Foster, seconded by Ballard to approve the request to close down E Mill Avenue on July 14 and 15, 2017 for the street dance during Pelican Fest. Motion passed unanimously.

Glenys Ehlert withdrew as a member of the Planning Commission. Annie Wrigg is still interested in the position, along with Ben Sytsma and Wayne Bakken. Strand feels strongly that it should be a City resident. Ballard expressed concerns about having a City Employee on the Planning Commission. Motion by Foster, seconded by Ballard to appoint Ben Sytsma to the Planning Commission. Motion passed. Holl: Opposed

When updating some utilities near Mill Avenue, Otter Tail Power realized no utility easement was in place with the City. Motion by Ballard, seconded by Holl to approve the easement with Otter Tail Power contingent on changing "Village" to "City" of Pelican Rapids on the easement documents. Motion passed unanimously.

Administrator Solga suggested switching the City's Bond Counsel from Faegre Baker Daniels, LLP. to Kutak Rock, LLP because Steve Rosholt (who handled the City's bonds) is moving to Kutak Rock, LLP. Motion by Foster, seconded by Strand to approve changing bond counsel from Faegre Baker Daniels, LLP. to Kutak Rock, LLP. Motion passed unanimously.

Administrator Solga provided updates on the following Hazardous buildings.

- 25/27 NW 1<sup>st</sup> Avenue - Waiting for hearing date to be set.
- 125 NW 1<sup>st</sup> Avenue – No hazardous materials were present, ready to raze.
- 129 NE 5<sup>th</sup> Avenue – Waiting for hearing date to be set. Also, HRA is working with the owner currently to determine the potential of a HRA project.
- 704 NE 5<sup>th</sup> Street – Repairs to the roof appear to be complete. Building Official will inspect.

Council reviewed all the Water Tower logo submissions. After discussion, Motion by Holl, seconded by Ballard to use Paul Johnson's design using the City logo with colors and a white or off white colored tower. Opposed: Frazier, Foster.

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Administrator Solga received proposals for the Water Treatment Facility VFD ranging from \$3,100 to \$8,747. Solga realized the proposals received weren't covering the same things. It is very important that this project go right the first time in order to meet our water demands. IN Control, Inc. has worked with the system, City staff and the City Engineer and knows our system very well. They know exactly what the city's needs are. They will also be onsite to ensure everything goes smoothly. Motion by Strand, seconded by Foster to approve IN Control Inc. proposal of \$8,747 for Water Treatment Facility VFD. Motion passed unanimously.

Motion by Ballard, seconded by Foster to adjourn the City Council meeting at 6:42 p.m. Motion carried.  
Opposed: Holl



Danielle Heaton  
Clerk-Treasurer