

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 – 6/11/19
  - b) Approval of Accounts Payable Listing
  - c) Staff Reports
    1. Utility Report – People Service
    2. Liquor Store Report
5. Police Department Personnel
6. Tax Abatement Hearing 5:30 p.m.
  - Resolution No. 2019-14 Resolution Approving Property Tax Abatements for Colony Housing LLC (In Packet)
7. Park Board/Planning Commission/Pool Committee Meeting FYI (In Packet)
8. Personnel Policy – Immediate Family Discussion
9. Mayor Report
10. City Administrator Report
11. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-25-19

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 06-25-19 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 Curt Markgraf

Council Member Kevin Ballard

Council Member Steve Foster

City staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton and Police Chief Jeff Stadum.

General Attendance: Skip and Andrew Duchesneau from DW Jones, Tammy Omdal from Northland Securities, 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.

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

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

- a) Approval of Council Minutes – 6/11/19
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Utility Report – People Service
  2. Liquor Store Report

Motion passed unanimously.

Police Chief Jeff Stadum reported that a full-time officer has resigned. He requested Council approval to advertise for the open full-time position. Motion by Markgraf, seconded by Strand to approve advertising for a full-time Police Officer. Motion passed unanimously.

The Park Board, Pool Committee and Planning Commission meeting minutes were included in the packet for Council.

Administrator Solga discussed a possible change to the Personnel Policy. The current policy states that sick time can be used for the death of an immediate family member. An immediate family is defined as the employee's spouse, children, parents, parents-in-law and siblings. There is a city employee that would like to use sick leave to attend a grandparent funeral out of state and use sick time. Administrator Solga reviewed the State of Minnesota's policy and grandparents are included in their policy. Since the personnel policy is going to be revised, Administrator Solga asked Council if they are interested in making the change to the personnel policy. Council Member Markgraf commented that he would like grandparents added to be consistent. Council Member Ballard would like to stay consistent with the state. Motion by Strand, seconded by Foster to add grandparents and grandparent- in-laws to the definition of immediate family. This change will allow employees to use sick time to attend the funeral of grandparents and grandparent-in-laws and will be effective immediately, and will be reflected in the Personnel Policy revisions. Motion passed unanimously.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06-25-19

Mayor Frazier reported that since the last city council meeting he had; attended the OTC Bike Trail Meeting in Dent on June 13, attended Attorney General Keith Ellison's listening tour in Fergus Falls on June 21 and spoke at the Friendship Festival on June 22.

Administrator Solga reported that since the last city council meeting he has; worked on employee FMLA Policy and sick leave issue; continued working to find a rental property inspector proposals; continued activities related to City vs Gridor Construction lawsuit; had contact with Jennie-O regarding land for 3<sup>rd</sup> St extension; held conference call with MHFA and DW Jones regarding Colony Apartment process timeline events, ads, and resolutions; worked on resolution seeking additional grant funding from MHFA for Colony apartment project; Research Great Northern Road easement for potential Farmers Elevator project; attended June 17 School Board meeting in regards to the tax abatement public hearing; attended June 20 Otter Tail Emergency Advisory committee meeting in Fergus Falls; met with realtor and did research regarding parcel zoning and use; worked on LCSC Health and Safety Service Contract.

Mayor Frazier opened the Public Hearing on Tax Abatement.

Tammy Omdal with Northland Securities began the hearing by reviewing the memorandum that had been provided in the Council packet. The memorandum reviewed the housing project and the need for tax abatement. The combined total of abatement will be \$642,304, with the City's share being \$376,930. The agreement would be over 15 years.

Skip Duchesneau with DW Jones apologized for the delay. They have made a few slight changes to their plans to help make the project move forward.

Motion by Foster, seconded by Strand to introduce Resolution 2019-14 entitled: **RESOLUTION NO. 2019-14; RESOLUTION APPROVING PROPERTY TAX ABATEMENTS FOR COLONY HOUSING LLC.** (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.

Motion by Foster, seconded by Markgraf to adjourn the City Council meeting at 5:51 p.m. Motion passed unanimously.



Danielle Heaton, MCMC  
Clerk-Treasurer