



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 02/03/2025
Agenda Section: Consent Agenda

Department: Administration

Agenda Item: Approve City Council Minutes from January 6, 2025

Approval Required: Simple Majority Vote

BACKGROUND

The meeting minutes from the January 6, 2025, City Council Meeting have been prepared.

FINANCIAL IMPLICATIONS

STAFF RECOMMENDATIONS

Staff recommends the City Council approve the meeting minutes.

COUNCIL ACTION REQUESTED

Motion to approve the City Council Minutes from January 6, 2025.



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

CALL TO ORDER

Mayor Gardner called the meeting to order at 6:00 p.m.

MEMBERS PRESENT

Mayor Gardner, Council Members Ronning, Clement, Larson, and Pederson

MEMBERS ABSENT

Junior Council Member Zieseimer

STAFF PRESENT

Angie Duus, City Administrator; Emily Johnson, City Clerk/Treasurer; Traci Pederson, Zoning Administrator; Julie Meister, Administrative Assistant; Nick Roy, Public Works Supervisor; Andy Schwartz, Water/Wastewater Operations Manager; Mike Davis, Police Chief

PLEDGE OF ALLEGIANCE

All joined Mayor Gardner in reciting the Pledge of Allegiance.

ADDITIONS OR CHANGES TO THE AGENDA

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE AMENDED CONSENT AGENDA, MINUS ITEM 6 (RESOLUTION FOR THE 2025 FEE SCHEDULE). MOTION CARRIED 5-0.

The Council then discussed the fee schedule, specifically the zoning letter fee. It was decided to remove the zoning letter fee from the schedule for now.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER LARSON TO APPROVE THE AMENDED FEE SCHEDULE WITHOUT THE ZONING LETTER FEE. MOTION CARRIED 5-0.

CONSENT AGENDA – *Staff considers the following items non-controversial and recommends that they be read and passed in one motion. Any council member, staff, citizen, or meeting attendee can request one or more items be pulled from the Consent Agenda and the item will be pulled and addressed immediately after the passage of the Consent Agenda; otherwise, the following items will be passed in one motion: (Council Motion)*

1. City Council Minutes from December 2, 2024
2. Payment of Bills and Finance Report
3. Library Report
4. Resolution Accepting Donations
5. Boards and Commissions Minutes
6. Resolution for the 2025 Fee Schedule
7. Resolution Designating Official Depositories
8. Resolution Designating Official Newspapers
9. Designation of Widseth as the Official City Engineer
10. 2025 Refuse Hauler License Applications
11. Resolution for Shared Maintenance Agreement for Civil Defense Warning Siren



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

12. Consider Proposal for Insurance Agent of Record
13. 2025 Wastewater Operation Services Agreement for the City of Lake Shore
14. Special Event Permit – 31st Annual Antique Rendezvous

OPEN FORUM – *Comments received from the public may be placed on a future meeting agenda for consideration.*

No one was present for the open forum.

PRESENTATIONS

There were no presentations.

PARK COMMISSION

Report

There was no park commission report due to not having a December meeting.

ECONOMIC DEVELOPMENT COMMISSION

Report

Sheila Holley provided an update on the Economic Development Commission (EDC) meeting. She highlighted several points:

- The EDC had a lengthy discussion about snow removal for downtown business sidewalks. There were concerns about the timing of snow removal in relation to street plowing and the costs involved.
- Kurt Stump provided a school update, noting the success of the Veterans Day event, where students actively participated, and highlighting the growth of the band program under new leadership.
- The school board will consider a motion on January 6th regarding school facilities and capital projects, with a potential decision set for April 8th. This will include evaluating different aspects of the facilities and required improvements.
- Discussions were held on transportation alternatives grant applications, which aim to enhance safe routes within the school district.
- Students feeling secure at school was reinforced with the confirmation of a school resource officer's presence and additional security measures, which helped ensure a safer environment in light of incidents in other communities.
- Tyler Glynn reported on the success of the St. Thomas Entrepreneurship Day, where 8 Pequot Lakes students visited St. Thomas to experience college campus life firsthand.
- The EDC discussed their goals for the upcoming year, focusing on ways to support city economic growth initiatives and determining priorities for projects. The EDC also highlighted its active website, encouraging everyone to visit and make suggestions for additional content or improvements.

New Business

1. Snow Removal for Downtown Business Sidewalks



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

Regarding the snow removal proposal for downtown business sidewalks, the Council discussed various concerns and considerations:

- **Timing with Street Plowing:** Importance was placed on coordinating sidewalk snow removal with street plowing schedules. Concerns were raised about snow being moved onto sidewalks after street plows have passed, which complicates clearing efforts.
- **Cost Estimate Concerns:** The discussion focused on the cost estimate provided by one contractor, which was seen as potentially inflated. Council members noted that more competitive and affordable options should be explored.
- **Planning and Implementation:** It was acknowledged that more detailed planning would be essential to adequately prepare for and possibly implement sidewalk snow removal by next year, rather than rushing into immediate action.
- **Staffing Requirements:** Adding this service could necessitate hiring additional city staff, as the current workforce may not have the capacity to take on extra duties of sidewalk clearing.
- **Existing Ordinance Considerations:** The current ordinance places responsibility for sidewalk maintenance on business owners. A potential city-led snow removal initiative would require changes to existing mandates to alleviate these responsibilities from businesses.
- **Creation of a Downtown Fund:** The Council examined whether establishing a fund, into which local businesses could pay, might financially support such snow removal services.

Given these factors, the Council decided to have the EDC look into more creative solutions for funding and execution prior to making a final decision.

PLANNING AND ZONING

Report

The Planning and Zoning report was provided for the Council's review.

Unfinished Business

1. Cannabis Moratorium, valid through 12/31/2024

The Council briefly discussed the cannabis moratorium, which expired at the end of 2024. A public hearing for Chapter 17 is scheduled for later in the month, with potential council action in February or March.

2. Addressing the Issue of Nuisance and Stray Cats

There were no new updates provided.

3. Dotty Brothers Construction, Inc. – Extension

There were no new updates provided.

PUBLIC WORKS

Report

The Council commented that they like the detail in the Water/Wastewater report.



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

Unfinished Business

1. Petition to Pave North Sluetter Road Update

The Council discussed an update related to the paving project for North Sluetter Road. City Engineer Tim Houle provided a detailed proposal to update an earlier feasibility study at a cost of \$2,500. The update aims to align the study with a Rustic Road standard, assessing the current conditions and setting a framework for anticipated paving requirements. Tim explained that this would involve revisiting various aspects of the original study, including verbiage, estimated costs, and potential project scopes, ensuring compliance with state statutes.

MOTION BY COUNCIL MEMBER PEDERSON, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES TO UPDATE THE NORTH SLUETTER RD STUDY FOR \$2,500, AS PER THE RUSTIC ROAD PLAN. MOTION CARRIES 5-0.

CITY ENGINEER

Report

The City Engineer report was provided for the Council's review.

Unfinished Business

1. HOTGL Looping Study

There were no significant updates reported. We remain in the planning phases awaiting further developments.

2. Front and Main Street Design

Mr. Houle outlined efforts underway to address underground utility issues and right-of-way concerns, highlighting where the city might focus future design and construction efforts to improve these key areas.

3. Forcemain Project Easements

City staff are actively engaging property owners to secure necessary easements, which will allow for the unobstructed installation and maintenance of necessary infrastructure, ensuring smoother project execution.

4. Trailside Park Improvements

The Trailside Park Improvements project has seen noticeable progress, particularly with the installation of glulam beams. Since then, Baratto Brothers have submitted pay estimate #3.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER CLEMENT TO APPROVE THE PARTIAL PAY REQUEST #3 FOR \$96,277. MOTION CARRIES 5-0.



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

5. School District Safe Routes to School Resolution

The Council discussed the Transportation Alternatives grant aimed at enhancing safe routes to school. Proposed improvements include improving pavement markings and lighting, constructing a sidewalk alongside Patriot Avenue, installing a flashing beacon for a crosswalk, and providing safety upgrades to an existing pathway to facilitate safer and more accessible routes for students.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER LARSON TO APPROVE RESOLUTION 25-05 SUPPORTING THE APPLICATION FOR TRANSPORTATION ALTERNATIVES GRANT FUNDS. MOTION CARRIED 5-0.

6. NW Corner

The Council held a brief discussion regarding the northwest corner property. The focus remained on maintaining clear communication and setting expectations that the potential project is developer-driven and until there is an agreement, we cannot move forward.

POLICE DEPARTMENT

Report

The Police Department report was provided for the Council's review.

ADMINISTRATION

Report

The Administration report was provided for the Council's review.

New Business

1. Annual Appointments

The Council reviewed and discussed the annual appointments for various city committees.

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE 2025 ANNUAL APPOINTMENTS. MOTION CARRIES 5-0.

2. Board and Commission Appointments

The Council made several appointments to various boards and commissions:

- a. Economic Development Commission



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER PEDERSON TO REAPPOINT MATT LOTTMAN AND MARK HALLEN TO THE EDC FOR 3-YEAR TERMS EXPIRING 12/31/2027. MOTION CARRIED 5-0.

b. Housing & Redevelopment Authority

The HRA appointment was tabled until the next meeting due to an ongoing application process.

c. Library Board

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER RONNING TO REAPPOINT RENEE MOODIE AND STACEY PAULBECK TO THE LIBRARY BOARD FOR 3-YEAR TERMS EXPIRING 12/31/2027. MOTION CARRIED 5-0.

d. Park Commission

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RONNING TO REAPPOINT KIM CHURACK FOR A 3-YEAR TERM EXPIRING 12/31/2027. MOTION CARRIED 5-0.

e. Planning Commission

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER PEDERSON TO REAPPOINT ANDREW ELLERING AND APPOINT JOHN MEDEIROS FOR 3-YEAR TERMS EXPIRING 12/31/2027. MOTION CARRIED 5-0.

3. Consideration of Creating an Economic Development Authority (EDA)

The Council discussed the possibility of creating an Economic Development Authority (EDA) that would combine the functions of the current Economic Development Commission (EDC) and Housing and Redevelopment Authority (HRA). The council debated the potential benefits and challenges of such a merger, including:

- The ability to take advantage of HRA's decision-making power and funding capabilities.
- The need for more information on how other communities have implemented EDAs.
- Concerns about maintaining city control over the new entity.
- The potential for expanding housing and redevelopment efforts.

The Council agreed to continue exploring the idea and gather more information before making a decision.

4. Consideration of the City's Option to Purchase Property

The Council discussed a potential opportunity to purchase property at the north end of Front Street, which includes the site of an old dump. The council considered the following points:



CITY COUNCIL MEETING MINUTES

Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

- The potential use of the property for a yard waste dump site.
- The buildability of certain portions of the property.
- The city's role in buying and selling property.

Ultimately, after weighing these factors, the Council opted against proceeding with a property purchase at this time.

Unfinished Business

1. HOTGL Hotel Amendment to Vacant Land Purchase Agreement

There were no further updates at this time.

2. CLDG Land IV, LLC Third Amendment to Vacant Land Purchase Agreement

Erich Geisler is present on Microsoft Teams. Council Member Clement asked what the reason for the extension was. Mr. Geisler stated they are waiting to get a valuation of the Baxter project.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE THE THIRD AMENDMENT TO EXTEND CLOSING TO APRIL 15, 2025. MOTION CARRIED 5-0.

COUNCIL REPORTS

1. Mayor

Mayor Gardner commended the Public Works Department and volunteers for the holiday decorations and lighting in town, noting the positive comments received from residents and visitors.

2. Council Members

Council Member Ronning reported on the HRA's approval to move the current City Hall, with a target date of April 15th. They also mentioned the possibility of an early lease termination for the current building if a new renter is found.

Council Member Pederson acknowledged the passing of former Council Member Cheri Seils and her contributions to the City.

ADJOURNMENT

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RONNING TO ADJOURN THE MEETING AT 7:21. MOTION CARRIED 5-0.



CITY COUNCIL MEETING MINUTES
Monday, January 6, 2025, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

Respectfully submitted,

Emily Johnson
City Clerk/Treasurer

Tyler Gardner
Mayor

DRAFT