



REQUEST FOR ACTION CITY COUNCIL

Agenda Date: 7/1/2024
Agenda Section: Consent Agenda

Department: Administration

Agenda Item: Approve City Council Minutes from July 1 and July 15, 2024

Approval Required: Simple Majority Vote

BACKGROUND

The meeting minutes from the July 1 and July 15, 2024, 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 July 1 and July 15, 2024.



SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 15, 2024, 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 Pederson, Larson, Clement, and Ronning

STAFF PRESENT

Angie Duus, City Administrator; Emily Johnson, City Clerk/Treasurer; Traci Pederson, Zoning Administrator; 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.

NEW BUSINESS

1. Resolution Adopting the MN General Records Retention Schedule for Cities

Ms. Johnson informs the Council of the MN General Records Retention Schedule for Cities that is established by the State. We need to adopt the schedule by resolution and file that with the MN Historical Society Division, as well as how we are going to maintain those records. She adds once we have filed this with the MN Historical Society and then adopted what we have as number two on the agenda, a Resolution Adopting Electronic Records as the Official Storage of City Records, we can digitize all City records. Once digitized, we will have the ability to purge paper records, which will in turn free up a lot of storage space in our building.

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE RESOLUTION 24-24 ADOPTING THE MN GENERAL RECORDS RETENTION SCHEDULE FOR CITIES. MOTION CARRIES 5-0.

2. Resolution Adopting Electronic Records as the Official Storage of City Records

Ms. Johnson states this is the second part of what was previously talked about. It states that one can begin destroying physical records once the City adopts the MN General Records Retention Schedule and notifies the State Archives Department, followed by adopting a resolution making electronic records the official storage of City records.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER LARSON TO ADOPT RESOLUTION 24-25 ELECTRONIC RECORDS AS THE OFFICIAL STORAGE OF CITY RECORDS. MOTION CARRIES 5-0.



SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 15, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

UNFINISHED BUSINESS

1. Cannabis Law and Moratorium Public Hearing

Ms. Duus states last summer we had discussed the cannabis issues and had discussed adopting what the County had in place, but it was never completely followed through with and a public hearing was never held. Because of that, we need to hold a public hearing for comments and adopt an ordinance that our city attorney drafted.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER PEDERSON TO OPEN A PUBLIC HEARING. MOTION CARRIES 5-0.

PUBLIC HEARING OPEN AT 6:05 PM.

Mayor Gardner inquires whether anyone from the public has any input. Nobody is present to discuss the topic.

PUBLIC HEARING CLOSED AT 6:05 PM.

Mayor Gardner says we need a motion to adopt the Cannabis Moratorium that will be valid until January 1, 2025. He clarifies the moratorium means that no cannabis licensing will be issued through the City until after that date or until something further is put into place. Ms. Duus adds, as it stands right now, we could approve a license for cannabis growers within the City, but having this moratorium in place would prevent that until it expires. Discussion ensues regarding this being what the Council thought was already in place last summer, but the process was never fully completed. This will give the City time to develop ordinances with Planning and Zoning relating to this topic. Council Member Ronning questions whether we are adopting what the County has in place. Ms. Duus clarifies this is an ordinance that the City attorney drafted for us, so this is not an amendment to anything. Discussion continues noting the differences between licensing for growing versus the sale of cannabis. This moratorium intends to allow the City time to establish a plan and get its ordinances and regulations in place.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER LARSON TO ADOPT THE ORDINANCE FOR A CANNABIS MORATORIUM UNTIL JANUARY 1, 2025. MOTION CARRIES 5-0.

2. Resolution for Establishing a Community Festival

Ms. Johnson states there was a discussion at the last Council Meeting regarding establishing a new festival hosted by the City. She says this festival would be hosted one day per month during the summer months and we would like to start with a trial run this August on the 17th. We would then need to select a name for the festival if this is something that the Council would like to move forward with. Ms. Duus adds we would piggyback this event with Bands in the Park and add two additional bands to play earlier in the day as the festival will likely run from noon until 9 pm. She says we would charge a fee for vendors to participate to offset the cost of the additional



SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 15, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

bands. If the City cannot recoup the cost, we do have a potential donor that would be willing to cover the extra cost. Discussion continues noting this will be the first festival that the City hosts versus the Chamber or Community Action. It is said that since this will be held on a Saturday it will allow our local businesses to participate and extend their business to a new market. Mayor Gardner inquires of the Council if anyone has strong feelings about the name. The consensus is to keep the word Saturday in the name if it will be hosted on Saturdays but to determine the name later.

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE RESOLUTION 24-26 ESTABLISHING A MONTHLY SUMMER COMMUNITY FESTIVAL. MOTION CARRIES 5-0.

3. HOTGL Looping Study

City Engineer Tim Houle updates the Council with information on a potential study that will put together some figures for looping the water system in the HOTGL development. He says with the potential development in both HOTGL and NW Corners, a future Study would look at both the capacity of the water and wastewater systems, but this Study will only focus on HOTGL due to the current dead-end watermain. Mr. Houle notes this study would be a simplistic study of putting together some figures, putting together a project cost, and then implementation, meaning how might the City proceed with the information. He says it would be mainly for budgeting purposes because the proposal would extend south through the future HOTGL, over to Patriot then to Lilac, and connect back with the watermain near the water tower. Completing a loop will provide water flow from two directions. Mr. Houle adds that as development continues, it would be good to have budgeting information for updating the water system to prevent running into issues and having to play catch-up later. He says the study can be completed quickly and will cost \$4,800. Council Member Ronning asks what it means to have water coming from two directions. Mr. Houle explains one of the ways to address any issues with flow or pressure is to have the lines looped versus dead ends, therefore the water has two inlets instead of one.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE THE HOTGL LOOPING STUDY FOR \$4,800. MOTION CARRIES 5-0.

4. Trailside Park Improvements

Mr. Houle says we have received a bid/work order from Gordian for the Trailside Park Improvements. He explains the City received a grant for \$265,405 that started as a 50-50 cost share, however, with some changes and upgrades the City's responsibility will be a little higher. The quote came in at \$601,760.62. Discussion ensues about how and why those prices have changed. Changes have come from inflation, enhancements, and additions. He says Baratto Brothers are planning to complete the site work, which includes the removal and replacement of



SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 15, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

the trails, the parking lot, sanitary sewer and watermain services, and possibly starting the foundation for the picnic shelter, after Labor Day, with the anticipated completion date of the shelter and bathrooms before Memorial Day 2025. Mayor Gardner asks whether we can still move away from the Gordian process because the cost just seems to keep going up. Mr. Houle replies stating you could, but you would have to reject bids and then would have to put the project out for public bid, which can be very lengthy, and he would be concerned about losing contractor availability for the fall. Council Member Pederson questions how the pricing of everything is established. Discussion ensues regarding how the process works. Mr. Houle explains that there are several underlying things that are included in each line item and the details aren't always listed out so the pricing can be quite deceiving, but there is a lot more to the project than just building a shelter.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER LARSON TO APPROVE THE BARATTO BROTHERS GORDIAN WORK ORDER AS PRESENTED FOR \$601,760.62. MOTION CARRIES 5-0.

5. Amendment to Facility Plan and Design of LS and FM

Mr. Houle states the Council previously approved the Facility Plan and Design of LS and FM. With changes to the proposed structures in HOTGL that now include 80 apartments versus the planned 60, and 70 hotel rooms, etc., it will generate quite a bit of wastewater. Currently, the wastewater flows to an existing lift station in the industrial park, where it is pumped, and goes to the main lift station at Gravidahl, where it gets pumped again. In a review of the system, it was determined that it would be better to connect the industrial park lift station to the forcemain, as it is only roughly 300 feet from it versus pumping the wastewater twice. This would require an amendment to the original facility plan. Mr. Houle explains that it would now include two lift stations instead of just one, redo the design, and redo the environmental plan that goes along with facility plans. The changes would require the City to pay additional fees. Council Member Pederson speaks to Public Works Supervisor Nick Roy and Water/Wastewater Operations Manager Andy Schwartz for their expertise and whether it is truly needed. Both Mr. Schwartz and Mr. Roy agree with amending the facility plan. Mr. Houle adds that this would free up some capacity with the main lift station so it is a win-win and would eliminate the need to pump anything twice.

MOTION BY COUNCIL MEMBER PEDERSON, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE WIDSETH'S AMENDMENT TO THE FACILITY PLAN AND DESIGN, BIDDING, AND CONSTRUCTION PHASE SERVICES FOR AN AMOUNT OF \$47,000. MOTION CARRIES 5-0.

6. Budget Update

Ms. Duus says we went back to a budget planning format that was used in the past. She says there was a lot of time spent with her and Ms. Johnson because they had to go back and complete the years 2021-2023 actual costs before being able to move forward. She says the



SPECIAL CITY COUNCIL MEETING MINUTES

Monday, July 15, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

department heads prefer this format because they can see where they should be coding expenses. In the past, coding has become very difficult to fix, which resulted in many journal entries, because they didn't have much to go by. She notes there are still some areas that need to be touched up a bit, but everything should be set to begin the budget process. Mayor Gardner clarifies the intention of the budget worksheets today are not to be picked apart at this meeting, but instead for the Council to take them home, review them, and bring questions to the Admin Office prior to the next meeting. Ms. Duus adds that Jason Murray will be attending the next meeting with his spreadsheet to help explain utilities and capital improvement, etc. The Council agrees they like the format of the budget, noting that it is informative to have specific items listed and descriptions.

ADJOURNMENT

MOTION BY COUNCIL MEMBER LARSON, SECONDED BY COUNCIL MEMBER PEDERSON TO ADJOURN THE MEETING. MOTION CARRIES 5-0.

THE MEETING OF THE CITY COUNCIL ADJOURNED AT 6:55 P.M.

Respectfully submitted,

Emily Johnson
City Clerk/Treasurer

Tyler Gardner
Mayor



CITY COUNCIL MEETING MINUTES
Monday, July 1, 2024, 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, and Pederson

MEMBERS ABSENT

Council Member Larson

STAFF PRESENT

Angie Duus, City Administrator; Emily Johnson, City Clerk/Treasurer; 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

Mayor Gardner would like to add one thing under New Business, item 7, Resolution for Community Festivals. Council Member Clement suggests moving item 6 in New Business to item 1.

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE AMENDED AGENDA. MOTION CARRIES 4-0.

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. Approve City Council Minutes from June 3, 2024
2. Approve the Payment of Bills and Finance Report
3. Approve the Library Report
4. Approve the Resolution Accepting Donations
5. Approve the Boards and Commissions Minutes

MOTION BY COUNCIL MEMBER PEDERSON, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE THE CONSENT AGENDA. MOTION CARRIES 4-0.



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

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

None.

PRESENTATIONS

None.

REPORTS

1. Park Commission

Ms. Churack gives an update stating Bands in the Park started on Saturday evenings and despite the rain they had a pretty good participation level. She says last week was great, as she counted 130 viewers.

The Community Garden plots have all been spoken for and the funds raised from that are going toward the expenses of getting the garden ready.

Ms. Churack states that the DNR Grant has been signed, and the Park Board is anxious to get the bid approved to move forward with the picnic shelter and bathroom shelter.

The new Community Sign that will be installed on the south side of Trailside Park will be on the schedule for installation sometime in August. She says after Bean Hole Days is complete, the Public Works department will begin to run power to the site, so they hope they can cross this off the to-do list in September.

Ms. Churack says the Splash Pad continues to be popular. However, it has continued to be a struggle to get the necessary parts for the water cannons for the Splash Pad. The chair of the Park Board has been making phone calls to get to the bottom of the delay. Discussion ensues regarding how to move forward without having parts or how one can put pressure on this company to keep things moving along.

The Park Board would like to thank Dave Lind for taking the time and effort to remove graffiti from the retaining wall at Sibley Lake Park. Ms. Churack states the Boy Scouts are looking to go to Sibley Lake Park to help with the removal of the brush.

Signs have been ordered for the walking path and community garden.

Ms. Churack says they are planning to build a gazebo for the dog park and plan to put it in next year's budget. It has been requested by several dog park users to provide shade. Also, the popcorn wagon has seriously deteriorated, and the Park Board is trying to determine what steps to take.

2. Economic Development Commission



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

Sheila Holley is present on behalf of the EDC. Ms. Holley says BLAEDC is helping update the EDC website. Several of the commission members are working on different parts of it. BLAEDC is going to provide us with unified fund fliers so that others know there is money out there and provide information on how to get access to it. She says they are also going to request a trademark application for the EDC logo.

Ms. Holley states everyone appreciates the fact of putting bathrooms in the park.

Council Member Pederson notes there was a conversation regarding helping with the public transportation issue and figuring out a plan. Ms. Holley says they are willing to help in any way they can.

3. Planning and Zoning Commission

Report provided.

4. Public Works

Report provided.

5. City Engineer

No further report than what is on the agenda.

6. Police Department

Report provided.

7. Administration

Report provided.

NEW BUSINESS

1. Officer Life Saver Award

Chief Davis comes forward with former Pequot Lakes Officer John Hopps to present him with the Life Saver Award that was awarded to him by North Memorial Ambulance for his participation in a medical call involving a patient in cardiac arrest. Chief Davis explains that these Life Saver Awards are not easy to get, don't happen very often, and require the patient to survive for a certain amount of time after the event to be considered a "save". Mayor Gardner congratulates Officer Hopps.

2. Request to Hold a Special Meeting and Public Hearing on July 15, 2024, at 6 pm.

Ms. Duus states we plan to discuss the new cannabis laws and potentially put a Moratorium in place for the remainder of the year, so we have time for planning and zoning and how it relates



CITY COUNCIL MEETING MINUTES
Monday, July 1, 2024, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

to the cannabis laws. We also plan to discuss the preliminary budget and possibly the DNR Grant. We could add anything additional if anyone has anything to add.

MAYOR GARDNER CALLS A SPECIAL MEETING FOR JULY 15, 2024, AT 6 P.M.

3. Food Shelf CUP Waiver of Fees

Andy Ellering is present on behalf of the Planning Commission and states the CUP was due to putting a sign on the building and the fee waiver makes sense because they are non-profit. He says there is already a sign on the church property and the food shelf is on that church property.

MOTION BY COUNCIL MEMBER PEDERSON, SECONDED BY COUNCIL MEMBER CLEMENT TO APPROVE THE WAIVER OF THE CUP FEES.

Discussion ensues regarding whether fees like this have been waived previously. Mayor Gardner doesn't think it has happened in the last four years. Both Mayor Gardner and Council Member Ronning don't want to set a precedence by doing this. Mr. Ellering states if this wasn't property that was donated by the church to the food shelf, and they had their own parcel, this wouldn't be an issue. They would be able to apply for the sign and not have to deal with CUP at all.

MOTION CARRIES 3-1.

4. Trailside Estates Final Plat Approval

Mayor Gardner says we need a motion to approve the final plat to keep things moving forward. The plat had previously been approved but was not recorded. Ms. Duus says the attorneys recommended approving it again to be sure everything is done properly.

MOTION BY MAYOR GARDNER, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE FINAL PLAT. MOTION CARRIES 4-0.

5. 2024-2025 School Resource Officer Contract

Chief Davis updates the Council regarding conversations he has recently had with Mr. Stumpf. Everyone agreed to increase the fee by \$4,000, otherwise, the verbiage of the contract is the same. The only changes are the dates changed. Discussion ensues on how the schedule would work having the SRO in place again. Chief Davis says that on non-school days or summer months, that person then would be an extra person, or would fill vacations, etc.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE 2024-2025 SCHOOL RESOURCE OFFICER CONTRACT. MOTION CARRIES 4-0.

6. Ordinance Amendment 24-03 – Chapter 17 Accessory Structure and Guest Quarter Size Restrictions and the keeping of chickens in the Urban Residential Zone

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY MAYOR GARDNER TO APPROVE THE ORDINANCE AMENDMENT 24-03 – CHAPTER 17.



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

Council Member Ronning states he had to read the ordinance a few times to understand what the difference between a guest quarter versus a guest cottage. It is explained that a guest cottage is a building of its own. A guest quarters would be something that was attached to your existing home or could also be a stand-alone building.

MOTION CARRIES 4-0.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER CLEMENT TO APPROVE THE SUMMARY JUDGMENT PUBLICATION OF ORDINANCE AMENDMENT 24-03.

MOTION CARRIES 4-0.

7. Resolution for Community Festivals

Mayor Gardner explains that this is a resolution to declare the recurring annual events that take place within the City of Pequot Lakes as Community Festivals. He says that the big reason for this has to do with permitting and eliminating unnecessary steps of the process. Council Member Pederson questions whether this is all being done as one group. Mayor Gardner responds and says yes, for this purpose we are just looking to declare the current recurring events as Community Festivals, however, if a new event is added, we can always make a separate resolution at a later date. The only reason this one is grouping them is for the sake of efficiency. Council Member Pederson suggests removing the blank for a potential new festival and we can deal with that portion later. Council Member Ronning then questions whether adopting this resolution would allow people to skip a step in the permitting process. Ms. Johnson replies explaining that it skips the unnecessary step of sending all of the temporary permitting into the state a minimum of 30 days in advance of the event. It also allows us to invite neighboring communities to participate in the festival. She says that participants who are serving food and liquor at the festival would still be governed by their regular catering and liquor licenses, as well as getting a festival permit through the City, but would not have to apply for an additional temporary catering/liquor license through the state, a minimum of 30 days before the event. Discussion ensues regarding whether this resolution is driven by the ability to have liquor vendors present. Mayor Gardner says yes, that is a big part of it. It is asked whether this has been available at the events before this, to which he says it has not been governed by anything that has caused an issue in the past, and this would hopefully help solve some of those issues as well. In this situation, it would permit both local and neighboring liquor vendors to participate in the festivals, but they would still have to apply for a reserved space through the event organizer or the City, provide their insurance information, and hold a valid license to participate. This would not abolish the regulations that govern the vendors' regular licensing. Ms. Johnson says per the statute they still need to comply with all of the state requirements for licensing and that anyone participating in the City festivals would have to be licensed by the state through our municipality or an adjacent municipality.



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

MOTION BY COUNCIL MEMBER CLEMENT TO APPROVE THE AMENDED RESOLUTION DECLARING THE ANNUAL CITY EVENTS AS COMMUNITY FESTIVALS WITH THE BLANK SPACE REMOVED, SECONDED BY MAYOR GARDNER. MOTION CARRIES 4-0.

UNFINISHED BUSINESS

1. SCDP Policies – Wastewater Project/Forcemain

City Engineer Tim Houle is present to update on the Small Cities Development Program. He says the City has been awarded a \$600k grant. He says six policies need to be adopted to remain compliant. Mayor Gardner has questions about the phrasing of the Anti-Displacement Policy. Mr. Houle clarifies that if we were intending to displace someone then we would have to develop a plan, however, we are not intending to displace anyone, so that does not apply.

MOTION BY COUNCIL MEMBER PEDERSON, SECONDED BY COUNCIL MEMBER RONNING TO ADOPT THE SIX POLICIES REQUIRED TO BE COMPLIANT WITH SCDP GRANT. MOTION CARRIES 4-0.

2. CLDG Land VI, LLC First Amendment to Vacant Land Purchase Agreement

Erich Geisler is present from CLDG based out of Jackson, Florida. He states they just built their first project here in Baxter that is now getting up and running. He says they have been working with the City of Pequot Lakes intending to build an 82-unit apartment building in the HOTGL. He notes they are working with the City and their Architect as well as banking to work on the unit mix and the terms to ensure this gets off the ground and is successful. Because of that, they couldn't meet the original closing date, so they are requesting you to delay the closing date to September 15th with the possibility of a 15-day extension if needed.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE THE FIRST AMENDMENT TO THE VACANT LAND PURCHASE AGREEMENT. MOTION CARRIES 4-0.

3. Trailside Park Shelter Bid and Update

Mr. Houle apologizes out of the gate; this project is not moving as fast as we all wanted. He states we do not have a bid yet through the Goridan process. He says Widseth is offering to pay for a special meeting to keep this process moving. On the bright side, we are getting a grant to assist with funding this project and still believe the site work can be completed this year, including the parking lot, etc. Bathrooms and the picnic shelter will be built first thing in the spring of next year. Council Member Pederson says this feels more like an extra step that's getting in the way. Mr. Houle agrees this process has not been beneficial in this situation. Mr. Houle will try to provide a schedule at the next meeting. Council Member Ronning questions what will happen to the grant money if this doesn't move along as planned. Mr. Houle replies saying the grant money is good through next year, so he is confident that we are fine on that



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

part. Council Member Clement asks if the grant money is part of what is holding up this Gordian process. Mr. Houle says it is not. It is a combination of Widseth, Baratos Bros, and the Gordian process as a whole.

4. NW Corner Proposed Development

Mr. Houle says this needs to be a developer-driven project, not a city-driven project. He says City Staff have reached out and sent out draft agreements to try to get the conversation started. Mr. Houle says he doesn't like this "picking away at things" without having a developers agreement signed. There are no funding programs that have been found right now that this project qualifies for. Mayor Gardner wants to discuss and make a statement of what the Council's intentions are regarding getting infrastructure to the area. Mr. Houle states this is a doable project, but it comes down to who is going to pay for it. The consensus of the Council is to be transparent and let them know that this is developer-driven, and this is not a budgeted-for project. The Council agrees to remove this from the agenda completely until there is some new development.

5. Front and Main Street Study

Mr. Houle says they did look at Front and Main Street improvements. He says he's putting this back to the Council, to determine how they want to proceed with design, etc. Discussion ensues regarding the priority of this project and how the Council wants to separate these areas. Mayor Gardner thinks this topic needs to stay on the agenda.

Water/Wastewater Operations Manager Andy Schwartz says the infrastructure under Main Street is old, the Front Street areas were installed in 1999. Public Works Supervisor, Nick Roy, would like to include the Rasmussen Rd. Council Member Ronning questions whether any funds were budgeted for this. Mr. Houle says there have not been big numbers discussed yet, as the Council needs to determine what direction and areas, they want to start with so they can provide a design proposal. Then you can decide how the Council would like to phase things out. Ms. Duus states the engineering fees were discussed and approved previously.

The consensus of the Council is to have the fees for a Design Proposal for the whole project put together to assist in deciding what part to move forward with.

6. Larsen Parkway Update

Mr. Houle states the contractor is proceeding with the project even with all the rain we have had recently. The substantial completion date of July 12th still stands. Mr. Houle says the contractor has not come to them and reported anything different and still plans to have the curb and gutter, paving, etc. done, which would almost mean substantial completion. The grass, seeding, turf, etc. would fall to the September 3rd completion date.

Mr. Houle is requesting the Council's approval of the PPE 1 of \$161,437.30 with roughly two-thirds of the project completed.



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

MOTION BY COUNCIL MEMBER CLEMENT, SECONDED BY COUNCIL MEMBER RONNING TO APPROVE THE PARTIAL PAYMENT ESTIMATE 1 OF \$161,437.30. MOTION CARRIES 4-0.

Mr. Houle brings to the Council's attention they may want to consider a path or sidewalk at least on one side of Larsen Parkway and even a connection to the Paul Bunyan Trail in the near future. Mayor Gardner agrees that this is something we should address sooner rather than later because we are going to want to be able to access it.

7. Main Lift Station and Forcemain Project

Mr. Houle says when they did a facility study for the City, they planned for historical growth. He says after speaking with Mr. Schwartz, the goal would be to have this completed in 2025. With a potentially 82-unit apartment building and 40-unit hotel, that eats up a lot of what was anticipated for growth. These plans project over 20 years, which now has significantly changed. He brings to the attention of the Council the possibility of connecting to an existing lift station that isn't far away to assist with flow and pressure in the future. Mr. Houle says he asked the MPCA if we can amend the facility plan, to which they said yes, but it will come with some fees and will cost a little bit extra. It will however free up some of the capacity of the main lift station. The tricky part is the time to be able to amend this, get it approved, and get it into the funding stream. Mr. Houle says that the bonding bill did not pass the legislature, but this was the very last project on the present list to get the low-interest loan. The Council's consensus is to have Widseth put together a proposal to make this amendment and keep everything on track for completion in 2025, but because of all the previously mentioned funding and project variables, it might be 2026.

8. Water System and Wastewater System Study

Mr. Houle says again they are looking for the Council's direction on how to move forward. He doesn't have a proposal to move on yet but needs direction from the Council to get that completed. This study will look at pressure, flow, etc. to see where things are really at with the Water Treatment Plant, the water tower, and the wells. If we can get the HOTGL watermain looped back around it would help significantly with flow and pressure. It would also solve the issue of not being able to add another facility on a dead-end water main. Mayor Gardner seeks clarification on the proposed dollar amount for the study being \$50,000. Mr. Houle says yes, this would be a large study covering several things, so that is the ballpark dollar amount. The Council's consensus is that Widseth complete a proposal for the study.

9. Public Transportation

Mayor Gardner says we have several of the surveys back that were sent in last month's utility bills. In reviewing them, the last question asks whether they are willing to serve on a committee to head this research. He notes nobody was willing to be on a committee and our staff is already busy with so many other projects it would be difficult to designate more time for this research.



CITY COUNCIL MEETING MINUTES

Monday, July 1, 2024, at 6:00 PM

City Hall, 4368 Main Street, Pequot Lakes, MN

Ms. Meister updates the Council with some information that she has received on some leads she has received from Grab-A-Cab. Discussion ensues regarding the other questions about whether anyone is willing to pay a fee for a transportation service, etc. Mayor Gardner says it looks like it may be Ms. Meister along with the other two people who volunteered to assist with the topic, to research more, and bring it back to the August meeting since she has already made some headway gathering information. Ms. Holley from the EDC says as she stated earlier, the EDC is willing to help with the project or in any way they can.

10. Police Officer Background and Conditional Employment Offer

Mayor Gardner summarizes the memo provided. Chief Davis says he has a plan for the SRO position. He would like to get the backgrounding started for Mr. Princivalli. He states it will take roughly 3-4 weeks to complete, but he would also need to complete field training before he could be on his own. Chief Davis says Mr. Princivalli also has a security background that was with a federal agency, so knowing that he has been through a higher level of backgrounding previously could make things move along a little faster. He notes that they will still accept new applications if they come in to have a backup plan to a backup plan, but he would like the approval to extend a conditional offer upon successful completion of backgrounding.

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER PEDERSON TO APPROVE A CONDITIONAL EMPLOYMENT OFFER TO MR. PRINCIVALLI UPON THE SUCCESSFUL COMPLETION OF BACKGROUNDING. MOTION CARRIES 4-0.

COUNCIL REPORTS

1. Mayor

Mayor Gardner says that Angie, Traci and he attended the LMC Conference in Rochester this past week, and one notable thing they came back with was their weekly town festival. This was the start of the previous resolution that was adopted to declare all the recurring events festivals. It was thought that if we did something like this monthly, we could bring people into our City. Ms. Duus adds this could be a great service to our local businesses. Ms. Holley with the EDC likes the idea and thinks it's just one more way to promote our City. Mayor Gardner reiterates the intention was to bring the idea before the Council to see if that is something the rest of them would be interested in seeing happen before anyone started putting time into organizing it. The Council agrees they would like to see what comes of it.

2. Council Members

Council Member Pederson says he received a thank you note from one of the second graders who recently visited City Hall on their school visit. It says thank you for letting them go into the Council Chambers and participate in a mock Council Meeting. The child was voted as the "Mayor" of their group and had a lot of fun with it.



CITY COUNCIL MEETING MINUTES
Monday, July 1, 2024, at 6:00 PM
City Hall, 4368 Main Street, Pequot Lakes, MN

ANNOUNCEMENTS AND UPCOMING DATES

1. July 3-4, 2024 Stars and Stripes Days
2. July 4, 2024 Independence Day – City Offices Closed
3. July 16, 2024 EDC Meeting
4. July 16-17, 2024 Bean Hole Days
5. July 22, 2024 Park Commission and Planning and Zoning Commission Meetings

ADJOURNMENT

MOTION BY COUNCIL MEMBER RONNING, SECONDED BY COUNCIL MEMBER CLEMENT TO ADJOURN THE MEETING. MOTION CARRIES 4-0.

THE MEETING OF THE CITY COUNCIL ADJOURNED AT 7:52 P.M.

Respectfully submitted,

Emily Johnson
City Clerk/Treasurer

Tyler Gardner
Mayor