



CITY COUNCIL AGENDA

May 16, 2025

Tuesday, April 29, 2025

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 – April 8, 2025
 - b) Park Board Minutes – March 10, 2025
 - c) Approval of Accounts Payable Listings
 - d) Approval of Gambling Permits for Chamber of Commerce
 1. July 12, 2025 Pelican Fest
 2. October 11, 2025 Oktoberfest
 - e) Staff Reports
 1. Utility Report from March (In Packet)
 2. Liquor Store Report (In Packet)
 3. Financial Report (In Packet)
5. Friendship Festival Fund Request – Paul Johnson
6. Pelican Valley Health Center Easement Request – Tyler Ahlf
7. Planning Commission Recommendation for Variance
8. Wetland Conservation Act Notice of Decision (In Packet)
9. Resolution 2025-12 Wetland Conservation Act (In Packet)
10. EDA Updates – Jordan Grossman (In Packet)
 - SCDP Documents Review
 - Business Incentive Application
 - Business Façade Improvement Program Applications
 - CDA Grant Application

11. Pool/Park Personnel – Brian Olson
12. Downtown Camera Discussion
13. Union Negotiation Discussion
14. Library Board Appointment
15. Administrator Report
16. Mayor Report
17. Adjourn

April 29, 2025 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, April 29, 2025 in Council Chambers, City Hall.

Roll Call of Members

Clerk-Treasurer Danielle Harthun conducted a roll call verifying the presence of Council Members Steve Strand, Shelley Gummeringer - absent, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, Street and Parks Superintendent Brian Olson and CEDA Rep Jordan Grossman via Zoom

General Attendance: Mike Carlson, Paul Johnson, and Kim Peterson from the Pelican Press.

Welcoming Remarks

Mayor Frazier welcomed everyone present and those joining via Zoom. He noted the meeting would be broadcast on the Pelican Rapids YouTube channel and on channel 14 on Wednesday evening.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

Mayor Frazier led those present in reciting the Pledge of Allegiance.

Citizen's Comments

There were no citizen comments.

Additions / Deletions to Agenda

Mayor Frazier announced some changes to the agenda:

- No. 6 Pelican Valley Health Center easement request, was deleted.
- A bullet point for "Land Appraisal" was added to No. 10.
- No. 18 Southwest Lot Discussion, was added.
- No. 19 Otter Express Joint Powers Board, was added.
- No. 20 Statute Change was added.

Strand moved to approve the additions and deletions to the agenda. Markgraf seconded the motion. The motion carried.

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Approval of Consent Agenda

Mayor Frazier read through the items on the consent agenda, which included:

- Approval of council minutes from April 8, 2025
- Park board minutes from March 10, 2025
- Approval of accounts payable listings
- Approval of gambling permits for the Chamber of Commerce
- Staff reports including utility report, liquor store report, and financial report

Markgraf moved to approve the consent agenda. Perrin seconded the motion. The motion carried.

EDA Updates – Jordan Grossman

Jordan Grossman joined the meeting via Zoom to provide updates on EDA matters. She reviewed the SCDP documents with Council. The EDA approved a Business Incentive Application for Retirement Advisory, Inc., They also received three Business Facade Improvement Applications for the Rebel Shed, Do Drop Inn, LLC and Retirement Advisory. Jordan will apply for the Otter Tail CDA grant as the Do Drop Inn has a project that would qualify. Jordan would like to get the City owned NW land appraised to possibly sell. She has been working for years to try and find someone to develop but the infrastructure is too expensive and that is not where people are buying in the City. She received a quote of \$600 from AA Appraisal.

Council member Curt Markgraf asked about the scope of the land appraisal.

Markgraf moved to accept all the EDA actions presented by Jordan Grossman. Strand seconded the motion. The motion carried.

Motion to approve RESOLUTION 2025-13 REQUIRED RESOLUTION PROVISIONS FOR OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM made by Markgraf, seconded by Strand on behalf of the Do Drop Inn. (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.

Planning Commission Recommendation for Variance

Lance Roisum explained that Mike Carlson was requesting a variance to build closer to the street on lot 7 on Ridgecrest Drive. The variance would allow the building to be 20 feet from the property line instead of the usual 30-foot setback, which would help minimize the impact on the wetland.

Council member Steve Strand noted that while it wasn't ideal, it seemed necessary.

Perrin moved to approve the variance. Strand seconded the motion. The motion carried.

Wetland Conservation Act Notice of Decision

Lance Roisum explained the application to fill in some wetlands on the Ridgecrest lots. He detailed the conditions recommended by the Technical Evaluation Panel (TEP), including designating one lot as an outlot and reviewing drainage of all stormwater.

Strand moved to approve the Wetland Conservation Act Notice of Decision with the recommended conditions. Markgraf seconded the motion. The motion carried.

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Resolution 2025-12 Wetland Conservation Act

Lance Roisum explained that the county had offered to take over responsibility for wetland management within the city. He suggested this would be beneficial due to the county's expertise and frequency of dealing with wetland issues.

Motion to approve RESOLUTION 2025-12 RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT made by Strand, seconded by Markgraf. (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.

Pool/Park Personnel – Brian Olson

Brian Olson, Superintendent, requested approval to hire four new employees for the pool: Bria Peterson, Miguel Torres, Addison Kaczmariski, and Easton Munick at \$17 an hour. He also requested approval for three summer park help employees: Irvin Villagomez and Brody Setter at \$17 and Ian Fahje at \$20.60 an hour.

Strand moved to approve the hiring of the four new pool employees. Perrin seconded the motion. The motion carried.

Perrin moved to approve the hiring of the three summer park help employees. Markgraf seconded the motion. The motion carried.

Statue Change

Police Chief Todd Quaintance presented information about necessary changes to city ordinances related to criminal history information and background investigations. He explained that these changes were needed to comply with FBI and BCA record access requirements. The chief requested the addition of three new sections to the city ordinances: 202.06, 202.07, and 202.08. These sections would define criminal history information, authorize the Pelican Rapids Police Department to conduct background investigations for the city, and designate the department to conduct investigations for licensing purposes. Chief Quaintance noted that this was the first reading of the ordinance changes, and they would be presented again at the next council meeting for approval.

Downtown Camera Discussion

Lance Roisum brought up the issue of renewing the subscription for downtown cameras. He explained that the current viewership ranges from 5 to 30 people per day, and the annual cost would be about \$800. Council members discussed the potential benefits and limitations of the cameras, including whether they could be used for evidence or facial recognition.

Strand moved to renew the camera subscription for one more year. Markgraf seconded the motion. The motion carried.

Friendship Festival Fund Request – Paul Johnson

Mr. Paul Johnson arrived late to the meeting due to a prior engagement. Mr. Johnson requested \$2,500 from the city to support the Friendship Festival. He emphasized the importance of promoting what makes Pelican Rapids unique, particularly its diversity and the Friendship Festival. He suggested that the festival should return to being a two-day event with parades and other activities. Council members discussed the request and clarified that the funds would need to come from the municipal liquor store, as cities cannot donate public funds.

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Perrin moved to approve \$2,500 from the liquor store fund for the Friendship Festival. Strand seconded the motion. The motion carried.

Union Negotiation Discussion

Lance Roisum initiated a discussion about whether to use Flaherty and Hood for union negotiations, which would cost \$8,000. Mayor Frazier shared his experience with and without using external negotiators.

After some discussion, the council decided not to use Flaherty and Hood for the negotiations.

Perrin moved to proceed with union negotiations without using Flaherty and Hood. Strand seconded the motion. The motion carried.

Library Board Appointment

Mayor Frazier recommended Sarah Lindberg, an English teacher at the High School, for appointment to the Library Board.

Strand moved to appoint Sarah Lindberg to the Library Board. Markgraf seconded the motion. The motion carried.

SW Lot Discussion

Lance Roisum discussed the city property in the Southwest that had been reconveyed to the state, then to the county, and finally back to the city. He presented quotes for platting out the property to develop building lots. Boundary Pro provided a quote of \$5,600 for preliminary and final plat work.

Strand moved to approve Boundary Pro's quote of \$5,600 for the plat work. Markgraf seconded the motion. The motion carried.

Otter Express Joint Powers Board

Lance Roisum presented information from the County about joining the Otter Express Joint Powers Board. The agreement would require a \$20,000 contribution from the City. Council members expressed concerns about the cost and requested more information about the benefits and services provided.

Administrator Report

Lance Roisum reported that since the last city council meeting he has: collaborated with the Clerk and Mayor to prepare the agenda for the council meeting. He attended a supervisor training on organizational culture hosted by the Village and participated in an Ordinance Committee meeting. He met with City Engineer Bob Schlieman to discuss drainage concerns on the Ridgecrest lots and attended the Local Board of Review and Equalization meeting. He also attended the annual Employee Right to Know training provided by LCSC and met with Susan Williams from the Village regarding an employee survey. Lance attended the Hwy 59/108 Construction Open House at the Library and met with the Birding Trail Advisory Committee members Wayne Runningen and Mayor Frazier. Additionally, he participated in a Safety Committee meeting and the Donuts and Discussion event at MN National Bank. Lance conducted an annual inspection report review with Jeff Iverson of In-Control and completed the Notice of Decision for the WCA application concerning the Ridgecrest lots. He attended an EDA meeting and met with Hammers Construction and Design Intent at the pool. Lance participated in West Central Initiative's Journalism on the Brink event at the Library, met with Greg and Dennis from PeopleService to update the SIU with WCT, and attended a Planning Commission meeting. He noted that Kim Haugrud would be stepping down from the Planning Commission, with the May meeting marking her last.

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Mayor Report

Mayor Frazier reported that since the last City Council Meeting, he had submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, and made contacts regarding appointing someone to the Library Board vacant position. He attended a City Ordinance Meeting at City Hall on the April 9 and 16, attended a School Board Workshop Meeting with Administrator Roisum on the April 9, attended the April 10 Local Board of Review and Equalization Meeting at City Hall with the Council and Otter Tail County personnel, attended the Minnesota State Budget Meeting at the Government Services Building in Fergus Falls on April 15, attended the 2025 Complete Streets Open House at the Library on April 17, attended a Birding Trail Meeting at City Hall on April 18 with Wayne Runningen and Administrator Roisum, spoke at the Rotary Meeting on April 22 regarding the Complete Streets Project, attended the EDA Meeting at City Hall on April 24, attended a West Central Initiative Journalism Documentary Film and Discussion at the Library on April 24 with Administrator Roisum, conducted a Conversations with the Mayor session at the Library on April 24, attended a Significant Industrial User Agreement Meeting at City Hall on April 24 with Administrator Roisum and PeopleService personnel, met on April 28 with Administrator Roisum to plan the agenda for this meeting, and attended a Minnesota Braver Angels work session on April 29 at the Fergus Falls Public Library regarding Managing Difficult Conversations with Constituents.

Adjourn

Strand moved to adjourn the meeting at 5:28 pm. Markgraf seconded the motion. The motion carried. The meeting was adjourned.



Danielle Harthun
Clerk-Treasurer