



CITY COUNCIL AGENDA

June 4, 2025

Tuesday, May 13, 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 29, 2025
 - b) Library Board Report – April 7, 2025
 - c) Approval of Accounts Payable Listings
 - d) On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar
 - e) Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
 - f) Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
 - g) On-Sale Intoxicating Liquor License and Sunday On-Sale to Adrian Chavez as Proprietor for Tacqueria Chavez, LLC
 - h) Malt Liquor License to Charles Evenson as Proprietor for Southtown C Store
5. Otter Express Joint Powers Board – Nick Leonard & Kayla Sullivan (In Packet)
6. Resolution No. 2025-14 – OTC Cannabis (In Packet)
7. People Service Water/Wastewater Update – Dennis Dalager & Cal Miller
8. Criminal History Ordinance 202.06, 202.07, and 202.08
9. Tax-Exempt Municipal Bond Letter (In Packet)
10. Temporary On-Sale Liquor License
 - FV Enterprises – July 11, 2025
11. Otter Tail Power Outdoor Lighting Agreement (In Packet)
12. 1 Industrial Park Drive Discussion

13. Park & Streets Report – Brian Olson
14. Administrator Report
15. Mayor Report
16. Adjourn

May 13, 2025 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, May 13, 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, 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

General Attendance: Cal Miller, Dennis Galager, Nick Leonard, Kayla Sullivan, Judy Tabbut 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. 17 Riverview Place LLC, Liquor License

Strand moved to approve the addition to the agenda. Markgraf seconded the motion. The motion carried.

Approval of Consent Agenda

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

- Approval of Council Minutes – April 29, 2025
- Library Board Report – April 7, 2025
- Approval of Accounts Payable Listings
- On-Sale Intoxicating Liquor License And Sunday On-Sale To Aurora Escobar as Proprietor for Taqueria Escobar
- Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
- Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
- On-Sale Intoxicating Liquor License On-Sale To Adrian Chavez As Proprietor For Tacqueria Chavez, LLC
- Malt Liquor License to Charles Evenson for Proprietor for Southtown C Store

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

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Park and Streets Report – Brian Olson

Hydrant flushing is set for May 18 at 7 AM, with potential water pressure and discoloration issues for residents. Seasonal park staff are beginning their work. 59/108 Street Project continues and winter equipment is being stored, and summer equipment is being prepared. Winter damage to corners and manholes is being repaired, alongside ongoing pothole patching. Hwy 108 will close starting May 14, affecting parking on the detour. The campground is open, awaiting bathhouse opening pending weather. The Farmers Market Group tidied flower beds in Veterans Park, and the VFW plans to relocate a memorial wall to Veterans Park. AquaLogic pool training is complete; the pool is operational and slated to open late May with a full staff. Pool area construction is almost done. Questions about traffic indicate it will be one-way due to excavation depth.

Strand moved to accept the Park and Streets report. Markgraf seconded the motion. The motion carried unanimously.

Otter Express Joint Powers Board – Nick Leonard and Kayla Sullivan

Nick Leonard from Otter Tail County and Kayla Sullivan presented information about the Otter Express Joint Powers Board:

Productive Alternatives will no longer offer public transportation in Otter Tail County after about 20 years, prompting the county to establish a joint powers board to continue these services. The grant application deadline to MnDOT is at the end of June. Currently, Fergus Falls, Perham, and Otter Tail County have committed to the board, and Pelican Rapids is proposed to cover 20% of the local match. Since February, Pelican Rapids has seen about 25 total rides. The joint powers board will have more influence over service decisions than the previous arrangement with Productive Alternatives.

Council members expressed concerns about the cost and timing, given that budget meetings for 2026 have not yet begun and there is potential for LGA cuts from the state legislature.

No motion was made regarding joining the Otter Express Joint Powers Board at this time.

Resolution No. 2025-14 – OTC Cannabis

Lance Roisum, City Administrator, explained that Otter Tail County has passed a cannabis ordinance. The city has been considering adopting the county's ordinance rather than creating its own. To do so, the city would need to pass Resolution No. 2025-14, delegating registration authority to the county.

Chief Todd Quaintance confirmed that he had no concerns with this approach.

Motion to approve **RESOLUTION 2025-14 RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT** made by Perrin, seconded by Gummeringer. (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.

PeopleService Water/Wastewater Update – Dennis Dalager and Cal Miller

Water

Well 15 is back online, producing about 400 gallons per minute. A high service pump at the water plant was replaced. Issues with rusty water complaints were addressed by fixing a plugged permanganate system and recharging filters. Well 13 will be flushed to address iron and manganese buildup.

Wastewater

The lift station on 3rd Avenue has been completely upgraded. Repairs on Clarifier 1 are ongoing after a main shaft break was discovered. Changes in the treatment process have led to about a 60% reduction in ferric usage. The effluent meter at the wastewater plant has been replaced for more accurate flow measurements. Additionally, various equipment repairs and upgrades were completed, including a new AC unit in the MCC room and VFD inspections.

The council was invited to tour the facilities if they wanted more information about the operations.

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Criminal History Ordinance 202.06, 202.07, and 202.08

Chief Todd Quaintance presented three ordinances related to criminal history checks:

- Ordinance 202.06 establishes definitions and procedures regarding criminal histories.
- Ordinance 202.07 designates the police department to conduct criminal history checks and clarifies who can be subject to these checks.
- Ordinance 202.08 specifies under what circumstances criminal history checks can be conducted, such as for licensing purposes.

Chief Quaintance noted that these ordinances are mostly boilerplate language, with some sections removed that don't apply to Pelican Rapids.

Markgraf moved to approve ordinances 202.06, 202.07, and 202.08 regarding criminal history checks. Strand seconded the motion. The motion carried unanimously.

Chief Quaintance also requested a future work session with the council to discuss enforcement of ordinances, particularly nuisance ordinances. The mayor and administrator will work on scheduling this session, likely in June.

Tax-Exempt Municipal Bond Letter

Lance Roisum presented a letter drafted by the League of Minnesota Cities regarding the potential removal of federal tax-exempt status for municipal bonds. The letter requests support from cities in the 7th congressional district to maintain this tax-exempt status.

Perrin moved to approve signing the tax-exempt municipal bond letter. Markgraf seconded the motion. The motion carried unanimously.

Temporary On-Sale Liquor License for FV Enterprises – July 11, 2025

Danielle Harthun, City Clerk, presented a temporary on-sale liquor license application from FV Enterprises (doing business as Bucks Mill Brewing) for July 11, 2025, during Pelican Fest. The application is for a mobile truck to be set up in Sherrin Park.

Discussion ensued about whether fencing would be required, with Harthun clarifying that it is not mandated by state statute or city ordinance. Chief Quaintance had previously indicated no concerns with the arrangement.

Markgraf moved to approve the temporary on-sale liquor license for FV Enterprises on July 11, 2025. Perrin seconded the motion. The motion carried unanimously.

Riverview Place Liquor License

Danielle Harthun presented an application from Andrew Johnson of Riverview Place for a 3.2 on-sale and wine on-sale license. The application is nearly complete, pending a copy of the restaurant license and insurance documentation.

Markgraf moved to approve the liquor license for Riverview Place, pending completion of all required paperwork. Perrin seconded the motion. The motion carried unanimously.

Otter Tail Power Outdoor Lighting Agreement

Lance Roisum explained an additional agreement with Otter Tail Power for five lights not included in the main Highway 59/108 project. These lights are located on West Mill (2 lights) and 1st Street NW (3 lights). The agreement would allow for the replacement of these lights to match the new style being installed throughout town.

Markgraf moved to approve the Otter Tail Power Outdoor Lighting Agreement. Gummeringer seconded the motion. The motion carried unanimously.

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1 Industrial Park Drive Discussion

Lance Roisum discussed a situation regarding 1 Industrial Park Drive. The previous owner has not completed the necessary paperwork to transfer the property back to the City. Roisum requested council approval to pay the \$302.65 fee to complete the transfer so the City can move forward with a potential new buyer.

Discussion ensued about the easement issue with the neighboring property owner, Gerry Henry. The potential new buyer has expressed a desire to work directly with Henry to resolve any easement concerns.

Perrin moved to approve the payment of \$302.65 to complete the property transfer for 1 Industrial Park Drive. Gummeringer seconded the motion. The motion carried unanimously.

Administrator Report

Administrator Roisum reported the following activities since the last Council Meeting: He had collaborated with the Clerk and Mayor to set the agenda and prepared for the Council Meeting. He attended a Department Head Meeting and participated in an Ordinance Committee Meeting. He traveled to Brainerd for the Minnesota City/County Management Association Annual Meeting. Together with the Mayor and staff from PeopleService, he worked on updating the SIU with WCT, as well as the Chloride and Phosphorus Management Plans, which were subsequently submitted to the State to satisfy permit requirements. Additionally, he participated in the monthly Municipal Solar Cohort Meeting organized by West Central Initiative, and met with Aaron Meyer of MRWA, along with Dan Disrud and Luke Pickman of MDH, to discuss the Wellhead Protection Plan. Moreover, he collaborated with SEH on monitoring wells at the lagoons, attended the 59/108 Construction Meeting, a public meeting at the Library, the City Leaders Networking Luncheon at Lakes Country Service Cooperative in Fergus Falls, and an information session about Emerald Ash Borer mitigation conducted by Greater MN Parks and Trails.

Mayor Report

Mayor Frazier reported that since the last Council Meeting, he has submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, attended the City Ordinance Meetings at City Hall on Apr 30 and May 7 with Administrator Roisum, Clerk Harthun and Parks and Streets Superintendent Olson, conducted the 59/108 Construction Meetings of May 1 and 8 at the Library, attended a 59/108 Construction Staff Meeting at City Hall on May 8, attended a 2025 Otter Tail County Emergency Management Summit Design Team Meeting at City Hall on May 2 with Otter Tail County personnel, West Central Initiative personnel and Police Chief Quaintance, attended a Wastewater Treatment Facility Chloride Variance Meeting on May 6 at City Hall with Administrator Roisum and PeopleService personnel and met on May 12 with Administrator Roisum to plan the agenda for this Council Meeting.

Adjourn

Strand moved to adjourn the meeting at 5:48 pm. Perrin seconded the motion. The motion carried unanimously. The meeting was adjourned.



Danielle Harthun
Clerk-Treasurer