



CITY COUNCIL AGENDA

June 11, 2025

Tuesday, May 27, 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 – May 13, 2025
 - b) Park Board Minutes – April 14, 2025
 - c) Planning Commission Minutes – March 31, 2025
 - d) Approval of Accounts Payable Listings
 - e) Staff Reports
 1. Utility Report From April (In Packet)
 2. Liquor Store Report (In Packet)
 3. Financial Report (In Packet)
5. EDA Updates – Jordan Grossman
 - Inflatable Games
 - Business Façade Improvement Program Applications
 - CEDA Grant Contract
 - Yard of the Week
 - HCH Lease Agreement
 - Resolution No. 2025-15 – Greater MN Infrastructure Program
6. Outstate Brewing Company Temporary On-Sale Liquor License – Danielle Harthun
 - June 6, 2025
 - June 12, 2025
7. Otter Tail Power Option for Solar Easement Agreement Discussion (In Packet)

8. SW Plat Name
9. Resolution No. 2025-11 – Accepting Monetary Limits on Municipal Tort Liability (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

May 27, 2025 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, May 27, 2025 in Council Chambers, City Hall.

Roll Call of Members

Clerk-Treasurer Danielle Harthun conducted a roll call verifying the presence of Council Members Shelley Gummeringer, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier. Council Member Steve Strand was absent
Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, EDA Director Jordan Grossman
General Attendance: 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 made two changes to the agenda:

- Under item 6, the first bullet point was changed from June 6th to June 26th, 2025.
- No. 13 Resolution 2025-16 Fire Truck

Markgraf made a motion to approve the agenda with the changes. Gummeringer seconded the motion. The motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – May 13, 2025
- Park Board Minutes – April 14, 2025
- Planning Commission Minutes – March 31, 2025
- Approval of Accounts Payable Listings
- Staff Reports including April Utility Report, Liquor Store Report, Financial Report

Perrin made a motion to approve the consent agenda. Gummeringer seconded the motion. The motion carried unanimously.

EDA Updates – Jordan Grossman

Jordan Grossman, the Economic Development Director, presented six items for approval:

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Inflatable Games – Jordan explained that Pelican Fest runs alongside one of the Music in the Park dates. Otter Tail Inflatables offered a donation for inflatable games on both Thursday and Friday during Pelican Fest. The EDA's share for Thursday night's Music in the Park is \$613. Jordan requested a check be written to the Chamber/Pelican Fest for this amount.

Business Façade Improvement Program Applications – Two applications were presented:

- Andrew Johnson
- Park Regional Cooperative

Both applications were approved by the EDA Board.

CEDA Grant Contract – Jordan is drafting an application for the Minnesota Housing's Greater Minnesota Infrastructure Grant Program, which is said to be very competitive. Jordan requested approval to use the CEDA grants department to strengthen the application at a rate of \$100/hour not to exceed \$2,000.

Yard of the Week – This would be the second round of the Yard of the Week program. It runs for 12 weeks throughout the summer, and 12 signs will cost a total of \$300 through EDA funds.

HCH Lease Agreement – Jordan presented the updated lease agreement with Brew Haven for the period of June 15, 2025, to June 15, 2026.

Resolution No. 2025-15 – Greater MN Infrastructure Program City Match for grant

This resolution is for the city match, which is non-state funds for the Greater Minnesota program to be submitted in June.

Motion to approve **RESOLUTION 2025-15 GREATER MN INFRASTRUCTURE PROGRAM** 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.

Perrin made a motion to approve all six EDA items. Gummeringer seconded the motion. The motion carried unanimously.

Outstate Brewing Company Temporary On-Sale Liquor License – Danielle Harthun

Danielle Harthun presented two Temporary On-sale Liquor License applications from Outstate Brewing for Music in the Park on June 12 and June 26. The application is for a mobile truck to be set up in Peterson Park.

Markgraf made a motion to approve the temporary on-sale liquor licenses for Outstate Brewing Company for both dates. Perrin seconded the motion. The motion carried unanimously.

Otter Tail Power Option for Solar Easement Agreement Discussion

Lance Roisum presented the Otter Tail Power Option for Solar Easement Agreement. He mentioned that he had sent the full option agreement to the city attorney for review. Otter Tail Power is offering \$300 per acre for solar land near the transfer station, while the current farm rent is about \$160 per acre. Private solar companies are offering premium rates in the \$800-\$1200 per acre range. The agreement includes a 2% annual escalator, with the city also receiving 20% of the production tax. The council discussed the offer and decided to counter with a higher rate.

Perrin made a motion to counter Otter Tail Power's offer with \$500 per acre, keeping the 2% annual escalator. Gummeringer seconded the motion. The motion carried unanimously.

SW Plat Name

Lance Roisum presented the recommendation for the plat name for the new lots in the southwest area. The Planning Commission recommended "Pelican Ridge Estates."

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Markgraf made a motion to approve the plat name " Pelican Ridge Estates." Perrin seconded the motion. The motion carried unanimously.

Resolution No. 2025-11 – Accepting Monetary Limits on Municipal Tort Liability

Danielle Harthun reviewed the Resolution and explained that the City passes this annually when renewing insurance.

Motion to approve **RESOLUTION 2025-11 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY** made by Markgraf, seconded by Perrin. (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.

Resolution 2025-16 Fire Truck

Lance Roisum presented Resolution 2025-16 regarding the fire truck purchase. The resolution involves \$375,000 for a 6-year term.

Motion to approve **RESOLUTION 2025-16 RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A LEASE PURCHASE AGREEMENT AND RELATED DOCUMENTS AND CERTIFICATES** made by Markgraf, seconded by Perrin. (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.

Administrator Report

Administrator Roisum reported that since the last City Council Meeting, he worked with the Clerk and Mayor to set the agenda and prepared for the Council Meeting. He attended the Otter Tail County Housing Summit in Ottertail. He attended the weekly 59/108 construction and public meetings. He attended a Planning Commission meeting. He worked with SEH on the monitoring wells at the lagoons. He attended an online training on AI. He attended an EDC and an EDA meeting. He talked with OTP and researched solar projects and the associated land rents. He reviewed Chapter 6 of the City Ordinance for the upcoming Ordinance Committee meeting.

Mayor Report

Mayor Frazier reported that since the last City Council Meeting, he has submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, attended the Otter Tail County Housing Summit with Administrator Roisum and EDA Director Grossman on May 14 at Thumper Pond in Ottertail, MN, presented the DARE Graduation Welcome at Viking Elementary School on May 14, attended the Complete Streets Project Staff Meetings on May 15 and 22 at City Hall, conducted the Complete Streets Project Public Meetings on May 15 and 22 at the Library, produced the Complete Streets Project videos on May 14, 21 and 27 with EDA Director Grossman at various street locations, attended the May 21 EDA Meeting at City Hall, presented the Welcome Speech at the Memorial Day Service on May 26 at Trinity Lutheran Church, and met on May 27 with Administrator Roisum to plan the agenda for this meeting.

Adjourn

Gummeringer moved to adjourn the meeting at 4:59 pm. Perrin seconded the motion. The motion carried unanimously. The meeting was adjourned.



Danielle Harthun
Clerk-Treasurer