



CITY COUNCIL AGENDA

June 26, 2025

Tuesday, June 10, 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. Citizens' 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 27, 2025
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Police Report (In Packet)
 2. Library Report (In Packet)
5. Otter Tail Power Option for Solar Easement – Derek Snyder (In Packet)
6. Lot Split
7. Rental Housing Update
 - Rental Inspection Service Agreement (In Packet)
8. Park & Streets Report – Brian Olson
9. Administrator Report
10. Mayor's Report
11. Adjourn

June 10, 2025 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, June 10, 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, Library Director Marie Schwirian, Street and Parks Superintendent Brian Olson, Police Chief Todd Quaintance.

General Attendance: Lana Grefsrud, Preston Riewer, Lou Hoglund 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 additions to the agenda:

- No. 12 Pelican Fest Parade Route – Lana Grefsrud
- No. 13 Viking Library System – Steve Foster

Strand made a motion to approve the agenda with the changes. Markgraf 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 27, 2025
- Approval of Accounts Payable Listings
- Staff Reports including Police and Library Report

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

Following the approval, Marie Schwirian, the Library Director, provided an update on the library. She thanked the public works department for their assistance and reported on a successful event featuring Alan Page, which attracted nearly 100 attendees. She expressed excitement about the library's direction with increased programming and attendance.

Viking Library System

Former councilman Steve Foster updated on the Viking Library System, detailing its coverage of Otter Tail, Stevens, Grant, Pope, and Douglas counties, encompassing 11 libraries. He noted services like inter-library loans, large print books for retirement and memory care facilities, and tech support. Foster mentioned funding as two-thirds county-funded and one-third state-funded, with contributions from members, donations, and grants. He announced an open house on July 18, from 11 AM to 2 PM, at the Viking Library System in Fergus Falls.

Pelican Fest Parade Route

Lana Grefsrud proposed a longer Pelican Fest Parade route to address feedback about the previous route's short length. Starting at the elementary school, the route would proceed up First Street, cut over on Third Avenue, and

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return on Third Avenue to Fifth Street, forming a large square. Police Chief Quaintance and Street Superintendent Olson suggested entering the east side of the school parking lot post-parade to deter rejoining or dangerous crossing. The council discussed notifying residents and keeping the route clear of parked cars, with Chief Quaintance mentioning that last year's signage effectively cleared the route.

Strand moved to approve the proposed parade route for Pelican Fest. Gummeringer seconded. Motion carried unanimously

Otter Tail Power Option for Solar Easement – Preston Riewer

Lance Roisum, City Administrator, outlined the Otter Tail Power Solar Easement agreement, which has been reviewed and adjusted based on input from the City Attorney, with changes accepted by Otter Tail Power. A survey will identify the precise land area. Preston Riewer, Manager of Engineering, indicated that projects are selected based on their viability despite state and federal renewable energy policies. Otter Tail Power emphasizes providing reliable, cost-effective electricity through a diversified energy strategy. Councilmembers raised visual and reliability concerns regarding solar power, and Riewer highlighted the company's use of diverse power sources like solar, wind, coal, and natural gas.

Mayor Frazier clarified that this was an informational item and no motion was required at this time. The final agreement is expected to be presented for approval in July.

Lot Split

Lance Roisum presented information on a proposed lot split on the old Fergus Road. The Planning Commission had met the previous night to discuss the split. The current landowner wishes to keep one section and sell another. To facilitate the sale, city approval is needed to assign different parcel numbers.

Roisum explained that the buyer may divide the purchased land into two or three lots for future housing development. He noted that there are no immediate plans for water and sewer extension to this area.

Strand moved to approve the lot split. Markgraf seconded. Motion carried unanimously.

Rental Housing Update

Lance Roisum and Danielle Harthun provided an update on rental housing inspections, introducing a proposed new agreement with inspector Sid Fossen. They noted ongoing challenges with some landlords failing to complete inspections on time, with five currently out of compliance. Proposed changes to the inspection agreement include increasing the inspection fee from \$45 to \$70 per unit, raising the no-show fee to \$120, and implementing a \$150 fee for inspections after January 1 for non-compliant properties. Council members expressed concern about the fee increase potentially discouraging compliance. They requested more information for the next meeting, including the total number of landlords and rental units in town, a comparison of inspection practices and fees in other communities, and any ordinances regarding occupancy limits. The council agreed to keep this item on the agenda for further discussion at the next meeting.

Street and Parks Report-Brian Olson

Brian Olson, Park and Streets Superintendent, reported that street patching is complete except for one area within the construction zone, and street sweeping is ongoing with some equipment maintenance needed. In response to winter issues, several manholes have been lowered. The town has been beautified with 22 pots and 12 hanging baskets of flowers. Hydrant flushing went well, resulting in fewer discoloration issues than expected. Construction on East Mill continues with sewer work completed and water main installations in progress. The campground sees regular weekend visitors, and the pool is operational with high attendance.

Olson requested approval to replace a sign at the airport for \$600, which will be funded from the airport fund.

Strand moved to approve the airport sign. Gummeringer seconded. Motion carried unanimously.

He also noted that the airport's fuel system is being updated for credit card purchase capabilities. Olson clarified that Paul and Judy Tabbut are responsible for watering the hanging planters and discussed the process of

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lowering manholes. Additionally, he addressed ongoing downtown concrete replacement work being carried out under warranty to correct cracking and flaking issues.

Strand moved to approve the report, Markgraf seconded. Motion carried unanimously.

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 city council meeting. He met with PeopleService and Jennie-O representatives, toured the Jennie-O facility, and discussed the Significant Industrial User Agreement as well as the PFAS and Chloride Management Plans. Lance revised the SIU and sent it to Jennie-O for review. He attended the weekly 59/108 construction and public meetings, and worked with SEH and Elsner's on the needed work for the monitoring wells at the lagoons. Additionally, he attended a Planning Commission meeting and met with Sid from Stonehenge Enterprises about the Rental Inspection Services Agreement. Lance also collaborated with OTP on the solar project easement agreement and attended the Bridge Center informational meeting at the Library. He met with Scott from Lakes Country Service Cooperative regarding current services and the upcoming renewal of the technology services contract, as well as with Corporate Technologies about the technology services they offer.

Mayor Report

Mayor Frazier reported that since the last City Council Meeting, he had submitted weekly columns to the Pelican Press, visited area businesses and non-profits, attended the City Ordinance Meeting at City Hall on May 28 with Administrator Roisum, Clerk Harthun and Street and Parks Superintendent Olson, attended a May 28 tour of Jenny-O Turkeys with Administrator Roisum and PeopleService personnel and then reviewed the future Significant Industrial User Agreement with Jenny-O Turkeys staff, attended the May 29 and June 5 Complete Streets Project Staff Meetings at City Hall, conducted the May 29 and June 5 Complete Streets Public Meetings at the Library, produced the Complete Streets Project video on June 3 with EDA Director Jordan Grossman at various street locations, attended a Rental Inspection Meeting at City Hall on May 29 Administrator Roisum, Utility Clerk Goble, and Housing Inspector Sid Fossan, conducted a Conversation's with the Mayor session on May 30 at the Library, attended a June 3 Bridge Center Community Design Preview and Feedback Meeting at the Library, attended a 2025 Otter Tail County Emergency Management Summit Design Team Meeting at City Hall on June 6 with Police Chief Quaintance and Otter Tail County personnel, and met on June 9 with Administrator Roisum to plan the agenda for that afternoon's City Council Meeting.

Adjourn

Strand moved to adjourn the meeting at 5:19 pm. Markgraf seconded. The motion carried unanimously.



Danielle Harthun
Clerk-Treasurer