



## CITY COUNCIL AGENDA

August 27, 2025

**Tuesday, August 12, 2025**

**6:00 p.m.**

**Council Chambers, 315 N. Broadway**

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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 – July 29, 2025
  - b) Approval of Accounts Payable Listings
  - c) Staff Reports
  - d) Notices of Intent to Certify Taxes
    1. Library Report (In Packet)
    2. Notices of Intent to Certify Taxes
      1. 35 NW 3<sup>rd</sup> Ave  
Parcel No.: 76000990521001  
Amount Due: \$2,437.50 Infrastructure Replacement Construction
      2. 201 NE 3<sup>rd</sup> Ave  
Parcel No.: 76000990876000  
Amount Due: \$858.00 Infrastructure Replacement Construction
5. Park & Streets Report – Brian Olson
6. Resolution 2025-18 - Solar Project Financing from West Central Initiative (In Packet)
7. Miguel Torres
8. Variance – 401 SE 8<sup>th</sup> Ave SE
9. Administrator Report
10. Mayor's Report
11. Adjourn

# August 12, 2025, Council Meeting Minutes

## Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, August 12, 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, Superintendent Brian Olson, EDA Director Jordan Grossman via Zoom

**General Attendance:** Miguel Torres, Aldin Nezirevic 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 made the following additions.

November 11 Council Meeting

Don Perrin Conflict of Interest

Strand moved to add the additions, Markgraf seconded. Motion carried unanimously.

## Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – July 29, 2025
- Approval of Accounts Payable Listings
- Library Report
- Notices of Intent to Certify Taxes
  - 35 NW 3<sup>rd</sup> Ave, Parcel No.: 76000990521001, \$2,437.50 Infrastructure Replacement
  - 201 NE 3<sup>rd</sup> Ave, Parcel No.: 76000990876000, \$858.00 Infrastructure Replacement

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

## Park and Streets Report

Brian reported that the campgrounds were consistently well-used, often reaching full capacity on weekends. Art in the Park returned after being on hiatus for a couple of years. He also reported on the use of the pool in July, and the last day will be August 23 due to staffing constraints as students return to school activities, with some hours adjusted during the final week. The airport remodel was nearly complete, with new windows, flooring, and plumbing fixtures installed. Only the trim work, base work, and installation of a door on one of the hangars remained to be completed.

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

## Municipal Airport Fuel Pump

Brian Olson explained that the recently purchased QT Pod credit card reader fuel system was incompatible with the existing fuel pump, which was about 15-20 years old and was bought used. A replacement pump is necessary

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for the system to function. City Administrator Lance Roisum provided financial details: a new pump is \$18,107.21 but the state is checking to see if they can cover more than what the current grant rules allow. Worst case scenario, the city would pay around \$14,000 for a new pump. There are enough funds in the airport fund to cover the expense.

Markgraf approved the purchase of a new airport fuel pump to get the credit card reader fuel system operational, Perrin seconded. Motion carried unanimously.

## Variance – 401 SE 8<sup>th</sup> Avenue

The Planning Commission held a public hearing on July 28, 2025, to discuss the variance application. After the public hearing, they found that all the criteria for a variance were met and made the recommendation to Council to approve the variance.

**RESOLUTION 2025-19 ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL FOR VARIANCE OF ALDIN NEZIREVIC AT 401 8TH AVENUE SE** made by Strand, 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.

## Miguel Torres

Miguel Torres addressed the Council sharing his concerns about drug issues in Pelican Rapids.

Mr. Torres also inquired about the possibility of having another chance to develop the Industrial Lot that was sold to him by the city with stipulations that he did not meet. City Administrator Roisum noted that while the Planning Commission had denied an extension for Mr. Torres in January and had since recommended sale of that property to another party, there were still a couple of lots available in the industrial park. He suggested that Mr. Torres could work with Economic Development Director Jordan Grossman on submitting a new plan with more detailed requirements, including financials.

No formal action was taken on this item.

## SCDP Conflict of Interest

Economic Development Director Jordan Grossman outlined that the city received a Small Cities Development Program grant, with around \$400,000 designated each for residential and commercial upgrades. Council Member Don Perrin, owner of Pelican Drug, applied for funds from this grant. Though the grant's approval predated Perrin's Council membership, formal acknowledgment was necessary for his participation in the program.

Strand made a motion acknowledging that Don Perrin was not on the Council until January 2025 and therefore had no participation at an elected level to apply for and receive the SCDP funds, seconded by Markgraf. Motion carried. Abstained: Perrin

## Resolution 2025-18 Solar Project Financing from West Central Initiative

Roisum stated the resolution authorizes using West Central Initiative funding at 0% interest for the solar project at the liquor store. Any Otter Tail Power grants or rebates would pay off the debt directly, with no city funds required.

**RESOLUTION 2025-18 SOLAR PROJECT FINANCING FROM WEST CENTRAL INITIATIVE** 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.

## November 11, 2025, City Council Meeting

Roisum mentioned that city business could not occur on November 11, Veterans Day, and sought guidance on rescheduling or canceling the meeting. Harthun noted that in past cancellations, she has emailed bill listings to the Council for review, handling queries individually or at the next meeting.

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Markgraf moved to cancel the November 11, 2025, Council meeting, Perrin seconded. Motion carried unanimously.

## Administrator Report

Administrator Roisum reported that since the last Council meeting, he has attended a Department Head meeting, met weekly with the Ordinance Committee, attended the weekly 59/108 construction and public meetings, worked with PeopleService and Corey Bang of Clay County Solid Waste to suspend leachate loads until September due to the high lagoon levels, worked on getting estimates to upgrade the audio system in the Council Chambers, continued to work with PeopleService and Jennie-O to update the SIU agreement, met with Marc Dunker of the League of Minnesota Cities for our annual loss control consultation, and met with Danielle and Shad and discussed the 2026 Fire Department budget.

## Mayor's 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 a Police Union Labor Negotiations Meeting with Administrator Roisum and Councilman Markgraf on July 26 at City Hall, attended the 59/108 construction staff meetings on July 31 and August 7 at City Hall, facilitated the 59/108 construction public meetings at the Library on July 31 and August 7, produced the 59/108 construction videos with EDA Director Grossman on August 6 and 12, attended a City Ordinance Meeting on July 30 at City Hall with City staff, attended the Otter Tail County Heart of the Lakes Trail Ribbon Cutting Ceremony at Maplewood State Park on August 4, met on August 11 with Administrator Roisum to plan the agenda for this Council Meeting, and met on August 11 with Tammy Anderson of Acorn Consulting and EDA Director Grossman regarding child care possibilities in Pelican Rapids.

## Adjourn

Strand moved to adjourn the meeting at 6:30 pm. Markgraf seconded the motion. The motion carried unanimously.



Danielle Harthun  
Clerk-Treasurer