



## CITY COUNCIL AGENDA

October 21, 2025

Tuesday, June 24, 2025

4:30 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 – June 10, 2025
  - b) Approval of Accounts Payable Listings
    - Parcel No.: 76000990374000  
Amount Due: \$259.16 Unpaid Utility Bills
      1. 34 NW 3<sup>rd</sup> Ave  
Parcel No.: 76000990107000  
Amount Due: \$232.10 Unpaid Utility Bills
      2. 33 NE 1<sup>st</sup> Ave  
Parcel No.: 76000990162000  
Amount Due: \$232.10 Unpaid Utility Bills
5. Rental Housing Discussion (In Packet)
6. Liquor Ordinance (In Packet)
7. Resolution No. 2025-16 Calling For a Public Hearing (In Packet)
8. LCSC Technology Services Agreement (In Packet)
9. Administrator Report
10. Mayor's Report
11. Adjourn

# June 24, 2025 Council Meeting Minutes

## Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, June 24, 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.

**General Attendance** Kim Pederson via Zoom 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

There were no changes to the agenda.

Strand made a motion to approve the agenda with the changes. Markgraf seconded. Motion carried unanimously.

## Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – June 10, 2025

- Approval of Accounts Payable Listings

- May Utility Report

- Certify to Property Taxes for Unpaid Utility Bills, \$259.16 at 76000990374000, \$232.10 for 76000990107000, \$232.10 for 76000990162000

Markgraf made a motion to approve the consent agenda. Gummeringer seconded. Motion carried unanimously.

## Rental Housing Discussion

Lance Roisum started the rental housing discussion. He explained that they were having recent troubles getting landlords to complete inspections before the deadline and were looking for options to incentivize them. Roisum mentioned that they had reached out to other communities to see what they were doing, noting that most had an on-staff person doing inspections.

Roisum discussed that the current inspector's fees were increasing to \$70 per unit, and mentioned that other communities charged between \$25 to \$50 per unit. He suggested raising the penalty for non-compliance from the current \$100 plus \$10 per week to potentially \$500 to get landlords' attention.

Danielle Harthun added that in previous years, the \$100 charge effectively incentivized landlords, but this year was different. She noted that there were currently 5 or 6 delinquent landlords, mostly with single units and one with multiple units. The council members discussed various options, including having an in-house inspector or a part-time person paid by rental fees, changing the penalty to a legal matter to make it more serious, and

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exploring the possibility of certifying the issue to taxes. The council agreed to continue the discussion at the next meeting, where Danielle will provide a list of addresses for the rental properties, and Lance will include the agreement in the next packet.

## Liquor Ordinance

Danielle Harthun provided an update on the liquor ordinance, noting that the ordinance committee had dedicated considerable time to revamping the entire ordinance to make it more current and proactive. Key updates included the introduction of licenses for newer establishments like tap rooms and brew pubs, increasing the number of permitted intoxicating liquor licenses from 3 to 5, in accordance with the law, and allowing establishments to remain open until 2 am if they pay extra licensing fees. Harthun stated that the ordinance had been sent to the city attorney for review, and it will be presented to the council for further discussion once feedback is received.

## City of Pelican Rapids Resolution No. 2025-16 Calling for A Public Hearing on a Property Tax Abatement

Danielle Harthun explained that Mike Carlson had requested tax abatement for a twin home he would like to build on Ridgecrest Drive. She noted that the tax abatement would be passed on to the future homeowner and would be up to \$5,000 for 5 years. The resolution was to set a public hearing for this matter on July 29th.

Motion to approve **RESOLUTION 2025-16 RESOLUTION NO. 2025-16 CALLING FOR A PUBLIC HEARING ON A PROPERTY TAX ABATEMENT** 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.

## LCSC Technology Services Agreement

Lance Roisum presented the Lakes Country Service Cooperative (LCSC) Technology Services Agreement. He explained that the city had contracted with LCSC for tech services last year and was now looking to do more proactive work. The cost had increased slightly from \$1,800 to \$1,935 per year. Roisum mentioned that while other companies had proposed services at much higher rates (around \$1,000 or more per month), the city was generally happy with LCSC's services despite some delays due to their being short-staffed.

Perrin moved to continue with Lake Country Service Cooperative for technology services. Strand seconded. Motion carried unanimously.

## Administrator Report

Administrator Roisum reported that since the last city council meeting, he attended an EDC meeting, attended a Department Head meeting, met weekly with the ordinance committee and finished the revised version of chapter 6, attended the weekly 59/108 construction and public meetings, worked with SEH and Elsner's on the needed work for the monitoring wells at the lagoons, attended the monthly MCMA regional member meeting, worked with OTC to finalize the reconveyance, sale, and recording of the SW property, worked with Jack Rosenthal of Boundary PRO on the preliminary plat of the SW property, attended the pool grand opening, met with Frontier Energy about energy audits for the water and wastewater plants, worked with LCSC on converting to Office 365, and met with Site on Sound about the sound system in the council chambers.

## 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 Meetings at City Hall on June 11 and 18 with Administrator Roisum, Clerk Harthun, Police Chief Quaintance, and Parks and Streets Superintendent Olson, produced the 59/108 Project videos with EDA Director Grossman on June 11, 17 and 24, attended the 59/108 Project Staff Meetings at City Hall on June 12 and 19, conducted the 59/108 Project Public Meeting on June 12 at the Library, presented the Welcome Speech at the 2025 Friendship Festival in Sherin Park, presented the Welcome Speech at the Pelican Rapids Aquatic Center Open House on June 20, met on June 24 with

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Administrator Roisum to plan the agenda for the Council Meeting, and presented an update on June 24 to the Lessard-Sams Outdoor Heritage Council Habitat Tour members regarding the Pelican Rapids River Restoration Project.

### Adjourn

Strand moved to adjourn the meeting at 4:59 pm. Gummeringer seconded. Motion carried unanimously.



Danielle Harthun  
Clerk-Treasurer