



## CITY COUNCIL AGENDA

October 15, 2025

**Tuesday, September 30, 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 – September 9, 2025
  - b) Approval of Accounts Payable Listings
  - c) Staff Reports
    1. Utility Report (In Packet)
    2. Liquor Store Report (In Packet)
    3. Police Report (In Packet)
    4. Financial Report
  - d) Intent to Certify
    1. 108 NW 2<sup>nd</sup> St  
PIN# R76000990535000  
Amount Due to Unpaid Public Nuisance \$80.00
    2. 34 NW 3<sup>rd</sup> Ave  
PIN# 76000990107000  
Amount Due to Unpaid Utility Bills \$143.32
    3. 47 NW 2<sup>nd</sup> St  
PIN# 76000990374000  
Amount Due to Unpaid Utility Bills \$146.59
    4. 501 SE 2<sup>nd</sup> Ave  
PIN# 76000990479006  
Amount Due to Unpaid Utility Bills \$811.36
    5. 33 NE 1<sup>st</sup> Ave  
PIN# 76000990162000  
Amount Due to Unpaid Utility Bills \$143.32
    6. 121 NE 1<sup>st</sup> St  
PIN# R76000990166000  
Amount Due to Unpaid Public Nuisance \$80.00

5. 2024 Audit – Dean Birkland
6. Chapter 7 Parking Ordinance (In Packet)
7. 2026 Building Official Training Grant – Jordan Grossman
8. Preliminary Plat Pelican Ridge Estates (In Packet)
9. Planning Commission Member
10. Library Grant Letter of Support (In Packet)
11. Approve 2026 Proposed General Budget
  - Truth In Taxation Meeting Set For 6:00 p.m., December 9, 2025
12. City Hall Personnel
13. Attorney Services RFP's / Evaluation Committee (In Packet)
14. Administrator Report
15. Mayor's Report
16. Adjourn

## September 30, 2025, Council Meeting Minutes

### Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, September 30, 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, Library Director Marie Schwirian

**General Attendance** John Strand, Dean Birkeland 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 deleted

# September 30, 2025, Council Meeting Minutes

No. 7 2026 Building Official Training Grant – Jordan Grossman

Motion by Markgraf, seconded by Gummeringer to approve the agenda with the deletion. Motion carried unanimously.

## Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – September 9, 2025
- Approval of Accounts Payable Listings
- The following staff reports were included: Utility, Police, Liquor and Financial
- Notices of Intent to Certify Taxes
  - 108 NW 2<sup>nd</sup> Street, Parcel No. 76000990535000, \$80.00 Unpaid Public Nuisance
  - 34 NW 3rd Avenue, Parcel No. 76000990107000, \$143.32 Unpaid Utility Bills
  - 47 NW 2nd Street, Parcel No. 76000990374000, \$146.59 Unpaid Utility Bills
  - 501 SE 2nd Avenue, Parcel No. 76000990479006, \$811.36 Unpaid Utility Bills
  - 33 NE 1st Avenue, Parcel No. 76000990162000, \$143.32 Unpaid Utility Bills
  - 121 NE 1st Street, Parcel No. 76000990166000, \$80.00 Unpaid Public Nuisance

Motion by Perrin, seconded by Gummeringer to approve the consent agenda. Motion carried unanimously.

## 2024 Audit – Dean Birkland

Dean Birkland from Carlson CPAs presented the 2024 audit report, highlighting that the city received unmodified opinions on four out of five opinion units, with only governmental activities receiving a qualified opinion due to costly actuarial valuation issues with the Fire Association's pension. He described the general fund balance as "very adequate" and noted positive results for enterprise funds (water, sewer, and liquor). The audit identified three key findings in internal controls: preparation of financial statements by the audit firm, with city staff's review and responsibility; segregation of duties, typically a cost-benefit challenge for municipalities; and material audit adjustments mainly affecting government-wide statements. He confirmed no difficulties or disagreements during the audit, which proceeded smoothly.

Motion by Strand, seconded by Markgraf to approve the 2024 audit. Motion carried unanimously.

## Chapter 7 Parking Ordinance

Lance Roisum presented the updated Chapter 7 Parking Ordinance, detailing clarified language and new additions, including: Added definitions; prohibited alley parking; banned semi-trucks and unhitched trailers on city streets and implemented several no-parking zones. Chief Quaintance noted the no-parking zones are meant to enhance safety. Council agreed to test this restricted parking approach. This initial ordinance reading required no formal action, with approval expected at the next council meeting.

## Preliminary Plat Pelican Ridge Estates

Lance Roisum presented the preliminary plat for Pelican Ridge Estates, a seven-lot development on Old Fergus Road. He reported that the Planning Commission had approved and recommended approval of the plat with one condition: correction of the property description. All other requirements for the preliminary plat had been met.

Motion by Markgraf, seconded by Gummeringer to approve the preliminary plat for Pelican Ridge Estates with the condition that the property description be corrected. Motion carried unanimously.

## Planning Commission Member

Lance Roisum reported that the Planning Commission recommended approval of Kevin Ballard as a new member of the Planning Commission.

Motion by Markgraf, seconded by Strand to approve Kevin Ballard joining the Planning Commission. Motion carried unanimously.

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## Library Grant Letter of Support

Marie Schwirian discussed a library grant for enhancing technology resources. The grant would fund 10 new computers, replacing ones from 2013, and introduce the Pronunciator Language Program to aid students in learning languages, including sign language. It also includes a program for assisting community members with tech issues like cell phones. Schwirian noted that it's been over 20 years since the library received new computers, with current ones being old and slow.

Motion by Strand, seconded by Perrin to approve the library grant letter of support from the city. Motion carried unanimously.

## Approve 2026 Proposed General Budget

Danielle Harthun presented the proposed 2026 general budget, reviewing changes made since the last meeting. She noted that the budget committee (composed of Administrator Roisum, Clerk/Treasurer Danielle Harthun, Council Member Gummeringer, and Mayor Frazier) had adjusted the swimming pool budget line items and removed the \$7,300 for the library contents insurance, suggesting the city cover the building insurance while the library cover contents insurance.

Harthun also noted that wages had been adjusted based on a different proposal from the union. With these changes, the overall increase sits at 9.66%, which is below the 10% target and reflects the rise in health insurance costs.

Administrator Roisum added that the budget includes \$125,000 from liquor store funds and nothing from the general fund at this time, compared to last year when \$100,000 came from the liquor store and \$155,000 from the general fund.

Motion by Perrin, seconded by Strand, to approve the 2026 proposed general budget with a general levy of \$1,047,961 and a special levy of \$456,699. Motion carried unanimously.

## Truth In Taxation Meeting Set For 6:00 p.m., December 9, 2025

Motion by Strand, seconded by Markgraf to set the Truth in Taxation meeting for 6:00 p.m. on December 9, 2025. Motion carried unanimously.

## City Hall Personnel

Danielle Harthun reported that Lori Kubitz, the city's accounting clerk, had resigned with her last day being the previous Friday. Traci Goble, the current utility clerk, has expressed interest in the accounting clerk position and has been performing some of those duties already. Harthun and Roisum met with Goble to review the job description and believe she would be a good fit for the position.

Harthun requested approval to move Goble into the accounting clerk position at wage level 6 for 2025 (\$25.71 per hour) and to advertise for the utility clerk position.

Motion by Markgraf, seconded by Strand, to approve moving Traci Goble to the accounting clerk position at wage level 6 (\$25.71 per hour) and to advertise for the utility clerk position. Motion carried unanimously.

## Attorney Services RFP's / Evaluation Committee

Lance Roisum presented two RFPs (Request for Proposals) for city attorney and prosecuting attorney services, proposing to release them in October with responses due by October 31st.

Chief Quaintance explained that the prosecuting attorney RFP specifies a preference for a retainer fee structure because the city is obligated to provide prosecution for any infraction within the city, regardless of which law enforcement agency issues the citation. A retainer would provide cost predictability.

Motion by Strand, seconded by Perrin to approve the RFPs for city attorney and prosecuting attorney services. Motion carried unanimously.

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Roisum requested the formation of an evaluation committee to review the proposals and make recommendations to the council. The committee would include Roisum, Harthun, Chief Quaintance, and two council members. Council Members Gummeringer and Markgraf volunteered to serve on the committee.

Motion by Strand, seconded by Perrin to approve Gummeringer and Markgraf serving on the RFP evaluation committee along with Administrator Roisum, Clerk Harthun, and Chief Quaintance. Motion carried unanimously.

## Administrator Report

Administrator Roisum reported that since the last city council meeting, he had attended several meetings and events. He was present at a Department Head meeting and an ordinance committee meeting, as well as the weekly 59/108 construction meetings. He met with the Budget Committee to finalize the preliminary draft of the 2026 General Budget and attended an EDC meeting. He also met with Fire Chief Shad and OTC Transfer Station representatives to discuss burning permits. Roisum completed the RFPs for the City Attorney and Prosecuting Attorney and attended the Otter Tail County Community check-in. He met with regional MCMA members and, along with Brian, met with MnDOT representatives to discuss snow removal downtown and the associated cost sharing. He, PeopleService, and the Mayor met with Erin and Terry from Waste Management to explore the possibility of taking leachate from their Dakota Landfill. Lastly, Danielle and Roisum met with PeopleService to discuss the 2026 Water and Sewer Budgets.

## Mayor's Report

Mayor Frazier reported that, since the last Council Meeting, he submitted weekly columns to the Pelican Press, visited area businesses and non-profits, authored a letter of support for Library computers and technology items which was addressed to the Rural Initiative Grant Committee, interviewed with the Minnesota Star Tribune on September 16, regarding the solar panel installation on the Liquor Store roof, produced the 59/108 construction videos with EDA Director Grossman on September 16, September 23, and September 30, attended the Great River Energy Meeting on September 16 at the Library, attended the 59/108 construction meetings on September 18, and September 25, at City Hall, participated in the MnDOT ATAC discussion and tour on September 18, regarding the 59/108 construction project, attended a Pelican Rapids City Budget Committee Meeting on September 19 at City Hall, attended a September 24, Leachate Meeting at City Hall with Administrator Roisum and personnel from PeopleService and Waste Management, spoke on September 24 by the Pelican River, to students and staff from the DNR Dam Removal Workshop bus tour, attended an Otter Tail County Safe Communities Coalition Speaker Series on September 25 at the Library, authored two letters of support on September 26, for a Bridge Center Grant, conducted a "Conversations with the Mayor" session on September 26 at the Library, and met on September 29 with Administrator Roisum to plan the agenda for this evening's meeting.

## Adjourn

Motion by Perrin, seconded by Gummeringer, to adjourn the meeting at 6:58 pm. Motion carried unanimously. The meeting was adjourned.



Danielle Harthun  
Clerk-Treasurer