



PELICAN RAPIDS

CITY COUNCIL AGENDA

October 10, 2025

Tuesday, October 14, 2025

6:00 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 – September 30, 2025
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Library Report (In Packet)
5. Lighted Horse Parade – Everett Ballard
6. Significant Industrial User Agreement (In Packet)
7. Chapter 4 Water and Sewer Ordinance (In Packet)
8. Chapter 7 Parking Ordinance (In Packet)
9. Houston Engineering Invoice (In Packet)
10. Administrator Report
11. Mayor's Report
12. 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

- 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 2nd 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 Birkeland

Dean Birkeland 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

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(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.

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.

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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.

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,

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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

10/14/2025 Bill Listing

<u>Search Name</u>	<u>Comments</u>	<u>Amount</u>
APEX ENGINEERING GROUP	IMPROVEMENT PROJECT NO. 91	\$43,298.25
ARCO	ALL; FUEL	\$1,157.04
BELL BANK CREDIT CARD	ALL; MISC SUPPLIES	\$732.68
BRAUN INTERTEC CORPORATION	IMPROVEMENT PROJECT NO. 91	\$525.00
CEDA	EDA; CEDA SERVICE	\$18,265.67
COOPERS TECHNOLOGY GROUP, INC	MISC OFFICE SUPPLIES	\$171.06
CULLIGAN OF DETROIT LAKES	STR & CH; WATER	\$34.25
ELSNER WELL DRILLING INC	LAG; GROUND WELL	\$12,474.00
FARMERS ELEVATOR COMPANY	WEED; KILLER	\$0.33
GALLS	PD; UNIFORMS PANTS	\$403.63
GOPHER STATE ONE CALL	SWR & WTR; LOCATES	\$39.15
GREAT PLAINS FIRE	FD; TURNOUT GEAR	\$10,256.24
HAWKINS, INC	WWTF; CHEMICAL	\$21,573.78
LAKES COUNTRY SERVICE CO-OP	MONTHLY TECH SERVICE	\$161.25
MARCO	ALL; COPIES/PRINTING	\$370.59
MOENKEDICKS WINDOW WIZARD	CH & FD; WINDOW CLEANING	\$125.46
NAPA	FD; ANTIFREEZE TANKER 1	\$38.60
NETWORK CENTER, INC	ALL; COMP SERVICE	\$82.50
NORTHLAND BOND SERVICES INC	2015 RFDING 2007 FH PRIN & INT BOND PAYMENTS	\$483,210.63
ORTON OIL	ALL; FUEL	\$391.15
OTTERTAIL POWER	ALL; UTILITIES	\$15,615.81
PARK REGION CO OP	ALL; FUEL	\$329.29
PELICAN RAPIDS POWERSPORTS	FD; UTV 1 REPAIR & SERVICE	\$1,325.49
QUADIANT	ALL; POSTAGE	\$1,200.00
RIVERVIEW PLACE	PK; SEASONAL DECORATIONS	\$330.00
RMB ENVIRONMENTAL	WCT LAB TESTING	\$472.34
S & S SECURITY SERVICES, LLC	AIR; 2 NEW CAMERAS	\$1,181.00
SHORT ELLIOTT HENDRICKSON INC	AIR; AD BLDG IMPROVEMENTS	\$3,250.00
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$1,197.00
STRAND HARDWARE	STR;SHOP MAINT SUPPLIES	\$305.25
SUPER SEPTIC INC	PK; JULY, AUGUST, SEPTEMBER RENTALS	\$2,967.88
SWANSONS REPAIR INC	FD; SERVICE	\$4,486.97
TEAM LABORATORY CHEMICAL	LAG; MEGA BUGS	\$1,900.00
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$435.07
VESTIS	STR & PK; LINEN SERVICE	\$131.44
ZIEGLER INC.	WWTF; GENERATOR TESTING	\$2,231.35
		\$630,670.15

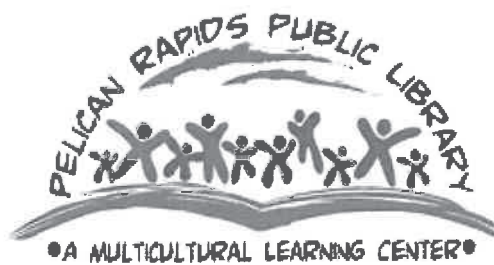
LIQUOR STORE BILL LISTING

10/08/25 5:08 PM

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10/14/2025 Bill Listing

<u>Search Name</u>	<u>Comments</u>	<u>Amount</u>
ABSOLUTE ICE	ICE	\$348.70
ALL AMERICAN ADVERTISING	ADVERTISING	\$165.00
ARTISAN BEER COMPANY	BEER	\$414.50
BERGSETH BROS. CO. INC	NA BEER	\$19,604.96
BEVERAGE WHOLESALERS, INC	BEER	\$6,458.26
BREAKTHRU BEVERAGE MN WINE &	LIQUOR	\$2,353.25
DACOTAH PAPER CO	PAPER PRODUCTS	\$69.10
DS BEVERAGES, INC	BEER	\$7,931.70
JOHNSON BROTHERS LIQUOR CO	THC	\$15,074.48
MCKINNON CO. INC	POP/MIX	\$84.00
OTTERTAIL POWER	UTILITIES	\$682.90
PHILLIPS WINE & SPIRITS	LIQUOR	\$2,305.80
SOUTHERN GLAZERS OF MN	LIQUOR	\$3,848.48
VIKING COCA-COLA BOTTLING CO	POP/MIX	<u>\$710.80</u>
		\$60,051.93



Library Board Meeting

Monday, October 6, 2025

6 PM

Pelican Rapids Public Library

1. Approval of Agenda
2. Approval of September 8, 2025 minutes
3. Approval of Bills (Shelley)
4. Financial Report (Marie)
5. Friends Update (Deb Hauge)
6. Library Update (Marie)
7. Next Meeting November 3, 2025

10/10/2025

PR Public Library bills

Vendor Name	Purpose	Amount
Arvig	Communications	\$138.95
Ballard Sanitation	Utilities	\$129.75
Bell Bank Credit Card	Travel/Childrens/AV	\$772.14
Carlson SV	Auditing Service	\$972.00
Great Plains Natural Gas	Utilities	\$398.00
Hoopla	Audio Visual Materials	\$853.99
Ingram	Books	\$273.85
Ottertail Power	Utilities	\$587.08
Total		\$4,125.76



SIGNIFICANT INDUSTRIAL USER AGREEMENT

This **agreement** is between **Jennie-O Turkey Store, Inc. (JOTS)**, a “Significant Industrial User” (SIU) of the Pelican Rapids Publicly Owned Treatment Works, and the **City of Pelican Rapids, (POTW)**.

An “SIU” is any user of the POTW that discharges:

1. An average of 25,000 gallons or more of process wastewater per day to the POTW, or
2. Contributes a process waste stream that makes up at least five percent or more of the average dry weather capacity of the POTW, or
3. Has a reasonable potential to adversely affect the POTW or POTW sewer collection system.

JOTS qualifies as an SIU of the POTW under all three of the above definitions.

AUTHORIZATION

This agreement authorizes JOTS to discharge wastewater to the POTW, AS LONG AS THE CONDITIONS STATED HEREIN ARE MET.

This agreement expires on November 30, 2029 and is revocable by the POTW at any time for just cause.

PROHIBITED DISCHARGES

JOTS is prohibited from discharging pollutants that:

- Create a fire or explosion hazard, including any discharge with a flash point less than 60 degrees C (140 degrees F);
- Have a pH less than 5.0 or pH greater than 9.5 or are otherwise corrosive;
- Are solid or viscous pollutants which interfere with flow in the collection or treatment system;
- Emit heat that would inhibit biological activity, including any discharge that would cause the temperature of the waste stream at the POTW to exceed 40 degrees C (104 degrees F);
- Produce toxic gases, vapors or fumes that may endanger the health or safety of workers;
- Create/Are new sources of non-contact cooling waters, unless there are no cost-effective alternatives; or
- Exceed the Maximum Discharge Limits listed below for any 24 hour period.

ALLOWED DISCHARGES

JOTS is allowed to discharge wastewater from the JOTS processing facility to the POTW in accordance with the following limitations:

DISCHARGE LIMITS

Effluent Parameter	Maximum for any 24 Hr Period	Calendar Month Average
Flow (MGD)	0.750	0.600
CBOD ₅ (lb/day)	5,100	3,400
TSS (lb/day)	5,700	3,800
Phosphorus (lb/day)	312	250
Nitrogen (TKN) (lb/day)	250	200
pH	Greater than or equal to 5.0 and less than or equal to 9.5 at any time	

Discharges which exceed the Calendar Month Average Limits for Flow, CBOD₅, TSS, Phosphorus, and Nitrogen (TKN) are subject to the Transcendence Rates provided herein. Discharges which exceed the Maximum for any 24 Hour Period Limits for Flow, CBOD₅, TSS, Phosphorus, Nitrogen (TKN) and pH are prohibited.

The POTW is operating under a Chloride Variance and a PFAS Pollutant Management Plan as part of the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit from the Minnesota Pollution Control Agency (MPCA). The POTW requires JOTS to assist in identifying possible sources of chloride and PFAS and minimizing the discharges in accordance with the Chloride Minimization Plan and PFAS Pollutant Management Plan. This will include participating in quarterly meetings between the POTW and JOTS to share testing results and review the requirements of the Chloride Variance and the PFAS Pollutant Management Plan.

MONITORING/REPORTING REQUIREMENTS

The POTW will monitor the JOTS wastewater as it leaves the JOTS processing facility. The minimum sampling by the POTW will be in accordance with the following monitoring schedule and the POTW shall take additional samples as the POTW determines is in the best interest of the POTW.

MONITORING SCHEDULE

Parameter	Frequency	Sample Type
Flow	Daily	Continuous
CBOD ₅	2 x week	Composite
TSS	2 x week	Composite
Phosphorus	2 x week	Composite
Chloride	2 x month	Composite
PFAS (Method 1633)	2 x year	Composite
Nitrogen (TKN)	2 x week	Composite
pH	Daily	Grab
FOG	1 x month	Grab

JOTS is required to notify the POTW as soon as possible of any known prohibited discharge. In addition, JOTS is subject to, at a minimum, semi-annual sampling/inspection visits conducted by the POTW to ensure compliance.

Whereas the POTW shall collect samples and have said samples tested, JOTS shall reimburse the POTW for the costs of the sampling and testing. The costs for sampling and testing will be billed separately each month. Payment is due within ten (10) days. A late fee of ten per cent (10%) shall be assessed to the balance unpaid after ten (10) days.

RESPONSES TO NON-COMPLIANCE

All instances of non-compliance discovered during review of scheduled or unscheduled sampling/inspecting rounds must be addressed by JOTS in a timely manner. JOTS shall notify the POTW within 24 hours of a spill or discharge which may cause interference or pass through at the POTW. The responses available to the POTW for non-compliance detected by scheduled or unscheduled sampling/inspecting rounds by the POTW include written notices of violation, show-cause hearings, compliance schedules, administrative orders, penalties in the form of transcendence rates or penalties imposed on the POTW by others as a result of non-compliant discharges from JOTS, judicial actions and termination of sewer service.

The POTW has the authority, typically utilized as a last resort, to immediately halt any actual or threatened discharge that may represent an endangerment of the public health or the POTW.

AMENDMENTS

The POTW reserves the right to amend this SIU Agreement as necessary to comply with their NPDES Permit or to maintain the integrity of their collection system and treatment facility. Any and all amendments shall be reduced to a signed writing, and JOTS shall not unreasonably refuse any necessary amendments which are required to comply with the NPDES Permit held by the POTW or to maintain the integrity of their collection system and treatment facility.

USER RATES

User rates for wastewater shall be those stipulated by City Ordinances.

TRANSCENDENCE RATES

Transcendence Rates for each transcendent shall be assessed MONTHLY at the below Transcendence Rates. The Transcendence Rates shall be applied to the value of the transcendent at the discharge point (i.e. JOTS processing plant) and billed separately each month. Payment is due within ten (10) days. A late fee of ten per cent (10%) shall be assessed to the balance unpaid after ten (10) days.

TRANSCENDENCE RATES	
Parameter	Unit Cost
Average Daily Flow	\$1.42 / 1,000 gal
Average Daily CBOD5	\$46.67 / 100 lb
Average Daily TSS	\$23.00 / 100 lb
Average Daily Phosphorus	\$79.11 / 100 lb
Average Daily Nitrogen (TKN)	\$2.75 / 100 lb

An example transcedence calculation for CBOD5 based on the calendar month average is shown below:

The Monthly Average Daily value of each parameter shall be computed as:

Monthly Average Daily Value = Average of the measured daily concentrations (mg/l) times the average daily flow (million gallons/day) times 8.34

Monthly Average Daily CBOD5 = 4,000 lb/day for January (600 lb/day over the allowed Daily average).

For this case the monthly penalty for CBOD5 would be:

600 lb/day times 31 days (in January) times \$0.4667 equals \$8,680.62

SIGNATURES

This agreement is entered into on this ____ day of _____, 2025.

City of Pelican Rapids, Minnesota	Jennie-O Turkey Store, Inc.
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Subdivision 35. Significant Industrial User. Any industrial user of the wastewater treatment facility who:

- A. is subject to or potentially subject to national categorical pretreatment standards promulgated under Section 307(b) or (c) of the Act.
- B. has as its wastes toxic pollutants as defined pursuant to Section 307(a) and Section 502 of the Act;
- C. has a nondomestic flow of 25,000 gallons or more per average work day.
- D. has a nondomestic flow greater than five (5) percent of the flow and load in the municipality's wastewater treatment facilities; or
- E. is determined by the treatment authority to have a significant impact or potential for significant impact, either singly or in combination with other contributing industries, on the wastewater treatment facilities, the quality of sludge, the facilities' effluent quality, or air emissions generated by the system.

Subdivision 36. Slug. Any discharge of water or wastewater which in concentration of any given constituent, or in quantity of flow, exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average 24-hour concentration of flows during normal operation, and shall adversely affect the collection and/or performance of the wastewater treatment facilities.

Subdivision 37. State Disposal System (SDS) Permit. Any permit (including any terms, conditions and requirements thereof) issued by the MPCA pursuant to Minnesota Statutes §115.07 for a disposal system as defined by Minnesota Statutes §115.01, Subdivision 8.

Subdivision 38. Superintendent. The Utilities Superintendent, Superintendent of Public Works, or a deputy, agent or representative thereof.

Subdivision 39. Suspended Solids (SS) or Total Suspended Solids (TSS). The total suspended matter that either floats on the surface of, or is in suspension in water, wastewater or other liquids, and is removable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater," latest edition, and referred to as non-filterable residue.

Subdivision 40. Toxic Pollutant. The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse effects as defined in standards issued pursuant to Section 307(a) of the Act.

Subdivision 41. Unpolluted Water. Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards, and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities. (See "Non-contact Cooling Water" Subdivision 26).

- A. Any wastewater having a temperature greater than 150 degrees F (65.6 degrees C), or causing, individually or in combination with other wastewater, the influent at the treatment facilities to have a temperature exceeding 104 degrees F (40 degrees C), or having heat in amounts which will inhibit biological activity in the treatment facilities resulting in interference therein. ~~(Not applicable to West Central Turkey, Inc. wastes.)~~
- B. Any wastewater containing fats, wax, grease or oils, whether emulsified or not, in excess of 100mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees F and 150 degrees F (0 degrees C and 65.6 degrees C); and any wastewater containing oil and grease concentrations of mineral origin of greater than 100 mg/l, whether emulsified or not.
- C. Any quantities of flow, concentrations, or both which constitute a "slug" as defined herein. (See Section 403.01, Subdivision 35.)
- D. Any garbage not properly shredded, as defined in Section 403.01, Subdivision 31. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food on the premises or when served by caterers.
- E. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to life, or are sufficient to prevent entry into the sewers for their maintenance and repair.
- F. Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.
- G. Non-contact cooling water or unpolluted storm, drainage or ground water.
- H. Wastewater containing inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) in such quantities that would cause disruption with the wastewater treatment facilities.
- I. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Superintendent in compliance with applicable state or federal regulations.
- J. Any waters or wastes containing arsenic, total chromium, copper, zinc, cadmium, cyanide, lead, mercury, nickel, silver and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the treatment works exceeds the limits determined by the City for such materials and which cannot be removed by the City's wastewater treatment system.

- M. "Significant Industrial User" - Any industrial user of the City's wastewater disposal system which
1. is subject to or potentially subject to national categorical pretreatment standards promulgated under Section 307(b) or (c) of the Act.
 2. has as its wastes toxic pollutants as defined pursuant to Section 307(a) and Section 502 of the Act;
 3. has a nondomestic flow of 25,000 gallons or more per average work day.
 4. has a nondomestic flow greater than five (5) percent of the flow and load in the municipality's wastewater treatment facilities; or
 5. is determined by the treatment authority to have a significant impact or potential for significant impact, either singly or in combination with other contributing industries, on the wastewater treatment facilities, the quality of sludge, the facilities' effluent quality, or air emissions generated by the system.
- N. "State" - State of Minnesota.
- O. "State Disposal System Permit" - Any permit (including any terms, conditions and requirements thereof), issued by the MPCA pursuant to Minnesota Statutes §115.07 for a disposal system as defined by Minnesota Statutes §115.01 Subdivision 8.
- P. "Storm Water" - Any flow occurring during or following any form of natural precipitation and resulting therefrom.
- Q. "Suspended Solids" - The total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by a standard class fiber filter.
- R. "User" - Any person who discharges, causes or permits the discharge of wastewater into the City's wastewater disposal system.
- S. "Wastewater" - The liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which is discharged into or permitted to enter the City's wastewater disposal system.
- T. "Wastewater Disposal System" or "System" - Any devices, facilities, structures, equipment or works owned or used by the City for the purpose of the transmission, storage, and treatment, of industrial and domestic wastewater including intercepting sewers, outfall sewers, sewage collection system, pumping, power, and other

receiving waters of the wastewater disposal system. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act.

- E. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for their maintenance and repair.
- F. Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.
- G. Any wastewater which creates conditions at or near the wastewater disposal system which violate any permit, statute or any rule, regulation or ordinance of any public agency or state or federal regulatory body.
- H. Any wastewater having a temperature greater than 150 degrees F (65.6 degrees C), or causing, individually or in combination with other wastewater, the influent at the wastewater treatment plant to have a temperature exceeding 104 degrees F (40 degrees C).
- I. Any slug load, which shall mean any pollutant, including oxygen demanding pollutants (BOD, etc.), released in a discharge of such volume or strength as to cause inhibition or disruption in the wastewater disposal system. In no case shall a slug load have a flow rate or contain concentrations or quantities of pollutants that exceed for any time period longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentrations, quantities, or flow of the user during normal operations.
- J. Non-contact cooling water or unpolluted storm or groundwater.
- K. Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, in excess of 150 mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees F and 150 degrees F (0 degrees C and 65.6 degrees C); and any wastewater containing oil and grease concentrations of mineral origin of greater than 100 mg/l, whether emulsified or not.
- L. Wastewater containing inert suspended solids (such as, but not limited to, Fullers earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulphate) in such quantities that they would cause disruption with the wastewater disposal system.
- M. Any wastewater having a BOD₅ greater than 300 mg/l or having a suspended solids concentration of greater than ~~350~~ 250 mg/l.

In addition to these prohibitions, no user shall discharge to any public sewer any discharge which will cause interference, as defined, with the wastewater disposal system, or violate any standards established by permits issued to persons who are subject to this Part or the City.

CHAPTER SEVEN. TRAFFIC, MOTOR VEHICLES, STREETS AND MAILBOXES

PART 1. TRAFFIC, MOTOR VEHICLES AND STREETS

701.01 DEFINITIONS

Any term used in this ordinance and defined in the Minnesota Statutes has the meaning given it by said Minnesota Statutes, and in addition, if not otherwise defined in said Minnesota Statutes, any references in this City Code made to a street, alley or avenue shall be interpreted to include any public parking lot located within the City of Pelican Rapids.

CAMPING TRAILER. A folding structure mounted on wheels and designed for travel, recreational and/or vacation uses.

MOTOR HOME. A portable, temporary building to be used for travel, recreational and vacation uses, constructed as an integral part of a self-propelled vehicle.

PICK-UP COACH. A structure designed to be mounted on a truck chassis for use as temporary dwelling for travel, recreational, and/or vacation use.

RESIDENTIAL DISTRICT. All that territory defined as either single family or residential or multiple district in the zoning ordinance and comprehensive plan for and by the City of Pelican Rapids

SEMI-TRAILER. A vehicle of the trailer type so designed and used in conjunction with a truck-tractor that a considerable part of its own weight or that of its load rests upon and is carried by the truck tractor and includes a trailer drawn by a truck tractor semi-trailer combination.

STREET/HIGHWAY. The entire width between the boundary lines of any way or place when any part thereof is open to the use of the public as a matter of right or purpose of vehicular traffic.

TRAILER. A trailer is any vehicle designed for carrying property of passengers on its own structure and for being drawn by a motor vehicle but does not include a trailer drawn by a truck-tractor semi-trailer combination or an auxiliary axle on a motor vehicle which carries a portion of the weight of the motor vehicle to which it is attached.

TRAVEL TRAILERS. A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and/or vacation use.

TRUCK-TRACTOR. A motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than a part of the weight of the vehicle and load drawn; or a motor vehicle designed and used primarily for drawing other vehicles used exclusively for

transporting motor vehicles or boats and capable of carrying motor vehicles or boats on its own structure.

701.02 TURNING RESTRICTIONS

The Council by resolution may, whenever necessary to preserve a free flow of traffic or to prevent accidents, designate any intersection as one where the turning of vehicles to the left or to the right, or both, or U-turns is to be restricted at all times or during specified hours. The City Administration shall cause to be marked by appropriate signs any intersection so designated. No intersection on a trunk highway shall be so designated until the consent of the Commissioner of Transportation to such designation is first obtained. No person shall turn a vehicle at any such intersection contrary to the directions on such signs.

701.03 THROUGH STREETS; ONE-WAY STREETS

The Council by resolution may designate any street or portion of a street as a through highway or a one-way roadway where necessary to preserve the free flow of traffic or to prevent accidents. The City Administration shall cause to be posted appropriate signs at the entrance to each street. No trunk highways shall be so designated unless the consent of the Commissioner of Transportation to such designation is first secured.

701.04 SPEED LIMIT IN SCHOOL ZONES

The City Council may, by resolution, designate school speed limit zones on certain streets or portions of streets bordering on or near school property. Upon the erection of appropriate signs designating the beginning and ending of such speed limit zones, no person shall drive a vehicle within the zones designated by this section in excess of the posted speed limit when children are present, going to or leaving school during opening or closing hours or during school recess periods.

701.05 TRUCK RESTRICTIONS

The City Council by resolution may designate streets on which travel by commercial vehicles in excess of a certain gross weight limit is prohibited. The City Administration shall cause to be erected appropriate signs on such streets. No person shall operate a commercial vehicle on such posted streets in violation of the restrictions stated.

701.06 SEASONAL WEIGHT RESTRICTIONS

City Administration may prohibit the operation of vehicles upon any street under their jurisdiction or impose weight restrictions on vehicles to be operated on such street whenever the street, by reason of deterioration, rain, snow or other climatic conditions, will be seriously damaged or destroyed unless the use of vehicles on the street is prohibited or the permissible weights thereof reduced. He shall erect and maintain signs plainly indicating the prohibition or restriction at each end of that portion of the street affected. No person shall operate a vehicle on a posted street in violation of the prohibition or restriction.

701.07 PARKING REGULATIONS

Subdivision 1. Angle and Parallel Parking. The City Council may, by resolution, provide that angle parking shall be required on certain streets or portions of streets as designated by the Council. On any such street every vehicle parked shall be parked with the front of the vehicle facing the curb or the edge of the traveled portion of the street at an angle between the painted or other markings on the curb or street indicating the parking space. On all other streets, cars shall be parked parallel to the curb or edge of the roadway in accordance with law.

Subdivision 2. No Parking, Stopping or Standing Zones. The City Council may, by resolution, designate certain streets or portions of streets as no parking or no stopping or standing zones and may limit the hours in which the restrictions apply. The City Administration shall mark by appropriate signs each zone so designated. Except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control device, no person shall stop or park a vehicle in an established no stopping or standing zone when stopping or standing is prohibited. No vehicle shall be parked in a no-parking zone during hours when parking is prohibited except that a vehicle may be parked temporarily in such zone for the purpose of forming a funeral procession and a truck may be parked temporarily for the purpose of loading or unloading where access to the premises is not otherwise available.

Subdivision 3. Time Limit Parking Zones. The City Council may, by resolution, designate certain areas where the right to park is limited during hours specified. The City Administration shall mark by appropriate signs each zone so designated. During the hours specified on the sign, no person shall park a vehicle in any limited parking zone for a longer period than is so specified.

Subdivision 4. General Time Limit. No vehicle or other personal property shall in any case be parked upon, or located on, any street in any one place, or upon any public parking lot or city owned property, for a longer continuous period than 48 hours, with the exception of construction related items to be used on the premises with an approved building permit.

Subdivision 5. Boulevard Parking. No vehicles shall be parked on the boulevard portion of the street located between the curb and the edge of the street right-of-way. On streets where no curb has been installed, no parking shall be allowed on the boulevard portion of the street between the travelled portion of the street and the edge of the street right-of-way.

Subdivision 6. Snow Emergency Parking Regulations. ~~Snow emergency:~~ A *SNOW EMERGENCY* means every occurrence of snowfall where snow has accumulated to a depth of two inches or more. Each snow emergency shall commence upon the accumulation of snow to a depth of two inches or more and shall remain in effect until snow has been cleared from the streets to the full width ~~or until the Public Works Superintendent has declared that snow has been adequately removed from the streets.~~ It shall be unlawful for any person to park or leave standing a vehicle on any street during a snow emergency. This parking restriction shall be in effect until snow has been cleared from the street to the full width ~~or until the Public Works Superintendent has declared the snow has been adequately removed.~~ Exempt from this regulation are times of

special events at area schools, funeral homes and churches. ~~No parking anytime on the south side of Southeast Fourth Avenue lying between Trunk Highway 59 and Southeast First Street and no parking on the west side of Trunk Highway 59 between Southwest Third Avenue and Southwest Fifth Avenue.~~ In addition to the foregoing snow removal parking requirements, the Chief of Police or Street Superintendent may direct that notices be placed on vehicles parked on any particular street or avenue, or that entire streets or avenues may be posted with a notice requiring all parked vehicles to be removed from all or portions of such streets or avenues as needed from time to time for street cleaning, street maintenance, snow removal or other purposes, as needed on a temporary basis. ~~The Council may by resolution adopt other parking regulations that it deems necessary to preserve the free flow of traffic, prevent accidents or provide for the public safety or welfare.~~

Subdivision 7. Reserved

Subdivision 8. Alley Parking. No person shall park a vehicle or permit it to stand, whether attended or unattended, upon any alley within this municipality; provided that this shall not prohibit the parking of vehicles for less than a period of one hour along any alley for the purpose of having access to any property abutting thereon for the purpose of loading or unloading merchandise or other material when access cannot conveniently be secured upon the property itself. Every vehicle while loading or unloading in any alley shall be parked in such manner as will cause the least obstruction possible to traffic in such alley.

Subdivision 9. Truck/Semi-Trailer/Trailer Parking. Limitations on Truck/Trailer Parking

1. It shall be unlawful to park a detached semi-trailer upon any street, alley, city-owned parking lot, or other public property except as such are specifically designated by the City of Pelican Rapids, by resolution and sign posting.
2. It shall be unlawful to park a truck (other than a truck of 10,000 gross vehicle weight or less), truck trailer, tractor-trailer, or truck-tractor within an area zoned as residential (family or multi-family residential districts) except for the purpose of loading or unloading the same, and then only during such times as reasonably necessary for such activity.
3. *City Parking Lots.* In city-owned parking lots, the Council may limit the size and types of motor vehicles to be parked thereon, hours of parking, and prescribed method of parking by resolution from time to time or by amendment of this section.
4. *Recreational Parking Time.* It shall be unlawful for any person to leave or park a travel trailer, pick-up coach, motor home, camping trailer, recreational vehicle on or within the limits of any street, right of way, or city-owned parking lot within the City of Pelican Rapids for a continuous period in excess of eight (8) hours and not overnight, except where designated as a camp site.

Subdivision 10. Additional Rules for Trailers. The following additional regulations shall govern the parking of trailers on public streets, including utility trailers, camper trailers, and boat trailers:

1. No unhitched trailer shall be parked upon the public streets.
2. The provisions listed above shall not apply to:

- a. A mobile food unit which has a current license from the appropriate state regulatory authority when the mobile food unit is parked on a public street while actively operating.
- b. A trailer that is being lawfully used for short-term storage in accordance with ~~permission a permit~~ granted by the City.
- c. A trailer that is engaged in the loading or unloading of materials or is transacting business at an adjacent property, only for such period of time as is necessary to load or unload or to transact such business.
- d. A trailer that is in compliance with official traffic-control devices or the direction of a police officer.

Subdivision 11. Impoundment. Any police officer may remove, or coordinate actions for the removal therefrom, a vehicle from a street, alley, avenue or public parking lot to a garage or other place of safety when the vehicle is left unattended and constitutes an obstruction to traffic and/or loading zones (regardless of whether said loading zones are for the benefit of the City and/or for the benefit of legitimate and necessary business operations located in the City) and/or hinders snow removal or street improvement or maintenance operations. Such vehicle shall not be released until the fees for towing and storage are paid in addition to any fine imposed for violation of this ordinance.

Subdivision 12. Prima Facie Violation. The presence of any motor vehicle on any street, alley, avenue or public parking lot and/or the presence of any motor vehicle on any street, alley, avenue or public parking lot, when standing or parking or parking outside of striped areas designated by the City, in violation of this ordinance is prima facie evidence that the registered owner of the said motor vehicle has committed or authorized the commission of this said violation.

Subdivision 13. ~~Parking Restrictions on Broadway.~~ Based on 701.07, Subdivision 2 above, the City Council hereby establishes that there is no parking at any time on the south side of Southeast Fourth Avenue lying between Trunk Highway 59 and Southeast First Street, on the north side of Northwest Third Avenue lying between Trunk Highway 59 and Northwest First Street, on the south side of Southeast First Avenue lying between Southeast First Street and Southeast Second Street, on either side of Northwest Third Street lying between Trunk Highway 108 West and Northwest Second Avenue, on the northwest side of Southeast Tenth Avenue lying between Ridgecrest Drive and Maplewood Drive, and on the south side of Trunk Highway 108 East lying between Southeast First Street and Southeast Two and a Half Street, on either side of North Broadway from the intersection of 6th Avenue North and North Broadway to the intersection of 8th Avenue North and North Broadway.

701.08 TRUCK ZONES, LOADING ZONES, ETC.

Subdivision 1. Establishment. The City Council may by resolution establish spaces in streets as loading zones or truck zones. The City Council may specify in the resolution the hours which shall be the loading or truck zone hours. The City Administration shall mark each such zone by appropriate signs.

INVOICE

**Remit to:**

1401 21st Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

City of Pelican Rapids

PO Box 350

Pelican Rapids, MN 56572-0350

Invoice Number: 78636

Date: September 30, 2025

Project Number: R008675-0004

Pelican River Stream Improvements**For Professional Services Rendered Through: September 27, 2025**

pradmin@loretel.net (Lance Roisum)

Professional Services

	Hours	Rate	Amount	
Engineer 10	3.00	237.00	\$711.00	
Engineer 5	6.50	183.00	\$1,189.50	
	9.50			\$1,900.50
Invoice Total				\$1,900.50

Outstanding Invoices

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
78086	9/5/2025	\$4,642.80				\$4,642.80
Total Prior Billing		\$4,642.80				\$4,642.80