



CITY COUNCIL AGENDA

November 18, 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

October 14, 2025, Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, October 14, 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 Everett Ballard and Harold Holt

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 added

No. 13 Masonic Lodge AED

Strand moved to approve the agenda with the addition. Markgraf seconded the motion. Motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- Approval of Council Minutes – September 30, 2025
- Approval of Accounts Payable Listings
- Library Report

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

Lighted Horse Parade – Everett Ballard

Everett Ballard discussed the upcoming lighted horse parade, proposing no parking on Main Street between the roundabouts, as approved previously. The parade route will be shorter than last year's: starting behind the elevator, heading east on SE 3rd Avenue to 2nd Street out to East Mill, north on Main Street/Broadway, then turning on NE 2nd Avenue to 1st Street, proceeding south back down Broadway to 3rd Avenue finishing behind the elevator. They may adjust the route based on weather, potentially going east to the Catholic Church on NE 1st Avenue and around the block to Highway 59. Ballard stressed the need for improved traffic control at the north roundabout to avoid issues experienced last year and mentioned that the National Honor Society would likely assist with crowd control again.

Perrin moved to approve the parade route and the no parking downtown during the event. Strand seconded the motion. Motion carried unanimously.

Masonic Lodge AED

Harold Holt from the Masonic Lodge proposed donating AEDs to the city. They raised around \$6,000 and can receive another \$6,000 through a matching fund from Masonic Charities. To qualify, the recipient must be a

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public agency or government unit. Holt noted that with council approval, the Masonic Lodge could buy two AEDs at no cost to the city. A solar-powered AED for Peterson Park was an option, and the Lodge would coordinate with city staff on placements.

Strand moved to approve the donation of the AEDs from the Masonic Lodge at no cost to the City of Pelican Rapids. Markgraf seconded the motion. Motion carried unanimously.

Significant Industrial User Agreement

Administrator Roisum presented the Significant Industrial User (SIU) Agreement for approval. He explained that Jennie-O Turkeys is the city's only significant industrial user, so this agreement needs to be in place. Roisum noted that there were not many changes from the previous agreement, except for added language related to the chloride variance and the PFAS pollutant management plan. Other updates included changes to testing frequency, with chloride testing increased from twice a month to twice a week due to the chloride variance. He also mentioned that the rates for noncompliance (transcendence rates) were raised by approximately 10%.

Perrin moved to approve the SIU Agreement. Strand seconded the motion. Motion carried unanimously.

Chapter 4 Water and Sewer Ordinance

Administrator Roisum requested approval for changes to the water and sewer ordinance that were directly related to the SIU agreement with Jennie-O Turkey's. He noted that the council had reviewed these changes at the previous meeting, and this was the second look at the proposed modifications.

Roisum explained that the changes stemmed from both the SIU agreement and an inspection by the MPCA, which pointed out items that needed correction in the ordinance. He mentioned that while the Ordinance Committee has yet to conduct a full review of Chapter 4, these specific changes need to be addressed now, with a more comprehensive review to follow in the future.

Strand moved to approve the changes to Chapter 4 Water and Sewer. Gummeringer seconded the motion. Motion carried unanimously.

Chapter 7 Parking Ordinance

Administrator Roisum presented the changes discussed previously to the parking ordinance. At the meeting, an additional change was requested by the council. The change involved modifying the no-parking area on SE 10th Avenue from Ridgecrest to Maplewood. Originally proposed as no parking on both sides of the road, it was changed to only the northwest side of the road.

Strand moved to approve the changes to Chapter 7 Parking Ordinance. Gummeringer seconded the motion. Motion carried unanimously.

Houston Engineering Invoice

Administrator Roisum introduced an invoice from Houston Engineering for the river project near 111 Midway Avenue, indicating it's fully reimbursable by the DNR. He mentioned that the project's bid opening is on October 22, with the aim of finishing the work this fall if possible. Roisum displayed a project diagram, likening it to the Peterson Park setup, featuring three weirs for rock rapids. The site is located south of the pedestrian bridge, and the project will address a shallow sanitary sewer pipe to ensure fish passage.

Markgraf moved to pay the Houston Engineering Invoice. Perrin seconded the motion. Motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last City Council Meeting, he had attended a Department Head Meeting, an Ordinance Committee Meeting, and the weekly 59/108 construction meetings. Danielle and Administrator Roisum met with Tammy Omdal of Northland Securities about 59/108 funding and met with City Engineer Bob Schlieman regarding the PFA funding and associated expenses with the 59/108 project. He attended an EDC meeting, created a rough draft of a leachate agreement with Waste Management, worked on

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MnDOT paperwork regarding this winter's downtown snow removal reimbursements, and attended a webinar about the latest updates to the MnDOT Aeronautics' Maintenance and Operations Grant Program.

Mayor's Report

Mayor Frazier reported that since the last City Council Meeting, he has written weekly columns for the Pelican Press, met with local businesses and non-profits, attended the Ordinance Meeting on October 1, participated in 59/108 construction staff meetings on October 2 and 9, chaperoned 6th grade art students from Viking Elementary to Maplewood State Park on October 3, attended the Otter Tail County Emergency Management Summit with Police Chief Quaintance on October 3, produced a 59/108 construction video with EDA Director Grossman on October 3, and planned this council meeting with Administrator Roisum.

Adjourn

Perrin moved to adjourn the meeting at 6:19 pm. Gummeringer seconded the motion. The motion carried unanimously.



Danielle Harthun
Clerk-Treasurer