



## CITY COUNCIL AGENDA

January 23, 2026

**Tuesday, October 28, 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 – October 14, 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)
5. General Obligation Improvement Refunding Bonds, Series 2025A - Draft Resolution No. 2025-23 - Tammy Omdal (In Packet)
6. The Youths/Bridge Center
7. Street Report – Brian Olson
  - Sand/Salt Resolution No. 2025-24 (In Packet)
  - Pool Furniture
8. Law Enforcement Labor Services (In Packet)
  - Resolution No. 2025-21 Approving Labor Agreement
  - Resolution No. 2025-22 Approving Memorandum of Agreement
  - Letter of Agreement
9. Non-Union Employee Benefit Proposal For 2026 (In Packet)
10. Office Personnel
11. PRAC Pay Request No. 18 (Final) Hamers Construction (In Packet)
12. Notice of Award – Pelican River Rock Arch Rapids (In Packet)

13. EDA Updates – Jordan Grossman
  - EV Grant – MPCA
  - Business Incentive
  - Façade Improvement
  - IAG Commercial
14. Administrator Report
15. Mayor's Report
16. Closed Meeting – At This Point, The Council Meeting Will Be Closed to the Public to Discuss the Purchase of Property - Minn. Stat. § 13D.03; 13D.05, subd. 3
  - 48 N Broadway
17. Adjourn

## October 28, 2025, Council Meeting Minutes

### Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, October 28, 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, Street and Parks Superintendent Brian Olson, EDA Director Jordan Grossman, Financial Advisor Tammy Omdal via Zoom

**General Attendance:** Staci Allmaras, Dominic, Jace Anderson, Willa Munick, Ryah Munick, Kelly Urbano, Ikraan Mohamed, Dan Kramer, Celeste Koppe, Lluvia Deluna Julsrud

### 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

No additions or deletions were proposed.

Strand moved to approve the agenda. Gummeringer seconded the motion. Motion carried unanimously.

### Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- a) Approval of Council Minutes – October 14, 2025
- b) Approval of Accounts Payable Listings
- c) Staff Reports including Utility, Liquor and Police Reports

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

# October 28, 2025, Council Meeting Minutes

## General Obligation Improvement Refunding Bonds, Series 2025A - Resolution No. 2025-23 - Tammy Omdal

Tammy Omdal from Northland Securities presented via Zoom the bond sale summary for the General Obligation Improvement Refunding Bonds, Series 2025A. The bonds are to cover part of the city's outstanding temporary improvement bonds from 2024, originally issued during project construction while finalizing additional funding sources. Ms. Omdal explained that the bonds, structured over 15 years with consistent annual debt service, are backed by property taxes and special assessments on benefiting properties. Sold via a negotiated limited offering with Northland Securities as underwriter, the bonds aren't rated due to being under \$500,000. With a par amount of \$490,000, the total project funding of \$5,410,000 includes Public Facility Authority funds and a \$200,000 school payment for their portion of the project. The 4.48% true interest cost is favorable for non-rated bonds.

**RESOLUTION 2025-23 OF THE CITY OF PELICAN RAPIDS, MINNESOTA APPROVING THE SALE OF THE CITY'S GENERAL OBLIGATION IMPROVEMENT REFUNDING BONDS, SERIES 2025A, TO THE PURCHASER THEREOF; DETERMINING THE FORM AND DETAILS OF SUCH BONDS; AUTHORIZING THE EXECUTION, DELIVERY AND REGISTRATION OF SUCH BONDS; PROVIDING FOR THE PAYMENT OF AND THE SECURITY FOR SUCH BONDS; AND AUTHORIZING AND RATIFYING CERTAIN OTHER DOCUMENTS AND ACTIONS** was introduced by Perrin, seconded by Strand. (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.

## The Youths/Bridge Center

Staci Allmaras, Dan Kramer and Celeste Koppe (Bridge Board Members) and The Youth members Dominic, Jace Anderson, Willa Munick, Ryah Munick, Kelly Urbano, Ikraan Mohamed, Lluvia Deluna Julsrud introduced themselves to Council. They provided an update on the progress: They've gained a building, increased membership, and meet weekly for leadership activities. They attended a Youth Day at the capital. They'll host a Halloween event this year. Celeste Koppe, project manager, thanked the Council for last winter's donation, facilitating state funding and mold remediation—a major hurdle. Dan Kramer detailed facility progress: complete mold remediation, new HVAC, and curbs finished. They're selecting an architect and phasing renovations:

Phase 1 (spring 2026): event space, kitchen, lift, new bathrooms; completion by end 2026.

Phase 2: Family Resource Center relocation.

Staci added they secured a \$500,000 federal grant with Otter Tail County's help. They're using the Bridge Center for events like pumpkin carving. Mayor Frazier expressed appreciation for their enthusiasm for the building's future.

## Street Report – Brian Olson

Brian Olson, Street Superintendent, reported: Hydrant flushing in late September showed colored water so it took a while to complete flushing the system. Annual sewer jetting and leaf sweeping are ongoing. Winter equipment and sand/salt mix are prepared for the season. Planters and light planters are removed; banners to be taken down soon. Three manholes in intersections have been lowered to avoid plowing issues. Parks and campgrounds are closed and winterized. Pool underwater picture installation is underway.

Markgraf moved to approve the Parks and Streets report. Gummeringer seconded the motion. The motion carried unanimously.

## Sand/Salt Resolution No. 2025-24

**RESOLUTION 2025-24 OF THE CITY OF PELICAN RAPIDS, MINNESOTA APPROVING THE WINTER MAINTENANCE AGREEMENT** was introduced 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.

## Pool Furniture

Brian Olson sought approval for the purchase of new pool furniture, which he described as desperately needed. The proposed items include stackable chairs, chaise lounges, and tables with umbrellas and stands. The total cost would be \$28,109.12, to be covered by the pool fund. The order would be placed in about two weeks and is

# October 28, 2025, Council Meeting Minutes

expected to arrive over the winter, ready for use in the spring. Mr. Olson also mentioned that the water slide at the pool would be temporarily removed as the large column needs to be taken out and sent to Fargo for repainting.

Perrin moved to approve the purchase of pool furniture for \$28,109.12 from the new pool fund. Strand seconded the motion. The motion carried unanimously.

## Law Enforcement Labor Services

Lance Roisum detailed the changes to the Law Enforcement Labor Services agreement for 2026-2027 (Police Union Contract). The City will increase contributions to health insurance premiums from \$1,250 to \$1,300 per month. HSA contributions will rise from \$75 to \$100 for single coverage and from \$150 to \$200 for family coverage. An early notification of retirement incentive will see sick leave payouts increase from 30% to 50% if employees notify the City before July 1 of the year before retirement. Wages will grow by 5% in 2026 and 4% in 2027. Sergeant pay will rise from 68 cents per hour to an additional 7%. Part-time officers will receive step increases after completing 2,080 hours, which is equivalent to a full year of work. The investigator position will receive 5% more in wages instead of the former \$120 monthly. Field Training Officers will get an additional 3% pay for time spent on training duties. Council Member Markgraf, who contributed to the negotiations alongside Mayor Frazier, mentioned that the process went "seamlessly" with both sides making concessions, and concluded that the agreement benefits both the city and the police department.

**RESOLUTION 2025-21 APPROVING LABOR AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND LAW ENFORCEMENT LABOR SERVICES, INC.** was introduced by Perrin, seconded by Strand. (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.

**RESOLUTION 2025-22 APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF PELICAN RAPIDS AND LAW ENFORCEMENT LABOR SERVICES, INC.** was introduced by Gummeringer, seconded by Strand. (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.

## Letter of Agreement

Lance Roisum explained this extends the existing hiring incentive for another two years. The incentive totals \$15,000, with officers receiving \$2,500 after their six-month probationary period and the remaining \$12,500 after three years of service.

Perrin moved to approve the Letter of Agreement. Strand seconded the motion. The motion carried unanimously.

## Non-Union Employee Benefit Proposal For 2026

Lance Roisum presented the non-union employee benefit proposal for 2026. This proposal aligns with the union agreement, featuring a 5% wage increase, an increase in the city's insurance premium contribution from \$1,250 to \$1,300 per month, and a rise in HSA contributions from \$75 to \$100 for single coverage and from \$150 to \$200 for family coverage.

Markgraf moved to approve the non-union employee benefit proposal for 2026. Gummeringer seconded the motion. The motion carried unanimously.

## Office Personnel

Danielle Harthun reported that she and Lance Roisum had conducted job interviews for the utility clerk position. She requested Council approval to hire Gina Ernst at step 2 for \$21.38 per hour, with a start date of Monday if approved.

Strand moved to approve hiring Gina Ernst as utility clerk at step 2 for \$21.38 per hour. Perrin seconded the motion. The motion carried unanimously.

# October 28, 2025, Council Meeting Minutes

## PRAC Pay Request No. 18 (Final) Hammers Construction

Lance Roisum presented the final payment for the pool project to Hammers Construction, in the amount of \$260,461.28, including retainage, after confirming all lien waivers and paperwork were received, and all work was finished. The final payment allows concluding the project and requesting the remaining funds from the state grant.

Markgraf moved to approve the final payment request of \$260,461.28 to Hammers Construction. Strand seconded the motion. The motion carried unanimously.

## Notice of Award – Pelican River Rock Arch Rapids

Lance Roisum detailed the DNR-funded rock rapids project on the river, noting Minnesota Native Landscapes' low bid of \$89,700.50. The city needs to sign the notice of award to proceed. The city will incur costs upfront and receive reimbursement. The work may commence in late November or December.

Markgraf moved to approve the Notice of Award for the Pelican River Rock Arch Rapids project. Strand seconded the motion. The motion carried unanimously.

## EDA Updates – Jordan Grossman

### EV Grant

Jordan highlighted grant funding for electric vehicle charging stations via the Minnesota Pollution Control Agency (MPCA), identifying Pelican Rapids as a "secondary city" applicant. She requested Council approval to proceed with applying for at least one fast charger in city limits.

### Business Incentive

She introduced a business incentive application from Do Drop Inn, which will include a laundromat, gym, and commercial rental space. The EDA board advised approving a tiered property tax rebate: 70% in the first year, 50% in the second, and 30% in the third. The gym plans to open in 30-60 days.

### Façade Improvement

Jordan presented Trinity Church's application for up to \$5,000 in matching funds from the Façade Improvement Program to seal coat their parking lot. The EDA recommended approving the grant.

### IAG Commercial

Jordan introduced Zach Synstegaard from IAG Commercial Real Estate, who joined via Zoom to discuss city-owned land options. Zach outlined IAG Commercial's role in helping clients plan, buy, sell, lease, and build real estate, highlighting their work with various government clients. The focus was on 75 acres near Colony Apartments and another site by the old water tower. Council discussed some of the things they would like to see happen with the land but are open to different ideas. Zach stated IAG's fee is 7% of the purchase price with a co-broker or 6% without, requiring special arrangements for discounted sales.

Strand moved to approve all four EDA updates (EV Grant application, Business Incentive for Do Drop Inn, Façade Improvement grant for Trinity Church and exploring listing with IAG Commercial). Gummeringer seconded the motion. The motion carried unanimously.

## Administrator Report

Administrator Roisum reported his recent activities since the last city council meeting. He attended an Ordinance Committee meeting, the weekly 59/108 construction meetings, and met with Apex Engineering to discuss the punch list for the 59/108 project. He participated in an EDA meeting and attended the Emergency Management Summit held by Otter Tail County in Pelican Rapids. Danielle and he participated in the pre-pricing call and wrap-up call for the 59/108 project funding bonds. Additionally, he attended the MCMA Regional Member meeting and met with Justin and Nick of MnDOT about downtown snow removal. Together with Danielle, they conducted interviews for the Utility Clerk position. He also joined the League of Minnesota Cities Fall Forum, attending five webinars on various topics, and completed the 1-Year Warranty walkthrough of the pool with Design Intent.

# October 28, 2025, Council Meeting Minutes

## Mayor's Report

Mayor Frazier reported that since the last City Council Meeting, he had submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, produced the 59/108 project videos with EDA Director Grossman on October 15 and 21, attended the EDA Meeting on October 15 at City Hall, attended the OTC Annual Emergency Management Summit on October 16 at the High School, attended an Ordinance Meeting at City Hall on October 22 with City staff, attended the League of Minnesota Cities (LMC) webinars at City Hall on October 22, 23, 24, and 27, attended the 59/108 project Staff Meeting at City Hall on October 23, attended an OTC Annual Emergency Management Summit "Recap" Meeting on October 24 at City Hall with Summit Committee staff members, attended a PRAC Post Construction Walk-Through Meeting on October 27, and met on October 27 with Administrator Roisum to plan the agenda for this evening's Council Meeting.

## Closed Meeting

At this point, the council meeting was closed to the public to discuss the purchase of property - Minn. Stat. § 13D.03; 13D.05, subd. 3, specifically regarding 48 N Broadway.

## Reconvened Meeting

The council meeting was reconvened at 7:18 pm.

Perrin moved to use city legal to assist with a potential sale of 48 N Broadway. Strand seconded the motion. The motion carried unanimously.

## Adjourn

Perrin moved to adjourn the meeting at 7:19 pm. Strand seconded the motion. The motion carried unanimously.



Danielle Harthun  
Clerk-Treasurer