



CITY COUNCIL AGENDA

February 17, 2026

Tuesday, January 13, 2026

6:00 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Mayor and Council Members' Oath of Office
 - b) 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. Agenda Additions or Deletions
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 Minutes – Council Meeting 12/9/2025 (In Packet)
 - b) Approval of Accounts Payable Listing from 12/30/2025 and 1/13/2026 (In Packet)
 - c) Appointing Clerk-Treasurer Danielle Harthun
 - d) Designate Official Newspaper: Pelican Rapids Press
 - e) Designate Official Depositories: Minnesota National Bank, Bell Bank
 - f) Appointing City Attorney: Kennedy & Graven
 - g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors', Regional Meetings, and Trainings
 - h) Approve Payment of Administrator and Clerk-Treasurer Bonds
 - i) Approve Payment of Liquor Store Bond
 - j) Coalition of Greater Minnesota Cities Membership Renewal
 - k) Minnesota Council of Airports Membership Renewal
 - l) Lakes Country Service Cooperative Membership Renewal
 - m) Otter Tail Lakes Country Association Community Collaborative Annual Membership
 - n) 2026 Mileage – 72.5
5. 2026 Service Line Replacement – Bob Schlieman (In Packet)
6. Library Report (In Packet)
 - Missing Pieces and Mimosas, 1:30pm to 4pm, February 21, 2026 – Jordan Grossman
7. Sherin Park Discussion – Jordan Grossman

8. CEDA Staff – Jordan Grossman
9. Street and Park Report – Brian Olson
10. Election of Acting Mayor
11. Authorize Credit Card Policy Discussion
12. 2026 Appointments to Boards and Authorities Discussion (In Packet)
13. 2026 City Service Manual Discussion (In Packet)
14. 2026 City Fee Schedule Discussion (In Packet)
15. Set Time, Place & Date of Regular Meeting
16. Source One Organic Commission Agreement (In Packet)
17. Houston Engineering Invoice (In Packet)
18. City Administrator Report
19. Mayor Report
20. Adjourn

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Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, January 13, 2026 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, Streets and Park Superintendent Brian Olson, City Engineer Bob Schlieman, Katie Gehring (CEDA), EDA Director Jordan Grossman via zoom.

General Attendance: None

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 presented the agenda with no changes.

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Markgraf moved to approve the agenda as presented. Strand seconded. Motion carried unanimously.

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda:

- a) Approval of Minutes – Council Meeting 12/9/2025
- b) Approval of Accounts Payable Listing from 12/30/2025 and 1/13/2026
- c) Appointing Clerk-Treasurer Danielle Harthun
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- j) Coalition of Greater Minnesota Cities Membership Renewal
- k) Minnesota Council of Airports Membership Renewal
- l) Lakes Country Service Cooperative Membership Renewal
- m) Otter Tail Lakes Country Association Community Collaborative Annual Membership
- n) 2026 Mileage – 72.5

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

2026 Service Line Replacement – Bob Schlieman

Bob Schlieman from Apex Engineering outlined the lead service line replacement project, noting the EPA's new rule for removing all lead components by 2033. Pelican Rapids has 846 water services, with 33 lead and 57 galvanized identified so far. Some services remain unidentified. The city received \$1 million in funding, expected to cover 20-25 replacements, from the Public Facilities Authority. The project involves full line replacements from the main to the meter, with designs due by March 31 and construction starting in 2026. Addressing concerns about identifying unknown public side materials, Schlieman stated they'd verify public side material during excavation at the curb stop. Although \$1 million is insufficient for all identified lead services, further funding is anticipated next year.

Strand moved to approve Task Order Number 11 for the lead service line replacement project. Markgraf seconded. Motion carried unanimously.

Library Report

The Library Report was provided in the packet for Council to review.

Missing Pieces and Mimosas, 1:30pm to 4pm, February 21, 2026 – Jordan Grossman

Jordan Grossman, EDA Director, stated the Friends of the Library plan to host a puzzle event with mimosas and food at the library. City Clerk Danielle Harthun confirmed paperwork was complete, and Spanky's would cater for the mimosas. Council approval was needed as it's a city building.

Perrin moved to approve the Missing Pieces and Mimosas event at the library. Markgraf seconded. Motion carried unanimously.

Sherin Park Discussion – Jordan Grossman

Grossman provided background on the Sherin Park bathhouse project, noting that a previous grant application through the DNR outdoor recreation program was unsuccessful. The city plans to reapply in the current funding cycle, which is open until mid-March. Roisum presented the

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investment schedule showing four accounts already earmarked for the bathhouse, totaling approximately \$276,000. He proposed utilizing an additional \$200,000 from funds previously set aside for the swimming pool project (which originally included a bathhouse that was later removed from the plans) to provide matching funds for the grant. Grossman clarified that the intended plan involves a full demolition and new build for the bathhouse rather than a remodel, with some preservation of characteristic features.

Markgraf moved to earmark the swimming pool funds for the Sherin Park bathhouse upgrade. Gummeringer seconded. Motion carried unanimously.

CEDA Staff – Jordan Grossman

Grossman introduced Katie Gehring, who will be assisting her with economic development, planning and zoning, and grant writing in Pelican Rapids and other communities. This addition will help ensure the city receives the full four days per week of service they've invested in. Katie introduced herself, noting she lives in the Cormorant area north of Pelican Rapids. She has a background in nonprofit work at Hope Blooms in Fargo. She brings experience in grant writing, fundraising, special events planning, and operational support.

Street and Park Report – Brian Olson

Street Superintendent Brian Olson reported that snow plowing is an ongoing task. The new downtown median has slowed operations, and the extended sidewalks need more cleaning time. His department continues to flood the school skating rink as weather allows and is maintaining park equipment, with about 13 picnic tables needing paint or board replacement.

Markgraf moved to accept the Street and Park Report. Strand seconded. Motion carried unanimously.

Election of Acting Mayor

Council considered nominations for Acting Mayor for 2026. After brief discussion, the council agreed to keep Steve Strand in the role.

Markgraf moved to appoint Steve Strand as Acting Mayor. Gummeringer seconded. Motion carried unanimously.

Authorize Credit Card Policy Discussion

Clerk-Treasurer Harthun explained that the city's credit card policy, established in 2005, set department head credit card spending limits at \$1,000, which is no longer sufficient. She proposed increasing the limit to \$2,000 for all department heads. Police Chief Todd Quaintance noted that training costs for officers can run \$400-500, plus hotel accommodations, which can quickly exceed the current limit. Council discussed whether \$2,000 would be sufficient.

Department heads with credit cards include Brian Olson, Todd Quaintance, Marie Schwirian, Shad Hanson, Danielle Harthun, Lance Roisum, and Maggie Johnson, with Lance and Danielle having higher limits.

Markgraf moved to increase department head credit card spending limits to \$2,000 and keep Lance and Danielle at the higher \$5,000. Gummeringer seconded. Motion carried unanimously.

2026 Appointments to Boards and Authorities Discussion

Strand moved to approve the 2026 appointment to boards and authorities. Markgraf seconded. Motion carried unanimously.

2026 City Service Manual Discussion

The council reviewed the 2026 City Service Manual. Gummeringer pointed out an error with her and Perrin's council member portfolios section. Lance Roisum noted several other corrections:

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changing the word "problems" to "issues," updating a phone number, and adding Markgraf to the members of the EDA.

Perrin moved to approve the 2026 city service manual with the changes recommended. Gummeringer seconded. Motion carried unanimously.

2026 City Fee Schedule Discussion

Clerk-Treasurer Danielle Harthun explained that the only change to the fee schedule was updating the fingerprinting fee from \$20 to \$25 on paper, as the actual fee being charged was already \$25.

Strand moved to accept the 2026 city fee schedule as printed. Perrin seconded. Motion carried unanimously.

Set Time, Place & Date of Regular Meeting

The council reaffirmed the 6:00 pm meeting schedule for the second and last Tuesdays each month. Perrin expressed openness to a 4:30 pm start if feasible, although he didn't anticipate changes soon.

Strand moved to set regular council meetings at 6:00 pm in the City Council Chambers on the second and last Tuesdays of each month. Markgraf seconded. Motion carried unanimously.

Source One Organic Commission Agreement

Roisum detailed an agreement with Robert Nulph of Source One Organics for leachate disposal. Nulph facilitated connections with Clay County and Waste Management, earning \$59.85 per load. The agreement now formalizes terms and sets an end date of December 31, 2027, after which the city manages leachate without Nulph.

Perrin moved to approve the agreement with Source One Organics. Strand seconded. Motion carried unanimously.

Houston Engineering Invoice

Roisum presented an invoice from Houston Engineering for \$15,632.35 for the Rock Rapids project. He explained that this was like invoices approved at previous meetings and would be submitted to the DNR for reimbursement.

Markgraf moved to approve the Houston Engineering invoice. Gummeringer seconded. Motion carried unanimously.

Administrator Report

City Administrator Roisum reported that since the last city council meeting, he had met with Brent and Shelley to complete his performance evaluation. He attended various meetings, including those of the EDC, Department Head, and the Ordinance Committee, and participated in an introductory meeting with the new city attorney firm, Kennedy and Graven. Roisum completed the first reimbursement request for the MDH PFAS grant and, along with Todd and Brian, met with horse parade representatives to discuss improvements to next year's parade route. He collaborated with Bob from Apex Engineering on the Lead Service Line Replacement Program and continued to work with DEED and the contractor to finalize requirements for the pool grant reimbursement. Roisum worked with Otter Tail Power to complete the POP Solar Rebate for the Liquor Store solar project and met with Heather from Otter Tail Lakes Country Magazine for an article about the pool. He sent the initial reimbursement request to MnDOT for their share of downtown snow removal costs from November and December, worked with Robert Nulph to finalize the agreement between the City and Source One Organics, and reviewed the Shoreland Management Ordinance in Chapter 9 of the City Code. Additionally, he recorded the final plat of Pelican Ridge Estates, received the final abstract from West Central

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Abstracting, and awaited the final title opinion from Krekelberg Law Firm. He also met with a landowner to discuss possible annexation of a parcel bordering city limits and worked on a reimbursement request for the airport A/D building and gas pump upgrade project.

Mayor's Report

Mayor Frazier reported that since the last City Council Meeting, he submitted weekly columns to the Pelican Press, visited area businesses and non-profits, attended a Zoom Meeting with City Attorneys Kennedy & Graven on December 11th at City Hall with Harthun and Roisum, attended the December 15th Annual Job Evaluation of Roisum at City Hall with Council Member Gummeringer, conducted a "Conversations with the Mayor" session at the Public Library on December 19th, attended the Sanford Health Physical Therapy Ribbon Cutting Ceremony on January 8th with Council Member Strand, Grossman and Gehrig of CEDA, and met with Roisum on January 12th to plan the agenda for the Council Meeting.

Adjourn

Perrin moved to adjourn the meeting at 6:51 pm. Strand seconded the motion. The motion carried unanimously.



Danielle Harthun
Clerk-Treasurer