PELICAN RAPIDS

CITY COUNCIL AGENDA

April 1, 2026

Tuesday, March 10, 2026 **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 – February 24, 2026
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Library Report (In Packet)
      2. Police Report (In Packet)
      3. Financial Report (In Packet)
5. MnDOT Projects – Tom Pace
   - Highway 59 South
   - 2024-25 Project Update
6. 2026 Lead Service Line Replacement – Bob Schlieman
   - Resolution 2026-04 (In Packet)
7. Street and Parks Report
8. Fire Department Engine Sale – Shad Hanson
9. Grant Updates – Katie Gehring
   - Resolution 2026-5 (In Packet)
   - Request for City to Act as Fiscal Host
10. Rental Inspection Services Agreement (In Packet)
11. Administrator Report
12. Mayor's Report
13. Adjourn

March 10, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, March 10, 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, Katie Gehring – CEDA, City Engineer Bob Schlieman, Fire Chief Shad Hanson, Street and Parks Superintendent Brian Olson
General Attendance: Tom Pace -MnDOT, Phil Stotesbery

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 Fraizer added the following to the agenda:

No. 14 AED Masonic Lodge

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

Approval of Consent Agenda

Mayor Frazier read the items on the consent agenda for approval.

a) Approval of Council Minutes – February 24, 2026
b) Approval of Accounts Payable Listings
c) Staff Reports including Library Report, Police Report and Financial Report

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

Grant Updates – Katie Gehring

Economic Development Authority representative Katie Gehring presented Resolution 2026-05 for the Otter Tail County Community Growth Partnership grant application to administer the second round of the business facade program.

Motion to approve **RESOLUTION 2026-05 REQUIRED RESOLUTION PROVISIONS FOR OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM** made by Perrin, 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.

She also requested the city serve as fiscal sponsor for the Chamber of Commerce's West Central Initiative spring grant application, as they need a fiscal host to be eligible. The grant award will be announced in April.

Perrin moved to approve the City act as fiscal host. Gummeringer seconded. Motion passed unanimously.

Fire Department Engine Sale – Shad Hanson

Fire Chief Shad Hanson requested to sell Engine 2, a rarely used 1998 manual transmission pumper. The department doesn't require all four engines for ISO ratings, and its sale would leave them with the needed three

(Rescue 1, Engine 1, Tanker 1). Hanson aims to use the $20,000 expected from the sale to buy a 2020 F-250 truck with 112,000 miles for $22,500, replacing a 2009 Yukon which also will be sold.

Strand moved to approve the sale of Engine 2. Gummeringer seconded. Motion passed unanimously.

MnDOT Projects – Tom Pace

Highway 59 South - Pace presented updated estimates for the Transportation Alternatives (TA) grant application phases, reducing costs to $850,000. Phase 1 adds a 6-foot sidewalk on the west side from 5th Avenue to 10th Avenue ($400,000). Phase 2 replaces a trail with a concrete path on the east side near the C-store and supermarket ($200,000). Phase 3 involves adding sidewalk from 10th Avenue to residences on the west side ($175,000). With up to $680,000 in awarded TA funds requiring a 20% city match of the project cost, the city's contribution would be approximately $170,000 of an $850,000 total project cost if all three phases are implemented. A decision is needed soon for right-of-way and environmental prep. The council will choose phases at the next meeting when presented with a resolution.

2024-25 Project Update - Pace addressed the concern of water running across Hwy 59 on the hill in front of City Hall. He explained that due to the road's elevation difference from the east side to the west side and the need for ADA compliance, a superelevation was created rather than the normal crown in the middle of the road. Tree replacement bids open soon, with planting in May and a 2-year warranty. Final project numbers could take 3-5 years to resolve.

2026 Lead Service Line Replacement – Bob Schlieman

Bob Schlieman from Apex Engineering requested approval of Resolution 2026-04 to secure the $1 million allocated to Pelican Rapids for replacing lead and galvanized service lines, with the application due by month's end.

> Motion to adopt **RESOLUTION 2026-04 MINNESOTA PUBLIC FACILITIES AUTHORITY DRINKING WATER REVOLVING FUND LOAN APPLICATION FOR LEAD SERVICE LINE REPLACEMENT (LSLR)** made by Markgraf, seconded by Perrin. (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.

Street and Parks Report

Street Superintendent Brian Olson reported that winter operations centered on snow removal and street and sidewalk maintenance. Staff are preparing for spring, inspecting the street sweeper, and addressing jetter vac issues.

Strand moved to approve the streets and parks report. Markgraf seconded. Motion passed unanimously.

Olson requested approval to hire two returning seasonal employees: Ian Fahje as summer lawnmower at $21.63 per hour and Allison Jessen as Pool Manager at $23.10 per hour. He noted that additional lifeguard and summer maintenance hires would be presented in April, with six lifeguards from last year expected to return so far.

Strand moved to approve the hire of both Allison Jessen and Ian Fahje. Perrin seconded. Motion passed unanimously.

Rental Inspection Services Agreement

Administrator Lance Roisum explained that the agreement with the rental inspection service provider needed updating to reflect changes made to the rental inspection ordinance. The only modification was to change the inspection timeline from September-December to April-June. All rates and other terms remain the same as the previous year.

Perrin moved to approve the Rental Inspection Agreement. Gummeringer seconded. Motion passed unanimously.

AED Masonic Lodge

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Council Member Don Perrin reported the Masonic Lodge has funded AED cabinets with both English, and Spanish instructions. Three units are planned. Cabinets are weather-resistant, maintain temperature, and notify 911 when they are opened. The Masons seek city input on placement. Council discussed power and maintenance. Ongoing fundraising may cover maintenance costs. Mayor Fraizer advised Perrin to collaborate with Administrator Roisum and department heads for placement.

Administrator Report

Administrator Roisum reported that since the last council meeting, he attended a Safety and Wellness Committee meeting and an Ordinance Committee meeting. He, Brian, and Danielle attended a training by Dave Bartholomay at Lakes Country Service Cooperative about navigating today's conflict situations. He attended a fundraising training with other EDC members which was put on by West Central Initiative. He worked with Otter Tail Power on some discrepancies with the street light billing. He met with a property owner about a variance and prepared the proper paperwork. He worked with Kennedy and Graven on some ordinance language and building code questions. He sent two old squad cars to the auto auction in New York Mills. He completed Danielle's performance evaluation. He submitted a reimbursement request to MnDOT for downtown snow removal. He attended the Sherin Park public forum regarding the upgrades to the campground. Lastly, he met with Apex Engineering about the Hwy 59S project.

Mayor's Report

Mayor Frazier reported that since the last City Council Meeting, he submitted columns to the Pelican Press, visited with area businesses and non-profits, spoke with Girl Scout Troop 20601 about city government on March 3rd at the Viking Elementary School Library, attended a Highway 59 South Teams Meeting at City Hall on March 6th with Administrator Roisum and Superintendent Olson, met with Administrator Roisum on March 9th to plan the agenda for the City Council Meeting, met on March 10th at Viking Elementary School with Principal Nelson and Kimberly Vosseteig of the Red Cross regarding fire prevention materials for the elementary students, and attended the March 10th Sherin Park Plans Open House at City Hall.

Adjourn

Perrin moved to adjourn the meeting at 6:53 pm. Markgraf seconded. Motion carried unanimously.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer