



CITY COUNCIL AGENDA

April 22, 2026

Tuesday, March 31, 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 – March 10, 2026
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report (In Packet)
 2. Liquor Store Report – January & February (In Packet)
 - d) Intent to Certify Taxes (In Packet)

Parcel No.: R79000990488001
Amount Due: \$353.09 Unpaid Utility Bills
 - e) Approval of Lawful Gambling Permit for Chamber of Commerce – Pelican Fest July 9-11, 2026
 - f) Approval of Lawful Gambling Permit for Dunvilla Shooting Club – June 6, 2026
5. Girl Scout Troop 20601
6. Gene Nygaard – Fall
7. Vision of Pelican Rapids– Chris Thysell, Multi-Cultural President
8. Variance - 413 Ridgecrest Dr
9. Special Event Ordinance (In Packet)
10. Building Code Enforcement
11. SEH Agreement for Professional Services (In Packet)
12. MnDot Hwy 59 South Project – Tom Pace
13. Administrator Report
14. Mayor's Report
15. Adjourn

March 31, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, March 31, 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, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier. Shelley Gummeringer was absent.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Jeff Stadum

General Attendance: Tom Pace -MnDOT, Gene and Carol Nygaard, Dave Ellison, Brandie Hanson, Patrick Hollister, Chris Thysell, Dawn Jordan, Kennon Moen, Carol Breyer, Hope Eppler, Peter Lundin, Pamela Westby, Girl Scout Troop #20601, Carol Kuvaas, 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

Brandie Hansen of 417 SE 1st Street raised concerns about a newly installed no parking sign on her street following a parking ticket she received during a Sunday morning snowfall. She questioned whether the sign was retaliatory. She asked the Council to ensure consistent sign placement citywide.

Additions / Deletions to Agenda

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

Approval of Consent Agenda

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

- Approval of Council Minutes – March 10, 2026

- Approval of Accounts Payable Listings

- Staff Reports

 - 1. Utility Report

 - 2. Liquor Store Report – January & February

- Intent to Certify Taxes, Parcel No.: R79000990488001, \$353.09 Unpaid Utility Bills

- Approval of Lawful Gambling Permit for Chamber of Commerce – Pelican Fest July 9-11, 2026

- Approval of Lawful Gambling Permit for Dunvilla Shooting Club – June 6, 2026

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

Gene Nygaard – Fall

Gene and Carol Nygaard addressed the council regarding Gene's fall on the sidewalk this winter. Gene Nygaard explained that he had fallen on an icy sidewalk near Ace Hardware and expressed frustration with why the snow and ice was not cleared from the area and with being unable to get through to anyone from the city.

Administrator Roisum explained the incident occurred on a Friday afternoon when City Hall was closed, and the timing was unfortunate. He stated that the boulevard area was designed for snow storage and they did their best with available resources, noting the area was cleaned on the following Monday.

Girl Scout Troop 20601

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Troop leaders Mallen Bruggeman and Laura Klemick introduced their newly formed Girl Scout troop with 19 girls ranging from first through fifth grade. Bruggeman explained that the girls had visited the assisted living facility and planned to plant trees in Peterson Park. Seven Girl Scouts introduced themselves individually, sharing their names, grades, and favorite activities or things they looked forward to, including projects, caroling, camping, horseback riding, and selling cookies.

Vision of Pelican Rapids – Chris Thysell, Multi-Cultural President

Chris Thysell from the multi-cultural group shared the "One Vision, One Community" statement. It aligned with Pelican Rapids' vision, highlighting constitutional rights, rule of law, and immigrants' treatment. The statement supported transparency, accountability, due process, and civil engagement while recognizing immigrants as part of Pelican Rapids' fabric. Thysell showed the statement's values matched the city's vision on acceptance, environment, government responsibility, and safety. She invited the Council to sign it for publication in the Pelican Rapids Press, showing their support for shared values. Copies were left for Council review, with a Tuesday deadline for submission.

Variance - 413 Ridgecrest Dr

Administrator Roisum explained that the Planning Commission had recommended approval of a variance for Gary Hovland at 413 Ridgecrest Drive. The variance would allow an accessory structure to be placed closer than the required 3 feet from the east property line, with the structure ending up approximately 1-2 feet from the line. The adjacent property is an unbuildable wetland. The necessary public hearing was held by the Planning Commission to ensure the public had been notified and were able to comment if they desired before the Planning Commission made their recommendation.

Motion to adopt **RESOLUTION 2026-06 ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL FOR VARIANCE APPLICATION OF GARY HOVLAND AT 412 RIDGECREST DRIVE** by Perrin, seconded by Markgraf. (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.

Special Event Ordinance

Administrator Roisum noted this was informational only with no action required. Economic Development Director Jordan Grossman, participating by Zoom, explained this was a new ordinance for special events in Pelican Rapids, as no previous regulation existed. The ordinance was designed to make cooperation between City Officials and Event Holders more seamless. The Planning Commission had reviewed it with adjustments planned for moving forward. Council Member Markgraf expressed approval of the draft.

Building Code Enforcement

Administrator Roisum provided background regarding the 2018 repealing enforcement of the Minnesota Building Code. While buildings still must follow the code, the city currently has no inspector to enforce it. With the city's population now over 2,500, the city cannot repeal enforcement once readopted. When talking to the new city attorney, it was recommended that the city consider building code enforcement and the Planning Commission now recommended moving toward building code enforcement. Roisum explained that full implementation would require getting an inspector, establishing fee schedules, and significant preparation before actual adoption. Council Member Strand expressed nervousness about going back full blast given the past issues for getting rid of the enforcement side. Council Member Markgraf stated he had no interest in returning to building code enforcement, noting they had experienced zero building code violation issues to his knowledge. Economic Development Director Grossman provided context about housing conditions concerns in the city, including some self-built projects that appeared not up to code, such as decks and houses with plywood walls. She emphasized that poor construction quality could affect housing market conditions and future purchases. Mayor Frazier suggested revisiting the topic at the next meeting with full Council input.

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SEH Agreement for Professional Services

Administrator Roisum explained ongoing problems at the WWTP requiring engineering services from SEH. Digester 2 has approximately 6 feet of sludge buildup due to a broken aeration system. To repair the system, the digester must be pumped out, but a design flaw prevents access - there are access hatches on one side but none on the other. The proposed solution involves installing two hatches on the north end of each digester to enable pumping. The SEH agreement for \$13,500 covers structural drawings and design work needed before installation. Roisum estimated the sludge removal alone would cost over \$30,000, with concrete cutting adding approximately \$22,000, bringing initial costs to around \$70,000 before addressing the underlying pipe problems or installing hatches. The city plans to request funding from the PFA replacement fund containing approximately \$500,000, like previous clarifier repairs. However, staff turnover at PFA has complicated communication about fund availability.

Strand moved to approve the SEH agreement for professional services. **Seconded by Perrin.** Motion carried unanimously.

MnDOT Hwy 59 South Project – Tom Pace

Tom Pace from MnDOT shared cost-sharing updates for the Highway 59 South sidewalk project. MnDOT will cover the city's \$80,000 match for Phase 1, making it fully funded through TA funds. In Phase 2, the city pays \$47,000 with TA funds covering \$188,000. Phase 3 requires \$40,000 from the city and \$160,000 from TA funds. Phases 1 and 2 together cost the city about \$50,000, and all three phases around \$87,000 but to account for unknowns he is recommending the city make sure to have \$100,000 in funds available. Clerk-Treasurer Danielle Harthun confirmed fund availability in Fund 302. A resolution will be presented for Council at the next meeting.

Strand moved to approve phases 1, 2, and 3 of the Highway 59 South sidewalk project, **seconded by** Markgraf. Motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last City Council meeting, he attended several meetings, including the EDC, Ordinance Committee, and a Department Head meeting. He participated in the LCSC Networking Luncheon in Fergus Falls and the regional MCMA Member meeting. Additionally, he hosted the 315 N. Broadway Condo Association Annual Meeting. Roisum engaged with Jennie-O representatives along with PeopleService, listening to a presentation from Bauer Energy Design about a new water treatment system. He reviewed the DNR Outdoor Recreation Grant Application submitted by CEDA and attended a webinar on MnDOT's cost participation in local projects. Together with Brian, he worked with SEH to update the Airport Capital Improvement Plan. Roisum also participated in an emergency management tabletop exercise led by Patrick Waletzko of Otter Tail County and collaborated with PeopleService and SEH on the digester issues at the WWTP. Lastly, he attended a Planning Commission meeting.

Mayor's Report

Mayor Frazier reported that since the last City Council Meeting, he submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, attended the Pelican Rapids Fire Department Relief Association Meeting at the Fire Hall with Clerk Harthun on March 18, attended the Jennie-O Turkey meeting at City Hall on March 26 with Administrator Roisum and personnel from Jennie-O, PeopleService and Bauer Energy Design, and met on March 30 with Administrator Roisum to plan the agenda for the Council Meeting.

Adjourn

Markgraf moved to adjourn the meeting at 6:56 pm. Strand seconded. Motion carried unanimously.



Danielle Harthun
Clerk-Treasurer