



CITY COUNCIL AGENDA

Tuesday, May 26, 2026

6:00 p.m.

**June 11, 2026
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 – May 12, 2026
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report – March & April (In Packet)
 2. Liquor Store Report (In Packet)
 - d) On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar
 - d) Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
 - e) Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
 - f) On -Sale Intoxicating Liquor License to Adrian Chavez as Proprietor for Taqueria Chavez, LLC
 - g) Malt Liquor License to Frank Orton; Orton's Pelican Rapids Holiday
 - h) Approval of Lawful Gambling Permit for Pelican Rapids Chamber of Commerce – October 10, 2026
 - i) Approval of Lawful Gambling Permit for Pelican Pin Elm Club Inc – July 16, 2026
 - j) Plumber registration 2026: Mr. Plumber - Shad Hanson
5. Pelican Rapids EMS – Primary Service Area – Otter Tail County – Nicole Hansen, Wayne Johnson
6. Ringdahl Ambulance Service (In Packet)
7. Pelican Rapids Fire Truck – Shad Hanson
8. Resolution No. 2026-09 Calling for a Public Hearing on Property Tax Abatement (In Packet)
9. EDA Updates
 - Brew Haven Lease (In Packet)
 - Stage – Petersen Park (In Packet)
 - Yard of the Week (In Packet)
 - Community Clean-Up Crew

- EDA Board Resignation and New Member
- 10. Downtown Median (In Packet)
- 11. Ordinance 2026-03 Special Events (In Packet)
- 12. Ordinance Amending Chapter 7 Regarding Snowmobiles and All-Terrain Vehicles (In Packet)
 - Set Public Hearing for June 9, 2026, at 6:10pm
- 13. Administrator Report
- 14. Mayor's Report
- 15. Adjourn

May 26, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, May 26, 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 Sorum, Curt Markgraf, Don Perrin and Mayor Brent E. Frazier.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, EDA Director Jordan Grossman via Zoom.

General Attendance: Nicole Hansen, Wayne Johnson and Kim Peterson from the Pelican Rapids 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

There were no citizen comments

Additions / Deletions to Agenda

Mayor Frazier deleted one item from the agenda:

- Pelican Rapids Fire Truck – Shad Hanson

Motion: Strand moved to approve the agenda with the additions. Sorum seconded the motion. Motion carried.

Approval of Consent Agenda

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

Approval of Council Minutes – May 12, 2026

Approval of Accounts Payable Listings

Staff Reports including March and April Utility Reports and April Liquor Store Report

On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar

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Club On - Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
On -Sale Intoxicating Liquor License to Adrian Chavez as Proprietor for Taqueria Chavez, LLC
Malt Liquor License to Frank Orton; Orton's Pelican Rapids Holiday
Approval of Lawful Gambling Permit for Pelican Rapids Chamber of Commerce – October 10, 2026
Approval of Lawful Gambling Permit for Pelican Pin Em Club Inc – July 16, 2026
Plumber registration 2026: Mr. Plumber - Shad Hanson

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

Pelican Rapids EMS – Primary Service Area – Nicole Hansen, Wayne Johnson from Otter Tail County

County Administrator Hansen and Commissioner Johnson shared information about the financial challenges faced by Ringdahl Ambulance Service. Hansen explained the meeting held with local townships and cities to address Ringdahl's financial concerns. EMS in rural areas, unlike fire and police services, isn't deemed essential by Minnesota statutes. Medicare and Medicaid reimbursements are insufficient, often only covering about 30 cents on the dollar, as noted by Johnson.

Hansen outlined three options for potential county involvement: a joint powers agreement with all 18 cities and townships, a special taxing district, or a county-controlled subordinate service district. Both Hansen and Johnson preferred a fee-based system over property taxes, akin to solid waste fees, with estimated fees under \$100 per household annually. They emphasized the goal of remaining prepared, not taking over private businesses, if Ringdahl opts not to renew their license.

Ringdahl Ambulance Service

Administrator Roisum explained the city has subsidized ambulance service for over 50 years, paying up to \$30,800 annually in the past. However, the city never received an agreement from Ringdahl for 2025, which was unusual since Ringdahl had always sent agreements in previous years.

Ringdahl recently sent a letter requesting funding using two different calculation methods - one showing \$20,694 based on \$19.34 per household, and another showing over \$37,000 based on \$14.50 per capita. Roisum noted the city had budgeted \$32,500 for 2025 and \$25,000 for 2026, totaling \$57,500.

Motion: Markgraf moved to approve paying the budgeted amounts for 2025 and 2026. Strand seconded the motion. Motion carried.

Resolution No. 2026-09 Calling for a Public Hearing on Property Tax Abatement

Clerk-Treasurer Harthun reported that Jordan Grossman (EDA Director) received a residential property tax abatement application from Lisa and Nathan Barry. They need to finalize this before construction begins and have requested a public hearing be set for June 9th at 6:00 PM.

Motion to adopt **RESOLUTION 2026-09 CALLING FOR A PUBLIC HEARING ON A PROPERTY TAX ABATEMENT** by Markgraf, 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.

EDA Updates

Brew Haven Lease – Grossman noted this year's lease mirrors last year's, except the county is now imposing business taxes on Brew Haven. Tenant Teresa agrees to handle her own business taxes and utilities.

Stage – Peterson Park – The EDA received a third quote from Al Martinson for a 12x10 deck costing \$14,377.66, to serve as a stage in Petersen Park, at last year's music site. They aim to finish it before the park's music events start, with plans to add a cover next year.

Yard of the Week - The program is set to start with the same rate as last year: \$120 for 12 weeks of signs.

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Community Clean-Up Crew – Launching again, the volunteer community cleanup crew will meet Monday nights, every other week, starting June 8th at 5:00 or 5:30 PM. Grossman noted challenges in getting property owners involved but remains committed to the effort, with a flyer prepared for town postings.

EDA Board Resignation and New Member – Alex Ohman has resigned and Danielle Harthun will be the new Treasurer.

All items were previously approved by the EDA board.

Motion: Perrin moved to approve the hiring of the four fire department applicants. Seconded by Sorum. Motion carried.

Downtown Median

Administrator Roisum reported that he reached out to MnDOT after the last meeting about the center median, receiving the expected response that it will stay. He included Tom Pace's reply in the packet for council review.

Roisum announced that Lakes Area Landscaping will begin tree planting on June 1st, expected to last 2-3 weeks with minimal parking disruptions by working one side at a time. The 2024-25 project corrections are ongoing. A ribbon cutting ceremony is set for Pelican Fest, Friday at 4:00 PM outside Mercantile on Main, with invites forthcoming for council members and others.

Ordinance 2026-03 Special Events

Administrator Roisum presented the second reading of the special events ordinance, noting a couple of small changes from the first reading. The word "rally" was removed, and added language allowing city administration to deny incomplete applications, while all others would still come to council for approval.

Motion by Strand, seconded by Markgraf to introduce **ORDINANCE NO.2026-03**, entitled, **AN ORDINANCE AMENDING CITY CODE, CHAPTER FIVE**. (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) The motion passed unanimously and the ordinance is declared duly adopted and in effect upon publication.

Roisum added the ordinance committee discussed fees, recommending a \$100 fee for special events to be added to the fee schedule.

Motion: Perrin moved to approve adding the \$100 special event fee to the fee schedule. Sorum seconded the motion. Motion carried.

Ordinance Amending Chapter 7 Regarding Snowmobiles and All-Terrain Vehicles

Administrator Roisum introduced the first reading of the ordinance, with a public hearing scheduled for June 9th at 6:10 PM. Key details on the snowmobile section remain the same: permitted on city streets on the right side, crossing state highways only at 90-degree angles, a 15 mph speed limit, with riders needing to be 14 or older, and helmets required under 18. New changes for special vehicles (golf carts, UTVs, ATVs, mini trucks) now allow use on city streets with a \$25 three-year permit, requiring a driver's license and insurance, but daytime use only in good weather. It also covers mobility devices and scooters for sidewalks and bike paths, stating age and helmet needs. Roisum raised a speed limit concern for shared-use paths, mentioning complaints about scooters and bikes going too fast, prompting a discussion on ordinance changes or a resolution for better regulation, albeit enforcement and signage challenges. Markgraf and others noted potential issues with speed enforcement and existing sign confusion. Mayor Frazier mentioned further action would follow at the next meeting.

Administrator Report

Administrator Roisum reported on his recent activities since the last city council meeting. He attended an Ordinance Committee meeting, a Department Head meeting, an EDC meeting, a Safety Committee meeting, and an EDA meeting. He met with Greg and Kira from the MPCA regarding her research on how accepting leachate affected wastewater treatment in Pelican Rapids. He and Todd met with Grove Security/Verkada about security cameras and cloud storage. He collaborated with the City Attorney on several ordinances and continued working with Danielle on updating the Personnel Policy. He submitted the airport grant requests to MnDOT Aeronautics

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and met with Jordan and Library staff to discuss E-bike rentals. He also met with Brian and MDH about Well #15 and the sewer service for the north Industrial Park lot. Lastly, he worked with PRO Custom & Security on the Council Chambers sound upgrade.

Mayor's Report

Mayor Frazier reported that since the last Council Meeting, he submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, presented the Welcome for the 6th Grade D.A.R.E. Graduation Ceremony on May 13th at Viking Elementary School, attended the EDA Meeting on May 20th at City Hall, presented the Welcome at the Memorial Day Service on May 25th at the Fine Arts Auditorium, and met with Administrator Roisum on May 26th to plan the agenda for the Council Meeting.

Adjourn

Motion: Markgraf moved to adjourn the meeting at 7:06 pm. Perin seconded the motion. Motion carried.



Danielle Harthun
Clerk-Treasurer