PELICAN RAPIDS™

CITY COUNCIL AGENDA

July 15, 2026

Tuesday, June 30, 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 – June 9, 2026
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Utility Report (In Packet)
      2. Liquor Store Report (In Packet)
      3. Financial Report (In Packet)
   d) Intent to Certify Taxes
      Parcel No.: R7600099016200
      Amount Due: $531.56 Unpaid Utility Bills
      Parcel No.: R7600099014800
      Amount Due: $245.59 Unpaid Utility Bills
      Parcel No.: R76000990107000
      Amount Due: $531.38 Unpaid Utility Bills
   e) Filing for City Offices Opens July 14 through July 28
5. Legislative update – Senator Jordan Rasmusson
6. EDA Updates – CEDA
   - Business Façade Application
   - EDA/Chamber Merge
7. Planning Commission Updates
8. Pelican Rapids Police Garage – Todd Quaintance (In Packet)
9. August 11 Council Meeting Discussion
10. 2027 Budget Committee
11. Ordinance 2026-04 Regarding Snowmobiles and All-Terrain Vehicles (In Packet)
12. Administrator Report

13. Mayor's Report
14. Adjourn
15. Variance request – 112 1st ST NE

June 30, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, June 30, 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 and Jordan Grossman via Zoom
General Attendance: Wayne Johnson and Jordan Rasmusson

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 made the following changes to the agenda:

- Delete No. 7 Planning Commission Updates
- Delete No. 15 Variance request – 112 1st ST NE
- Add No. 16 Lakes Country Service Coop Technology Contract
- Add No. 17 Commercial Zone/Light Industrial Use
- Add No. 18 Special Events

Motion: Markgraf moved to approve the agenda with all additions and deletions. Sorum seconded. Motion carried unanimously.

Approval of Consent Agenda

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

Approval of Council Minutes – June 9, 2026
Approval of Accounts Payable Listings
Staff Reports including, Utility, Liquor Store and Financial Report
Intent to Certify to Taxes Parcel No.7600099016200, $531.56 Unpaid Utility Bills, Parcel No.7600099014800, $245.59 Unpaid Utility Bills, Parcel No.76000990107000, $531.38 Unpaid Utility Bills
Filing for City Offices Opens July 14 through July 28

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

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Legislative update – Senator Jordan Rasmusson

Senator Jordan Rasmusson updated the council on the legislative session, noting his key role in securing project funding for Pelican Rapids.

EDA Updates – CEDA

Business Façade Application – Grossman presented a façade improvement application from Mercantile on Main for lighting and brickwork. The council was asked to approve $817.10 in grant funding, pending receipt and paperwork completion.

Motion: Perrin moved to approve the EDA Business Façade Application of Mercantile on Main in the amount of $817.10. Sorum seconded. Motion carried unanimously.

EDA/Chamber Merge – Grossman proposed dissolving the Pelican Rapids Chamber of Commerce, integrating its functions with the EDA. Over three years, she noted issues like poor communication, volunteer burnout, board recruitment challenges, lack of budget, and duplicate efforts with EDA and others. A vote is scheduled for July 13th, needing two-thirds approval. If passed, the EDA board would expand from 5 to 9 members, taking on current chamber roles like grant writing, event marketing, and business support. The "Find Your Path" campaign would also transition to the EDA. Businesses would no longer pay a separate fee, relying solely on their tax contributions. While final financial details are pending, a portion of event revenue would support additional staff time as needed.

Motion: Perrin moved to support the merge and authorize use of city legal services during the dissolution process if chamber members vote to move forward. Sorum seconded. Motion carried unanimously.

Pelican Rapids Police Garage – Todd Quaintance

Chief Todd Quaintance outlined plans for a police garage at city hall, developed by Design Intent Architects for $9,500. Previously, the council had allowed the chief and Grossman to seek funding options. These architectural plans are essential for pursuing grants. Chief Quaintance envisions a 5-stall garage beside the building. One stall would house the city staff vehicle. The $9,500 isn't in the budget but $5.000 would be paid for with planning dollars and the rest liquor store funds.

Motion: Markgraf approved having Design Intent work on the plans. Sorum seconded. Motion carried unanimously.

August 11 Council Meeting Discussion

City Clerk Danielle Harthun mentioned the Council can't meet on August 11th due to the state primary election. Traditionally, the Council skips the first August meeting, holding just one at month's end. She assured billing would proceed as usual, distributing bill listings to Council members and holding flagged items for the next meeting. A special meeting could be convened if urgent issues arise.

Motion: Strand moved to cancel the August 11 Council Meeting. Markgraf seconded. Motion carried unanimously.

2027 Budget Committee

Mayor Frazier noted that he and Council Member Shelley Sorum had served on the Budget Committee last year and both expressed willingness to continue. No other council members sought to join the committee.

Motion: Markgraf moved to appoint Mayor Brent Frazier and Council Member Shelley Sorum to the 2027 Budget Committee. Strand seconded. Motion carried unanimously.

Ordinance 2026-04 Regarding Snowmobiles and All-Terrain Vehicles

Administrator Roisum noted that the ordinance had been reviewed at a previous meeting, and that a council member had raised the concern that snow removal equipment could be inadvertently restricted under the nighttime operation rules. Language was added, highlighted in yellow in the packet, to allow operation of these vehicles after dark and in inclement weather.

Motion by Strand, seconded by Perrin to introduce **ORDINANCE NO.2026-04**, entitled, **AN ORDINANCE AMENDING CITY CODE, CHAPTER SEVEN REGARDING SNOWMOBILES AND ALL-TERRAIN VEHICLES.** (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.

Lakes Country Service Co-op Technology Contract

Administrator Roisum explained the annual Lakes Country IT services agreement, which the city has maintained for many years. The current contract rate is $1,935 per year; the new agreement increases to $2,051.10. The scope of services is very similar to last year's contract.

Motion: Markgraf moved to approve the LCSC Technology Service Agreement. Strand seconded. Motion carried unanimously.

Commercial Zone/Light Industrial Use

Administrator Roisum provided an informational update about a potential indoor cannabis cultivation site on NW 2nd Street, within the Commercial Zone. Staff, after consulting the City Attorney, determined that such cultivation qualifies as a permissible Light Industrial Use under the existing ordinance. A prior inquiry for retail cannabis at the same location was rejected by the County due to proximity to Veterans Memorial River Park. This proposal focuses solely on cultivation. Roisum emphasized that no Council action is required now; the applicant must obtain State licensing, during which the State will verify zoning compatibility with the City. If future expansion into manufacturing or processing occurs, further State and City confirmation will be required.

Special Events

Administrator Roisum presented two special event applications submitted under the city's new ordinance requiring approval for events held in town. The first was from Pelican Fest, which provided all required documentation including proof of insurance — a well-established annual event. The second was from Trinity Church for "Spirit Fest," an afternoon event featuring three or four bands, also had all required paperwork submitted.

A discussion emerged regarding the porta potty costs for events. Harthun revealed spending about $11,000 on them last year, which surprised the Council. It was suggested that event organizers should be responsible for ordering these items and the expense, and the Council agreed it should be considered.

Motion Perrin moved to approve the two special event applications for Pelican Fest and Trinity Church's Spirit Fest. Markgraf seconded. Motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last Council meeting, he attended Ordinance Committee meetings and, along with Brent, went to the CGMC meeting in Alexandria. They also met with Justin Moen, the Rural Democracy Network Coordinator from West Central Initiative. Administrator Roisum attended both an EDC and an EDA meeting and met with Shad and Danielle to discuss the 2027 Fire Department budget. He attended the LCSC Networking Luncheon in Fergus Falls and prepared variance request documents, meeting with the property owner. Additionally, he attended the League of Minnesota Cities Annual Conference in Rochester. Administrator Roisum met with PeopleService and representatives from the MPCA to discuss possible solutions for the lagoon odor problem and attended both the Park Board and Planning Commission meetings. He and Jordan met with Kennedy and Graven regarding cannabis indoor cultivation and its classification as a Commercial Zone Light Industrial Use. He submitted the final reimbursement request to the DNR for the River Restoration Project and received a letter from Ringdahl EMS, stating they do not intend to renew their Primary Service Area license for the Pelican Rapids Area. Lastly, he met with School Superintendent Korf to discuss the school's upcoming long-term planning.

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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, helped with the production of the Complete Street Project Tree Planting Videos on June 10th and 24th, attended a CGMC Meeting in Alexandria on June 10th with Administrator Roisum, met with a West Central Initiative staff member on June 15th with Administrator Roisum at City Hall, attended the EDA on June 17th at City Hall, presented the “Welcome” at the Friendship Festival on June 20th at Sherin Park, conducted a “Conversations with the Mayor” session at City Hall on June 25th, and met on June 29th with Administrator Roisum to plan the agenda for this Council Meeting.

Adjourn

Motion: Strand moved to adjourn the meeting at 7:05 pm. Markgraf seconded. Motion carried unanimously.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer