



CITY COUNCIL AGENDA

July 8, 2026

Tuesday, June 9, 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 – May 26, 2026
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Library Report (In Packet)
 2. Police Report (In Packet)
5. Street and Park Report
6. Tax Abatement Public Hearing 6:00pm
 - Resolution 2026-10 Approving Property Tax Abatement (In Packet)
7. ATV Public Hearing 6:10pm
 - Ordinance 2026-4 Amending City Code Chapter Seven Regarding Snowmobiles and All-Terrain Vehicles (In Packet)
8. Approve Election Judges
9. Resolution 2026-11 Approving State of Minnesota Joint Powers Agreement with the City of Pelican Rapids on Behalf of its Police Department (In Packet)
10. Fire Truck – Shad Hanson
11. Houston Engineering Invoice (In Packet)
12. Administrator Report
13. Mayor's Report
14. Adjourn

June 9, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, June 9, 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, Street and Park Superintendent Brian Olson.

General Attendance: Ordean Berg 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:

- No. 10 Pelican Rapids Fire Truck – Shad Hanson

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

Approval of Consent Agenda

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

Approval of Council Minutes – May 26, 2026

Approval of Accounts Payable Listings

Staff Reports including the Library and Police Reports

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

Street and Park Report

Superintendent Brian Olson provided updates on city operations: the hydrant damaged last fall at 3rd Avenue and 1st Street NW is replaced, with curb and gutter work set for Thursday, followed by asphalt. Summer staff began with training underway for the new park maintenance staff. Rotting boards were replaced on the snowmobile bridge. Street items, including banners and bike racks, benches and garbage cans are now installed. The Peterson Park deck project is finished with the EDA's support, and a large dead elm tree was removed. The pool, opened May 29th, is busy with school ending and warm weather, has issued numerous passes. The airport's fuel pump project is complete after two years with a few issues along the way.

He requested approval for two items: a \$400 replacement sign for the wastewater treatment facility, and a \$4,750 storm drain installation to address chronic washout problems in the alley between 1st and 2nd Avenue Southeast. The storm drain would connect to existing lowland drainage that flows to the river, using available storm sewer funds.

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Motion: Strand moved to approve both the Wastewater Treatment Facility sign replacement for \$400 and the storm drain installation for \$4,750. Markgraf seconded. Motion carried unanimously.

Motion: Markgraf moved to approve the Street and Park Report. Sorum seconded. Motion carried unanimously.

Tax Abatement Public Hearing 6:00pm

The council recessed at 6:10 PM for a public hearing on a property tax abatement for a new home build. Clerk-Treasurer Harthun outlined the abatement as either \$5,000 or 5 years, whichever is first. The build near Swan Boulevard near the cul-de-sac without city water/sewer. No opposition or support was voiced.

Resolution 2026-10 Approving Property Tax Abatement

Motion to adopt **RESOLUTION 2026-10 APPROVING PROPERTY TAX ABATEMENT** introduced by Perrin, 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.

ATV Public Hearing 6:10pm

The council recessed at 6:13 PM for the ATV ordinance public hearing. Administrator Roisum noted the ordinance remained unchanged from prior reviews. Ordean Berg, a resident inquired about licensing for his electric mobility device. Roisum clarified that these devices are treated as pedestrians and do not require permits, unlike golf carts, UTVs, ATVs, and mini trucks. Residents can use sidewalks and city streets (staying far right) but not state highways 59 and 108; however, sidewalks along those highways are permitted.

Ordinance 2026-4 Amending City Code Chapter Seven Regarding Snowmobiles and All-Terrain Vehicles

Council Member Markgraf voiced concerns about the daylight-only rule, pointing out that street-legal ATVs with proper lights and safety gear are used during winter after dark for snow plowing. This restriction might cause enforcement issues for commercial operations. The council acknowledged the issue, and Administrator Roisum suggested amending the ordinance to address this. Action on the ordinance was postponed to the next meeting to resolve the daylight restriction concern.

Approve Election Judges

Clerk- Treasurer Harthun asked Council to approve the following judges for the State Primary in August and General Election in November: Danielle Harthun – Head Judge, Joyce Burnham, Andrew Bradrick, Harold Holt, Dawn Lysaker, Barbara Ripley, Steve Frendin, Traci Goble, Dave Ellison, Amy Schleske and Thomas Bradrick.

Motion: Strand moved to approve moved to approve the election judges as presented. Sorum seconded. Motion carried unanimously.

Resolution 2026-11 Approving State of Minnesota Joint Powers Agreement with the City of Pelican Rapids on Behalf of its Police Department

Administrator Roisum explained this is a standard agreement with the Bureau of Criminal Apprehension (BCA) to maintain access to their records and maintain the necessary relationship for police operations.

Motion to adopt **RESOLUTION 2026-11 APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE CITY OF PELICAN RAPIDS ON BEHALF OF ITS POLICE DEPARTMENT** introduced 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.

Houston Engineering Invoice

Administrator Roisum presented a Houston Engineering Invoice for \$2,891 related to the rock rapids project. The DNR inspected the project this spring and required additional work, which was completed last week with rock adjustments and extra bank work.

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He also requested pre-approval for upcoming invoices to meet the June 30th DNR grant deadline: one final Houston Engineering bill under \$10,000, a contractor payment under \$18,000 (including retainage), with approximately \$50,000 remaining in the DNR grant to cover all costs.

Motion: Markgraf moved to approve the current bill plus all upcoming bills that will be reimbursed by the grant expiring June 30, 2026. Strand seconded Motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last City Council meeting, he attended a Department Head meeting, finalized the Nitrogen Management Plan with Greg and submitted it to the MPCA, conducted a community check-in with Katie and Otter Tail County, attended the Chamber meeting at the Library, continued working on the Personnel Policy with Danielle, attended the ERTK/CPR training by LCSC, participated in the Stress Management training provided by the Village EAP, met with Bob and Brian to discuss the CIP, reviewed the results of the employee satisfaction survey, and helped out with the community clean-up night.

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, conducted a "Conversations with the Mayor" session on May 28th at City Hall, attended the June 3rd Otter Tail Power Company Public Hearing regarding rate increases at M State in Fergus Falls, and met with Administrator Roisum on June 8th to plan the agenda for the evening's Council meeting.

Adjourn

Motion: Strand moved to adjourn the meeting at 6:26 pm. Markgraf seconded. Motion carried unanimously.



Danielle Harthun
Clerk-Treasurer