



CITY COUNCIL AGENDA

July 29, 2026

Tuesday, July 14, 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 30, 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. Fire Department – Shad Hanson
 - 2010 Yukon Sale
 - Rescue 2 Purchase
 - 2027 Fire Department Budget (In Packet)
6. Variance Request – R Raymond -Resolution No. 2026-12 (In Packet)
7. Lead Service Line Replacement – Bob Schlieman (In Packet)
8. Administrator Report
9. Mayor's Report
10. Adjourn

July 14, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, July 14, 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, Streets and Parks Superintendent Brian Olson, Fire Chief Shad Hanson, City Engineer Bob Schlieman

General Attendance: Kim Pederson 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

There were no citizen comments

Additions / Deletions to Agenda

Mayor Frazier made the following changes to the agenda:

- Add No. 11 Street and Parks Report – Brian Olson
- Add No. 12 Downtown Electrical Outlets
- Add No. 13 Special Event

Motion: Markgraf moved to approve the agenda with all 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 – June 30, 2026

Approval of Accounts Payable Listings

Staff Reports including Library, Police and Financial

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

Fire Department – Shad Hanson

2010 Yukon Sale and Rescue 2 Purchase - Fire Chief Shad Hanson presented the department's plan to sell the 2010 Yukon and purchase a 2020 Ford F-250 Crew Cab to serve as Rescue 2. Chief Hanson noted that proceeds from the earlier sale of Engine 2 would be sufficient to cover the cost of the new truck, including outfitting it with lights and lettering. Revenue from the Yukon sale would go back into the budget.

Motion: Strand moved to approve the sale of the 2010 Yukon and the purchase of the 2020 F-250 Crew Cab as Rescue 2. Sorum seconded. Motion carried unanimously.

2027 Fire Department Budget – Chief Hanson presented the 2027 Fire Department budget. Clerk Harthun pointed out that total expenses are dropping from about \$342,000 to \$328,000, but billing to townships and the city increases from \$279,000 to \$315,000. Administrator Roisum mentioned a debt service payment ended, slightly offset by a new Rescue 1 replacement cost. He added that 2027 marks the end of the fire hall and

July 14, 2026 Council Meeting Minutes

equipment leases, freeing up future funds, although aging fire hall equipment will need investment. Mayor Frazier noted the budget committee had reviewed the budget in detail the previous day.

Motion: Markgraf moved to approve the 2027 Fire Department Budget. Perrin seconded. Motion carried unanimously.

Lead Service Line Replacement – Bob Schlieman

Bob Schlieman of Apex Engineering updated the Council on the Lead Service Line Replacement project, required by the EPA to be completed by 2033. The city started its inventory in 2024/2025, identifying lines with lead or galvanized material, and secured \$1,000,000 in grant funding from the PFA, eliminating the need for local tax dollars. Although initial work may begin in fall 2026, construction is expected to mostly occur in 2027. Schlieman is requesting permission to advertise for bids. Each replacement varies in cost, contingent on specific conditions of each service line.

Motion: Strand moved to authorize Apex Engineering to advertise for construction bids for the Lead Service Line Replacement project. Markgraf seconded. Motion carried unanimously.

Streets and Parks Report – Brian Olson

Superintendent Olson summarized recent activities. The department has focused on regular summer maintenance, with a paving contractor scheduled to do some street patching. Dust guard application is set for Thursday. Olson praised his team's work during Pelican Fest week for smooth parade routes and detours in his absence. Campsite activity is lower, with no known specific reason. June pool stats include 84 swimming lesson participants, 33 family passes sold, 725 daily single passes, and 835 ice cream sandwiches sold.

Olson then brought forward a request from Pelican Townhomes regarding a handicap parking spot on River Road near 3rd Street. The property owner is required, as part of a mortgage inspection, to provide a handicap accessible parking space for their office. They are willing to cover the cost of changing the curb so it is handicap accessible.

Motion: Markgraf moved to approve the handicap parking accommodation on River Road for Pelican Townhomes. Perrin seconded. Motion carried unanimously.

Motion: Perrin moved to approve the Streets and Parks Report. Sorum seconded. Motion carried unanimously.

Downtown Electrical Outlets

Administrator Roisum sought retroactive formal approval for the completed downtown electrical outlet installation by Grove Lake Electric. Although the conduit work was part of a previous street project, he couldn't find a formal approval for the wiring. After some changes, Roisum had secured two estimates, with Grove Lake Electric being the lowest. The project is now complete with wiring, pedestals, and a meter installed. Liquor Store funds will be used for payment, as previously discussed.

Motion: Perrin moved to approve payment of the downtown electrical outlet installation by Grove Lake Electric from liquor store funds. Sorum seconded. Motion carried unanimously.

Special Event

Administrator Roisum presented a special event permit application from the Rotary Club for their annual Fly-In event scheduled for August 1st at the airport. He noted the Rotary has submitted all required materials except for insurance documentation, which Roisum was still confirming.

The Rotary requested use of additional tables and chairs this year and has reserved one hand wash station and one portable toilet for the event, down from two toilets in prior years given the availability of the new airport bathrooms.

Motion: Markgraf moved to approve the Rotary Club special event permit for the August 1st Fly-In. Strand seconded. Motion carried unanimously.

July 14, 2026 Council Meeting Minutes

Variance Request – R Raymond -Resolution No. 2026-12

Administrator Report

Administrator Roisum reported that since the last city council meeting, he had attended a Department Head meeting and an Ordinance Committee meeting. He met with Otter Tail Power and reviewed all city accounts and electric services. He attended an EDC meeting and met with the Budget Committee to go through the 2027 Fire Department budget. He worked on the updated draft of Chapter 9 of the City Ordinance to send to the City Attorney for review. He completed final reports and requirements for the DNR funding of the river restoration projects. He received word that they did not receive the MN DNR Outdoor Recreation Grant applied for to help fund the Sherin Park upgrades. He attended a Chamber of Commerce meeting and met with Aaron Meyer of Minnesota Rural Water, Dan Dinsrud of the Minnesota Department of Health, and Bob Schlieman of Apex Engineering for the Wellhead Protection Scoping II meeting.

Mayor's Report

Mayor Frazier reported that since the last Council Meeting, he has submitted weekly columns to the Pelican Press, visited with area businesses and non-profits, entered a vehicle in the Erhard 4th of July Parade, emceed the Complete Streets Project Ribbon Cutting Ceremony on July 10th on North Broadway, entered a vehicle in the July 11th Pelican Fest Parade, attended a Budget Committee Meeting on July 13th at City Hall regarding the 2027 budget of the Fire Department, and met on July 13th with Administrator Roisum to plan the agenda for this evening's Council Meeting.

Adjourn

Motion: Markgraf moved to adjourn the meeting at 6:31 pm. Sorum seconded. Motion carried unanimously.



Danielle Harthun
Clerk-Treasurer