



CITY COUNCIL AGENDA

October 21, 2026

Tuesday, September 29 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 – September 8, 2026
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report (In Packet)
 2. Liquor Store Report (In Packet)
 - d) Letter of Support OTC Solid Waste (In Packet)
 - e) Letter of Support OTC EMS Primary Area License Application (In Packet)
 - f) Approval of Conduct Excluded Bingo Permit for Pelican Rapids Post Prom – November 14, 2026 (In Packet)
 - g) Truth in Taxation Public Hearing on December 8, 2026, at 6:00pm
5. Rental Housing Issue – Michele Jensen
6. Trunk Highway 59 and 108 Improvements – Bob Schlieman (In Packet)
 - Resolution No. 2026-18
 - Resolution No. 2026-19
7. 2027 Utility and Surface Improvements Public Hearing – Bob Schlieman (In Packet)
 - Resolution No. 2026-17
 - Task Order
8. Planning Commission Update
9. EDA Updates
10. Oktoberfest Special Event Permit/Application (In Packet)
11. Approval of 2026 Preliminary General Budget
12. Administrator Report

13. Mayor's Report

14. Adjourn

September 29, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, September 29, 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, City Engineer Bob Schlieman, and Police Chief Todd Quaintance and Jordan Grossman via Zoom.

General Attendance: Michele Jensen, Jesse Rockstead, Monica Murillo, Kathleen Hoover, Judy Tabbut, Florencio Barragan, James Galles, Thomas Wu, Rosaneli Barragan, John Gorton and Karrie Carlson 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

Judy Tabbut updated Council on the progress of the Bridge Center.

Additions / Deletions to Agenda

No changes were made to the agenda.

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

Approval of Consent Agenda

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

- Approval of Council Minutes – September 8, 2026

- Approval of Accounts Payable Listings

- Staff Reports including Utility and Liquor Store Reports

- Letter of Support OTC Solid Waste

- Letter of Support OTC EMS Primary Area License Application

- Approval of Conduct Excluded Bingo Permit for Pelican Rapids Post Prom – November 14, 2026

- Truth in Taxation Public Hearing on December 8, 2026, at 6:00 pm

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

Rental Housing Issue – Michele Jensen

Michele Jensen relayed her experience with the rental housing process this year and the more aggressive stance the City is taking towards having completed rental licenses by the deadline.

Other landlords raised their concerns over the administrative penalty and the citation they received. There were also concerns raised about the size of the penalty, questioned consistency in enforcement, and raised concerns about the city's tenant complaint form and inspection practices.

Council discussed having a work session in the future regarding the concerns.

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Trunk Highway 59 and 108 Improvements – Bob Schlieman

Bob Schlieman of Apex Engineering reported that construction on the Trunk Highway 59 and 108 project is substantially complete. He presented two resolutions required to advance the special assessment process.

Motion to adopt **RESOLUTION 2026-18, RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT BROADWAY (TRUNK HIGHWAY 59), 1ST AVENUE NW (TRUNK HIGHWAY 108), 1ST AVENUE NE, WEST MILL AVENUE (COUNTY STATE AID HIGHWAY 96) AND EAST MILL AVENUE (TRUNK HIGHWAY 108)** introduced by Markgraf, seconded by Sorum. (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.

Motion to adopt **RESOLUTION 2026-19, RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT BROADWAY (TRUNK HIGHWAY 59), 1ST AVENUE NW (TRUNK HIGHWAY 108), 1ST AVENUE NE, WEST MILL AVENUE (COUNTY STATE AID HIGHWAY 96) AND EAST MILL AVENUE (TRUNK HIGHWAY 108)** introduced 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.

2027 Utility and Surface Improvements Public Hearing – Bob Schlieman

At 6:45 pm, Mayor Fraizer recessed the regular City Council meeting and opened the public hearing for the proposed 2027 Utility and Surface Improvements, noting that no formal Council motions could be made during the hearing.

Bob Schlieman of Apex Engineering reviewed the proposed 2027 Utility and Surface Improvements, covering North Broadway/TH 59 Frontage Road, 5th Avenue SW and 3rd Street SW, 1st Street SE, and sanitary sewer rehabilitation near the Pelican River. Estimated total project cost is approximately \$3,415,000, with about \$1,145,000 assessable to benefiting properties under the city's special assessment policy. Schlieman noted the figures are preliminary and subject to refinement after geotechnical boring and sewer televising. The tentative schedule calls for field work this fall, design over winter, bidding in February–March 2027, construction beginning in May 2027, and final surfacing in summer 2028.

No public comment or objections were raised during the hearing. The public hearing was closed at 7:02 pm, and the Council meeting was reconvened.

Motion to adopt **RESOLUTION 2026-17, RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS FOR HIGHWAY 59 FRONTAGE ROAD (NORTH BROADWAY), 5TH AVENUE SW, 3RD STREET SW, 1ST STREET SE AND SANITARY SEWER WEST OF 1ST STREET NW** 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.

Task Order - Schlieman presented a task order to proceed with design services. It was noted the city has submitted documentation to the Public Facilities Authority (PFA) for potential funding assistance on the eligible underground utility portions of the project, and that the task order includes provisions for PFA-related paperwork on an hourly basis, only if the city chooses to pursue that funding.

Motion: Sorum moved to approve the Task Order with Apex Engineering. Strand seconded. Motion carried unanimously.

Planning Commission Update

Administrator Roisum reported that the Planning Commission recommended approval of a variance for Chavez Taqueria to replace its deteriorating rear deck with a larger one extending into the 50-foot river setback. Nearby property owners were notified, and a public hearing was held. The only comment came from the neighboring Backstrom property, requesting continued safe access to downstairs apartments. Resolution No. 2026-20 included conditions requiring a safe, clear, reasonable walkway and preservation of the grass buffer between the deck and the river.

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Motion to adopt **RESOLUTION 2026-20, RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL FOR VARIANCE APPLICATION OF ADRIAN CHAVEZ AT 30 NORTH BORADWAY** introduced by Strand, 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.

EDA Updates

Economic Development Director Jordan Grossman participated via Zoom. The EDA passed the following items: **Façade Improvement Grant** - The EDA recommended approval of a \$5,000 façade improvement grant for Chris Lage of Retirement Advisory.

Motion: Perrin moved to approve the \$5,000 façade improvement grant for Chris Lage was made and seconded. The motion carried unanimously.

Façade Improvement Grant – The Green Elevator, a new business located at 42nd Street NW, Pelican Rapids applied for a façade improvement grant. The estimated project cost exceeds \$10,000.

Motion: Strand moved to approve the \$5,000 façade improvement grant for The Green Elevator. Sorum seconded. Motion carried unanimously.

Façade Improvement Grant – Rapids Brake and Alignment applied for the façade improvement grant for significant exterior renovations to the building.

Motion: Markgraf moved to approve the \$5,000 façade improvement grant for Rapids Brake and Alignment. Sorum seconded. Motion carried unanimously.

Business Incentive Application – The Green Elevator applied for a property tax rebate incentive for The Green Elevator applied for business incentives. The rebate is structured as follows: Year 1 – 70% of property taxes rebated; Year 2 – 50%; Year 3 – 30%.

Motion: Perrin moved to approve the property tax rebate incentive for The Green Elevator. Strand seconded. Motion carried unanimously.

EDA Board Expansion – Micah Kvidt expressed an interest in joining the EDA Board.

Motion: Markgraf moved to approve the appointment of Micah Kvidt to the EDA Board. Strand seconded. Motion carried unanimously.

Strategic Planning Proposal – Grossman presented a strategic planning proposal from CEDA at a cost not to exceed \$19,900. The initiative would involve council workshops and community engagement to ensure broad participation. Grossman noted that the cost would be covered by existing 2026 EDA budget funds rolled over into 2027, avoiding any impact on the proposed 2027 budget.

Motion: Strand moved to approve the CEDA strategic planning proposal. Sorum seconded. Motion carried unanimously.

Otter Tail Lakes Country Partnership Renewal - Grossman recommended continuing the city's participation in the Otter Tail Lakes Country Community Collaborative Partnership at the Platinum Otter level — the same level the city has maintained for the past two years — at a cost of \$5,000 from EDA funds.

Motion: Markgraf moved to approve the Otter Tail Lakes Country Partnership renewal at the Platinum Otter level. Sorum seconded. Motion carried unanimously.

Oktoberfest Special Event Permit/Application

Grossman presented the Oktoberfest special event permit application. The \$100 application fee has been paid, event insurance through the Chamber is in place through year-end, and all required safety and street-related information has been submitted. The event is scheduled for October 8–10.

Motion: Perrin moved to approve the Oktoberfest Special Event Permit. Strand seconded. Motion carried unanimously.

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Approval of 2026 Preliminary General Budget

Clerk-Treasurer Danielle Harthun reported the budget committee met and lowered the proposed levy by removing a \$33,250 repayment to the liquor store for a police vehicle purchased with liquor store funds, since those funds are not currently needed.

Motion: Perrin moved to approve the proposed 2027 general budget with a general levy of \$1,192,233 and a special levy of \$398,035. Sorum seconded. Motion carried unanimously.

Administrator Report

Administrator Roisum reported that since the last City Council meeting, he had attended Ordinance Committee and Budget Committee meetings; met with Harthun and the employee benefit consultant about rates and coverage for 2027; attended school long-term planning meetings; worked on Chapter 4 of the City Ordinance; attended a cybersecurity meeting in Rothsay put on by West Central Initiative; noted that the cleanup crew had met and improved a property in town; attended an EDA meeting and a Planning Commission meeting; attended the City Leaders Quarterly Networking Luncheon at Lakes Country Service Cooperative; met with Sourcewell representatives about Sherin Park bathhouse options; attended the Otter Tail County 2027 Hazard Mitigation Plan update kickoff meeting with the Mayor; and met with Harthun and PeopleService about the water and sewer budgets.

Roisum said Sourcewell's cooperative purchasing program may allow the city to work directly with a vetted contractor on Sherin Park bathhouse options without a formal bid process. He said no funds would be committed until a contract is signed.

Mayor's Report

Mayor Fraizer reported that since the last City Council meeting, he attended the Budget Committee meeting at City Hall on September 15; attended the Pelican Rapids High School long-range planning focus group meeting at the PRHS Library on September 16; attended the Pelican Pete Retreat open house on September 22; attended the EDA meeting at City Hall; conducted a "Conversations with the Mayor" session at City Hall on September 24; attended the "Pathway to Freedom" mural dedication ceremony at the Fargo Air Museum on September 26; met with Administrator Roisum at City Hall to plan the agenda for this evening's council meeting; and attended the Otter Tail County Multi-Hazard Mitigation Plan 2027 update meeting by Zoom with Administrator Roisum at City Hall on September 28.

Adjourn

Motion: Markgraf moved to adjourn the meeting at 7:25 pm. Strand seconded. Motion carried unanimously.



Danielle Harthun, Clerk-Treasurer