



CITY COUNCIL AGENDA

October 5, 2026

Tuesday, September 8, 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 – August 25, 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)
 - d) Intent to Certify Taxes
 - Parcel No.: R79000990166000
 - Amount Due: \$125.00 Unpaid Mowing Invoice
5. Representative Jeff Backer
6. Rental Housing Discussion – Miguel Diaz
7. Preliminary Engineering Report – Bob Schlieman (In Packet)
 - Resolution No. 2026-15
8. Bathhouse Bids (In Packet)
 - Resolution No. 2026-13
9. Street and Park Report (In Packet)
 - Resolution No. 2026-16
10. 2027 General Budget (In Packet)
11. Ordinance No. 2026-05 Housing (In Packet)
12. Ordinance No. 2026-06 Short-term Rental (In Packet)
13. Administrator Report

14. Mayor's Report

15. Adjourn

September 8, 2026, 2026 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 6:00 pm on Tuesday, September 8, 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 - absent and Mayor Brent E. Frazier.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Streets and Parks Superintendent Brian Olson, Police Chief Todd Quaintance, and Jordan Grossman via Zoom.

General Attendance: Jeff Backer, Judy Tabbut and 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 noted one correction and one deletion to the agenda:

No. 8 Correct Resolution No. 2026-13 to 2026-14

No. 6 Delete Rental Housing Discussion – Miguel Diaz

Motion: Strand moved to approve the agenda with the above changes. Markgraf seconded. Motion carried unanimously.

Approval of Consent Agenda

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

Approval of Council Minutes – August 25, 2026

Approval of Accounts Payable Listings

Staff Reports including Library, Police and Financial Reports.

Intent to Certify Taxes Parcel No.: R79000990166000, \$125.00 Unpaid Mowing

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

Representative Jeff Backer

State Representative Jeff Backer, representing House District 9A, addressed the Council, focusing on fraud oversight, affordability, and state mandates affecting small communities.

Preliminary Engineering Report – Bob Schlieman

Bob Schlieman of Apex Engineering presented the Preliminary Engineering Report for proposed 2027 utility and street improvements in four areas. Proposed work includes resurfacing the Trunk Highway 59 frontage road/North Broadway, subgrade and pavement repairs on SW 5th Avenue and 3rd Street, utility and surface

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reconstruction on portions of SE 1st Street, and lining a sanitary sewer segment near Midway using cured-in-place pipe. He said sanitary lines would be televised and geotechnical borings completed before design advances. The estimated project cost is approximately \$3,400,000, with special assessment for affected properties. Funding options include general obligation bonding and possible Public Facilities Authority financing.

Motion to adopt **RESOLUTION 2026-15 RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT 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 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.

Bathhouse Bids

Economic Development Director Jordan Grossman reported the City had conducted an invitation for bids process for the Bathhouse. Two formal bids were received, both higher than anticipated and above what the City had budgeted for the project. As a result, staff recommended rejecting all bids and exploring alternative solutions.

Motion to adopt **RESOLUTION 2026-14 RESOLUTION REJECTING ALL BIDS FOR THE CITY OF PELICAN RAPIDS SHERIN PARK CAMPGROUND BATHHOUSE DEMOLITION AND CONSTRUCTION PROJECT** 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.

Street and Park Report

The street and park report was presented. The primary update was that hydrant flushing is scheduled for October 4th from 7:00 am to 3:00 pm.

Motion: Sorum to approve the Street and Parks Report. Markgraf seconded. Motion passed unanimously.

Resolution No. 2026-16 addresses the city's annual winter maintenance agreement with Otter Tail County, which allows the City to purchase sand and salt from the County if local supplies run out. This agreement is executed annually as a precautionary measure.

Motion to adopt **RESOLUTION 2026-16 WINTER MAINTENANCE AGREEMENT RESOLUTION** introduced by Strand, 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.

2027 General Budget

City Clerk-Treasurer Danielle Harthun presented the Preliminary 2027 General Budget for information only. Formal action is scheduled for September 29, with the levy allowed to decrease, but not increase, before final adoption in December. She said the budget was initially projected at about a 24% increase, but after committee review, cuts, and revised revenue estimates, it was reduced to 11.99%.

Some highlights included retained funding for the bobcat payment, skid steer tires, sidewalk repairs near the library, leadership training, pool furniture replacements, increased police contract-related costs, a higher city fire share, and continued library HVAC savings. Major concerns included sharply higher street lighting costs and underfunded equipment reserves. The EDA budget was reduced by \$25,000, and the city's \$25,000 ambulance contribution was removed.

On the revenue side, Harthun increased estimates for police state aid, pool revenue, interest earnings, and rental income. She also recommended a \$160,000 transfer from liquor store reserves and use of \$40,000 in remaining pool bond funds to offset debt payments.

Ordinance 2026-05 – Chapter 10 Rental Housing

Administrator Roisum briefly summarized that the ordinance reflects changes to the existing Chapter 10 housing language discussed at the prior council meeting. He clarified for the record that the tenant complaint form included in the ordinance is not a new requirement — it simply gives residents a formal mechanism to utilize protections that were already in the existing ordinance language.

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Motion by Markgraf, seconded by Sorum to introduce **ORDINANCE NO.2026-05**, entitled, **AN ORDINANCE AMENDING CHAPTER TEN, HOUSING OF THE PELICAN RAPIDS CITY CODE**. (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.

Ordinance 2026-06 Short-Term Rentals

Administrator Roisum presented Ordinance 2026-06, adding new short-term rental regulations to Chapter 10 as the city previously had no provisions addressing short-term rentals. The substance of the ordinance was reviewed at the prior council meeting along with the Short-Term Rental Housing Application.

Motion by Strand, seconded by Sorum to introduce **ORDINANCE NO.2026-06**, entitled, **AN ORDINANCE AMENDING CITY CODE, CHAPTER TEN, PART 4 SHORT-TERM RENTALS**. (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.

Administrator Report

Administrator Roisum reported since the last Council meeting, he attended a Department Head meeting and Ordinance Committee meetings. He, along with Brian, met with Otter Tail County Highway Department representative Christi Field to discuss county roads within city limits and the related responsibilities. He met with the school to talk about the possibility of a sidewalk down to the soccer complex, worked on Chapter 4 of City Ordinance and Chapter 9 requirements, attended the bid opening for the bathhouse project, went on a ride along with Officer Iverson, and met with Pelican Valley Senior Living representatives to discuss the shared parking lot and options for the location of the handicapped parking spot.

Mayor's Report

Mayor Frazier reported since the last 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 August 27 at City Hall, conducted an interview on September 1 along with Katie Gerhig of CEDA on WDAY Television regarding "The Giants of Otter Tail County (Pelican Pete)", attended the Friends of Maplewood State Park Annual Meeting on September 2, and met on September 8 at City Hall with Administrator Roisum to plan the agenda for that evening's Council meeting.

Adjourn

Motion: Strand moved to adjourn the meeting at 7:24 pm. Markgraf seconded. Motion carried unanimously.



Danielle Harthun
Clerk-Treasurer