



PELICAN RAPIDS

November 3, 2016

CITY COUNCIL AGENDA

Monday, November 7, 2016 5:00 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. Citizen's 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. Agenda Additions or Deletions
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 Minutes – 10/24/16
 - b) Approval of Accounts Payable Listing
 - c) Improvement Project No. 79 Request for Payment:
 - 1) SEH Engineering - \$1,696.26
 - d) Staff Reports
 - 1) Street and Park Report
 - 2) Library Report
 - 3) Financial Report
 - e) Pelican Rapids Pool Hall Raffle, March 18, 2018 valued at \$5,000.
 - f) Certify to Property Taxes Unpaid Mowing and Administrative Penalty Bills
 - 1) 76000990131000 – 117 NW 1st Ave - \$93.50
 - 2) 76000990102000 – 14 NW 3rd Ave - \$50.00
 - 3) 76000990253001 – 20 SE 4th Ave - \$50.00
 - 4) 76000990866000 – 9 Industrial Park Drive - \$50.00
 - 5) 76000990559000 – 353 SE 5th St. - \$50.00
 - 6) 76000990642000 – 409 NW 3rd St. - \$50.00
 - 7) 76000270054000 – 800 Old Fergus Road - \$50.00
5. Police Chief Report
6. Chamber Hay Rides November 25 from 3 – 5 p.m. Request to Close E.L. Peterson Parking Lot
7. Ordinance Violation – Austin Leiter

8. Dam Update – Houston Engineering
9. Housing Project Land Purchase Agreement – Greg Larson
10. Set Date to Canvass Election Results
11. Resolution No. 2016-22 and Joint Powers Agreement for Prosecuting Attorney
12. Resolution No. 2016-17 - City & Township Winter Maintenance Agreement
13. City Hall Job Positions
14. Community Garden
15. Outdoor Warning Siren Tests
16. Classification and Compensation Study Report – Flaherty & Hood, Carol Loncar

At This Point the Council Meeting Will be Closed to the Public for Labor Negotiations Strategy.
The Following Items will be Discussed:

- A. Labor Negotiations Strategy
17. Resolution No. 2016-20 Approve Job Classification Study
18. Resolution No. 2016-21 Approve Implementation Strategy

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-25-2016

The City Council of Pelican Rapids met in regular session at 5:00 p.m., on Tuesday, 10-25-16 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 5:00 p.m.

Roll call was taken by Clerk-Treasurer Danielle Heaton.

Mayor Brent E. Frazier and four members of the Council were present at roll call:

Council Member Steve Strand

Council Member CJ Holl

Council Member Kevin Ballard

Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Heaton, Street and Parks Superintendent Brian Olson, Police Chief Jeff Stadum, City Engineer Bob Schlieman, City Attorney Greg Larson and Financial Consultant Tammy Omdal. General Attendance: Girl Scout Members Clair Schleske and Ashlea Matykiewicz, Skip and Andrew Duchesneau of D.W. Jones, Inc., Howard Fullhart of MN DNR and Lou Hogle of Pelican Rapids Press.

The Mayor welcomed everyone to the Council Meeting and made some upcoming community announcement.

All present stood and said the Pledge of Allegiance led by Girl Scout Members Clair Schleske and Ashlea Matykiewicz.

Motion by Ballard, seconded by Holl to approve the agenda as presented. Motion passed unanimously.

Motion by Holl, seconded by Strand to approve the following consent agenda.

- a) Approval of Minutes – 10/11/16
- b) Approval of Accounts Payable Listing
- c) Utility Report
- d) Liquor Store Report

Motion passed unanimously.

Tammy Omdal of Northland Securities explained to Council the process of tax abatement. The revenue from tax abatement will be used to reimburse the Developer for site improvements and public improvements related to the expansion. Since the developer is requesting tax abatement from the City, School and County, the length of tax abatement is limited to fifteen years.

Skip Dechaneau of D.W. Jones, Inc. explained to Council that he had finished reviewing the numbers with the General Contractor and the Architect and he will now be applying for a one million dollar grant through Minnesota Employment and Economic Development (MN DEED).

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-25-2016

Motion by Holl, seconded by Foster to adopt the following written resolution entitled: **RESOLUTION NO. 2016-18 RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED PROPERTY TAX ABATEMENTS ON NOVEMBER 29, 2016 AT 5:30 P.M.** and to also have Administrator Solga and Attorney Larson work on the Quit Claim Deed to establish the parcel of land. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Motion by Foster, seconded by Ballard to adopt the following written resolution entitled: **RESOLUTION NO. 2016-19 A RESOLUTION IN SUPPORT OF A PROPOSAL BY D.W. JONES, INC. FOR THE CONSTRUCTION OF WORKFORCE HOUSING IN THE CITY OF PELICAN RAPIDS.** Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

Attorney Larson reviewed the memo he provided to Council regarding the draft purchase agreement that D.W. Jones, Inc. submitted. After some discussion, Council and D.W. Jones were agreeable with all items on Attorney Larson's memo.

Howard Fullhart from the Minnesota Department of Natural Resources (DNR) asked Council to consider a Dam Fish Passage. Right now, the City is working on repairing the Dam; it would be a good time to have Houston Engineering prepare a design for a fish passage. Currently, the DNR does not have any funds to help the City, but he would like to encourage the City to prepare a concept and design at the City's expense and in the future, the DNR may have funds to help create a fish passage. Houston Engineering will be at the next meeting to discuss this concept with Council further.

Bob Schlieman reviewed Improvement Project 87 and the proposed areas. Administrator Solga, Superintendent Olson and Engineer Schlieman met and created a map and rated the areas on level of importance to make a recommendation. At this time, Council is not interested in moving forward with the area proposed to be served with gravity sanitary sewer south of 1st Avenue SE between 4th Street SE and 6th Street SE.

Motion by Foster, seconded by Ballard to adopt the following written resolution entitled: **RESOLUTION NO. 2016-16 A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS; 6th STREET NE, 6th STREET SE, 1st AVENUE SE, 2nd AVENUE SE, MAPLEWOOD DRIVE, RIDGE CREST DRIVE, LAKE REGION AVENUE, 10th AVENUE SE, 430th STREET (GOLF COURSE ROAD) AND DOWNTOWN PARKING LOT** with the exception of the area proposed to be served with gravity sanitary sewer south of 1st Avenue SE between 4th Street SE and 6th Street SE. Motion carried and resolution declared duly adopted. (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 10-25-2016

Detective Jon Karger of the Otter Tail County Sheriff's Office and a Pelican Rapids resident provided the Council with an example of the City of Fergus Fall Predatory Offender Residency Restrictions and Safety Zones Ordinance. He would like the City of Pelican Rapids to consider adding a similar ordinance. Chief Stadum is also in favor of looking into this issue further. Council would like Attorney Larson to follow up with the League of Minnesota Cities and Council can discuss further at the next meeting.

Superintendent Brian Olson addressed Council about the concern over hydrant flushing that was brought up at the last meeting. He talked to management from West Central Turkey's (WCT) about the hydrant flushing. WCT feels that the time the City does it now, works best for them.

Administrator Solga informed Council that Parcels 76000990661000 and 76000990661001 are in violation of the City's Animal Ordinance and possibly Fence Ordinance. He mailed the owner a letter on October 4, 2016 but has received no response.

Waste Water Improvement Project 79 punch list items are still being completed. There are some items that Gridor is not willing to do. Those will be discussion points when the project is completed. Administrator Solga reviewed some of the punch list items. He would like two elected officials to do walk through with him. Mayor Frazier and Council Member Foster offered to do a final walk through.

Water Plant Improvement Project 83 is almost complete and the final pay request could be at the next meeting.

Bridge Removal Project 80 was completed. The Culvert Bridge was removed on Wednesday. When the parking lot is repaired, the walking bridge will be put in.

Administrator Solga updated Council on Project 85 Community Center. By December, the consultant for the project should have some options on new HVAC systems for the Council to review.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 7:22 p.m.
Motion carried. Opposed: Holl

Danielle Heaton

Danielle Heaton
Clerk-Treasurer

11/07/2016 City Bill Listing

Vendor Name	Comments	Amount
AMERI PRIDE SERVICES	STR,PK;LINEN SERVICES	\$58.65
CITY OF PELICAN RAPIDS	FD;UTILITIES	\$36.06
CLIMATE MAKERS INC.	CH;AC COMPRESSOR LABOR	\$1,102.50
COOPERS TECHNOLOGY GROUP, INC	CLK,CH,STR;OFFICE SUPPLIES	\$384.70
DAKOTA SUPPLY GROUP INC	STR;GLOBE ON 1ST AVE NW	\$1,548.00
EGGE CONSTRUCTION INC	STR;BLADING	\$320.00
FARNAMS GENUINE PARTS INC	STR;SUPPLIES	\$293.51
FERGUSON WATERWORKS #2516	SWR;MANHOLE RISERS	\$130.44
GOPHER STATE ONE CALL	WTR,SWR;LOCATES	\$36.45
HAWKINS, INC	WWTF;CHEMICALS	\$6,194.53
HEIMAN, INC	FD;TURN OUT BOOTS	\$6,877.15
HOUSTON ENGINEERING INC	DAM ENGINEERING SERVICES	\$4,052.64
KREKELBERG LAW FIRM	PD;PROSECUTING FEES	\$535.50
LARRYS SUPER MARKET	CH;SUPPLIES	\$24.20
MARCO, INC	ALL DEPTS;COPIES	\$252.40
MARTINSON, WINNIE	FD;ANNUAL CLEANING	\$1,500.00
MOENKEDICKS WINDOW WIZARD	FD,CH,HCH;WINDOW CLEANING	\$119.00
NORTHLAND TRUST SERVICES INC	BOND PRIN & INT PAYMENTS	\$420,895.00
OTC AUDITORS OFFICE	FD; ACTIVE 911 SERVICE	\$275.00
OTTER TAIL POWER COMPANY	ALL DEPTS;UTILITIES	\$14,786.52
PARK REGION CO OP	PL;SUPPLIES	\$52.25
PELICAN PIZZA	SAFETY COMMITTEE MEETING	\$45.80
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$19,120.00
PERFORMANCE PAVING & SEALCOAT	STR;PATCHING ROADS	\$9,600.00
PETES BODY SHOP INC	PD;TOW	\$80.00
REDLINE STANDS	FD;STORAGE LIFT	\$2,438.86
RIGGLE, SHANNON	PD;TRANSCRIPTION	\$17.00
RMB ENVIRONMENTAL LABORATORIES	WATER TESTING	\$334.00
SOUTHTOWN	ALL DEPTS;OPERATING FUEL	\$614.98
ST PAUL STAMP WORKS INC	PD;ANIMAL LIC	\$73.49
STRAND HARDWARE & RADIO SHACK	ALL DEPTS;SUPPLIES	\$241.83
STREICHERS	PD;UNIFORMS	\$634.89
TASC	COBRA ADMIN FEE	\$15.00
TOTALFUNDS BY HASLER	ALL DEPTS;POSTAGE	\$123.73
U STORE LOCK & LEAVE	CH,PD; GARAGE RENTAL	\$140.00
VERIZON WIRELESS	PD;WIRELESS	\$26.02
VOL FIREFIGHTERS ASSOC	FD;ANNUAL MEMBERSHIP DUES	\$168.00
WEBBER FAMILY MOTORS	PD;VEHICLE REPAIR	\$296.54
WOLFF	FD;ANNUAL PHYSICALS	<u>\$3,290.00</u>
		\$496,734.64

CITY OF PELICAN RAPIDS

11/03/16 3:00 PM

Page 1

11/07/2016 Liquor Store Bill Listing

Vendor Name	Comments	Amount
ARCTIC GLACIER	LS;ICE	\$209.10
ARTISAN BEER COMPANY	LS;BEER	\$677.00
BELLBOY CORPORATION	LS;MIXES & SUPPLIES	\$4,420.25
BERGSETH BROS. CO. INC	LS;BEER	\$2,669.60
BEVERAGE WHOLESALERS, INC	LS;BEER	\$3,294.04
BREAKTHRU BEVERAGE	LS;LIQUOR	\$811.80
CITY OF PELICAN RAPIDS	NOV UTILITY BILL	\$35.03
DS BEVERAGES, INC	LS;BEER	\$5,223.25
JOHNSON BROTHERS LIQUOR CO	LS;WINE	\$4,933.88
OTTER TAIL POWER COMPANY	OCT 2016	\$535.57
PHILLIPS WINE & SPIRITS	LS;WINE & LIQUOR	\$611.25
STRAND HARDWARE & RADIO SHACK	LS;FURNACE FILTERS	<u>\$10.72</u>
		\$23,431.49

Vendor Name	Purpose	Amount	Account #
Amazon	DVD	\$80.92	21145500346
Arvig	phone	\$132.26	21145500320
Ballard Sanitation	Utilities	\$67.81	21145500380
Great Plains natural Gas	utlities	\$447.00	21145500380
Ingram	books	\$539.20	21145500435
Larry's Supermarket	coffee	\$61.53	21145500500
Liberty Business systems	Monthly meters Kyocera Sept	\$89.74	21145500200
Liberty Business systems	Quarterly Lanier	\$43.33	21145500200
MicroMarketing	audio books	\$310.97	21145500346
Otter Tail Power Co.	Utilities	\$709.89	21145500380
Quality Books		\$24.95	21145500435
Strand Hardware	HDMI Cable	\$24.99	21145500500
Verizon Wireless	cell phone	\$118.97	21145500320
Viking Library System	USB plate	\$19.99	21145500500
Viking Library System	Barcodes	\$50.00	21145500210
Total		\$2,721.55	

November 7 , 2016

Council Report

Streets:

- Sand and salt are mixed ready to go
- Sweeping of leaves has been completed
- Getting equipment ready for winter
- Getting streets ready for plowing (ramping manholes and gate valve boxes with cold patch)

Parks:

- Parks and pool have all been drained and winterized
- Skating rink will be set up in the next couple weeks, plan this year is to set up one large rink instead of 2 smaller ones

Brian Olson

Pelican Rapids Street and Parks Supt.

Library Board Meeting Minutes
Monday October 3, 2016 6pm
Levorsen Community Room
Pelican Rapids Public Library

Present were Teresa Thornton, Curt Markgraf, Wayne Runnigen, Annie Wrigg

Approval of the agenda – Motion to accept the agenda was made by Curt M., seconded by Wayne R. Motion passed unanimously.

Approval of the agenda – Motion to accept the agenda with a correction made to item #2 to change October to September minutes was made by Wayne R., seconded by Curt M. Motion passed unanimously.

Friends update – Co-President Kathy Knuteson-Olson made a short report regarding the Friends Annual Meeting was held on August 18, 2016 where the Friends donated \$5,000.00 from their book truck sales to the library for the purchase of new books. She was also very appreciative of all the work that the Library Board and Director have made in being a part of the City's 2017 budget process.

Approval of the September Minutes – Motion to approve the September 7, 2016 minutes was made by Wayne R seconded by Curt M. Motion passed unanimously

Approval of the bills – Motion to approve bill listing with a correction made to the Pelican Plumbing bill from \$270.51 to \$270.15 for a total of \$3,931.47 was made by Curt M. seconded by Wayne R. Motion passed unanimously.

Financial reports – Financial report for September 2016 were presented by Annie W. She noted that the salary line was high due to an accounting error. \$1,030.43 should have been posted to the Otter Tail Power line item not the salary line.

Also reported that there are two CD's coming due, one on November 17, 2016 and the other On December 12, 2016

Foundation update – No report.

Director's Report -

- a. Annie reported that she has secured informational prices for the flooring which is approximately \$14,000.00 for just the flooring, and a preliminary installation price of \$11,000.00. She also reported that she had secured other prices for items that the board could consider in the future. Shelving \$60,000.00, water softener and bathroom fixtures \$5,000.00 installed, floor scrubbing machine \$4,000.00.

The board requested that she secure firm quotations for the water softener, bathroom fixtures, and the floor scrubber and report at the next board meeting.

Annie reported that there was an additional audit expense in the amount of \$680.00 in addition to the previous amount that was paid (\$720.00) Motion by Wayne R. seconded by Curt M. to pay the \$680.00 audit expense. Motion passed unanimously.

Annie reported that the City Council has passed their preliminary 2017 budget with the Library receiving the requested amount of \$27,300.00. There was also an additional amount of \$20,000.00 which was put towards the Library roofing.

Discussion regarding the roof materials resulted in a motion by Wayne R. and seconded by Curt M. to recommend Metal (shakes) shingles for the library roof when the project is done. Motion passed unanimously. The board will monitor snow on the local metal roofs throughout the upcoming winter to see how each roof handles snowfalls in the event they would like to consider a different roofing material.

Climate Makers will be installing the new HVAC software and equipment this week.

The Little Free Library has been presented to the Library by the Pelican 4H Club. Arrangements for its installation will be made.

A letter requesting copies of DVD's from the City Council meetings for the public to check out from the library was presented. Motion by Wayne R. and seconded by Curt M. to send the letter to the City Council was made. Motion passed unanimously.

Minnesota Woman update – No report.

Personnel – Annie informed the Library Board that interviews for the circulation librarian were almost completed. Interviews will be completed by Thursday October 6, 2016. Board action to recess this meeting will be required to allow for hiring someone prior to the next City Council meeting.

ESL teacher request – A request for space to store a large 48" x 36" white board. Motion by Teresa T. and seconded by Wayne R. to deny this request. Motion passed unanimously.

Chairman's Discussion – Teresa stated that the board meeting would need to be continued to October 6, 2017 for the purpose of addressing item #8 Personnel.

Motion by Wayne R. and seconded by Curt M. to continue this meeting to Thursday October 6, 2017 at 5:45 pm in the Levorsen Community Room Pelican Rapids Public Library. Motion passed unanimously.

7:26pm

Continued Meeting – Thursday October 6, 2017 5:45 pm Levorsen Community Room Pelican Rapids Public Library

Present were Teresa Thornton, Curt Markgraf, Wayne Runningen, Annie Wrigg

Motion to add two late bills to the agenda by Curt M. seconded by Wayne R. Motion carried unanimously.

Motion to pay Wells Fargo Credit Services \$159.99 and Lake Country Services Coop. \$461.75 was made by Curt M. and seconded by Wayne R. Motion passed unanimously.

Annie reported that her interviews have been completed, and that she is requesting that the board hire Jill Vander-Maten at Step 1 of the Library pay scale for the Circulation Librarian \$12.72/hr.

Motion by Wayne R. and seconded by Curt M. to hire Jill Vander-Maten at Step 1 of the Library pay scale for the Circulation Librarian \$12.72/hr. Motion passed unanimously.

Next meeting is Monday November 7, 2016 at 6pm.

Motion to adjourn was made by Wayne R. and seconded by Curt M. to adjourn the meeting. Motion passed unanimously. 5:50 pm.

Respectfully submitted

Wayne Runningen

**Pelican Rapids Public Library
Holiday Hours
2017**

These are the days that the library is closed and holiday pay is provided.

New Year's Day Observed	Sunday, January 1 st Monday, January 2 nd
Martin Luther King Day	Monday, January 16 th
President's Day	Monday, February 20 th
Memorial Day	Monday, May 29 th
Independence Day	Tuesday, July 4 th
Labor Day	Monday, September 4 th
Veteran's Day Observed	Saturday, November 11 th Friday, November 10 th
Thanksgiving Day	Thursday, November 23 th
Christmas Day	Monday, December 25 th
New Year's Day 2018	Monday, January 1 st
<u>Non-paid</u>	
Christmas Eve	Sunday, December 24 th
New Year's Eve	Sunday, December 31 st
<u>Inventory</u>	
Saturday, January 14 th , 2017	Closed to the public but staff will be doing inventory
Saturday January 13 th , 2018	Closed to the public but staff will be doing inventory

October
2016

Budget Update

Pelican Rapids Public Library

		Annual YTD	Budet YTD	Budget 2016	Difference
Income					
Beginning balance					
City Funding	34761	\$151,348.36	\$123,333.33	\$148,000.00	\$28,015.03
Non-resident reimbursement	34762	\$21,967.50	\$34,166.67	\$41,000.00	-\$12,199.17
Copies	34763	\$3,718.33	\$2,833.33	\$3,400.00	\$885.00
Coffee Bar	34764	\$202.00	\$166.67	\$200.00	\$35.33
Fines	35103	\$2,155.09	\$4,583.33	\$5,500.00	-\$2,428.24
Interest	36210	\$10.06			
Donations	34765	\$28,372.50	\$14,333.33	\$17,200.00	\$14,039.17
Legacy Funding	34767				
Refunds	34766	\$37.00	\$0.00		\$37.00
Savings account transfer					
Total Income		\$207,810.84	\$179,416.67	\$215,300.00	\$28,384.11
Expenses					
Staff salaries	100	\$114,092.54	\$110,252.23	\$132,302.67	-\$3,840.31
Pension	120	\$16,803.47	\$16,237.50	\$19,485.00	-\$565.97
Staff medical insurance	130	\$6,825.56	\$4,651.67	\$5,582.00	-\$2,173.89
Office supplies	200	\$1,979.43	\$2,500.00	\$3,000.00	\$520.57
Education	208	\$810.25	\$1,333.33	\$1,600.00	\$523.08
Coffee Bar Supplies	209	\$169.14	\$83.33	\$100.00	-\$85.81
Library supplies	210		\$1,083.33	\$1,300.00	\$1,083.33
Auditing	301	\$1,400.00	\$1,000.00	\$1,200.00	-\$400.00
Legal fees	304		\$166.67	\$200.00	\$166.67
Phone/fax/security	320	\$2,456.59	\$2,166.67	\$2,600.00	-\$289.92
Travel	331	\$148.76	\$500.00	\$600.00	\$351.24
Advertising	340	\$638.25	\$500.00	\$600.00	-\$138.25
Building Insurance	360	\$2,752.61	\$3,750.00	\$4,500.00	
Utilities	380	\$10,715.63	\$12,500.00	\$15,000.00	\$1,784.37
Building expenses	401	\$4,164.59	\$6,666.67	\$8,000.00	\$2,502.08
Books	435	\$6,847.52	\$10,833.33	\$13,000.00	\$3,985.81
Audio visual materials	440	\$2,238.08	\$3,083.33	\$3,700.00	\$845.25
Software	445		\$833.33	\$1,000.00	\$833.33
Periodicals	450	\$529.00	\$2,083.33	\$2,500.00	\$1,554.33
Children's services programming	455	\$689.36	\$583.33	\$700.00	-\$106.03
VLS sub./Hot Reads	460	\$473.00	\$0.00		-\$473.00
Automations-yearly fees	465		\$2,666.67	\$3,200.00	\$2,666.67
Equipment/Capital Outlay	500	\$11,007.17			\$11,007.17
Afterschool Programing					
Refunds			\$75.00	\$100.00	\$75.00
Savings account					
Operating expenses Total		\$184,740.95		\$220,269.67	
Difference		\$23,069.89	\$179,416.67	-\$4,969.67	\$23,666.04



**Library Board Meeting
Agenda
Monday November 7, 2016 6pm
Levorsen Community Room
Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the October Minutes
3. Approval of the bills (Curt)
4. Financial reports: Minutes (Annie)
 - a. CD renewals
 - i. 909001738573 Due 17 November 2016 \$59,459.64 @0.3%
 - ii. 909001754261 Due 121 December 2016 \$37,907.55 @0.55%
5. Friends update :
6. Foundation update :
7. Director's Report :
 - a. Flooring update
 - b. City Council Update
 - i. Budget 2017
 - ii. Roofing
 - iii. Little Free Library
 - iv. Request for Council copies DVDs
 - c. Minnesota Woman
8. Personnel
9. 2017 holiday closings
10. Chairman's discussion
 - a. Comments
11. Next meeting: Monday December 5, 2016 at 6pm.
- 12.

***The mission of the Pelican Rapids Public Library is:
to enrich individual and community life and serve as a community resource
through materials, programming and service for all people throughout their lives.***

**CITY OF PELICAN RAPIDS
CASH RECAP
MONTH-END OCTOBER 31, 2016**

CASH BALANCE

FUND 101	GENERAL FUND	\$956,659.03
FUND 205	SMALL CITIES GRANT FUNDING	\$159.60
FUND 206	DEV DIST 05 EYE CLINIC	(\$2,207.42)
FUND 208	DEV DIST 8 GOTTENBORG CLINIC	(\$3,556.05)
FUND 210	DEV DIST 85 FUND	\$248,089.71
FUND 211	LIBRARY	\$50,442.53
FUND 302	SPECIAL IMPROVEMENT FUND	\$429,867.86
FUND 303	ECONOMIC DEVELOPMENT AUTHORITY	\$51,073.38
FUND 601	WATER FUND	\$150,316.43
FUND 602	SEWER FUND	\$492,238.59
	CLERK'S CASH BALANCE	\$2,373,083.66

		BALANCE	INVEST	INVEST	INTEREST	INTEREST	BALANCE	INT	MATURITY
		12/31/15	PURCHASED	MATURED	INCOME	PAID OUT	10/31/16	RATE	DATE
101 - GENERAL FUND									
MN-GENERAL FUND	35778	202,976.28	0.00	0.00	688.81	0.00	203,665.09	0.34%	2/17/2017 CD
MN-09 CAP IMP FUNDS (8/28/09)	35657	166,371.58	0.00	0.00	564.59	0.00	166,936.17	0.34%	2/24/2017 CD
BELL-06, 07, 08, 14 ECON DEV.	200121069	56,972.10	0.00	0.00	378.70	0.00	57,350.80	0.15%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER B	200121069	21,481.32	0.00	0.00	0.00	0.00	21,481.32	0.15%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	200121069	73,123.67	50,000.00	0.00	0.00	0.00	123,123.67	0.15%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	200121069	41,745.19	0.00	0.00	0.00	0.00	41,745.19	0.15%	MM SAVINGS
BELL-13 STR EQUIP	200121069	28,900.00	10,000.00	0.00	0.00	0.00	38,900.00	0.15%	MM SAVINGS
BELL - 14 LIB ROOF	200121069	20,000.00	20,000.00	0.00	0.00	0.00	40,000.00	0.15%	MN SAVINGS
MN - 15 CITY TRAIL	462819650	0.00	15,000.00	0.00	23.45	0.00	15,023.45	0.20%	MN SAVINGS
MN - 15 MAPLEWOOD TRAIL	462819650	0.00	50,000.00	0.00	78.18	0.00	50,078.18	0.20%	MN SAVINGS
MN-06-09 ECONOM DVLPMT(7/26/11)	3523519	101,342.38	0.00	0.00	155.25	0.00	101,497.63	0.20%	MM SAVINGS
MN-08-09-10 BRIDGE (7/26/11)	3523519	47,382.50	0.00	0.00	91.86	0.00	47,474.36	0.20%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3523519	60,099.19	50,000.00	0.00	165.74	0.00	110,264.93	0.20%	MM SAVINGS
WF-GENERAL FUND	5206	456,488.14	0.00	35,000.00	247.88	0.00	421,736.02	0.03%	SAVINGS
WF-FIRE DEPT	5206	20,000.00	10,000.00	0.00	0.00	0.00	30,000.00	0.03%	SAVINGS
WF-COMM CTR	5206	0.00	25,000.00	0.00	0.00	0.00	25,000.00	0.03%	SAVINGS
TOTAL GENERAL FUND		1,296,882.35	230,000.00	35,000.00	2,394.46	0.00	1,494,276.81		
205 - SCDP									
WF-SCDP - RENTAL	7296097335	6,583.10	0.00	0.00	0.00	0.00	6,583.10	0.00%	CHECKING
WF-SCDP - COMMERCIAL	7296097335	22,084.04	5,325.28	4,490.01	0.00	0.00	22,919.31	0.00%	CHECKING
WF-SCDP - RESIDENTIAL	7296097335	12,806.67	9,674.72	0.00	0.00	0.00	22,481.39	0.00%	CHECKING
		41,473.81	15,000.00	4,490.01	0.00	0.00	51,983.80		
211 - LIBRARY									
BELL-LIBRARY SAVINGS (6/09)	909001738573	59,459.64	0.00	0.00	0.00	0.00	59,459.64	0.30%	11/17/2016 CD
BELL-LIBRARY SAVINGS (03/13)	909001754261	37,907.55	0.00	0.00	0.00	0.00	37,907.55	0.55%	12/12/2016 CD
BELL-LIBRARY SAVINGS (7/10)TOSO	909001737674	16,637.18	0.00	0.00	0.00	0.00	16,637.18	0.55%	1/22/2018 CD
BELL-LIBRARY SAVINGS (12/11)	909001747461	37,907.55	0.00	0.00	0.00	0.00	37,907.55	0.55%	3/14/2018 CD
BELL-LIBRARY SAVINGS (5/05)	200066413	12,250.99	0.00	680.00	10.06	0.00	11,581.05	0.10%	MM SAVINGS
TOTAL LIBRARY		164,162.91	0.00	680.00	10.06	0.00	163,492.97		
302 - SPECIAL IMP									
BELL-SPECIAL IMP FD(7/14/10)	909001737675	137,718.86	0.00	0.00	0.00	0.00	137,718.86	0.55%	1/22/2018 CD
WF-SPECIAL IMP FUND	5206	212,205.96	0.00	0.00	0.00	0.00	212,205.96	0.03%	SAVINGS
TOTAL FUND SPEC IMP		349,924.82	0.00	0.00	0.00	0.00	349,924.82		
601 - WATER FUND									
MN-UTILITY BILLING	4583063	241.60	0.00	0.00	126.28	0.00	(655.33)	0.15%	CHECKING
MN-WTR TWR RESERVE-T MOBILE	462819650	107,375.01	18,949.42	0.00	318.75	0.00	126,643.18	0.31%	MN SAVINGS
WF-WATER FUND	5206	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.03%	SAVINGS
TOTAL WATER FUND		307,616.61	18,949.42	0.00	445.03	0.00	325,987.85		
602 - SEWER FUND									
MN-UTILITY BILLING	4583063	2,467.48	0.00	0.00	126.29	0.00	3,557.83	0.15%	CHECKING
MN-WWTF (2)	462819650	10,859.85	0.00	0.00	28.88	0.00	10,888.73	0.31%	MN SAVINGS
WF-SAVINGS	5206	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.03%	SAVINGS
TOTAL SEWER FUND		113,327.33	0.00	0.00	155.17	0.00	114,446.56		
609 - LIQUOR STORE									
MN- LIQUOR STORE SAVINGS (2/14)	462819650	251,002.78	0.00	0.00	663.17	0.00	251,665.95	0.31%	MN SAVINGS
WF-SAVINGS	3013632470	176,654.67	140,000.00	63,759.51	56.14	0.00	252,951.30	0.03%	SAVINGS
TOTAL LIQUOR STORE		427,657.45	140,000.00	63,759.51	719.31	0.00	504,617.25		
ESCROW ACCOUNT									
PAYROLL FLEX ACCOUNT	2100130841	1,457.53	4,457.23	4,112.22	0.00	0.00	1,802.54	0.00%	CHECKING
TOTAL ALL FUNDS		2,702,502.81	408,406.65	108,041.74	3,724.03	0.00	3,006,532.60		



CITY OF PELICAN RAPIDS

*Revenue Guideline©

Current Period: October 2016

PELICAN RAPIDS

		2016	2016	October	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
GENERAL FUND						
Active	R 101-31000 General Property Taxes	\$671,318.00	\$631,180.61	\$256,860.13	\$40,137.39	94.02%
Active	R 101-31920 Property Tax Replaceme	\$0.00	\$176.79	\$176.79	-\$176.79	0.00%
Active	R 101-32000 Licenses and Permits	\$2,500.00	\$140.00	\$140.00	\$2,360.00	5.60%
Active	R 101-32100 Business Licenses/Permi	\$0.00	\$107.50	\$0.00	-\$107.50	0.00%
Active	R 101-32110 Intoxicating Liq. License	\$0.00	\$1,950.00	\$0.00	-\$1,950.00	0.00%
Active	R 101-32115 Malt Liquor & Wine Licen	\$0.00	\$610.00	\$0.00	-\$610.00	0.00%
Active	R 101-32210 Building Permits	\$1,000.00	\$6,501.50	\$474.00	-\$5,501.50	650.15%
Active	R 101-32215 Special Use Permits	\$0.00	\$800.00	\$0.00	-\$800.00	0.00%
Active	R 101-32240 Animal Licenses	\$0.00	\$984.00	\$42.00	-\$984.00	0.00%
Active	R 101-32245 ANIMAL BOARDING	\$0.00	\$395.00	\$30.00	-\$395.00	0.00%
Active	R 101-33200 Police State Aid	\$16,500.00	\$20,672.02	\$0.00	-\$4,172.02	125.28%
Active	R 101-33250 State Snow Removal Aid	\$4,500.00	\$5,982.88	\$1,495.72	-\$1,482.88	132.95%
Active	R 101-33300 State Airport Assistance	\$4,200.00	\$6,682.00	\$0.00	-\$2,482.00	159.10%
Active	R 101-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 Local Government Aid	\$959,633.00	\$479,816.50	\$0.00	\$479,816.50	50.00%
Active	R 101-33410 TRANSPORTATION AS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33600 County Grants	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 101-33610 County Hwy Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33620 PERA Increase Aid	\$2,200.00	\$1,109.50	\$0.00	\$1,090.50	50.43%
Active	R 101-34105 Sale of Maps and Public	\$0.00	\$10.00	\$0.00	-\$10.00	0.00%
Active	R 101-34200 Public Safety - Fire Calls	\$12,000.00	\$13,520.00	\$1,900.00	-\$1,520.00	112.67%
Active	R 101-34201 City/Townships Fire Rev	\$231,840.00	\$222,480.30	\$0.00	\$9,359.70	95.96%
Active	R 101-34202 Fire Relief Assoc	\$35,000.00	\$60,178.09	\$0.00	-\$25,178.09	171.94%
Active	R 101-34203 Accident Reports	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34204 Fire Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34205 Training Burns	\$0.00	\$1,800.00	\$1,200.00	-\$1,800.00	0.00%
Active	R 101-34300 Highways and Street Ch	\$0.00	\$755.00	\$85.00	-\$755.00	0.00%
Active	R 101-34720 Swimming Pool Fees	\$7,500.00	\$4,945.46	\$0.00	\$2,554.54	65.94%
Active	R 101-34766 Refunds & Reimburseme	\$0.00	\$3,853.86	\$586.28	-\$3,853.86	0.00%
Active	R 101-34920 Airport Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34921 Land Rent/Hangers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35000 Penalties	\$0.00	\$2,195.40	\$318.00	-\$2,195.40	0.00%
Active	R 101-35100 Court Fines	\$8,000.00	\$6,734.16	\$902.31	\$1,265.84	84.18%
Active	R 101-35102 Local Fines	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35200 Forfeits	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-35210 Impound Fees	\$0.00	\$357.00	\$25.00	-\$357.00	0.00%
Active	R 101-36210 Interest Earnings	\$0.00	\$1,488.36	\$127.33	-\$1,488.36	0.00%
Active	R 101-36220 Dividends	\$10,000.00	\$121.31	\$0.00	\$9,878.69	1.21%
Active	R 101-36230 Contributions and Donati	\$3,400.00	\$4,000.00	\$0.00	-\$600.00	117.65%
Active	R 101-36240 Shop with a Cop Donatio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36250 Dave Brown Soc Field D	\$0.00	\$45,000.00	\$0.00	-\$45,000.00	0.00%
Active	R 101-36260 MN Woman Donations	\$0.00	\$5,565.00	\$0.00	-\$5,565.00	0.00%
Active	R 101-37125 Sales of Service or Prop	\$0.00	\$4,857.00	\$275.00	-\$4,857.00	0.00%
Active	R 101-37165 Sales Other Customers	\$0.00	\$10.00	\$0.00	-\$10.00	0.00%
Active	R 101-37400 Community Sign	\$0.00	\$2,250.00	\$0.00	-\$2,250.00	0.00%
Active	R 101-37401 Industrial Park Sign	\$0.00	\$600.00	\$0.00	-\$600.00	0.00%
Active	R 101-37520 Special Assess - County	\$0.00	\$1,202.54	\$601.27	-\$1,202.54	0.00%
Active	R 101-37800 Liquor Store Payroll Refu	\$0.00	\$5,009.44	\$0.00	-\$5,009.44	0.00%
Active	R 101-38010 Rental of Property	\$9,000.00	\$13,516.46	\$3,889.19	-\$4,516.46	150.18%
Active	R 101-38020 Airport Land Rent	\$0.00	\$10,440.24	\$5,220.12	-\$10,440.24	0.00%
Active	R 101-38021 Airport Hanger Rent	\$0.00	\$11,638.25	\$2,550.00	-\$11,638.25	0.00%
Active	R 101-38022 Airport Fuel Receipts	\$0.00	\$8,291.83	\$0.00	-\$8,291.83	0.00%
Active	R 101-38071 Swimming Pool Lessons	\$0.00	\$1,175.00	\$0.00	-\$1,175.00	0.00%
Active	R 101-38700 Rental Housing Fees	\$1,200.00	\$5,385.00	\$2,445.00	-\$4,185.00	448.75%
Active	R 101-38910 Camping Fees	\$1,000.00	\$5,529.14	\$97.79	-\$4,529.14	552.91%



PELICAN RAPIDS

CITY OF PELICAN RAPIDS
*Revenue Guideline©

Current Period: October 2016

		2016 YTD Budget	2016 YTD Amt	October MTD Amt	2016 YTD Balance	% of YTD Budget
Active	R 101-39203 Transfer from Other Fun	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
	Total GENERAL FUND	\$2,023,291.00	\$1,600,017.14	\$279,440.93	\$423,273.86	79.08%



PELICAN RAPIDS

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

11/02/16 4:38 PM

Page 1

Current Period: October 2016

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
GENERAL FUND							
Dept 41110 Council							
Active	E 101-41110-100 Wages and Salari	\$5,400.00	\$4,050.00	\$1,325.00	\$0.00	\$1,350.00	75.00%
Active	E 101-41110-120 Employer Contrib	\$500.00	\$412.50	\$135.16	\$0.00	\$87.50	82.50%
Active	E 101-41110-430 Miscellaneous	\$500.00	\$45.00	\$45.00	\$0.00	\$455.00	9.00%
Total Dept 41110 Counc		\$6,400.00	\$4,507.50	\$1,505.16	\$0.00	\$1,892.50	70.43%
Dept 41305 Mayor							
Active	E 101-41305-100 Wages and Salari	\$1,740.00	\$1,305.00	\$435.00	\$0.00	\$435.00	75.00%
Active	E 101-41305-120 Employer Contrib	\$160.00	\$99.84	\$33.28	\$0.00	\$60.16	62.40%
Active	E 101-41305-430 Miscellaneous	\$1,000.00	\$507.17	\$45.00	\$0.00	\$492.83	50.72%
Total Dept 41305 Mayc		\$2,900.00	\$1,912.01	\$513.28	\$0.00	\$987.99	65.93%
Dept 41310 City Administrator							
Active	E 101-41310-100 Wages and Salari	\$44,000.00	\$36,097.60	\$3,281.60	\$0.00	\$7,902.40	82.04%
Active	E 101-41310-120 Employer Contrib	\$7,000.00	\$5,063.44	\$458.34	\$0.00	\$1,936.56	72.33%
Active	E 101-41310-130 Employer Paid In	\$3,800.00	\$3,224.59	\$323.01	\$2.50	\$572.91	84.92%
Active	E 101-41310-200 Office Supplies	\$1,200.00	\$1,305.66	\$77.87	\$1.96	-\$107.62	108.97%
Active	E 101-41310-208 Education	\$1,600.00	\$698.88	\$461.75	\$45.80	\$855.32	46.54%
Active	E 101-41310-210 Operating Supplie	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41310-220 Repair/Maint Sup	\$100.00	-\$19.98	\$0.00	\$0.00	\$119.98	-19.98%
Active	E 101-41310-300 Professional Srvs	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41310-320 Communications	\$1,500.00	\$1,583.73	\$187.63	\$0.00	-\$83.73	105.58%
Active	E 101-41310-331 Travel Expenses	\$400.00	\$31.68	\$0.00	\$0.00	\$368.32	7.92%
Active	E 101-41310-400 Repairs & Maint	\$500.00	\$88.22	\$0.00	\$0.00	\$411.78	17.64%
Active	E 101-41310-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41310-433 Dues, Fees, Subs	\$0.00	\$2,762.00	\$0.00	\$0.00	-\$2,762.00	0.00%
Active	E 101-41310-500 Capital Outlay	\$1,000.00	\$199.00	\$0.00	\$0.00	\$801.00	19.90%
Total Dept 41310 City Administratc		\$61,300.00	\$51,034.82	\$4,790.20	\$50.26	\$10,214.92	83.25%
Dept 41400 City Clerk-Treasurer							
Active	E 101-41400-100 Wages and Salari	\$35,000.00	\$26,227.34	\$2,471.04	\$0.00	\$8,772.66	74.94%
Active	E 101-41400-120 Employer Contrib	\$5,200.00	\$3,638.59	\$340.28	\$0.00	\$1,561.41	69.97%
Active	E 101-41400-130 Employer Paid In	\$5,016.00	\$4,585.45	\$423.57	\$2.50	\$428.05	91.47%
Active	E 101-41400-200 Office Supplies	\$1,500.00	\$1,456.91	\$49.01	\$183.93	-\$140.84	109.39%
Active	E 101-41400-208 Education	\$1,800.00	\$1,900.56	\$461.75	\$0.00	-\$100.56	105.59%
Active	E 101-41400-210 Operating Supplie	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-41400-220 Repair/Maint Sup	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41400-300 Professional Srvs	\$2,500.00	\$1,955.00	\$0.00	\$0.00	\$545.00	78.20%
Active	E 101-41400-320 Communications	\$2,000.00	\$1,604.79	\$147.94	\$0.00	\$395.21	80.24%
Active	E 101-41400-331 Travel Expenses	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
Active	E 101-41400-400 Repairs & Maint	\$400.00	\$451.42	\$0.00	\$0.00	-\$51.42	112.86%
Active	E 101-41400-433 Dues, Fees, Subs	\$300.00	\$310.00	\$0.00	\$0.00	-\$10.00	103.33%
Active	E 101-41400-500 Capital Outlay	\$2,300.00	\$2,020.19	\$0.00	\$0.00	\$279.81	87.83%
Total Dept 41400 City Clerk-Treasure		\$56,566.00	\$44,150.25	\$3,893.59	\$186.43	\$12,229.32	78.05%
Dept 41410 Elections							
Active	E 101-41410-100 Wages and Salari	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	E 101-41410-430 Miscellaneous	\$700.00	\$38.99	\$0.00	\$0.00	\$661.01	5.57%
Total Dept 41410 Election		\$3,200.00	\$38.99	\$0.00	\$0.00	\$3,161.01	1.22%
Dept 41420 Publications							
Active	E 101-41420-200 Office Supplies	\$1,000.00	\$965.08	\$121.82	\$120.05	-\$85.13	108.51%
Active	E 101-41420-350 Publication	\$9,500.00	\$6,571.90	\$988.75	\$0.00	\$2,928.10	69.18%
Total Dept 41420 Publication		\$10,500.00	\$7,536.98	\$1,110.57	\$120.05	\$2,842.97	71.78%
Dept 41530 Accounting							



PELICAN RAPIDS

CITY OF PELICAN RAPIDS
*Expenditure Guideline©

11/02/16 4:38 PM

Page 2

Current Period: October 2016

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41530-100 Wages and Salari	\$15,000.00	\$11,074.36	\$771.48	\$0.00	\$3,925.64	73.83%
Active	E 101-41530-120 Employer Contrib	\$2,200.00	\$1,641.77	\$113.40	\$0.00	\$558.23	74.63%
Active	E 101-41530-130 Employer Paid In	\$2,300.00	\$734.67	\$63.64	\$0.00	\$1,565.33	31.94%
Active	E 101-41530-200 Office Supplies	\$6,600.00	\$83.28	\$0.00	\$0.00	\$6,516.72	1.26%
Active	E 101-41530-208 Education	\$500.00	\$481.75	\$461.75	\$0.00	\$18.25	96.35%
Total Dept 41530 Accountin		\$26,600.00	\$14,015.83	\$1,410.27	\$0.00	\$12,584.17	52.69%
Dept 41540 Auditing							
Active	E 101-41540-301 Auditing Services	\$9,500.00	\$11,000.00	\$0.00	\$0.00	-\$1,500.00	115.79%
Total Dept 41540 Auditin		\$9,500.00	\$11,000.00	\$0.00	\$0.00	-\$1,500.00	115.79%
Dept 41600 Legal Expenses							
Active	E 101-41600-304 Legal Fees	\$8,000.00	\$6,858.70	\$475.00	\$0.00	\$1,141.30	85.73%
Active	E 101-41600-305 Employee Relatio	\$1,000.00	\$332.50	\$0.00	\$0.00	\$667.50	33.25%
Active	E 101-41600-306 Prosecuting Fees	\$15,000.00	\$14,837.00	\$882.00	\$535.50	-\$372.50	102.48%
Active	E 101-41600-307 Police Union Leg	\$3,000.00	\$57.50	\$57.50	\$0.00	\$2,942.50	1.92%
Total Dept 41600 Legal Expense		\$27,000.00	\$22,085.70	\$1,414.50	\$535.50	\$4,378.80	81.80%
Dept 41910 Planning and Zoning							
Active	E 101-41910-100 Wages and Salari	\$9,000.00	\$7,312.14	\$644.42	\$0.00	\$1,687.86	81.25%
Active	E 101-41910-120 Employer Contrib	\$1,400.00	\$1,071.73	\$94.15	\$0.00	\$328.27	76.55%
Active	E 101-41910-130 Employer Paid In	\$1,200.00	\$381.04	\$31.82	\$0.00	\$818.96	31.75%
Active	E 101-41910-200 Office Supplies	\$400.00	\$346.20	\$26.24	\$14.61	\$39.19	90.20%
Active	E 101-41910-258 Planning/Zoning/	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41910-308 Building Codes	\$1,000.00	\$4,610.40	\$1,941.60	\$5.16	-\$3,615.56	461.56%
Active	E 101-41910-309 Rental Housing	\$1,000.00	\$2,245.05	\$1,357.19	\$37.65	-\$1,282.70	228.27%
Total Dept 41910 Planning and Zonin		\$14,500.00	\$15,966.56	\$4,095.42	\$57.42	-\$1,523.98	110.11%
Dept 41940 General Govt Buildings/Plant							
Active	E 101-41940-210 Operating Supplie	\$1,000.00	\$373.89	\$0.00	\$37.00	\$589.11	41.09%
Active	E 101-41940-220 Repair/Maint Sup	\$2,000.00	\$1,354.72	\$110.96	\$7.48	\$637.80	68.11%
Active	E 101-41940-300 Professional Svcs	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	E 101-41940-380 Utility Services	\$40,000.00	\$22,775.15	\$2,831.64	\$1,355.85	\$15,869.00	60.33%
Active	E 101-41940-400 Repairs & Maint	\$9,200.00	\$7,960.92	\$442.10	\$1,150.50	\$88.58	99.04%
Active	E 101-41940-410 Rentals	\$1,000.00	\$700.00	\$70.00	\$70.00	\$230.00	77.00%
Active	E 101-41940-430 Miscellaneous	\$500.00	\$442.00	\$0.00	\$0.00	\$58.00	88.40%
Active	E 101-41940-433 Dues, Fees, Subs	\$7,510.00	\$5,310.00	\$0.00	\$0.00	\$2,200.00	70.71%
Active	E 101-41940-500 Capital Outlay	\$20,500.00	\$283.00	\$0.00	\$0.00	\$20,217.00	1.38%
Total Dept 41940 General Govt Buildings/Plar		\$111,710.00	\$39,199.68	\$3,454.70	\$2,620.83	\$69,889.49	35.09%
Dept 42110 Police Department							
Active	E 101-42110-100 Wages and Salari	\$162,000.00	\$172,239.59	\$15,589.67	\$0.00	-\$10,239.59	106.32%
Active	E 101-42110-103 Part-Time Emplo	\$80,000.00	\$10,630.19	\$1,291.40	\$0.00	\$69,369.81	13.29%
Active	E 101-42110-105 Overtime	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42110-110 Call time	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42110-120 Employer Contrib	\$54,000.00	\$32,203.29	\$2,972.15	\$0.00	\$21,796.71	59.64%
Active	E 101-42110-130 Employer Paid In	\$20,000.00	\$16,169.97	\$1,551.36	\$0.00	\$3,830.03	80.85%
Active	E 101-42110-200 Office Supplies	\$3,000.00	\$1,862.35	\$173.12	\$38.81	\$1,098.84	63.37%
Active	E 101-42110-208 Education	\$4,000.00	\$1,518.67	\$473.52	\$11.97	\$2,469.36	38.27%
Active	E 101-42110-210 Operating Supplie	\$28,000.00	\$14,731.12	\$2,928.01	\$1,018.58	\$12,250.30	56.25%
Active	E 101-42110-220 Repair/Maint Sup	\$1,500.00	\$1,055.53	\$0.00	\$0.00	\$444.47	70.37%
Active	E 101-42110-300 Professional Svcs	\$3,000.00	\$1,754.50	\$85.00	\$97.00	\$1,148.50	61.72%
Active	E 101-42110-320 Communications	\$6,000.00	\$4,685.19	\$174.37	\$26.02	\$1,288.79	78.52%
Active	E 101-42110-331 Travel Expenses	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42110-400 Repairs & Maint	\$8,000.00	\$2,985.06	\$263.50	\$296.54	\$4,718.40	41.02%
Active	E 101-42110-410 Rentals	\$910.00	\$700.00	\$70.00	\$70.00	\$140.00	84.62%



CITY OF PELICAN RAPIDS
***Expenditure Guideline©**

11/02/16 4:38 PM

Page 3

Current Period: October 2016

PELICAN RAPIDS

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-42110-425 Misc Task Force	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42110-433 Dues, Fees, Subs	\$2,000.00	\$1,730.00	\$0.00	\$0.00	\$270.00	86.50%
Active	E 101-42110-500 Capital Outlay	\$10,560.00	\$9,060.00	\$0.00	\$0.00	\$1,500.00	85.80%
Total Dept 42110 Police Departmer		\$385,470.00	\$271,325.46	\$25,572.10	\$1,558.92	\$112,585.62	70.39%
Dept 42270 City Fire Services							
Active	E 101-42270-430 Miscellaneous	\$61,000.00	\$54,612.39	\$0.00	\$0.00	\$6,387.61	89.53%
Total Dept 42270 City Fire Service		\$61,000.00	\$54,612.39	\$0.00	\$0.00	\$6,387.61	89.53%
Dept 42280 Fire Department							
Active	E 101-42280-100 Wages and Salari	\$33,000.00	\$13,854.74	\$0.00	\$0.00	\$19,145.26	41.98%
Active	E 101-42280-120 Employer Contrib	\$2,500.00	\$1,059.89	\$0.00	\$0.00	\$1,440.11	42.40%
Active	E 101-42280-140 Unemployment	\$0.00	\$163.66	\$0.00	\$0.00	-\$163.66	0.00%
Active	E 101-42280-200 Office Supplies	\$800.00	\$416.82	\$3.74	\$5.84	\$377.34	52.83%
Active	E 101-42280-208 Education	\$7,810.00	\$2,806.67	\$651.75	\$0.00	\$5,003.33	35.94%
Active	E 101-42280-210 Operating Supplie	\$17,500.00	\$4,836.02	\$0.00	\$6,877.15	\$5,786.83	66.93%
Active	E 101-42280-220 Repair/Maint Sup	\$4,500.00	\$3,668.78	\$451.10	\$30.42	\$800.80	82.20%
Active	E 101-42280-300 Professional Srvs	\$10,920.00	\$1,642.39	\$0.00	\$3,290.00	\$5,987.61	45.17%
Active	E 101-42280-320 Communications	\$2,000.00	\$1,957.19	\$444.71	\$0.00	\$42.81	97.86%
Active	E 101-42280-331 Travel Expenses	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-42280-360 Insurance & Bond	\$20,000.00	\$12,605.40	\$0.00	\$0.00	\$7,394.60	63.03%
Active	E 101-42280-380 Utility Services	\$10,000.00	\$5,240.52	\$336.71	\$223.28	\$4,536.20	54.64%
Active	E 101-42280-400 Repairs & Maint	\$6,490.00	\$9,049.57	\$35.00	\$1,535.00	-\$4,094.57	163.09%
Active	E 101-42280-433 Dues, Fees, Subs	\$622.00	\$451.45	\$7.00	\$443.00	-\$272.45	143.80%
Active	E 101-42280-500 Capital Outlay	\$16,800.00	\$3,849.71	\$0.00	\$2,438.86	\$10,511.43	37.43%
Active	E 101-42280-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00	\$55,000.00	-\$55,000.00	0.00%
Active	E 101-42280-605 Fire Hall Lease	\$77,498.00	\$0.00	\$0.00	\$0.00	\$77,498.00	0.00%
Active	E 101-42280-606 Truck Lease	\$33,000.00	\$32,975.00	\$0.00	\$0.00	\$25.00	99.92%
Active	E 101-42280-610 Interest	\$0.00	\$7,263.75	\$0.00	\$7,263.75	-\$14,527.50	0.00%
Active	E 101-42280-699 Fire Relief Assoc	\$35,000.00	\$60,178.09	\$0.00	\$0.00	-\$25,178.09	171.94%
Total Dept 42280 Fire Departmer		\$278,840.00	\$162,019.65	\$1,930.01	\$77,107.30	\$39,713.05	58.10%
Dept 42500 Civil Defense							
Active	E 101-42500-430 Miscellaneous	\$500.00	\$61.05	\$6.36	\$6.36	\$432.59	13.48%
Total Dept 42500 Civil Defens		\$500.00	\$61.05	\$6.36	\$6.36	\$432.59	12.21%
Dept 42700 Animal Control							
Active	E 101-42700-430 Miscellaneous	\$1,500.00	\$979.45	\$47.68	\$322.06	\$198.49	86.77%
Total Dept 42700 Animal Contr		\$1,500.00	\$979.45	\$47.68	\$322.06	\$198.49	65.30%
Dept 43100 Hwys, Streets, & Roads							
Active	E 101-43100-100 Wages and Salari	\$61,000.00	\$49,227.20	\$4,475.20	\$0.00	\$11,772.80	80.70%
Active	E 101-43100-120 Employer Contrib	\$9,000.00	\$7,250.58	\$657.80	\$0.00	\$1,749.42	80.56%
Active	E 101-43100-130 Employer Paid In	\$9,700.00	\$7,039.63	\$704.34	\$2.50	\$2,657.87	72.60%
Active	E 101-43100-200 Office Supplies	\$1,500.00	\$870.75	\$130.63	\$134.93	\$494.32	67.05%
Active	E 101-43100-208 Education	\$1,000.00	\$556.75	\$461.75	\$0.00	\$443.25	55.68%
Active	E 101-43100-210 Operating Supplie	\$20,000.00	\$7,827.37	\$552.56	\$324.27	\$11,848.36	40.76%
Active	E 101-43100-220 Repair/Maint Sup	\$10,000.00	\$12,134.45	\$686.40	\$304.17	-\$2,438.62	124.39%
Active	E 101-43100-300 Professional Srvs	\$5,000.00	\$35,078.25	\$6,576.00	\$0.00	-\$30,078.25	701.57%
Active	E 101-43100-320 Communications	\$2,000.00	\$1,588.75	\$148.29	\$0.00	\$411.25	79.44%
Active	E 101-43100-331 Travel Expenses	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43100-380 Utility Services	\$9,000.00	\$4,172.41	\$386.93	\$207.23	\$4,620.36	48.66%
Active	E 101-43100-400 Repairs & Maint	\$8,000.00	\$3,787.22	\$130.88	\$29.32	\$4,183.46	47.71%
Active	E 101-43100-406 Asphalt R&M/Cra	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
Active	E 101-43100-407 Sidewalk Repair	\$18,000.00	\$16,810.00	\$0.00	\$0.00	\$1,190.00	93.39%
Active	E 101-43100-433 Dues, Fees, Subs	\$1,000.00	\$496.24	\$0.00	\$0.00	\$503.76	49.62%



PELICAN RAPIDS

CITY OF PELICAN RAPIDS
*Expenditure Guideline©

11/02/16 4:38 PM

Page 4

Current Period: October 2016

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43100-500 Capital Outlay	\$17,500.00	\$45,216.10	(\$5,498.00)	\$1,548.00	-\$29,264.10	267.22%
Active	E 101-43100-607 PW Facility Prin	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	E 101-43100-617 PW Facility Int	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	0.00%
Total Dept 43100 Hwys, Streets, & Road		\$222,900.00	\$192,055.70	\$9,412.78	\$2,550.42	\$28,293.88	86.16%
Dept 43123 Streets							
Active	E 101-43123-224 Street Maint Mate	\$30,000.00	\$23,682.57	\$3,797.25	\$9,920.00	-\$3,602.57	112.01%
Active	E 101-43123-226 Sign Repair Mate	\$2,000.00	\$8,430.00	\$0.00	\$0.00	-\$6,430.00	421.50%
Total Dept 43123 Street		\$32,000.00	\$32,112.57	\$3,797.25	\$9,920.00	-\$10,032.57	100.35%
Dept 43125 Ice & Snow Removal							
Active	E 101-43125-430 Miscellaneous	\$4,000.00	\$3,688.60	\$3,196.92	\$33.84	\$277.56	93.06%
Active	E 101-43125-540 Machine Hire	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
Total Dept 43125 Ice & Snow Remov:		\$8,000.00	\$3,688.60	\$3,196.92	\$33.84	\$4,277.56	46.11%
Dept 43150 Storm Drainage							
Active	E 101-43150-430 Miscellaneous	\$5,000.00	\$95.30	\$0.00	\$0.00	\$4,904.70	1.91%
Total Dept 43150 Storm Drainag		\$5,000.00	\$95.30	\$0.00	\$0.00	\$4,904.70	1.91%
Dept 43160 Street Lighting							
Active	E 101-43160-380 Utility Services	\$32,000.00	\$27,274.96	\$2,720.14	\$2,761.83	\$1,963.21	93.86%
Active	E 101-43160-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 43160 Street Lightin		\$32,000.00	\$27,274.96	\$2,720.14	\$2,761.83	\$1,963.21	85.23%
Dept 43260 Weed Control							
Active	E 101-43260-430 Miscellaneous	\$600.00	\$4,539.56	\$10.17	\$0.00	-\$3,939.56	756.59%
Total Dept 43260 Weed Contr		\$600.00	\$4,539.56	\$10.17	\$0.00	-\$3,939.56	756.59%
Dept 45124 Swimming Pools							
Active	E 101-45124-100 Wages and Salari	\$22,000.00	\$11,058.49	\$0.00	\$0.00	\$10,941.51	50.27%
Active	E 101-45124-120 Employer Contrib	\$1,600.00	\$846.00	\$0.00	\$0.00	\$754.00	52.88%
Active	E 101-45124-200 Office Supplies	\$150.00	\$15.92	\$0.00	\$0.00	\$134.08	10.61%
Active	E 101-45124-208 Education	\$1,500.00	\$1,527.30	\$461.75	\$0.00	-\$27.30	101.82%
Active	E 101-45124-210 Operating Supplie	\$8,000.00	\$9,805.01	\$0.00	\$52.25	-\$1,857.26	123.22%
Active	E 101-45124-220 Repair/Maint Sup	\$3,500.00	\$6,005.77	\$12.46	\$0.00	-\$2,505.77	171.59%
Active	E 101-45124-320 Communications	\$200.00	\$270.16	\$34.64	\$0.00	-\$70.16	135.08%
Active	E 101-45124-380 Utility Services	\$5,000.00	\$3,639.09	\$19.80	\$0.00	\$1,360.91	72.78%
Active	E 101-45124-400 Repairs & Maint	\$1,200.00	\$1,752.80	\$700.00	\$0.00	-\$552.80	146.07%
Active	E 101-45124-429 Change	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 101-45124-433 Dues, Fees, Subs	\$400.00	\$100.00	\$0.00	\$0.00	\$300.00	25.00%
Active	E 101-45124-500 Capital Outlay	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
Active	E 101-45124-740 License(s)	\$475.00	\$650.00	\$0.00	\$0.00	-\$175.00	136.84%
Total Dept 45124 Swimming Pool		\$94,050.00	\$35,695.54	\$1,228.65	\$52.25	\$58,302.21	37.95%
Dept 45125 Skating Rinks							
Active	E 101-45125-100 Wages and Salari	\$4,000.00	\$1,899.81	\$0.00	\$0.00	\$2,100.19	47.50%
Active	E 101-45125-120 Employer Contrib	\$400.00	\$145.34	\$0.00	\$0.00	\$254.66	36.34%
Active	E 101-45125-200 Office Supplies	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-45125-210 Operating Supplie	\$500.00	\$169.20	\$0.00	\$0.00	\$330.80	33.84%
Active	E 101-45125-220 Repair/Maint Sup	\$200.00	\$21.73	\$0.00	\$0.00	\$178.27	10.87%
Active	E 101-45125-320 Communications	\$200.00	\$234.94	\$0.00	\$0.00	-\$34.94	117.47%
Active	E 101-45125-380 Utility Services	\$400.00	\$184.62	\$18.05	\$18.05	\$197.33	50.67%
Active	E 101-45125-400 Repairs & Maint	\$500.00	\$99.00	\$0.00	\$0.00	\$401.00	19.80%
Active	E 101-45125-433 Dues, Fees, Subs	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-45125-500 Capital Outlay	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Total Dept 45125 Skating Rink		\$11,450.00	\$2,754.64	\$18.05	\$18.05	\$8,677.31	24.06%
Dept 45200 Parks							
Active	E 101-45200-100 Wages and Salari	\$77,000.00	\$66,554.02	\$4,475.20	\$0.00	\$10,445.98	86.43%



PELICAN RAPIDS

CITY OF PELICAN RAPIDS
*Expenditure Guideline©

11/02/16 4:38 PM

Page 5

Current Period: October 2016

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-120 Employer Contrib	\$11,000.00	\$9,065.96	\$653.82	\$0.00	\$1,934.04	82.42%
Active	E 101-45200-130 Employer Paid In	\$9,700.00	\$8,111.22	\$810.57	\$0.00	\$1,588.78	83.62%
Active	E 101-45200-200 Office Supplies	\$200.00	\$8.69	\$0.61	\$0.04	\$191.27	4.37%
Active	E 101-45200-208 Education	\$800.00	\$461.75	\$461.75	\$0.00	\$338.25	57.72%
Active	E 101-45200-210 Operating Supplie	\$4,000.00	\$3,440.93	\$278.70	\$0.00	\$559.07	86.02%
Active	E 101-45200-220 Repair/Maint Sup	\$4,000.00	\$4,034.31	\$138.26	\$31.92	-\$66.23	101.66%
Active	E 101-45200-300 Professional Srvs	\$0.00	\$1,500.00	\$0.00	\$4,052.64	-\$5,552.64	0.00%
Active	E 101-45200-310 Tree Removal	\$4,000.00	\$1,080.93	\$1,281.25	\$0.00	\$2,919.07	27.02%
Active	E 101-45200-320 Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-331 Travel Expenses	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-45200-380 Utility Services	\$2,700.00	\$2,649.84	\$300.53	\$277.92	-\$227.76	108.44%
Active	E 101-45200-400 Repairs & Maint	\$4,000.00	\$6,543.19	\$90.86	\$29.33	-\$2,572.52	164.31%
Active	E 101-45200-500 Capital Outlay	\$31,000.00	\$57,511.56	\$0.00	\$0.00	-\$26,511.56	185.52%
Active	E 101-45200-607 PW Facility Prin	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	E 101-45200-617 PW Facility Int	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	0.00%
Active	E 101-45200-740 License(s)	\$900.00	\$412.00	\$0.00	\$0.00	\$488.00	45.78%
Active	E 101-45200-750 Historic City Hall/	\$4,500.00	\$2,180.73	\$202.23	\$197.07	\$2,122.20	52.84%
Active	E 101-45200-760 Seasonal Decorat	\$5,000.00	\$3,659.17	\$519.00	\$0.00	\$1,340.83	73.18%
	Total Dept 45200 Park	\$169,050.00	\$167,214.30	\$9,212.78	\$4,588.92	-\$2,753.22	98.91%
Dept 46500 Economic Developem							
Active	E 101-46500-420 Economic Develo	\$80,000.00	\$14,993.58	\$13,958.91	\$0.00	\$65,006.42	18.74%
Active	E 101-46500-421 WCI Endow/Bird	\$16,500.00	\$18,100.00	\$0.00	\$0.00	-\$1,600.00	109.70%
Active	E 101-46500-422 Consulting	\$5,000.00	\$1,000.00	\$0.00	\$0.00	\$4,000.00	20.00%
	Total Dept 46500 Economic Developem	\$101,500.00	\$34,093.58	\$13,958.91	\$0.00	\$67,406.42	33.59%
Dept 47000 Debt Service							
Active	E 101-47000-600 Debt Srv Principal	\$0.00	\$0.00	\$0.00	\$15,000.00	-\$15,000.00	0.00%
Active	E 101-47000-604 City Hall Lease Pr	\$6,200.00	\$3,673.34	\$0.00	\$0.00	\$2,526.66	59.25%
Active	E 101-47000-610 Interest	\$0.00	\$2,218.75	\$0.00	\$2,218.75	-\$4,437.50	0.00%
Active	E 101-47000-614 City Hall Lease In	\$3,105.00	\$963.66	\$0.00	\$0.00	\$2,141.34	31.04%
	Total Dept 47000 Debt Servic	\$9,305.00	\$6,855.75	\$0.00	\$17,218.75	-\$14,769.50	73.68%
Dept 49200 Non Dept Expenditures							
Active	E 101-49200-470 Refunds & Reimb	\$0.00	-\$101.74	\$0.00	\$0.00	\$101.74	0.00%
In-Active	E 101-49200-471 (LS) Refunds & R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-49200-490 Histotical Society	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-49200-491 PD Forfeiture/Sho	\$0.00	\$762.79	\$0.00	\$0.00	-\$762.79	0.00%
Active	E 101-49200-492 Electronic Reader	\$400.00	\$883.63	\$33.35	\$0.00	-\$483.63	220.91%
Active	E 101-49200-493 Ambulance	\$31,000.00	\$30,800.00	\$0.00	\$0.00	\$200.00	99.35%
Active	E 101-49200-494 Industrial Park Si	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-49200-495 MN Woman	\$0.00	\$5,565.00	\$0.00	\$0.00	-\$5,565.00	0.00%
Active	E 101-49200-730 Property Taxes	\$2,300.00	\$1,784.00	\$0.00	\$0.00	\$516.00	77.57%
	Total Dept 49200 Non Dept Expenditure	\$34,200.00	\$39,693.68	\$33.35	\$0.00	-\$5,493.68	116.06%
Dept 49201 Transfer out of Fund							
Active	E 101-49201-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-49201-701 Library Levy Tran	\$148,000.00	\$151,348.36	\$37,000.00	\$0.00	-\$3,348.36	102.26%
	Total Dept 49201 Transfer out of Fun	\$148,000.00	\$151,348.36	\$37,000.00	\$0.00	-\$3,348.36	102.26%
Dept 49240 Insurance							
Active	E 101-49240-230 Banking Charges	\$800.00	\$527.75	\$49.34	\$0.00	\$272.25	65.97%
Active	E 101-49240-360 Insurance & Bond	\$70,000.00	\$34,678.38	\$0.00	\$0.00	\$35,321.62	49.54%
	Total Dept 49240 Insuranc	\$70,800.00	\$35,206.13	\$49.34	\$0.00	\$35,593.87	49.73%
Dept 49810 Airport							
Active	E 101-49810-200 Office Supplies	\$100.00	\$30.94	\$5.25	\$2.59	\$66.47	33.53%



CITY OF PELICAN RAPIDS
***Expenditure Guideline©**

11/02/16 4:38 PM

Page 6

Current Period: October 2016

PELICAN RAPIDS

		2016	2016	October	Enc	2016	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-49810-212 Motor Fuels	\$0.00	\$8,996.76	\$4,055.76	\$0.00	-\$8,996.76	0.00%
Active	E 101-49810-220 Repair/Maint Sup	\$500.00	\$616.61	\$46.80	\$0.00	-\$116.61	123.32%
Active	E 101-49810-300 Professional Srvs	\$0.00	\$134.00	\$0.00	\$0.00	-\$134.00	0.00%
Active	E 101-49810-320 Communications	\$450.00	\$376.35	\$34.26	\$0.00	\$73.65	83.63%
Active	E 101-49810-360 Insurance & Bond	\$16,000.00	\$6,310.50	\$0.00	\$0.00	\$9,689.50	39.44%
Active	E 101-49810-380 Utility Services	\$3,500.00	\$1,904.89	\$76.72	\$0.00	\$1,595.11	54.43%
Active	E 101-49810-400 Repairs & Maint	\$2,000.00	\$121.00	\$0.00	\$0.00	\$1,879.00	6.05%
Active	E 101-49810-433 Dues, Fees, Subs	\$2,000.00	\$541.00	\$0.00	\$0.00	\$1,459.00	27.05%
Active	E 101-49810-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-49810-730 Property Taxes	\$2,400.00	\$2,714.00	\$0.00	\$0.00	-\$314.00	113.08%
	Total Dept 49810 Airpoi	\$26,950.00	\$21,746.05	\$4,218.79	\$2.59	\$5,201.36	80.69%
	Total GENERAL FUND	\$2,023,291.00	\$1,454,821.04	\$134,600.97	\$119,711.78	\$448,758.18	71.90%



PELICAN RAPIDS

POLICE DEPARTMENT

315 N Broadway
P.O. Box 350
Pelican Rapids, MN 56572

MONTHLY REPORT

October 2016

HOURS: Full-Time 639
Part-Time 116.25
Over-Time 0

MILES DRIVEN: Patrol Vehicle 101--3531
Patrol Vehicle 104-- 350
Patrol Vehicle 101-- 0
Total: 3881

CALLS FOR SERVICE: 143

ASSISTS: OTC SO-- 12 Other Agency--0
MSP--1

ARRESTS: 5 TICKETS: 5 TRAFFIC WARNINGS:14

MAINTENANCE/SNOW PARKING WARNINGS:0

DUI--0

FINES: \$902.31

TRAINING/OTHER ACTIVITY: Child Protection Meeting
E-Charging/Detroit Lakes, Use of Force/Otter Tail

Jeff Stadum Pelican Rapids Police Department Chief

2016 Activity Report

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Driving After Revocation							2			1			3
Driving After Suspension		1		1		1							3
Driving After Cancellation						1		1		1			3
No Minnesota Drivers License						1	1						2
Expired Drivers License													
Instruction Permit Violation					1				1				2
Fail to Change Address													
No Drivers License in Poss.			2										2
DUI									2				2
Refusal to Give a Test													
Open Bottle													
Minor Consumption		1											1
Minor Possession													
Under 21 Drinking/Driving													
Furnishing Alcohol to Minor													
Allowing Open Bottle													
Illegal Use of Plates													
Expired Registration						1							1
No Insurance										1			1
No Proof of Insurance	1		3		2		1	1					8
Attempt to Evade Taxation													
Carrying Weapon While DUI													
School Bus Stop Arm Violation			1		1								2
Speeding	1		3		5	3	1	6	1	2			22
Stop Sign													
Over the Centerline													
Inattentive Driving													
Improper Passing													
Exhibition Driving													
Careless Driving													
Reckless Driving													
Window Tint													
Clinging to Moving Vehicle													
Equipment Violation													
Failure to Signal Turn													
Improper Turn													
Failure to Yield Right of Way													
Illegal U Turn													
Semaphore													
Obstructed License Plate													
Following to Close													
Permitting Illegal Operation													
Hit and Run Accident		1	1	5	1	1	2	2					13
Fleeing a Police Officer													
Seat Belt													
No Child Restraint													
Aggravated Assault		2		1									3
5th Degree Assault Domestic													
Order for Protection Violation			1	1						1			3
Harassment Order Violation													
Simple Assault										1			1
Obstructing Legal Process													
Poss. of Marijuana													
Poss. Drug Paraphenalia													

2016 Activity Report

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Poss. Tobacco													
Interfering with 911 Call													
Disorderly Conduct								1					1
No Dog Vaccination													
No Dog License													
Fraud							1						1
Theft by Swindle													
Simple Theft				1			1						2
Shoplifting/Theft				1			1			1			3
Possession of Fake ID													
False Name/DOB						1							1
Trespassing													
Curfew Violation													
Loaded Firearm in Motor Veh.													
Uncased Firearm in Motor Veh.													
Criminal Damage to Property								1					1
Littering		1											1
Violation of Cond. of Release							1						1
Poss. Fed. Wildlife Sign													
Terroristic Threats													
Stopped in Roadway													
Public Nuisance (Debris)				3		2		7		1			13
Fail to Transfer Ownership													
Fail to Register Motor Vehicle													
Parking Violation			2	3		1							6
Felony			1										1
Poss. of Marijuana													
Poss. of Meth													
Burglary		1	2	6	1	2		1	3	4			20
Theft	4	3		1		2	1	3	2	2			18
Theft of Motor Vehicle					1					1			2
ID Theft													
Credit Card Fraud						1	1		2				4
Assault			1			1	2						4
Escape from Custody													
Criminal Damage to Property						1							1
Fail to Register Predatory Off.													
Other Activity	6	3	5	3	6	13	12	2	9	7			66
Public Assist	12	6	5	5	6	14	7	5	4	9			73
Dog Bite			1					1		1			3
Other Animal Bite													
Traffic Stops:													
Vehicle Crash	2	3		1	2	3	3	6	5	2			27
Driving Complaint	3	3	2	3	6	8	4	3	2	1			35
Domestic Verbal	4	2	8	4	6	1	1	1	1	1			29
Domestic Physical			2	2		2	2		2				10
Background Check		2	2		5	4	1		2	4			20
Ambulance Call		11	4	15	5	11	6	6	15	3			76
Warnings:													
Tail Light		4	1	3	3	1			3	1			16
Headlight	2	3	5		6	1	2	4	7	4			34
Speed	7	5	5	2	7	11	4	9	3	3			56
Stop Sign			1			1	2						4
Other Warning	5	1	7	3	3	6	3	6	3	4			41

2016 Activity Report

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Permit Violation													
Alarms	2	3	4	7	5	4	11	3	3				42
Juvenile Matter	3	2	5	3	8	2	5	4	7	4			43
Fire Call	2		2	1	1	3			2	2			13
Theft from Vehicle				1	1		3	1	3	1			10
Harassment		2		4	1	2	1	2	1				13
Harassing Calls	1	1	2		1			1					6
Harassing Threats		1	1							1			3
Social Services Contacted		1	2	1	1		1	1	1	2			10
Open Door				2		1	3	2	2				10
Bad Check													
Natural Gas Leak							1		1				2
Funeral Escort		1		1			3						5
Juvenile Alcohol													
Warrants		1	1	3		3	3	1	3	5			20
Motorist Assist							2		1				3
Vehicle Repossessed/Impound			1							2			3
Check Fraud		1			1			2					4
Land Lord Complaint		1	1	2					1				5
Prowler Call			1										1
Other Animal Call	2	1	1	1		4	3	2	5	4			23
Stolen Property					1								1
Sex Offender Information	1	2	1	1									5
Release of Evidence													
Maintenance/Snow Parking													
Fight Call							2	2		1			5
Assist OTCOSO	10	4	7	6	7	6	16	9	8	12			85
Assist MSP			2	2		1	2		2	1			10
Assist Other Agency	1	2			1	2							6
Animal Hit by Vehicle													
Death Scene			1	2									3
Tobacco Compliance													
Alcohol Compliance													
Counterfeit Money													
Alcohol Violation													
Business Check													
Extra Patrol	1	1											2
Civil Matter	2	3	6	2		2		1		2			18
Intoxicated Person				1	2	1	4	3	1				12
Lost Property	1	1	2	2	2	4			2	1			15
Drug Case	1			2	1	1	5			1			11
Theft of Check/Credit Card				1						4			5
Vandalism	2			1		2	1	2		2			10
Ministry Emergency Fund					2								2
Vagrant		2					1	2	1	1			7
Noise Complaint/loud	3	5			8	7	7	6	4	4			44
I.D.Theft							1						1
Lost Passport													
Fireworks Call							5						5
Vehicle Complaint					1								1
Vandalism to Vehicle			1		1	2			1	3			8
Parking Complaint	1	2		2					1	1			7
Vulnerable Person			3	2									5
9-1-1 Hang-up	1		1	2			4	1		1			10

2016 Activity Report

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Alcohol Breath Test													
Suspicious Vehicle	1					1	4	2		2			10
Suspicious Activity	1	5	7	7	9	3	6	7	20	7			72
Parking Towed										2			2
Damage to Property			1		2					1			4
Community Relationship													
Sexual Assaults CSC				1						1			2
Suicidal Person			2	2		4			3	1			12
Snowmobile Complaint													
Theft of Gas		1				2	4	4	3	3			17
Abandoned Vehicle													
Residence Check	10	1	3	1	1	1	2	3	4				26
Trespass Warning			4							2			6
Trespass Ticket Issued													
MI Person	3		2	7		2		6	3				23
Other Ticket													
Lottery/Mail/Computer Scam	1		1	2	1	1		4	5	3			18
Dog At Large	1	3	10	3	8	9	11	5	7	5			62
Warning Snow Removal													
Missing Person					1								1
Welfare Check	2		6	4	3	4	3	2	6	2			32
Weather Warning													
Custody Matter			2		2		1		1	1			7
Restraining Order Violation													
Restraining Order Received					1								1
Seized Property													
Tinted Window													
Officer Stand-By		1	1	2	2		1	1					8
Car/Deer Permit										2			2
Civil Dispute								2	6				8
Barking dog			2	1	3	1	1	2	2				12
Power Line Down		1					1	1					3
Total	100	102	151	146	145	170	180	150	177	143	0	0	1464

KREKELBERG LAW FIRM
Attorneys at Law

Charles A. Krekelberg
Jeffrey D. Skonseng*
Chad D. Miller*
Sarah C. Estep-Larson*

213 South Mill Street
Fergus Falls, MN 56537
Tele: 218-739-4623
FAX: 218-739-0422

Michael L. Walls
Associate

10 North Broadway
P.O. Box 353
Pelican Rapids, MN 56572
Tele: 218-863-6651
FAX: 218-863-6656

* Also licensed in North Dakota



W. Earl Williams
(1923-2002)
Richard F. Nitz
Retired

REPLY TO: Fergus Falls

October 26, 2016

Mr. Don Solga, City Administrator
City of Pelican Rapids
P.O. Box 350
Pelican Rapids, MN 56572

Re: Resolution and Joint Powers Agreement

Dear Mr. Solga:

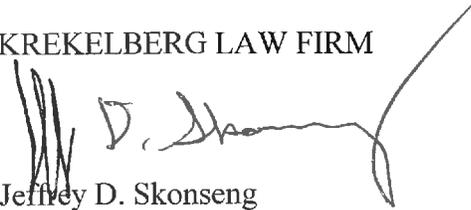
Enclosed herein please find a Resolution Approving the State of Minnesota Joint Powers Agreement and the Joint Powers Agreement which are required by the BCA in order for our office to prosecute criminal charges for the City. I would ask that you present these documents to the City Council, Mayor, and City Clerk for approval and signatures.

Once the documents have been executed, please return them to me.

Thank you.

Sincerely yours,

KREKELBERG LAW FIRM


Jeffrey D. Skonseng

JDS:bo
enclosures

RESOLUTION NO. 2016-22

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF PELICAN RAPIDS ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Pelican Rapids, on behalf of its Prosecuting Attorney and Police Department, desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Pelican Rapids, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Pelican Rapids on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Jeff Stadum, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, _____ [name or position name] is appointed as the Authorized Representative's designee.

3. That the City Attorney, Jeffrey D. Skonseng, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Beth Opsahl is appointed as the Authorized Representative's designee.

4. That Brent E. Frazier, the Mayor for the City of Pelican Rapids, and Danielle Heaton, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this ____ day of _____, 2016.

CITY OF PELICAN RAPIDS

By: Brent E. Frazier
Its Mayor

ATTEST:
By: Danielle Heaton
Its City Clerk



**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
AUTHORIZED AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Pelican Rapids on behalf of its Prosecuting Attorney ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in those agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit authorized agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized agencies in performing their duties. Agency wants to access these data in support of its official duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration date:** This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. Direct access occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. Indirect access occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. Computer-to-computer system interface occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Documents/BCA-Policy-on-Appropriate-Use-of-Systems-and-Data.pdf>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must

keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Agency must have a transaction record of all subsequent access to the data that are kept by the Agency. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor personnel screening. The BCA will conduct all vendor personnel screening on behalf of Agency as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Agency.

3 Payment

The Agency understands there is a cost for access to the criminal justice data communications network described in Minn. Stat. § 299C.46. At the time this Agreement is signed, BCA understands that a third party will be responsible for the cost of access.

Agency will identify the third party and provide the BCA with the contact information and its contact person for billing purposes so that billing can be established. The Agency will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Jeffrey Skonseng, City Attorney, 213 S Mill Street, Fergus Falls, MN 56537, (218) 739-4623, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 **BCA and Agency.** The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 **Court Records.** If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 **Investigation.** Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Agency and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Agency's internal discipline processes, including those governed by a

collective bargaining agreement.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Agency and BCA's determination controls.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: Mayor
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: City Clerk
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF
CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division**

By: _____

Date: _____



RESOLUTION No. 2016-17

CITY & TOWNSHIP WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

CITY/TOWNSHIP	<u>City of Pelican Rapids</u>
TYPE OF REQUEST	<u>SALT/SAND MATERIALS</u>
APPROX. QUANT.	<u>0-100 yds</u>
APPROX. COST	<u>\$31.00 Per Cubic Yard or \$22.50 Per Ton</u>

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this _____ day of _____, 20____.

City or Township Official

Comments:



Classification and Compensation Study Report for the City of Pelican Rapids

Contact Information:

Carol Loncar, Human Resources Analyst

525 Park Street, Suite 470

Saint Paul, MN 55103

Phone: 651-259-1921

Email: cilloncar@flaherty-hood.com

Website: www.flaherty-hood.com

November 3, 2016



November 3, 2016

Don Solga
City Administrator
City of Pelican Rapids

Dear Don,

Re: Classification and Compensation Study for the City of Pelican Rapids

Dear Don:

As requested by the City of Pelican Rapids (City), we are pleased to submit this Classification and Compensation Study Report on the classification and compensation study we conducted for the City.

This study identifies findings and makes recommendations related to classification and compensation for City employees. A proposed job evaluation system and base pay structure are provided in the study based on the analysis conducted throughout the study.

More specifically, Flaherty & Hood, P.A. analyzed results from the following processes conducted as part of the classification and compensation study:

- Job Analysis
- Job Evaluation
- Market Survey
- Creating the Base Pay Structure

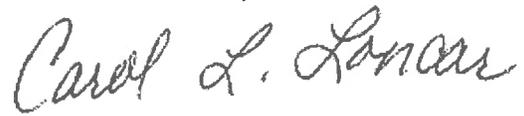
We will be discussing this report with the City Council at a meeting on November 7, 2016.

Thank you for retaining Flaherty & Hood, P.A. to assist the City in completing this study. We have enjoyed the opportunity to work with the City staff on this matter.

Please contact us at (651) 225-8840 or via email at cilloncar@flaherty-hood.com if you have any further questions related to this study.

Very truly yours,

FLAHERTY & HOOD, P.A.

A handwritten signature in black ink that reads "Carol L. Loncar". The signature is written in a cursive, flowing style.

Carol L. Loncar, MAOL, SPHR
Human Resources Analyst

CLL

TABLE OF CONTENTS

Data practices disclaimer	1
Section 1. Executive Summary	2
1.1 Purpose and Scope	2
1.2 Process.....	2
1.2.1 Position Analysis	2
1.2.2 Job Descriptions	3
1.2.3 Job Evaluation	3
1.2.4 External Market Analysis.....	4
1.2.5 Base Pay Structure	4
1.2.6 Minnesota Local Government Pay Equity Act Testing.....	4
1.2.7 Implementation.....	5
Section 2. Position Analysis	5
2.1 Position Analysis Information Collection	5
2.2 Changes to Position Classifications	6
2.3 Job Documentation.....	6
Section 3. Job Evaluation	7
3.1 Flaherty & Hood Job Evaluation System	7
3.2 Job Evaluation Points.....	7
Section 4. External market analysis	8
4.1 Survey Sources	8
4.2 Integrating Survey Source Data	8
Section 5. Base Pay Structure	9
5.1 Predicted Pay Line	9
5.2 Characteristics of the Base Pay Structure	9
5.2.1 Compensation Philosophy	9
5.2.2 Current City Pay Structure	10
5.2.3 Recommended Base Pay Structure	11
Section 6. Conclusion and Implementation.....	12
Section 7. Attachments	13
Attachment A. Position Classification Change Worksheet.....	15
Attachment B. Job Evaluation System Summary	17
Attachment C. Proposed Job Evaluation Ratings	19
Attachment D. Market Cities Used for Market Survey.....	21
Attachment E. Market Survey Results.....	23
Attachment F. Projected Wages	25
Attachment G. Proposed Base Pay Structure	27
Attachment H. Pay Equity.....	30
Attachment I. Recommendations for Implementation.....	34
Attachment J. Bibliography	36

DATA PRACTICES DISCLAIMER

Attachments to this report labeled as “PROTECTED NONPUBLIC DATA” are not public data at this point under various provisions of the Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 et seq.) (MGDPA). *See, e.g.*, Minn. Stat. §§ 13.37, subd. 2 (trade secret information and labor relations information); 13.393; and 13.435. Therefore, disclosure, distribution or discussion of such attachments or data included in them with or to any individual whose work assignment for the City does not reasonably require access to this data is prohibited by law.

SECTION 1. EXECUTIVE SUMMARY

1.1 Purpose and Scope

A city's success depends on its employees' performance. To recruit and retain a productive and reliable workforce, cities need to sufficiently compensate employees. In establishing employee compensation, cities must ensure that each job in the city interrelate to each other so that a city can: optimize achievement of the city's mission, goals and objectives; determine the relative worth and appropriate pay rate for jobs; and comply with the Minnesota Pay Equity Act (PEA), Minn. Stat. §§ 471.991-.999, which requires that every Minnesota city establish compensation for female-dominated classes that is not consistently below the compensation for male-dominated classes of comparable value of work measured by the skill, effort, responsibility, and working conditions normally required in the performance of the work. To achieve these objectives, Minnesota cities need to establish job classification and compensation systems, which set job ratings and pay for each position in the city.

Job classification involves the systematic study of jobs to determine which activities and responsibilities they include, the personal qualifications necessary for performance of the jobs, the conditions under which the work is performed, and each job's relative importance and worth to other jobs internally and externally.

Compensation includes the wages and salary paid by employers to employees in exchange for work (a.k.a., base pay); variable pay in the form of short and long-term incentives, such as promotions and pay increases; and other pay, such as premium pay above regular wages and salary for doing additional work or working additional hours. Compensation establishes the standard of living for employees and is the primary indication of the value the city places on a position within the organization. A compensation system involves establishing how the city manages compensating employees.

1.2 Process

Flaherty & Hood, P.A.'s Job Classification and Compensation Study for the City of Pelican Rapids included the following steps in updating the City's classification and compensation system.

1.2.1 Job Analysis

The first step in the job classification and compensation study was conducting a job analysis.

“Job analysis is a systematic process for obtaining important and relevant information about each distinct role played by one or more employees” (WorldatWork, 2011). A position's duties, responsibilities, and required worker characteristics are particularly important for compensation purposes. This information is used to accurately review each position's worth internally and externally and ultimately build the organization's base pay structure.

For Pelican Rapids, Flaherty & Hood, P.A. reviewed the City's current job classification and compensation system including job descriptions, Fair Labor Standards Act (FLSA) exempt status, and the City's pay equity report. In addition, information on each position's activities and responsibilities, the personal qualifications necessary for performance of the jobs, the conditions under which the work is performed were compiled from current employees and their supervisors through a Job Analysis Questionnaire and a Supervisor Supplement.

Communication is important when conducting a job analysis to ensure there is an understanding of what information is needed from each individual throughout the organization. A comprehensive memorandum was drafted to inform employees about the scope of the classification and compensation study and their role within the study. Documentation (e.g., project guides and frequently asked questions) was also provided to management to respond to any questions from employees throughout the study.

1.2.2 Job Descriptions

The third phase of the study included reviewing job descriptions. This phase is directly linked, and stems from, the results of the job analysis.

Job documentation has become especially important due to the increasing amount of employment legislation and employee litigation. Job descriptions are the most common type of job documentation. Job descriptions should capture the core and essential features of a job, including “the general nature and level of the work performed, specific duties and responsibilities, and the minimum job specifications required to perform the job” (WorldatWork, 2011). Job descriptions should describe and focus on the job itself and not on any specific individual who might fill the job. There are many ways in which job descriptions can be used administratively when they are properly developed.

Flaherty & Hood, P.A. has reviewed the Cities’ current job descriptions. More detail is listed in section 2.3.

1.2.3 Job Evaluation

Job evaluation is a systematic method and process for determining and comparing the relative value of one job to others. Job evaluation enables the creation of a job worth hierarchy within the organization.

The main purpose of job evaluation is to develop internal standards of comparison and measure relative job worth within the organization. Due to the PEA, the internal worth of a position is just as important as the position’s external competitiveness. This also ensures that employees feel they are fairly compensated compared to their coworkers within the organization and compared to the market. (WorldatWork, 2011)

Using responses from the job analysis process and old and new job documentation, each position was evaluated using the proposed Flaherty & Hood Job Evaluation System developed for the City by Flaherty & Hood. More information on the job evaluation system can be found in Section 3 of this report.

A copy of the job evaluation ratings (points) assigned to each position is included in Attachment C.

1.2.4 External Market Analysis

In addition to evaluating the jobs internally using the Flaherty & Hood Job Evaluation System, a market study was conducted to collect and evaluate data from market entities to help align compensation decisions with the external market.

The market study included identifying comparable cities and collecting and organizing their data.

Once all of the wage data was gathered and analyzed, a market pay rate was determined for all jobs where enough data was available. These market pay rates were then used in conjunction with the job evaluation points for each position in developing the base pay structure.

More information on each survey source can be found in Section 4 of this report. A copy of the market study results is included in Attachment E.

1.2.5 Base Pay Structure

Once the job evaluation process and market study were completed, the results were used in developing a proposed base pay structure for the City. Base pay structures are “administrative tools designed to provide pay levels and pay opportunities that are internally fair, externally competitive and cost-effective” (WorldatWork, 2010).

The backbone of the proposed base pay structure designed for the City was developed from the predicted pay line created by conducting a linear regression (i.e. a statistical approach to show the relationship between two variables) on the job evaluation points and market pay rates for each position. Using the predicted pay line, pay ranges were established and job evaluation rating ranges and salary ranges were assigned. Each pay range includes steps for employees to move within the pay range.

A copy of the proposed base pay structure is included in Attachment G.

1.2.6 Minnesota Local Government Pay Equity Act Testing

After developing the proposed base pay structure, the structure was tested and it was determined that it meets the requirements of the Pay Equity Act (PEA).

The PEA requires local government entities to evaluate every job in their organization to ensure fair compensation relationships between male and female dominated job classes. Minn. Stat. §§ 471.991-.999. To do this, organizations must evaluate and assign numerical job evaluation points and issue a report to the State every three years to show that they are in compliance. If an organization does not meet this requirement, it can receive substantial monetary penalties (League of Minnesota Cities, 2013).

The report each local government entity is required to submit is analyzed using a program provided by the State of Minnesota, Department of Management and Budget. This program runs a variety of tests on the information submitted in the report to determine whether there is a pattern of inequity in the organization's pay structure (Minnesota Management & Budget, 2015).

The City last reported for pay equity at the beginning of 2016 using calendar year 2015 data. The State determined that the City was out of compliance with the PEA. Accordingly, the City requested an extension to get in compliance pending the outcome of this study. The City is required to report again by December 31, 2016. Pay equity testing was completed using the proposed base pay structure, considerations listed in the recommendations for implementation attachment, and other information provided by the City. The City will be in compliance based on the foregoing. The City will continue to report for pay equity every 3 years.

1.2.7 Implementation

Implementation is the last step in the classification and compensation study. When implementing the recommendations described in this report, various policies and governing documentation must be reviewed, complied with, or changed based on the recommendations with which the City chooses to move forward.

Based on the findings of the study and discussions with City management, we developed recommendations for implementation of the City's job classification and compensation system, along with the estimated financial implications for the recommendations for implementation. The City always has the option to not take action on any of the recommendations proposed throughout this study. More information on the proposed recommendations for implementation is detailed in section 6 and Attachment I, along with other considerations to take into account.

Effective implementation and maintenance of the classification and compensation system are important to its continued use over the years. Tools such as the Job Analysis Questionnaire, Job Description Drafting Guide, and Classification and Compensation System Manual have or will be provided to management for use in the implementation and maintenance of the system. A list and descriptions of all of these tools are included in section 6.3 of this report.

SECTION 2. JOB ANALYSIS

2.1 Job Analysis Information Collection

The job analysis for each City job classification was conducted through the use of a Job Analysis Questionnaire and a Supervisor Supplement. The Job Analysis Questionnaire required the incumbent employee, supervisor and the department/division head to complete and comment on questions relating to the eight different subsections in the questionnaire for the job classification, which included:

- a) Supervision
- b) Position summary
- c) Employee functions
- d) Minimum qualifications
- e) Desired qualifications
- f) Complexity
- g) Responsibility
- h) Physical abilities

The Supervisor Supplement allowed the supervisor and department head to review employee responses and comment on the responses provided for each position.

The Job Analysis Questionnaires and Supervisor Supplements were distributed, and each individual that was required to complete and comment on a questionnaire was given one full week to complete and submit their sections. This time period was increased for individuals that needed additional time to complete their portion of the Job Analysis Questionnaires and Supervisor Supplements.

Once the Job Analysis Questionnaires and Supervisor Supplements were collected by Flaherty & Hood, the information was organized and analyzed. The information collected was then audited by Flaherty & Hood and the City's management to ensure the most accurate picture of each position in relation to the entire organization was captured and utilized. These responses were then used throughout the remainder of the study for job documentation and evaluation purposes.

2.2 Changes to Job Classifications

Part of the job analysis process was reviewing responses from the job analysis process and identifying changes that need to be made in the classifications of each position as well as the organization of the City. These changes are depicted in the position classification change worksheet included in Attachment A. The major findings and recommended changes are explained in this subsection.

Based on responses from the job analysis process and industry standards, we recommend a few changes be made to position titles which are identified and highlighted in Attachment A. Industry standard sources were those such as League of Minnesota Cities, O*Net Online, and WorldatWork.

The Fair Labor Standards Act (FLSA) exempt status of each employee was reviewed based on the information gathered through the job analysis of each position. Based on our analysis and discussion with Pelican Rapids Management, there were no proposed changes in FLSA exempt status of any employees.

2.3 Job Documentation

Current job descriptions were reviewed. We noted that while the current job descriptions are quite comprehensive and do include most of the categories that we recommend, we did note a couple of areas that could be enhanced. As job descriptions are a summary of the most important features of a job, we recommend the City include the following sections in future job descriptions in this order and we will provide the City with a Job Description Drafting Guide which includes a Job Description template:

- Classification information (e.g. title, department, Fair Labor Standards Act (FLSA) exempt status, union status)
- Position summary
- Core and essential job duties
- Minimum and desired qualifications (e.g. education, experience, trainings, certificates, and licenses)
- Complexity and responsibility statements
- Required physical abilities and working conditions

It is also important to keep records of any position classification changes. Any proposed change

to a position's title or FLSA exempt status is recorded in the position classification change worksheet. A copy of the position classification change worksheet is included in Attachment A.

SECTION 3. JOB EVALUATION

3.1 Flaherty & Hood Job Evaluation System

The Flaherty & Hood Job Evaluation System consistently and equitably measures the skill, effort responsibility and working conditions required of each job class within an organization. Our system uses a variety of uniform factors and sub-factors to systematically assign numerical points for each job class.

The factors and sub-factors used in the Flaherty & Hood Job Evaluation System include:

- Skill
 - Related Experience
 - Education
- Effort
 - Complexity
- Responsibility
 - Supervision Needed
 - Supervision Given
 - Impact on the Business
- Work Conditions
 - Surroundings
 - Hazards

The factors used in the Flaherty & Hood Job Evaluation System (Skill, Effort, Responsibility and Working Conditions) are the factors specified in Minnesota's pay equity law for government to measure the relative worth of positions and are commonly found in the most widely used job evaluation systems. Minn. Stat. § 471.991, subd. 3. The sub-factors used in the Flaherty & Hood Job Evaluation System are those determined to be the best measure of those factors and are also commonly found in the most widely used job evaluation systems.

Each factor and sub-factor is assigned a weight and is broken down into degrees that are each assigned numerical values based on those weights. The weights of each factor and sub-factor are those determined to best measure the job content for positions in local government agencies and more specifically, the City. The weighting of each factor is similar to those commonly used in the most widely used job evaluation systems.

More information on the proposed Flaherty & Hood Job Evaluation System created for the City, including factor and sub-factor definitions, is included in Attachment B.

3.2 Job Evaluation Points

The audited responses from the Job Analysis Questionnaires completed by employees, supervisors, and management within the organization were used in the job evaluation process. Flaherty & Hood, P.A. applied the proposed Flaherty & Hood Job Evaluation System to each position's job analysis responses and assigned a consistent and unbiased job evaluation rating for each position. All proposed job evaluation points are subject to review, comment and approval by the City management and the Council.

Since the last job analysis and job evaluation of each position for the City, there may have been movements in rankings of positions within the proposed job evaluation points. These movements could be due to changes in the level of work provided by each position or minor differences in the system being used. Since this system is a different system than what the City has used previously, the proposed job evaluation points assigned cannot be directly compared to the current system used by the City.

A spreadsheet with the job evaluation points assigned to each position is included in Attachment C.

SECTION 4. EXTERNAL MARKET ANALYSIS

The external market analysis included conducting a market survey that identified comparable cities and collected and organized their data.

Positions with usable market pay rates were utilized in the regression analysis (i.e. a statistical approach to show the relationship between two variables, which, in this case are market pay and job evaluation points) to determine a predicted pay line explained in section 5.1. A list of these positions and the market survey results for these positions is included in Attachment E.

4.1 Survey Sources

Flaherty & Hood, P.A.'s conducted a "Cluster Analysis" to identify cities comparable to the City of Pelican Rapids for use in the market survey portion of the Job Classification and Compensation Study. This set of comparable cities is to be used for establishing Pelican Rapids' compensation structure. Any other comparable cities used by Pelican Rapids for other purposes or for a specific department, position or employee group (e.g., union) within Pelican Rapids may still be utilized for such purposes.

Cluster Analysis is a statistical data analysis tool for solving classification problems. This analysis tool can be used to combine cities into various subgroups based on various factors until the subgroups form one of the several clusters. The number of cities being compared determines the number of clusters formed. Cities that are most comparable are located in the same primary subgroup/cluster. Therefore, its purpose is to sort cases (in this case, cities) into groups or clusters in which the degree of association is strong between members of the same cluster and weak between members of different clusters.

Because it is more statistically objective than side-by-side comparisons, Cluster Analysis is common for statistical models that describe or identify groups. For purposes of this study, Cluster Analysis is valuable because it objectively reveals associations in data that may not be initially evident.

More details on this analysis and the comparable cities identified are included in Attachment D.

4.2 Integrating Survey Source Data

The market data collected from each comparable city was organized and an overview of the data is included in the spreadsheet in Attachment E.

SECTION 5. BASE PAY STRUCTURE

5.1 Predicted Pay Line

A predicted pay line identifies the predicted pay for all positions in an organization using internal and external factors. The predicted pay line is calculated by performing a linear regression analysis on the (internal) job evaluation points paired with the (external) market survey data collected for each position. Using the equation of the predicted pay line, the job evaluation points for all of the organization's positions were used to calculate a predicted pay rate for each position.

The predicted pay line is utilized as the back bone of the recommended base pay structure. The pay structure of the base pay system was created based on discussions and feedback from management. The predicted pay line was then used to align the job evaluation system and points for each position with the pay ranges for each grade. More information on the system is included in Section 5.2 below.

5.2 Characteristics of the Base Pay Structure

5.2.1 Compensation Philosophy

Base pay structures for an organization should be based on the organization's mission and compensation philosophy. A compensation philosophy is:

A statement of what the organization believes about how people should be paid. It should support the business strategy and be a good fit with the organization's culture. A key component is how the organization intends to pay relative to its competitors for people - i.e., the desired market position.

(WorldatWork, 2011)

As part of the Classification and Compensation Study conducted for the City, the City's current governing documentation was reviewed for any current mission or compensation philosophies. No formal documented mission or compensation philosophy was in place for the City.

As a best practice, the City should develop and utilize a compensation philosophy when making classification and compensation decisions. Based on discussions and feedback from management and generally accepted ideals included in compensation philosophies, a recommended compensation philosophy was developed for the City. The recommended compensation philosophy states:

The City of Pelican Rapids is committed to providing a compensation program designed to:

- Attract and retain highly a qualified and dedicated group of individuals
- Provide equitable salaries based on market conditions and job worth
- Motivate employees to perform at the best of their competencies, abilities and skill sets
- Promote teamwork and foster an environment of personal and

professional growth for all employees

- Relate to other human resource programs and City objectives
- Consider the City’s financial position and provide for the equitable distribution of compensation throughout the City
- Retain key talent
- Maintain compensation that is in line with the City’s external market for qualified labor

All City of Pelican Rapids employees shall be equitably compensated for assigning duties and responsibilities without regard to race, color, religion, gender, age, national origin, marital status, or sensory, physical or mental disability, veteran status or any other basis of discrimination prohibited by local, state and federal law.

5.2.2 Current City Pay Structure

The following paragraphs briefly explain the current pay structures in place for the different employee groups within the City. Further details on the structure for Police Officers are included in the Police Officers labor contract.

The City currently has one union contract, which is for Police Officers. The remaining employees are non-union and are paid based on a job evaluation point system. The pay structure is uniform for non-union City employees with the exception of the part-time employees who are not assigned a job evaluation rating and are assigned a wage.

Specific components of the base pay structure for Police Officers follow the table.

Local Union 49 – AFL-CIO – International Union of Operating Engineers (Police Unit) - Table 1

	1 st Year FT 75% Maximum Wage	2 nd Year FT 80% Maximum Wage	3 rd Year FT 85% Maximum Wage	4 th Year FT 90% Maximum Wage	5 th Year FT 95% Maximum Wage	6 th Year FT & after 100% Maximum Wage
1/1/16 – 12/31/16	\$17.81	\$19.00	\$20.19	\$21.38	\$22.56	\$23.75

Night Differential – In addition to the amounts listed on the table above, employees receive \$.65 per hour of extra base pay for each hour actually worked after 6 pm on any day and \$.65 per hour for each hour actually worked prior to 6 am on any day.

Sergeant Pay – In addition to the amounts listed on the above pay schedule, the Police Officer who serves as Sergeant after appointment by the Chief of Police receive \$.68 per hour of extra base pay.

Investigator Pay - The police officer who serves as investigator after appointment by the Chief of Police receives extra compensation of \$120 per month in recognition of extra time and responsibility being assumed by the investigator.

Part-Time Police Officer Employees - The Part-time employee Pay Schedule is set to a maximum of 85% of the Full-time employee wage and the minimum wage is set at \$.10 per hour less than the starting wage of a Full-time employee. The Pay Schedule is evenly spread over a 10 year period.

The pay schedules shall be interpreted as follows:

1. During the first year of full-time employment, the employee shall receive 75% of the maximum wage scheduled for that employee’s job.
 - During the second year of full-time employment, the employee shall receive 80% of the maximum wage scheduled for that employee’s job.
 - During the third year of full-time employment, the employee shall receive 85% of the maximum wage scheduled for that employee’s job.
 - During the fourth year of full-time employment, the employee shall receive 90% of the maximum wage scheduled for that employee’s job.
 - During the fifth year of full-time employment, the employee shall receive 95% of the maximum wage scheduled for that employee’s job.
 - During the sixth year of full-time employment, the employee shall receive 100% of the maximum wage scheduled for that employee’s job.
2. A particular year of full-time or part-time employment shall begin on the anniversary date that the employee originally became a full-time or part-time employee.
3. The city shall have the right to hire employees at any step and to advance a particular employee to any step at any time.
4. The advancement of a particular employee to the next step at the end of a year of employment or at any other time is contingent upon satisfactory job performance by the employee as determined by the City. The refusal of the City to advance an employee to the next step is subject to the normal grievance procedure, but is not subject to arbitration.
5. Personal vehicles used for city business shall be compensated at the mileage rate as set by the City Council. However, personal vehicles shall be used for city business only if no city vehicles are available for such use. City vehicles shall be used for city business only, and no unauthorized persons may use or occupy city vehicles.
6. The parties agree that they may re-negotiate any of the foregoing compensation levels by mutual agreement during the term of this agreement to account for changes in licensing requirements, job responsibilities or other matters, said adjustments, if any, to be made by mutual agreement.
7. During the first six months of employment of a part-time patrol officer, the City may elect to pay up to \$.50 per hour less than the scheduled part-time wage.
8. The part-time employee Pay Schedule shall be set to a maximum of 85% of the full-time employee wage and the minimum wage will be set at 10 cents per hour less than the starting wage of a full-time employee. The Pay Schedule will be evenly spread over a 10 year period.

2015-2016 Pay Schedule for Part-Time Employees – Table 2

Year	Year									
1	2	3	4	5	6	7	8	9	10	
17.36	17.63	17.90	18.17	18.44	18.71	18.98	19.25	19.52	19.79	2015
17.71	17.99	18.26	18.54	18.81	19.09	19.36	19.64	19.91	20.19	2016

5.2.3 Recommended Base Pay Structure

Based on the City’s mission and compensation philosophy and feedback from management on their preference for the City’s pay structure, a proposed base pay structure was developed for the City. The proposed base pay structure includes all positions in a uniform base pay structure. The proposed Pelican Rapids base pay structure is included in Attachment G.

The proposed base pay structure is uniform for all of the City's positions. A maximum pay rate for each position's salary range was set at 100 percent of the position's predicted pay and the minimum of the range was set at 80 percent of the maximum of the range. Details on how the predicted pay is calculated are explained in Section 5.1 of this report. Each salary range includes steps with specified pay at each step. The first step pay is at 80% of the maximum pay of the range with the last step pay at the maximum pay of the range.

The pay structure described in this paragraph is included for your reference in Attachment G.

SECTION 6. CONCLUSION AND IMPLEMENTATION

Recommendations for implementation were drafted based on the findings of the study, as well as discussions with and preferences expressed by the City's management. These recommendations for implementation are included in Attachment H. The financial implications for the recommendations for implementation are also included in this attachment. The City always has the option to not take action on any of the recommendations proposed throughout this study.

To assist management with implementing the recommendations included in this report, various tools have been, or will be prepared and provided to management. The paragraphs below outline the tools and resources provided and how they should be used during the implementation and maintenance of the classification and compensation system.

Job Analysis Questionnaire

A copy of the Job Analysis Questionnaire (JAQ) has been provided to management to conduct a job analysis on any new or existing positions as needed. The JAQ should be used in conjunction with other materials provided to management to update the classification and compensation for positions.

Job Descriptions

Management has been or will be provided with a Job Description Drafting Guide that can be used, in conjunction with the Job Analysis Questionnaire, to draft a new or updated job description for a City job.

Compensation Plan

This document has been, or will be, provided to management which establishes a plan to clearly, effectively, consistently and efficiently manage the classification of and compensation for City employees.

Classification and Compensation Manual

A manual has been, or will be, provided to management on the overall classification and compensation system prepared by Flaherty & Hood for the City. The handbook contains details on understanding and maintaining job descriptions, job evaluation ratings (points), base pay structure, and records maintenance, along with electronic user-friendly documents to maintain such items.

Further Consultation

Flaherty & Hood is always available to answer questions and provide further classification and compensation or labor relations services that may be needed. To ensure an unbiased process, Flaherty & Hood is able to conduct job analysis and re-evaluate positions on an as needed basis for a flat per position fee. Flaherty & Hood is also able to conduct salary surveys on a repetitive basis to ensure the most up to date market data is collected and used in an unbiased manner.

SECTION 7. ATTACHMENTS

- Attachment A. Position Classification Change Worksheet**
- Attachment B. Job Evaluation System Summary**
- Attachment C. Proposed Job Evaluation Ratings**
- Attachment D. Market Cities Used for Market Survey**
- Attachment E. Market Survey Results**
- Attachment F. Projected Wages**
- Attachment G. Proposed Base Pay Structure**
- Attachment H. Pay Equity Submission**
- Attachment I. Recommendations for Implementation**
- Attachment J. Bibliography**

Attachment A

Position Classification Change Worksheet

Position Classification Change Worksheet

The spreadsheet below contains the proposed changes to Pelican Rapids' positions' titles and current and proposed FLSA exempt status (if any) (in ascending alphabetical order by department). All changes to a position are indicated by the proposed change highlighted in yellow.

Department	Current Position Title	Proposed Position Title	Current FLSA Exempt Status	Proposed FLSA Exempt Status
City Hall	Accounting Clerk	Accounting Clerk	Non-Exempt	
City Hall	City Administrator	City Administrator	Exempt	
City Hall	Clerk/Treasurer	Clerk/Treasurer	Non-Exempt	
City Hall	Receptionist/Office Specialist	Receptionist/Office Specialist	Non-Exempt	
City Hall	Utility Clerk	Utility Clerk	Non-Exempt	
Library	Catalog Librarian	Catalog Librarian	Non-Exempt	
Library	Circulation Librarian	Circulation Librarian	Non-Exempt	
Library	Lib. Special Project Coord/Children Librarian	Children's Services Librarian/ Special Projects Coordinator	Non-Exempt	
Library	Library Custodian	Library Custodian	Non-Exempt	
Library	Library Director	Library Director	Non-Exempt	
Liquor Store	Liquor Store Clerk	Liquor Store Clerk	Non-Exempt	
Liquor Store	Liquor Store Manager	Liquor Store Manager	Non-Exempt	
Police Dept	Police Chief	Police Chief	Non-Exempt	
Police Dept	Police Officer	Police Officer	Non-Exempt	
Police Dept	Police Relief Officer	Police Relief Officer	Non-Exempt	
Street/Parks	Operation and Maintenance	Operation and Maintenance Worker	Non-Exempt	
Street/Parks	Streets & Parks Supervisor	Streets & Parks Supervisor	Non-Exempt	

Key:

FLSA Exempt Status

Exempt employees are not subject to the provisions of the Fair Labor Standards Act (e.g., executive, administrative, and professional employees; employees of Federal, State and local governments, etc.). Nonexempt employees are covered by the provisions of the Fair Labor Standards Act (e.g., employees engaged in, or producing goods and services for, interstate commerce; employees of certain hotels, restaurants, or motels; etc.). Glossary of Compensation Terms, U.S. Department of Labor (1998).

Attachment B

Job Evaluation System Summary

Flaherty & Hood Job Evaluation System Summary

The proposed Flaherty & Hood Job Evaluation System consistently and equitably measures the skill, effort responsibility, and working conditions required of each job class within an organization. The system uses a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class. Using these factors and sub-factors, we ensure every component of job content for each job class is accounted for. The numerical ratings for each job class that are assigned using the various factors and sub-factors provides the relative worth of that job class in relation to all of the job classes within an organization.

Job Factors and Sub-Factors

The following 4 factors broken down into 8 sub-factors are used to measure all of the components of job content for each job class:

Factors & Sub Factors	Definitions
Skill	Measured by factors such as the experience, ability, education, and training required to perform a job
Related Experience	How much related experience that is needed to do the work
Education	How much education that is needed to do the work
Effort	The amount of physical or mental exertion needed to perform a job Job factors that cause physical or mental fatigue or stress are to be considered in determining the effort required for a job Differences in the kind of effort exerted do not justify a compensation differential if the amount of effort is substantially the same
Complexity	How related the tasks are for a specific job class. This will affect the originality and difficulty involved in identifying and performing the work
Responsibility	The degree of accountability required in performing a job
Supervision Needed	The extent to which the class works without supervision
Supervision Given	The extent to which the class exercises supervisory functions
Impact on the Business	The impact of the job classes' job functions on the employer's business
Work Conditions	Measured by factors such as surroundings and hazards
Surroundings	Takes into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk
Hazards	Takes into account the number and frequency of physical activities, strains and the severity of injury they can cause

Factors Not Considered

- Personal attributes of any employee
- Job performance
- Past service at the organization
- External market rates
- Current compensation
- Current job evaluation rating

Attachment C

Proposed Job Evaluation Points

Proposed Job Evaluation Ratings

Positions are listed in descending order based on job evaluation ratings.

Department	Position Title	Proposed Job Evaluation Rating
City Hall	City Administrator	773
Police Dept	Police Chief	636
Street/Parks	Streets & Parks Supervisor	533
City Hall	Clerk/Treasurer	526
Library	Library Director	508
Police Dept	Police Officer	456
Liquor Store	Liquor Store Manager	453
Police Dept	Police Relief Officer	421
Street/Parks	Operation and Maintenance	378
City Hall	Accounting Clerk	371
City Hall	Utility Clerk	338
Library	Catalog Librarian	318
Library	Lib. Special Project Coord/Children Librarian	318
Library	Circulation Librarian	318
Liquor Store	Liquor Store Clerk	318
City Hall	Receptionist/Office Specialist	298
Library	Library Custodian	243

Attachment D

Market Cities Used for Market Survey

Attachment E

Market Survey Results

Attachment F

Projected Wages

Attachment G

Proposed Base Pay Structure

Attachment H

Pay Equity

Attachment I

Recommendations for Implementation

Attachment J

Bibliography

BIBLIOGRAPHY

- League of Minnesota Cities. (2013, March 13). *Local Government Pay Equity Act: An Overview*. Saint Paul: League of Minnesota Cities.
- Minnesota Department of Employment and Economic Development. (n.d.). *Occupational Employment Statistics*. Retrieved October 2014, from Minnesota Department of Employment and Economic Development: <http://mn.gov/deed/data/data-tools/oes/about-oes.jsp>
- Minnesota Management & Budget. (2015, February 2). *Local Government Pay Equity*. Retrieved April 24, 2015, from Minnesota Management & Budget: <http://www.mn.gov/mmb/images/guidetounderstandpayequityreports.pdf>
- WorldatWork. (2010). *Base Pay Administration and Pay for Performance*. Scottsdale: WorldatWork.
- WorldatWork. (2011). *Job Analysis, Documentation and Evaluation*. Scottsdale: WorldatWork.

**City of Pelican Rapids
Resolution No. 2016-20**

WHEREAS, the Flaherty & Hood, P.A. conducted a comprehensive Job Classification and Compensation Study for the City of Pelican Rapids; and

WHEREAS, the Job Classification and Compensation Study has been reviewed by the City of Pelican Rapids City Council; and

WHEREAS, the City Council must approve implementation of certain related components of the Job Classification and Compensation Study, subject to any required negotiations with and agreement from employees represented by an exclusive representative.

NOW, THEREFORE, BE IT RESOLVED that the Pelican Rapids City Council approves the following portion of Job Classification and Compensation Study attached hereto:

- Approve Proposed Position Titles in the Position Classification Changes.
- Approve Flaherty & Hood Job Evaluation System.
- Approve Proposed Job Evaluation Ratings.
- Approve the City of Pelican Rapids Base Pay Structure (Annual).

Dated this 7th day of November, 2016.

Brent E. Frazier
Mayor

Attest:

Danielle Heaton
City Clerk-Treasurer

City of Pelican Rapids Resolution No. 2016-21

WHEREAS, the Flaherty & Hood, P.A. conducted a comprehensive Job Classification and Compensation Study for the City of Pelican Rapids; and

WHEREAS, the Job Classification and Compensation Study has been reviewed by the City of Pelican Rapids City Council, and

WHEREAS, the City Council must approve implementation of certain related components of the Job Classification and Compensation Study, subject to any required negotiations with and agreement from employees represented by an exclusive representative.

NOW, THEREFORE, BE IT RESOLVED that the Pelican Rapids City Council approves the following:

- Effective January 1, 2017, place incumbent employees on the step in their position's pay range in the City of Pelican Rapids Base Pay Structure (Annual)) that is closest to, but not lower than, the employee's wage they are paid as of December 31, 2016.
- For employees with wages as of December 31, 2016 above maximum pay for their position's respective pay range, wages for these employees should be frozen until their wage is within the pay range of the City of Pelican Rapids Base Pay Structure (Annual).
- Move employees one step in their position's pay range in the City of Pelican Rapids Base Pay Structure (Annual) on the employee's anniversary date in 2017.

Dated this 7th day of November, 2016.

Brent E. Frazier
Mayor

Attest:

Danielle Heaton
City Clerk-Treasurer