



PELICAN RAPIDS

CITY COUNCIL AGENDA

September 4, 2020

Tuesday, September 8, 2020

5:00 p.m.

Council Chambers, 315 N Broadway

1. Call to Order
 - Roll Call of Members
 - Welcoming Remarks
 - Announcements
 - 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 (*City Council or City Staff Only*)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - Approval of Minutes – Council Meeting 08/25/2020
 - Approval of Accounts Payable Listing
 - Staff Reports
 1. Police Chief Report (In Packet)
 2. Street and Park Report (In Packet)
 3. Financial Report (In Packet)
5. Houston Engineering Dam Proposal (In Packet)
6. Cares Act Fund Small Business & Non-Profit Assistance Guidelines Consideration (In Packet)
 - Liquor/Beer/Wine License for Year 2020
7. COVID-19 Expense Approval (In Packet)
 - Fire Department Request
8. Comp. Plan Steering Committee
9. Jurisdiction Determination Letter Consideration (In Packet)
10. 2021 General Budget (In Packet)
11. Library Report
12. City Administrator Report
13. Mayor Report
14. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/25/2020

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, August 25, 2020 in Council Chambers, City Hall.

Mayor Frazier called the meeting to order at 4:30 pm.

Clerk-Treasurer Danielle Harthun took roll call.

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

Council Member Steve Strand Council Member Curt Markgraf

Council Member Kevin Ballard Council Member Steve Foster

Other city staff present: Administrator Don Solga, Clerk-Treasurer Danielle Harthun, Police Chief Jeff Stadum and City Auditor Dean Birkeland.

General Attendance: Amanda Hillman, Rick St. Germaine, Dena Johnson and Lou Høglund from the Pelican Press was also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming

All present stood and said the Pledge of Allegiance.

Motion by Ballard, seconded by Markgraf to approve the agenda with the deletion of No. 6 Rotary Turkey BBQ Pit Removal Request by the Park Board – Mark Dokken. Motion passed unanimously.

Motion by Strand, seconded by Foster to approve the consent agenda.

- a. Approval of Minutes – Council Meeting 7/28/2020
- b. Approval of Accounts Payable Listing
- c. Staff Reports
 1. Police Chief Report
 2. Street and Park Report
 3. Liquor Store Report
 4. Utility Report
 5. Financial Report

Motion passed unanimously.

City Auditor Dean Birkeland reviewed the 2019 City Audit with Council. He explained the unique challenges the City faced with the COVID19 stay at home order. Everything was done through a secure portal. Motion by Foster, seconded by Strand to accept the 2019 City Audit Report. Motion passed unanimously.

Council reviewed the proposal for the 2020-2022 audits from CarlsonSV. Motion by Strand, seconded by Foster to approve the three year Audit Proposal (2020-2022) from CarlsonSV. Motion passed unanimously.

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/25/2020

Police Chief Jeff Stadum spoke with Council about Police Personnel. He needs to advertise for a full-time police officer. The previous hire accepted a different position, which left an opening with the Pelican Police Department. Motion by Markgraf, seconded by Ballard to repost the position. Motion passed unanimously.

Clerk-Treasurer Danielle Harthun, Mayor Frazier and Administrator Solga held Utility Clerk interviews last week. They are recommending Council hire Jannet Sanchez as Utility Clerk at wage step one, which is \$14.79 an hour. Motion by Foster, seconded by Markgraf to approve the hire of Jannet Sanchez as Utility Clerk at \$14.79 an hour. Motion passed unanimously.

Council reviewed the 2024 Complete Streets Schedule that MNDOT had shared at the last Advisory Committee meeting.

Council reviewed pay request No. 3 for Project 89 – Colony Apartment Utilities for \$13,001.82. Motion by Strand, seconded by Foster to approve Pay Request No. 3 for \$13,001.82. Motion passed unanimously.

Mayor Frazier spoke with Dena Johnson regarding the 2021 Red River Valley Home & Garden Show. She talked to different groups and committees in town and they would like to attend the show again this year. There is a lot of excitement by local committees. Motion by Foster, seconded by Markgraf to approve booth cost of \$800 plus an additional \$100 for badges if needed. Motion passed unanimously.

Amanda Hillman, MN DNR, explained the DNR Dam Grant Contract Agreement to Council. The amount of the grant was \$1.8 million for dam removal, restoration and engineering. Once all parties sign the contract, the city can hire a consultant. Rick St. Germaine, Houston Engineering, explained to Council the breakdown of the \$1.8 million. Construction on the dam will begin fall of 2022 or sooner. Motion by Markgraf, seconded by Ballard to enter into the agreement with the DNR and allow Administrator Solga to sign the grant agreement. Motion passed unanimously.

The Library Report was provided in the Council packet.

Administrator Solga reviewed the Proposed 2021 General Budget. The Liquor Store will transfer \$100,000 to the General Fund to help offset the Library Roof expense. Local Government Aid (LGA) is going up in 2021, but it is never a guarantee. The street department needs a new plow truck, and Superintendent Olson would like to begin the process of purchasing a new one for 2021.

Council discussed the Library Request. The Library requested \$5,247.61 to give the Library Board the ability to complete the COLA for 2020 that the rest of the City Employees received. They are also requesting an additional \$7,519.35, which would cover the

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/25/2020

proposed 2021 COLA and the HSA contribution. Administrator Solga explained the concerns the Budget Committee discussed with the Library's requests. Council can take some time to think about the request and discussed it at the next meeting.

Administrator Solga provided Council with a Comp Plan update. Sourcewell recommended establishing a Steering Committee to work with the consultant, City staff and other local leaders. Two Council Members are needed to be a part of the Steering Committee. Mayor Frazier volunteered to be on the steering committee.

An application was received by Kim Haugrud for the Planning Commission. Motion by Markgraf, seconded by Ballard to approve Kim Haugrud as Planning Commission member Motion passed unanimously.

The Park Board minutes were provided in the packet for Council.

The Planning Commission minutes were provided in the packet for Council.

The Pool Committee minutes were provided in the packet for Council.

The County set up a program for the Cares Act Funding they received to help businesses in the County. They volunteered to assist cities in distributing the Cares Act funds the city received to businesses and non-profits. The City can earmark any amount they would like to go to businesses and non-profits. Administrator Solga recommended \$80,000 for businesses and \$20,000 for non-profits. Guidelines for this process is being established and the city council will have an opportunity to consider guidelines at the next council meeting on September 8, 2020. Motion by Foster, seconded by Markgraf to approve \$80,000 for businesses and \$20,000 for non-profits to be administered by Otter Tail County. Motion passed unanimously.

Administrator Solga requested Council approval for the following items to be paid for by the Cares Act Funding for the city: scanning thermometer, three laptop computers and the Zoom virtual meeting monthly expenses. He is also looking into new technology to allow the city to stream live meetings and also dividers for the front office. Motion by Markgraf, seconded by Ballard to approve the approve the about listed expenses. Motion passed unanimously.

Administrator Solga reported that since the last city council meeting he has; held a department head meeting; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; worked on PFA funding paperwork for Project #90; attended CGMC via Zoom; attended MNDOT 2024 meeting via Skype; held initial comp plan update meeting with Sourcewell; met with Mayor Frazier, Planning Commissioners John Ohman and John McMillen regarding comp plan steering committee; worked on 2021 General budget and met with budgeting committee; attended remote meeting with

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 08/25/2020

Otter Tail County Community Development Agency regarding Cares Act funding; attended CSAH 96/100 construction meeting; worked on police department personnel issues and posted a job; spoke with planning commission applicant regarding functions of the commission; prepped for and conducted interviews for City Hall personnel; reviewed DNR contract and discussed with DNR personnel; and spoke with resident and city attorney about city zoning.

Mayor Frazier reported that since the last city council meeting he has; continued to submit weekly mayor's columns to the Pelican Press, attended two CSAH 96 & 100 Construction Meetings, sign online PFA forms for CSAH 96 & 100 construction project, toured Colony Homes on August 06, attended City of Pelican Rapids 2021 Budget Meeting, attended Comprehensive Plan Meeting with Sourcewell Advisors, attended a meeting to choose categories for interested community members to serve on Comprehensive Planning Steering Committee, attended a 2024 Complete Streets Zoom Meeting, sat in on interview process for Utility Clerk position, attended two Local Foods, Local Places Zoom Meetings and met with Administrator Solga to review the agenda for this evening's City Council Meeting.

Motion by Strand, seconded by Foster to adjourn the City Council meeting at 7:13pm.
Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer

**City Bill Listing
September 8, 2020**

Vendor Name	Comments	Amount
AMERI PRIDE SERVICES	STR/PK; LINEN SERVICE	\$94.67
BALLARD SANITATION, INC.	ALL; GARBAGE SERVICE	\$185.69
BEATON, CHARLES	CH/PD; GARAGE RENTAL	\$140.00
CITY OF PELICAN RAPIDS	FD; UTILITES	\$22.06
CODE 4 SERVICES INC	FD; LIGHTS FOR T2	\$274.00
COOPERS TECHNOLOGY GROUP, INC	CLK/STR; OFFICE SUPPLIES	\$70.77
EGGE CONSTRUCTION INC	STR; BLADING/DIG SOFT SPOT	\$3,676.60
GOPHER STATE ONE CALL	WTR/SWR; LOCATES - AUGUST	\$49.95
HAWKINS, INC	WATER PLANT CHEMICALS	\$1,572.69
LAKES COUNTRY SERVICE CO-OP	PD; SET UP POLICE EXTENSION	\$75.00
LEAGUE OF MN CITIES	ANNUAL MEMBERSHIP DUES	\$2,930.00
LEAGUE OF MN CITIES BERKLEY	SWR; BACKUP CLAIM	\$250.00
MHSRC/RANGE	PD; EVOC REFRESH	\$445.00
MN DEPT OF HEALTH SERVICE CON	WTR; QRTLY CONNECTION FEE	\$1,827.00
MOENKEDICKS WINDOW WIZARD	HCH/CH/FD; WINDOW CLEANING	\$119.00
NETWORK CENTER, INC	ALL; COMP SUPPORT	\$72.00
OK TIRE CRM	PK; TIRE REPAIRS	\$139.37
OTTERTAIL POWER	ALL; UTILITIES	\$15,082.23
PELICAN RAPIDS PRESS	PUBLICATIONS	\$303.28
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$20,171.00
QUADIENT	ALL; POSTAGE	\$785.04
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$146.50
STRAND HARDWARE	PL/PK/STR/PD; MAINT & OP SUPPLY	\$300.31
STREICHERS	PD; UNIFORMS	\$4.00
TACTICAL SOLUTIONS	PD; RADAR RECERTIFICATION	\$102.00
TASC	ALL; COBRA ADMIN FEE	\$15.00
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$438.81
VOL FIREFIGHTERS ASSOC	FD; ANNUAL MEMBERSHIP	\$240.00
WELLS FARGO REMITTANCE CENTER	COVID-19 EXPENSES	<u>\$68.54</u>
		\$49,600.51

**Liquor Store Bill Listing
September 8, 2020**

<u>Vendor Name</u>	<u>Comments</u>	<u>Amount</u>
ALEXANDRIA FREIGHT SERVICE	LS; FREIGHT	\$169.75
ARCTIC GLACIER	LS; ICE	\$592.08
ARTISAN BEER COMPANY	LS; BEER	\$708.30
BALLARD SANITATION, INC.	LS; GARBAGE SERVICE	\$25.14
BERGSETH BROS. CO. INC	LS; BEER	\$15,049.20
BEVERAGE WHOLESALERS, INC	LS; BEER	\$8,978.64
BREAKTHRU BEVERAGE	LS; LIQ	\$4,513.25
DS BEVERAGES, INC	LS; BEER	\$7,881.15
JOHNSON BROTHERS LIQUOR CO	LS; LIQ/WINE	\$6,585.92
LIQUOR STORE	LS; FOOTBALL PICKS	\$280.00
PAUSTIS WINE COMPANY	LS; WINE	\$1,467.00
PHILLIPS WINE & SPIRITS	LS; WINE	\$2,283.12
SOUTHERN GLAZERS	LS; LIQ	\$6,410.45
TOTAL REGISTER SYSTEMS	LS; SOFTWARE UPDATE	\$1,939.31
TWEETON REFRIDGERATION INC	LS; A/C & REFRIGERATION MAINT	\$1,225.10
WINE MERCHANT	LS; WINE	<u>\$73.59</u>
		\$58,182.00

Vendor Name	Purpose	Amount	Account #
Amazon	DVD	\$96.86	21145500440
Amazon	mop, toilet cleaner, toilet paper	\$75.27	21145500401
Amazon	copy paper, cardstock, receipt paper	\$225.92	21145500200
Amazon	book	\$24.99	21145500435
Arvig	phone& fax	\$139.96	21145500320
Ballard Sanitation	Utilities	\$67.81	21145500380
ClimateMakers	Labor and materials	\$12,000.00	21145500500
Design Intent	50% complete admin phase	\$1,000.00	21145500500
Great Plains natural Gas	utilities	\$112.69	21145500380
Grove Lake Electric	LED lightbulbs Circ Desk	\$511.20	21145500500
Grove Lake Electric	Plug-in for kiosk	\$97.30	21145500500
Hoopla Digital	August 2020 usage	\$483.23	21145500440
Ingram	books	\$3,031.47	21145500435
Junior Library Guild	annual subscription	\$1,123.00	21145500435
Larry's Supermarket	storytime	\$8.80	21145500455
Liberty Business	copy service July	\$63.46	21145500200
Otter Tail Power Co.	Utilities	\$440.70	21145500380
Verizon Wireless	cell phone		21145500320
Wells Fargo	Active minds	\$878.12	21145500465
	Postage july	\$10.31	21145500200
Total		\$20,391.09	

Wayne Sumner



PELICAN RAPIDS

POLICE DEPARTMENT

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

MONTHLY REPORT AUGUST 2020

HOURS: Full-Time: 640
Part-Time: 91.75

MILES DRIVEN: Patrol Vehicle 103— 1597
Patrol Vehicle 102-- 475
Patrol Vehicle 101-- 1553
Total: 3625

CFS'S: 98

ASSISTS: OTC SO- 2 OTHER AGENCY--0
MSP--0

ARRESTS: 2 TICKETS ISSUED: 1 DUI: 0

FINES: \$133.32 SNOW EMERGENCY:
PARKING WARNINGS:
VEHICLE(S) TOWED:

TRAINING/CLASS/OTHER: EVOC-St.Cloud, 1 Officer

Jeff Stadum
Pelican Rapids Police Department Chief

2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
24 Hr. Vehicle Towed													0	1
5th Degree Assault													0	4
9-1-1 Hang-up	3	1	1	1	5	6	6	2					25	21
Abandoned Vehicle													0	1
Aggravated Assault													0	
Alarms	1	1	5	2	2	5	4	2					22	21
Alcohol Breath Test													0	50
Alcohol Compliance													0	
Alcohol- Furnishing to Minor													0	1
Alcohol Violation													0	
Ambulance Call	10	7	21	19	16	25	32	32					162	103
Animal Call, Other		6						1					7	16
Animal- Cat at Large			3				1	1					5	3
Animal- Dog at Large	2	1	2	4	1	2	2	2					16	54
Animal- Dog Barking	2							1					3	6
Animal- Dog Bite							1						1	8
Animal Hit by Vehicle													0	2
Animal Impounded													0	1
Animal- Other Animal Bite													0	
Assault	1												1	
Assist MSP	1												1	14
Assist OTCOSO	9	10	1		1	11	2						34	106
Assist Other Agency		2											2	13
Background Check		2	5		5	3	3	1					19	16
Bad Check													0	
Burglary	1	3											4	8
Burning/No Permit/Warning													0	4
Burning Permit/Issued													0	
Business Check													0	1
Check Fraud													0	1
Civil Dispute	1				1	1	2	2					7	34
Community Relationship													0	
Counterfeit Money													0	6
Criminal Damage to Property													0	6
Custody Matter					1								1	2
Damage to Property	1												1	4
Death Notification													0	2
Death Scene	1	2	2	1									6	2
Disorderly Conduct							1	1					2	

2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Noise Complaint/Loud		1	3		3		2	1					10	27
Obstructing Legal Process													0	
Officer Stand-by				1			4						5	5
Open Door			2	2	2								6	4
Other Activity	4	2	6	2	1	2		2					19	45
Parking Complaint	1	2		1									4	6
Parking Towed													0	1
Permit- Car/Deer													0	1
Permit Violation													0	2
Possession of Drug Paraphenalia	3	3					3						9	5
Possession of Fake ID													0	
Possession of Marijuna	2	2					3						7	10
Possession of Meth		1					1						2	7
Possession of Tobacco													0	
Power Line Down													0	
Prowler Call			1		1								2	4
Public Assist	2	8	4	4	3	8	4	1					34	64
Public Nuisance (Debris)			1	3		1							5	9
Recovered Property													0	3
Release of Evidence													0	
Residence Check	3												3	23
Restraining Order Received						1	1	1					3	9
Restraining Order Violation		1				1							2	
Scam- Lottery/Mail/Computer	2	2				3	1						8	25
School Bus Arm Violation													0	2
Seatbelt Warning	2	1											3	5
Seized Property													0	
Sex Offender Information		3	1	3									7	10
Sexual Assaults CSC					1								1	2
Snowmobile Compliant													0	
Social Services Contacted								2					2	6
Social Services/Intake/Outtake							1						1	5
Stolen Property													0	6
Stopped in Roadway													0	2
Suicidal person							1						1	9
Suspicious Activity	3	4	4	5	3	3	4	5					31	47
Suspicious Vehicle	1												1	9
Taxation- Attempt to Evade													0	
Terroristic Threats							1						1	2

2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Warnings- Other	25	29	19	5	65	7		5					155	103
Warning Snow Removal													0	
Warrants		2		1	1								4	26
Weather Warning													0	
Welfare Check	3	2	2	1	1	3	2	6					20	32
TOTAL	162	157	119	73	146	114	164	98	0	0	0	0	1033	1823

Council Report

Streets:

- Annual sewer cleaning will be going on now thru the end of the month
- **Semi Annual Hydrant flushing will be on October 4th from 7am to 3pm**
- CSAH 100 is almost wrapped up for the season, landscaping and a few minor touches is all that's left. Final lift of bituminous will be put down in the spring. CSAH 96 is moving along quickly, water/sewer services are being installed now. Should be done within a couple weeks.

Parks:

- Campground will stay open until the end of September then will winterize for the season.
- Seasonal staff is done except for mower, will keep her on until sewer cleaning is complete.

**CITY OF PELICAN RAPIDS
CASH RECAP
MONTH-END AUGUST 31, 2020**

CASH BALANCE

FUND 101	GENERAL FUND	\$1,036,346.89
FUND 205	SMALL CITIES GRANT FUNDING	\$84.77
FUND 209	TIF 2-9 UNIQUE HOUSING	\$1,045.18
FUND 210	TIF 1 FUND REDEVELOPMENT	\$4,334.61
FUND 211	LIBRARY	\$52,970.88
FUND 220	CORONA VIRUS RELIEF AID	\$190,234.00
FUND 301	ECONOMIC DEVELOPMENT AUTHORITY	\$26,180.38
FUND 302	SPECIAL IMPROVEMENT FUND	\$208,023.45
FUND 303	CAPITAL IMPROVEMENT	\$85,934.43
FUND 304	GO IMP BONDS, SERIES 2017	\$222,725.36
FUND 305	CIP IMP BONDS, SERIES 2017	\$252,414.32
FUND 601	WATER FUND	\$209,847.55
FUND 602	SEWER FUND	\$48,579.82
		<hr/> \$2,338,721.64

2020 CITY OF PELICAN RAPIDS INVESTMENT SCHEDULE

	ACCT #	BEGIN BAL 12/31/2019	INVEST PURCHASED (Deposits)	INVEST MATURED (Checks)	INTEREST INCOME	INTEREST PAID OUT	BALANCE 08/31/20	INT RATE	MATURITY DATE
101 - GENERAL FUND									
MN-GENERAL FUND	5778	\$ 206,596.48			\$ 1,392.98		\$ 207,989.46	0.38%	2/12/2021
MN-09 CAP IMP FUNDS (8/28/09)	5657	\$ 169,338.91			\$ 1,141.77		\$ 170,480.68	0.79%	2/19/2021
BELL-06, 07, 08, 14 ECON DEV.	1069	\$ 22,739.16			\$ 124.38		\$ 22,863.54	0.29%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER BD	1069	\$ 16,838.08			\$ 92.11		\$ 16,930.19	0.29%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	1069	\$ 142,055.75	\$ 40,000.00		\$ 927.96		\$ 182,983.71	0.29%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	1069	\$ 42,587.85			\$ 232.95		\$ 42,820.80	0.29%	MM SAVINGS
BELL-13 STR EQUIP	1069	\$ 39,311.70			\$ 215.02		\$ 39,526.72	0.29%	MM SAVINGS
BELL - 14 LIB ROOF	1069	\$ 101,683.55	\$ 12,000.00		\$ 601.47		\$ 114,285.02	0.29%	MN SAVINGS
BELL - NEW POOL FUND	0091	\$ 2,025.57	\$ 370.00		\$ 0.82		\$ 2,396.39	0.08%	SAVINGS
MN - 15 CITY TRAIL	9650	\$ 45,424.11	\$ 15,000.00		\$ 65.34		\$ 60,489.45	0.31%	MN SAVINGS
MN - 15 MAPLEWOOD TRAIL	9650	\$ 201,722.42	\$ 50,000.00		\$ 278.59		\$ 252,001.01	0.31%	MN SAVINGS
MN - 15 BROWN FIELD	9650	\$ 10,540.75			\$ 12.76		\$ 10,553.51	0.31%	MN SAVINGS
MN-06-09 108 ECON DEVELOPMENT (7/26/11)	3519	\$ 109,968.60		\$ 100,000.00	\$ 27.15		\$ 9,995.75	0.20%	MM SAVINGS
MN-08-09-10 BRIDGE (7/26/11)	3519	\$ 34.78			\$ 0.04		\$ 34.82	0.20%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3519	\$ 141,814.25			\$ 152.40		\$ 141,966.65	0.20%	MM SAVINGS
WF-GENERAL FUND	5206	\$ 529,726.73			\$ 60.95		\$ 529,787.68	0.03%	SAVINGS
WF - AIRPORT FUND	5206	\$ 85,935.91			\$ 9.89		\$ 85,945.80	0.03%	SAVINGS
TOTAL GENERAL FUND		\$ 1,868,344.60	\$ 117,370.00	\$ 100,000.00	\$ 5,336.59	\$ -	\$ 1,805,105.39		
205 - SCDP									
WF-SCDP - RESIDENTIAL (205-10107)	7335	\$ 7,549.86		\$ 7,549.86			\$ -	0.00%	CHECKING
TOTAL SCDP FUND		\$ 7,549.86	\$ -	\$ 7,549.86	\$ -	\$ -	\$ -		
211 - LIBRARY									
BELL-LIBRARY SAVINGS (12/19)	1783	\$ 25,000.00					\$ 25,000.00	1.75%	7/4/21 CD
BELL-LIBRARY SAVINGS (3/19) TOSO	8032	\$ 15,608.15			\$ 526.73		\$ 16,134.88	2.37%	2/12/22 CD
BELL - LIBRARY SAVINGS (3/19)	8035	\$ 25,348.92			\$ 855.45		\$ 26,204.37	2.37%	2/12/22 CD
BELL-LIBRARY SAVINGS (12/11)	4261	\$ 19,898.55			\$ 123.89		\$ 20,022.44	1.25%	9/14/20 CD
BELL - LIBRARY SAVINGS CARLSON	2545	\$ -	\$ 8,106.43				\$ 8,106.43	1.50%	11/1/20 CD
BELL-LIBRARY SAVINGS (5/05)	6413	\$ 24,356.15	\$ 11,000.00	\$ 15,185.12	\$ 27.96		\$ 20,198.99	0.70%	MM SAVINGS
BELL - LIBRARY SAVINGS (3/19) - CARLSON	8116	\$ 18,741.61		\$ 19,106.43	\$ 364.82		\$ 0.00		
TOTAL LIBRARY FUND		\$ 110,211.77	\$ 19,106.43	\$ 15,185.12	\$ 1,534.03	\$ -	\$ 115,667.11		
302 - SPECIAL IMP									
BELL-SPECIAL IMP FD(7/14/10)	7675	\$ 141,725.17					\$ 141,725.17	1.00%	1/22/23 CD
WF-SPECIAL IMP FUND	5206	\$ 209,085.08			\$ 24.07		\$ 209,109.15	0.03%	SAVINGS
TOTAL FUND SPEC IMP		\$ 350,810.25	\$ -	\$ -	\$ 24.07	\$ -	\$ 350,834.32		
601 - WATER FUND									
MN-UTILITY BILLING	3063	\$ (2,860.47)	\$ 298,389.42	\$ 298,446.04		\$ 32.42	\$ (2,949.51)	0.35%	CHECKING
TOTAL WATER FUND		\$ (2,860.47)	\$ 298,389.42	\$ 298,446.04	\$ -	\$ 32.42	\$ (2,949.51)		
602 - SEWER FUND									
MN-UTILITY BILLING	3063	\$ 9,243.95	\$ 868,488.34	\$ 869,567.70		\$ 32.42	\$ 8,132.17	0.35%	CHECKING
WF-SAVINGS WWTF RESERVE(2/17)	5206	\$ 243,415.58	\$ 79,736.00		\$ 28.00		\$ 323,179.58	0.03%	SAVINGS
TOTAL SEWER FUND		\$ 252,659.53	\$ 948,224.34	\$ 869,567.70	\$ 28.00	\$ 32.42	\$ 331,311.75		
609 - LIQUOR STORE									
MN- LIQUOR STORE SAVINGS (2/14)	9650	\$ 355,875.85			\$ 429.99		\$ 356,305.84	0.31%	MN SAVINGS
MN - LIQUOR STORE CHECKING	0524	\$ -					\$ -		
WF-SAVINGS	2470	\$ 324,833.47	\$ 98,000.00	\$ 30,744.51	\$ 37.21		\$ 392,126.17	0.03%	SAVINGS
TOTAL LIQUOR STORE		\$ 680,709.32	\$ 98,000.00	\$ 30,744.51	\$ 467.20	\$ -	\$ 748,432.01		
ESCROW ACCOUNT									
PAYROLL FLEX ACCOUNT	0841	\$ 2,024.20	\$ 1,542.88	\$ 1,884.60			\$ 1,682.48	0.00%	CHECKING
TOTAL PAYROLL FLEX ACCT		\$ 2,024.20	\$ 1,542.88	\$ 1,884.60	\$ -	\$ -	\$ 1,682.48		
TOTAL ALL FUNDS		\$ 3,269,449.06	\$ 1,482,633.07	\$ 1,323,377.83	\$ 7,389.89	\$ 64.84	\$ 3,350,083.55		

Current Period: August 2020

		2020	2020	August	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
GENERAL FUND						
Active	R 101-31000 General Property Taxes	\$753,489.00	\$431,418.79	\$0.00	\$322,070.21	57.26%
Active	R 101-31060 AG MARKET CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31920 Property Tax Replaceme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32000 Licenses and Permits	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32115 Liquor Licenses	\$2,600.00	\$2,430.00	\$0.00	\$170.00	93.46%
Active	R 101-32210 Building Permits	\$1,000.00	\$270.00	\$90.00	\$730.00	27.00%
Active	R 101-32215 Land Use Permits	\$0.00	\$400.00	\$0.00	-\$400.00	0.00%
Active	R 101-32240 Animal Licenses	\$0.00	\$1,516.00	\$60.00	-\$1,516.00	0.00%
Active	R 101-32245 ANIMAL BOARDING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33200 Police State Aid	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 101-33250 Street Maint Aid State	\$6,000.00	\$5,232.78	\$0.00	\$767.22	87.21%
Active	R 101-33300 State Airport Assistance	\$6,345.00	\$11,758.10	\$0.00	-\$5,413.10	185.31%
Active	R 101-33401 Local Government Aid	\$991,111.00	\$495,992.00	\$0.00	\$495,119.00	50.04%
Active	R 101-33410 TRANSPORTATION AS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33610 County Hwy Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33620 PERA Increase Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34105 Maps/Publications/Data	\$0.00	\$10.00	\$8.00	-\$10.00	0.00%
Active	R 101-34200 Public Safety - Fire Calls	\$13,000.00	\$10,200.00	\$2,450.00	\$2,800.00	78.46%
Active	R 101-34201 City/Townships Fire Rev	\$236,877.00	\$99,053.31	\$0.00	\$137,823.69	41.82%
Active	R 101-34202 Fire Relief Assoc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34203 Accident Reports	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34205 Training Burns	\$0.00	\$630.00	\$0.00	-\$630.00	0.00%
Active	R 101-34206 FD Sale of Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34207 FIRE DEPT GRANT	\$0.00	\$3,350.00	\$0.00	-\$3,350.00	0.00%
Active	R 101-34300 Highways, Str, Mow Cha	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34720 Swimming Pool Fees	\$7,500.00	\$2,993.22	\$543.86	\$4,506.78	39.91%
Active	R 101-34740 Swimming Pool Concessi	\$1,200.00	\$2.79	\$0.00	\$1,197.21	0.23%
Active	R 101-34766 Refunds & Reimburseme	\$2,000.00	\$15,002.28	\$0.00	-\$13,002.28	750.11%
Active	R 101-34768 LRAC Grant - Public Ben	\$0.00	\$6,092.88	\$0.00	-\$6,092.88	0.00%
Active	R 101-34770 POOL DONATIONS	\$0.00	\$370.00	\$0.00	-\$370.00	0.00%
Active	R 101-35000 Penalties	\$0.00	\$551.68	\$10.67	-\$551.68	0.00%
Active	R 101-35100 Court Fines	\$8,000.00	\$5,821.40	\$133.32	\$2,178.60	72.77%
Active	R 101-35102 Local Fines	\$0.00	\$50.00	\$0.00	-\$50.00	0.00%
Active	R 101-35210 Impound Fees	\$0.00	\$1,950.00	\$150.00	-\$1,950.00	0.00%
Active	R 101-36210 Interest Earnings	\$2,500.00	\$5,336.58	\$1,285.39	-\$2,836.58	213.46%
Active	R 101-36220 Dividends	\$14,000.00	\$124.66	\$0.00	\$13,875.34	0.89%
Active	R 101-36230 Contributions and Donati	\$3,400.00	\$50.00	\$0.00	\$3,350.00	1.47%
Active	R 101-36240 Shop with a Cop Donatio	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-37125 Sales of Service or Prop	\$0.00	\$1,880.25	(\$44.00)	-\$1,880.25	0.00%
Active	R 101-37400 Community Sign	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-37401 Industrial Park Sign	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	R 101-37520 Special Assess - County	\$0.00	\$690.64	\$0.00	-\$690.64	0.00%
Active	R 101-38010 Rental of Property	\$14,000.00	\$9,305.67	\$0.00	\$4,694.33	66.47%
Active	R 101-38015 BUILDING RENTAL	\$0.00	\$1,750.00	\$0.00	-\$1,750.00	0.00%
Active	R 101-38020 Airport Land Rent	\$10,000.00	\$5,876.12	\$0.00	\$4,123.88	58.76%
Active	R 101-38021 Airport Hangar Rent	\$12,720.00	\$8,219.19	\$0.00	\$4,500.81	64.62%
Active	R 101-38022 Airport Fuel Receipts	\$4,500.00	\$3,455.80	\$1,422.38	\$1,044.20	76.80%
Active	R 101-38071 Swimming Pool Lessons	\$1,000.00	\$1,925.00	\$575.00	-\$925.00	192.50%
Active	R 101-38420 EASEMENT/ROW	\$0.00	\$120.00	\$120.00	-\$120.00	0.00%
Active	R 101-38700 Rental Housing Fees	\$3,000.00	\$220.00	\$20.00	\$2,780.00	7.33%
Active	R 101-38910 Camping Fees	\$4,000.00	\$5,226.55	\$1,294.54	-\$1,226.55	130.66%
Active	R 101-39203 Transfer from Other Fun	\$100,000.00	\$6,985.00	\$0.00	\$93,015.00	6.99%
Active	R 101-39320 Proceeds-FD Truck Leas	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL FUND		\$2,222,442.00	\$1,146,260.69	\$8,119.16	\$1,076,181.31	51.58%

2020 CITY OF PELICAN RAPIDS INVESTMENT SCHEDULE

	ACCT #	BEGIN BAL 12/31/2019	INVEST PURCHASED (Deposits)	INVEST MATURED (Checks)	INTEREST INCOME	INTEREST PAID OUT	BALANCE 08/31/20	INT RATE	MATURITY DATE
101 - GENERAL FUND									
MN-GENERAL FUND	5778	\$ 206,596.48			\$ 1,392.98		\$ 207,989.46	0.38%	2/12/2021
MN-09 CAP IMP FUNDS (8/28/09)	5657	\$ 169,338.91			\$ 1,141.77		\$ 170,480.68	0.79%	2/19/2021
BELL-06, 07, 08, 14 ECON DEV.	1069	\$ 22,739.16			\$ 124.38		\$ 22,863.54	0.29%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER BD	1069	\$ 16,838.08			\$ 92.11		\$ 16,930.19	0.29%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	1069	\$ 142,055.75	\$ 40,000.00		\$ 927.96		\$ 182,983.71	0.29%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	1069	\$ 42,587.85			\$ 232.95		\$ 42,820.80	0.29%	MM SAVINGS
BELL-13 STR EQUIP	1069	\$ 39,311.70			\$ 215.02		\$ 39,526.72	0.29%	MM SAVINGS
BELL - 14 LIB ROOF	1069	\$ 101,683.55	\$ 12,000.00		\$ 601.47		\$ 114,285.02	0.29%	MN SAVINGS
BELL - NEW POOL FUND	0091	\$ 2,025.57	\$ 370.00		\$ 0.82		\$ 2,396.39	0.08%	SAVINGS
MN - 15 CITY TRAIL	9650	\$ 45,424.11	\$ 15,000.00		\$ 65.34		\$ 60,489.45	0.31%	MN SAVINGS
MN - 15 MAPLEWOOD TRAIL	9650	\$ 201,722.42	\$ 50,000.00		\$ 278.59		\$ 252,001.01	0.31%	MN SAVINGS
MN - 15 BROWN FIELD	9650	\$ 10,540.75			\$ 12.76		\$ 10,553.51	0.31%	MN SAVINGS
MN-06-09 108 ECON DEVELOPMENT (7/26/11)	3519	\$ 109,968.60		\$ 100,000.00	\$ 27.15		\$ 9,995.75	0.20%	MM SAVINGS
MN-08-09-10 BRIDGE (7/26/11)	3519	\$ 34.78			\$ 0.04		\$ 34.82	0.20%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3519	\$ 141,814.25			\$ 152.40		\$ 141,966.65	0.20%	MM SAVINGS
WF-GENERAL FUND	5206	\$ 529,726.73			\$ 60.95		\$ 529,787.68	0.03%	SAVINGS
WF - AIRPORT FUND	5206	\$ 85,935.91			\$ 9.89		\$ 85,945.80	0.03%	SAVINGS
TOTAL GENERAL FUND		\$ 1,868,344.60	\$ 117,370.00	\$ 100,000.00	\$ 5,336.59	\$ -	\$ 1,805,105.39		
205 - SCDP									
WF-SCDP - RESIDENTIAL (205-10107)	7335	\$ 7,549.86		\$ 7,549.86			\$ -	0.00%	CHECKING
TOTAL SCDP FUND		\$ 7,549.86	\$ -	\$ 7,549.86	\$ -	\$ -	\$ -		
211 - LIBRARY									
BELL-LIBRARY SAVINGS (12/19)	1783	\$ 25,000.00					\$ 25,000.00	1.75%	7/4/21 CD
BELL-LIBRARY SAVINGS (3/19) TOSO	8032	\$ 15,608.15			\$ 526.73		\$ 16,134.88	2.37%	2/12/22 CD
BELL - LIBRARY SAVINGS (3/19)	8035	\$ 25,348.92			\$ 855.45		\$ 26,204.37	2.37%	2/12/22 CD
BELL-LIBRARY SAVINGS (12/11)	4261	\$ 19,898.55			\$ 123.89		\$ 20,022.44	1.25%	9/14/20 CD
BELL - LIBRARY SAVINGS CARLSON	2545	\$ -	\$ 8,106.43				\$ 8,106.43	1.50%	11/1/20 CD
BELL-LIBRARY SAVINGS (5/05)	6413	\$ 24,356.15	\$ 11,000.00	\$ 15,185.12	\$ 27.96		\$ 20,198.99	0.70%	MM SAVINGS
BELL - LIBRARY SAVINGS (3/19) - CARLSON	8116	\$ 18,741.61		\$ 19,106.43	\$ 364.82		\$ 0.00		
TOTAL LIBRARY FUND		\$ 110,211.77	\$ 19,106.43	\$ 15,185.12	\$ 1,534.03	\$ -	\$ 115,667.11		
302 - SPECIAL IMP									
BELL-SPECIAL IMP FD(7/14/10)	7675	\$ 141,725.17					\$ 141,725.17	1.00%	1/22/23 CD
WF-SPECIAL IMP FUND	5206	\$ 209,085.08			\$ 24.07		\$ 209,109.15	0.03%	SAVINGS
TOTAL FUND SPEC IMP		\$ 350,810.25	\$ -	\$ -	\$ 24.07	\$ -	\$ 350,834.32		
601 - WATER FUND									
MN-UTILITY BILLING	3063	\$ (2,860.47)	\$ 298,389.42	\$ 298,446.04		\$ 32.42	\$ (2,949.51)	0.35%	CHECKING
TOTAL WATER FUND		\$ (2,860.47)	\$ 298,389.42	\$ 298,446.04	\$ -	\$ 32.42	\$ (2,949.51)		
602 - SEWER FUND									
MN-UTILITY BILLING	3063	\$ 9,243.95	\$ 868,488.34	\$ 869,567.70		\$ 32.42	\$ 8,132.17	0.35%	CHECKING
WF-SAVINGS WWTF RESERVE(2/17)	5206	\$ 243,415.58	\$ 79,736.00		\$ 28.00		\$ 323,179.58	0.03%	SAVINGS
TOTAL SEWER FUND		\$ 252,659.53	\$ 948,224.34	\$ 869,567.70	\$ 28.00	\$ 32.42	\$ 331,311.75		
609 - LIQUOR STORE									
MN- LIQUOR STORE SAVINGS (2/14)	9650	\$ 355,875.85			\$ 429.99		\$ 356,305.84	0.31%	MN SAVINGS
MN - LIQUOR STORE CHECKING	0524	\$ -					\$ -		
WF-SAVINGS	2470	\$ 324,833.47	\$ 98,000.00	\$ 30,744.51	\$ 37.21		\$ 392,126.17	0.03%	SAVINGS
TOTAL LIQUOR STORE		\$ 680,709.32	\$ 98,000.00	\$ 30,744.51	\$ 467.20	\$ -	\$ 748,432.01		
ESCROW ACCOUNT									
PAYROLL FLEX ACCOUNT	0841	\$ 2,024.20	\$ 1,542.88	\$ 1,884.60			\$ 1,682.48	0.00%	CHECKING
TOTAL PAYROLL FLEX ACCT		\$ 2,024.20	\$ 1,542.88	\$ 1,884.60	\$ -	\$ -	\$ 1,682.48		
TOTAL ALL FUNDS		\$ 3,269,449.06	\$ 1,482,633.07	\$ 1,323,377.83	\$ 7,389.89	\$ 64.84	\$ 3,350,083.55		

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

Current Period: August 2020

		2020	2020	August	Enc	2020	% 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	\$2,725.00	\$0.00	\$2.98	\$2,672.02	50.52%
Active	E 101-41110-120 Employer Contrib	\$550.00	\$34.39	\$0.00	\$0.00	\$515.61	6.25%
Active	E 101-41110-122 FICA	\$0.00	\$208.58	\$0.00	\$0.00	-\$208.58	0.00%
Active	E 101-41110-430 Miscellaneous	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Dept 41110 Council		\$6,450.00	\$2,967.97	\$0.00	\$2.98	\$3,479.05	46.02%
Dept 41305 Mayor							
Active	E 101-41305-100 Wages and Salari	\$1,740.00	\$895.00	\$0.00	\$0.00	\$845.00	51.44%
Active	E 101-41305-120 Employer Contrib	\$160.00	\$0.00	\$0.00	\$0.00	\$160.00	0.00%
Active	E 101-41305-122 FICA	\$0.00	\$68.48	\$0.00	\$0.00	-\$68.48	0.00%
Active	E 101-41305-430 Miscellaneous	\$1,200.00	\$5.53	\$0.00	\$25.00	\$1,169.47	2.54%
Total Dept 41305 Mayor		\$3,100.00	\$969.01	\$0.00	\$25.00	\$2,105.99	31.26%
Dept 41310 City Administrator							
Active	E 101-41310-100 Wages and Salari	\$50,000.00	\$33,919.27	\$3,768.81	\$0.00	\$16,080.73	67.84%
Active	E 101-41310-120 Employer Contrib	\$7,600.00	\$2,544.00	\$282.67	\$0.00	\$5,056.00	33.47%
Active	E 101-41310-122 FICA	\$0.00	\$2,456.14	\$273.93	\$0.00	-\$2,456.14	0.00%
Active	E 101-41310-130 Employer Paid In	\$4,400.00	\$3,421.64	\$442.85	\$2.50	\$975.86	77.82%
Active	E 101-41310-200 Office Supplies	\$1,200.00	\$376.78	\$142.03	\$0.00	\$823.22	31.40%
Active	E 101-41310-208 Education	\$1,600.00	\$763.43	\$0.00	\$0.00	\$836.57	47.71%
Active	E 101-41310-210 Operating Supplie	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41310-220 Repair/Maint Sup	\$100.00	\$178.95	\$0.00	\$0.00	-\$78.95	178.95%
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	\$1,800.00	\$1,030.80	\$122.75	\$0.00	\$769.20	57.27%
Active	E 101-41310-331 Travel Expenses	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-41310-400 Repairs & Maint	\$500.00	\$124.00	\$16.00	\$0.00	\$376.00	24.80%
Active	E 101-41310-500 Capital Outlay	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Total Dept 41310 City Administratc		\$69,200.00	\$44,815.01	\$5,049.04	\$2.50	\$24,382.49	64.76%
Dept 41400 City Clerk-Treasurer							
Active	E 101-41400-100 Wages and Salari	\$44,000.00	\$29,985.12	\$3,331.68	\$0.00	\$14,014.88	68.15%
Active	E 101-41400-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-120 Employer Contrib	\$6,600.00	\$2,248.90	\$249.88	\$0.00	\$4,351.10	34.07%
Active	E 101-41400-122 FICA	\$0.00	\$1,992.97	\$225.46	\$0.00	-\$1,992.97	0.00%
Active	E 101-41400-130 Employer Paid In	\$5,800.00	\$4,844.90	\$640.69	\$2.50	\$952.60	83.58%
Active	E 101-41400-140 Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41400-200 Office Supplies	\$1,500.00	\$1,580.12	\$507.15	\$0.00	-\$80.12	105.34%
Active	E 101-41400-208 Education	\$1,800.00	\$628.46	\$0.00	\$0.00	\$1,171.54	34.91%
Active	E 101-41400-210 Operating Supplie	\$200.00	\$49.99	\$0.00	\$0.00	\$150.01	25.00%
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	\$2,000.00	\$354.00	\$195.00	-\$129.00	\$1,775.00	11.25%
Active	E 101-41400-320 Communications	\$2,000.00	\$2,369.19	\$215.79	\$0.00	-\$369.19	118.46%
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	\$119.00	\$8.00	\$16.00	\$265.00	33.75%
Active	E 101-41400-433 Dues, Fees, Subs	\$830.00	\$290.00	\$0.00	\$0.00	\$540.00	34.94%
Active	E 101-41400-500 Capital Outlay	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Total Dept 41400 City Clerk-Treasure		\$67,480.00	\$44,462.65	\$5,373.65	-\$110.50	\$23,127.85	65.89%
Dept 41410 Elections							
Active	E 101-41410-100 Wages and Salari	\$3,500.00	\$829.08	\$0.00	\$0.00	\$2,670.92	23.69%
Active	E 101-41410-430 Miscellaneous	\$700.00	\$209.48	\$71.95	\$25.46	\$465.06	33.56%
Total Dept 41410 Election		\$4,200.00	\$1,038.56	\$71.95	\$25.46	\$3,135.98	24.73%
Dept 41420 Publications							

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: August 2020

		2020	2020	August	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41420-200 Office Supplies	\$1,200.00	\$892.95	\$157.80	\$0.00	\$307.05	74.41%
Active	E 101-41420-350 Publication	\$9,000.00	\$6,305.44	\$531.88	\$0.00	\$2,694.56	70.06%
	Total Dept 41420 Publication	\$10,200.00	\$7,198.39	\$689.68	\$0.00	\$3,001.61	70.57%
Dept 41530 Accounting							
Active	E 101-41530-100 Wages and Salari	\$19,500.00	\$14,605.62	\$1,775.20	\$0.00	\$4,894.38	74.90%
Active	E 101-41530-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41530-120 Employer Contrib	\$3,000.00	\$1,095.43	\$133.14	\$0.00	\$1,904.57	36.51%
Active	E 101-41530-122 FICA	\$0.00	\$1,038.09	\$127.47	\$0.00	-\$1,038.09	0.00%
Active	E 101-41530-130 Employer Paid In	\$2,600.00	\$2,044.94	\$267.73	\$0.00	\$555.06	78.65%
Active	E 101-41530-200 Office Supplies	\$100.00	\$41.80	\$16.34	\$0.00	\$58.20	41.80%
Active	E 101-41530-208 Education	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
	Total Dept 41530 Accountin	\$25,800.00	\$18,825.88	\$2,319.88	\$0.00	\$6,974.12	72.97%
Dept 41540 Auditing							
Active	E 101-41540-301 Auditing Services	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	100.00%
	Total Dept 41540 Auditin	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	100.00%
Dept 41600 Legal Expenses							
Active	E 101-41600-304 Legal Fees	\$15,000.00	\$1,975.00	\$0.00	\$285.00	\$12,740.00	15.07%
Active	E 101-41600-305 Employee Relatio	\$1,000.00	\$2,767.50	\$622.50	\$0.00	-\$1,767.50	276.75%
Active	E 101-41600-306 Prosecuting Fees	\$14,000.00	\$8,967.00	\$2,530.50	\$0.00	\$5,033.00	64.05%
Active	E 101-41600-307 Police Union Leg	\$4,000.00	\$567.50	\$0.00	\$0.00	\$3,432.50	14.19%
	Total Dept 41600 Legal Expense	\$34,000.00	\$14,277.00	\$3,153.00	\$285.00	\$19,438.00	41.99%
Dept 41910 Planning and Zoning							
Active	E 101-41910-100 Wages and Salari	\$2,300.00	\$1,910.70	\$203.20	\$0.00	\$389.30	83.07%
Active	E 101-41910-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41910-120 Employer Contrib	\$350.00	\$143.29	\$15.22	\$0.00	\$206.71	40.94%
Active	E 101-41910-122 FICA	\$0.00	\$128.85	\$13.93	\$0.00	-\$128.85	0.00%
Active	E 101-41910-130 Employer Paid In	\$1,300.00	\$411.92	\$51.20	\$0.00	\$888.08	31.69%
Active	E 101-41910-200 Office Supplies	\$400.00	\$111.18	\$10.58	\$0.00	\$288.82	27.80%
Active	E 101-41910-258 Planning/Zoning/	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-41910-300 Professional Srvs	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 101-41910-308 Building Codes	\$1,000.00	\$0.19	\$0.00	\$0.00	\$999.81	0.02%
Active	E 101-41910-309 Rental Housing	\$3,000.00	\$71.23	(\$811.85)	\$0.00	\$2,928.77	2.37%
	Total Dept 41910 Planning and Zonin	\$19,350.00	\$2,777.36	-\$517.72	\$0.00	\$16,572.64	14.35%
Dept 41940 General Govt Buildings/Plant							
Active	E 101-41940-200 Office Supplies	\$0.00	\$156.84	\$156.84	\$0.00	-\$156.84	0.00%
Active	E 101-41940-210 Operating Supplie	\$500.00	\$238.15	\$0.00	\$0.00	\$261.85	47.63%
Active	E 101-41940-220 Repair/Maint Sup	\$2,000.00	\$1,020.16	\$113.74	\$31.79	\$948.05	52.60%
Active	E 101-41940-300 Professional Srvs	\$0.00	\$108.50	\$0.00	\$0.00	-\$108.50	0.00%
Active	E 101-41940-380 Utility Services	\$30,000.00	\$6,910.98	\$984.48	\$0.00	\$23,089.02	23.04%
Active	E 101-41940-400 Repairs & Maint	\$10,000.00	\$3,974.02	\$386.23	\$448.86	\$5,577.12	44.23%
Active	E 101-41940-410 Rentals	\$1,000.00	\$560.00	\$70.00	\$35.14	\$404.86	59.51%
Active	E 101-41940-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41940-433 Dues, Fees, Subs	\$9,750.00	\$6,399.27	\$0.00	\$0.00	\$3,350.73	65.63%
Active	E 101-41940-500 Capital Outlay	\$100,000.00	\$1,328.01	\$0.00	\$0.00	\$98,671.99	1.33%
	Total Dept 41940 General Govt Buildings/Plar	\$153,250.00	\$20,695.93	\$1,711.29	\$515.79	\$132,038.28	13.50%
Dept 42110 Police Department							
Active	E 101-42110-100 Wages and Salari	\$261,000.00	\$180,198.59	\$16,914.72	\$0.00	\$80,801.41	69.04%
Active	E 101-42110-103 Part-Time Employ	\$28,000.00	\$18,182.46	\$2,090.02	\$0.00	\$9,817.54	64.94%
Active	E 101-42110-104 Support Employe	\$0.00	\$2,737.12	\$319.77	\$0.00	-\$2,737.12	0.00%
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	\$64,000.00	\$35,318.72	\$3,387.85	\$0.00	\$28,681.28	55.19%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: August 2020

		2020 YTD Budget	2020 YTD Amt	August MTD Amt	Enc Current	2020 YTD Balance	% of YTD Budget
Active	E 101-42110-122 FICA	\$0.00	\$2,902.37	\$286.02	\$0.00	-\$2,902.37	0.00%
Active	E 101-42110-130 Employer Paid In	\$21,800.00	\$23,408.33	\$2,402.79	\$0.00	-\$1,608.33	107.38%
Active	E 101-42110-200 Office Supplies	\$3,000.00	\$1,603.25	\$196.57	\$0.00	\$1,396.75	53.44%
Active	E 101-42110-208 Education	\$5,000.00	-\$3,371.19	(\$4,905.76)	\$0.00	\$8,371.19	-67.42%
Active	E 101-42110-210 Operating Supplie	\$25,000.00	\$13,347.92	\$2,518.26	\$98.45	\$11,553.63	53.79%
Active	E 101-42110-220 Repair/Maint Sup	\$1,500.00	\$1,359.28	\$296.14	\$0.00	\$140.72	90.62%
Active	E 101-42110-300 Professional Srvs	\$3,000.00	\$4,692.60	\$805.00	\$0.00	-\$1,692.60	156.42%
Active	E 101-42110-320 Communications	\$6,500.00	\$4,264.30	\$523.35	\$0.00	\$2,235.70	65.60%
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	\$6,639.98	\$342.08	\$0.00	\$1,360.02	83.00%
Active	E 101-42110-410 Rentals	\$910.00	\$560.00	\$70.00	\$0.00	\$350.00	61.54%
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	\$1,639.00	\$1,000.00	\$0.00	\$361.00	81.95%
Active	E 101-42110-500 Capital Outlay	\$15,200.00	\$14,162.76	\$0.00	\$0.00	\$1,037.24	93.18%
Total Dept 42110 Police Departmer		\$447,410.00	\$307,645.49	\$26,246.81	\$98.45	\$139,666.06	68.76%
Dept 42270 City Fire Services							
Active	E 101-42270-430 Miscellaneous	\$62,500.00	\$24,944.42	\$0.00	\$0.00	\$37,555.58	39.91%
Total Dept 42270 City Fire Service		\$62,500.00	\$24,944.42	\$0.00	\$0.00	\$37,555.58	39.91%
Dept 42280 Fire Department							
Active	E 101-42280-100 Wages and Salari	\$35,000.00	\$20,375.72	\$0.00	\$0.00	\$14,624.28	58.22%
Active	E 101-42280-120 Employer Contrib	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	0.00%
Active	E 101-42280-122 FICA	\$0.00	\$1,558.72	\$0.00	\$0.00	-\$1,558.72	0.00%
Active	E 101-42280-140 Unemployment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42280-200 Office Supplies	\$800.00	\$159.98	\$69.07	\$0.00	\$640.02	20.00%
Active	E 101-42280-208 Education	\$7,750.00	\$10,796.69	\$439.25	\$0.00	-\$3,046.69	139.31%
Active	E 101-42280-210 Operating Supplie	\$14,500.00	\$6,559.60	\$1,184.64	\$155.09	\$7,785.31	46.31%
Active	E 101-42280-220 Repair/Maint Sup	\$4,500.00	\$3,323.62	\$51.08	\$0.00	\$1,176.38	73.86%
Active	E 101-42280-300 Professional Srvs	\$5,720.00	\$4,980.40	\$2,150.40	\$0.00	\$739.60	87.07%
Active	E 101-42280-301 Auditing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42280-320 Communications	\$2,000.00	\$1,388.23	\$148.00	\$0.00	\$611.77	69.41%
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	\$17,673.50	\$0.00	\$0.00	\$2,326.50	88.37%
Active	E 101-42280-380 Utility Services	\$9,000.00	\$5,989.28	\$254.53	\$0.00	\$3,010.72	66.55%
Active	E 101-42280-400 Repairs & Maint	\$10,860.00	\$8,059.07	\$200.14	\$0.00	\$2,800.93	74.21%
Active	E 101-42280-433 Dues, Fees, Subs	\$622.00	\$500.25	\$356.25	\$100.00	\$21.75	96.50%
Active	E 101-42280-500 Capital Outlay	\$11,300.00	\$1,307.79	\$0.00	\$0.00	\$9,992.21	11.57%
Active	E 101-42280-605 Fire Hall Lease	\$68,483.00	\$0.00	\$0.00	\$0.00	\$68,483.00	0.00%
Active	E 101-42280-606 Truck Lease	\$44,177.00	\$43,543.98	\$0.00	\$0.00	\$633.02	98.57%
Active	E 101-42280-608 SCBA Lease	\$12,165.00	\$12,162.21	\$0.00	\$0.00	\$2.79	99.98%
Active	E 101-42280-699 Fire Relief Assoc	\$0.00	\$64,142.46	\$0.00	\$0.00	-\$64,142.46	0.00%
Total Dept 42280 Fire Departmer		\$249,877.00	\$202,521.50	\$4,853.36	\$255.09	\$47,100.41	81.05%
Dept 42500 Civil Defense							
Active	E 101-42500-430 Miscellaneous	\$500.00	\$57.16	\$17.91	\$0.00	\$442.84	11.43%
Total Dept 42500 Civil Defens		\$500.00	\$57.16	\$17.91	\$0.00	\$442.84	11.43%
Dept 42700 Animal Control							
Active	E 101-42700-430 Miscellaneous	\$1,500.00	\$497.48	\$24.67	\$0.00	\$1,002.52	33.17%
Total Dept 42700 Animal Contr		\$1,500.00	\$497.48	\$24.67	\$0.00	\$1,002.52	33.17%
Dept 43100 Hwys, Streets, & Roads							
Active	E 101-43100-100 Wages and Salari	\$71,000.00	\$47,654.19	\$5,294.89	\$0.00	\$23,345.81	67.12%
Active	E 101-43100-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43100-120 Employer Contrib	\$8,000.00	\$3,574.07	\$397.11	\$0.00	\$4,425.93	44.68%
Active	E 101-43100-122 FICA	\$3,500.00	\$3,458.97	\$384.53	\$0.00	\$41.03	98.83%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: August 2020

		2020	2020	August	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43100-130 Employer Paid In	\$10,500.00	\$8,225.27	\$1,023.17	\$2.50	\$2,272.23	78.36%
Active	E 101-43100-200 Office Supplies	\$1,000.00	\$635.84	\$177.19	\$0.00	\$364.16	63.58%
Active	E 101-43100-208 Education	\$1,200.00	\$720.26	\$91.81	-\$220.96	\$700.70	41.61%
Active	E 101-43100-210 Operating Supplie	\$18,000.00	\$9,432.84	\$178.88	\$0.00	\$8,567.16	52.40%
Active	E 101-43100-220 Repair/Maint Sup	\$10,000.00	\$7,582.62	\$63.91	\$0.00	\$2,417.38	75.83%
Active	E 101-43100-300 Professional Srvs	\$10,000.00	\$116,760.61	\$10,635.90	\$13,001.82	-\$119,762.43	1297.62%
Active	E 101-43100-310 Tree Removal	\$8,000.00	\$3,833.25	\$2,920.75	\$0.00	\$4,166.75	47.92%
Active	E 101-43100-320 Communications	\$2,000.00	\$1,413.14	\$175.32	\$0.00	\$586.86	70.66%
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	\$7,000.00	\$2,926.02	\$196.81	\$0.00	\$4,073.98	41.80%
Active	E 101-43100-400 Repairs & Maint	\$8,000.00	\$2,376.87	\$138.80	\$0.00	\$5,623.13	29.71%
Active	E 101-43100-406 Crack & Seal Coa	\$40,000.00	\$550.00	\$0.00	\$0.00	\$39,450.00	1.38%
Active	E 101-43100-407 Sidewalk Repair	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-43100-433 Dues, Fees, Subs	\$1,000.00	\$84.99	\$32.52	\$0.00	\$915.01	8.50%
Active	E 101-43100-500 Capital Outlay	\$0.00	\$4,198.60	\$0.00	\$0.00	-\$4,198.60	0.00%
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	\$1,875.00	\$719.37	\$0.00	\$0.00	\$1,155.63	38.37%
Total Dept 43100 Hwys, Streets, & Road		\$213,675.00	\$214,146.91	\$21,711.59	\$12,783.36	-\$13,255.27	100.22%
Dept 43123 Streets							
Active	E 101-43123-224 Street Maint	\$32,500.00	\$15,512.23	\$1,400.00	\$0.00	\$16,987.77	47.73%
Active	E 101-43123-226 Sign Repair Mater	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
Total Dept 43123 Street		\$36,500.00	\$15,512.23	\$1,400.00	\$0.00	\$20,987.77	42.50%
Dept 43125 Ice & Snow Removal							
Active	E 101-43125-430 Miscellaneous	\$4,000.00	\$519.38	\$29.71	\$0.00	\$3,480.62	12.98%
Active	E 101-43125-540 Machine Hire	\$4,000.00	\$6,560.00	\$0.00	\$0.00	-\$2,560.00	164.00%
Total Dept 43125 Ice & Snow Remov		\$8,000.00	\$7,079.38	\$29.71	\$0.00	\$920.62	88.49%
Dept 43150 Storm Drainage							
Active	E 101-43150-430 Miscellaneous	\$5,000.00	\$135.00	\$0.00	\$0.00	\$4,865.00	2.70%
Total Dept 43150 Storm Drainag		\$5,000.00	\$135.00	\$0.00	\$0.00	\$4,865.00	2.70%
Dept 43160 Street Lighting							
Active	E 101-43160-380 Utility Services	\$33,000.00	\$23,471.18	\$3,021.53	\$0.00	\$9,528.82	71.12%
Total Dept 43160 Street Lightin		\$33,000.00	\$23,471.18	\$3,021.53	\$0.00	\$9,528.82	71.12%
Dept 43260 Weed Control							
Active	E 101-43260-430 Miscellaneous	\$600.00	\$205.38	\$0.00	\$0.00	\$394.62	34.23%
Total Dept 43260 Weed Contr		\$600.00	\$205.38	\$0.00	\$0.00	\$394.62	34.23%
Dept 45124 Swimming Pools							
Active	E 101-45124-100 Wages and Salari	\$33,000.00	\$12,833.84	\$6,575.70	\$0.00	\$20,166.16	38.89%
Active	E 101-45124-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45124-120 Employer Contrib	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 101-45124-122 FICA	\$2,200.00	\$981.74	\$503.02	\$0.00	\$1,218.26	44.62%
Active	E 101-45124-200 Office Supplies	\$250.00	\$102.13	\$75.47	\$4.44	\$143.43	42.63%
Active	E 101-45124-208 Education	\$1,000.00	\$628.45	\$0.00	\$0.00	\$371.55	62.85%
Active	E 101-45124-210 Operating Supplie	\$10,000.00	\$9,092.68	\$2,103.93	\$0.00	\$907.32	90.93%
Active	E 101-45124-220 Repair/Maint Sup	\$5,000.00	\$970.36	\$153.65	\$3.47	\$4,026.17	19.48%
Active	E 101-45124-231 Credit Card Fees	\$0.00	\$359.70	\$0.00	\$0.00	-\$359.70	0.00%
Active	E 101-45124-270 Concessions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45124-320 Communications	\$300.00	\$181.37	\$103.16	\$0.00	\$118.63	60.46%
Active	E 101-45124-380 Utility Services	\$5,000.00	\$1,235.18	\$905.82	\$0.00	\$3,764.82	24.70%
Active	E 101-45124-400 Repairs & Maint	\$3,000.00	\$914.14	\$17.00	\$0.00	\$2,085.86	30.47%
Active	E 101-45124-429 Change	\$0.00	\$0.00	(\$50.00)	\$0.00	\$0.00	0.00%
Active	E 101-45124-433 Dues, Fees, Subs	\$1,000.00	\$913.00	\$51.00	\$0.00	\$87.00	91.30%
Active	E 101-45124-500 Capital Outlay	\$2,000.00	\$22,667.30	\$0.00	-\$341.68	-\$20,325.62	1116.28%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: August 2020

		2020	2020	August	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Total Dept 45124 Swimming Pool		\$63,050.00	\$50,879.89	\$10,438.75	-\$333.77	\$12,503.88	80.70%
Dept 45125 Skating Rinks							
Active	E 101-45125-100 Wages and Salari	\$4,000.00	\$5,201.91	\$474.89	\$0.00	-\$1,201.91	130.05%
Active	E 101-45125-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45125-120 Employer Contrib	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-45125-122 FICA	\$200.00	\$397.89	\$36.33	\$0.00	-\$197.89	198.95%
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	\$104.55	\$0.00	\$0.00	\$395.45	20.91%
Active	E 101-45125-220 Repair/Maint Sup	\$200.00	\$5.98	\$0.00	\$0.00	\$194.02	2.99%
Active	E 101-45125-320 Communications	\$200.00	\$294.27	\$0.00	\$0.00	-\$94.27	147.14%
Active	E 101-45125-380 Utility Services	\$300.00	\$172.31	\$19.16	\$0.00	\$127.69	57.44%
Active	E 101-45125-400 Repairs & Maint	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 45125 Skating Rink		\$6,300.00	\$6,176.91	\$530.38	\$0.00	\$123.09	98.05%
Dept 45200 Parks							
Active	E 101-45200-100 Wages and Salari	\$90,000.00	\$66,492.73	\$10,537.03	\$0.00	\$23,507.27	73.88%
Active	E 101-45200-120 Employer Contrib	\$7,000.00	\$3,574.05	\$397.11	\$0.00	\$3,425.95	51.06%
Active	E 101-45200-122 FICA	\$6,000.00	\$4,621.64	\$755.38	\$0.00	\$1,378.36	77.03%
Active	E 101-45200-130 Employer Paid In	\$10,700.00	\$2,353.45	\$277.24	\$0.00	\$8,346.55	21.99%
Active	E 101-45200-140 Unemployment	\$0.00	\$2,483.00	\$0.00	\$0.00	-\$2,483.00	0.00%
Active	E 101-45200-200 Office Supplies	\$500.00	\$69.82	\$62.85	\$0.00	\$430.18	13.96%
Active	E 101-45200-208 Education	\$800.00	\$628.46	\$0.00	\$0.00	\$171.54	78.56%
Active	E 101-45200-210 Operating Supplie	\$4,000.00	\$2,639.71	\$739.60	\$0.00	\$1,360.29	65.99%
Active	E 101-45200-220 Repair/Maint Sup	\$4,000.00	\$7,245.10	\$299.09	\$0.00	-\$3,245.10	181.13%
Active	E 101-45200-300 Professional Srvs	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-45200-310 Tree Removal	\$4,000.00	\$1,223.75	\$1,223.75	\$0.00	\$2,776.25	30.59%
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	\$1,681.19	\$497.10	\$0.00	\$1,018.81	62.27%
Active	E 101-45200-400 Repairs & Maint	\$4,000.00	\$1,681.08	\$272.36	-\$32.52	\$2,351.44	41.21%
Active	E 101-45200-433 Dues, Fees, Subs	\$1,000.00	\$508.90	\$32.43	\$0.00	\$491.10	50.89%
Active	E 101-45200-500 Capital Outlay	\$61,000.00	\$17,087.81	\$533.20	\$0.00	\$43,912.19	28.01%
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	\$1,875.00	\$719.38	\$0.00	\$0.00	\$1,155.62	38.37%
Active	E 101-45200-750 Historic City Hall/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-760 Seasonal Decorat	\$5,000.00	\$1,118.18	\$0.00	\$0.00	\$3,881.82	22.36%
Total Dept 45200 Park		\$215,225.00	\$114,128.25	\$15,627.14	-\$32.52	\$101,129.27	53.03%
Dept 45202 Historic City Hall							
Active	E 101-45202-100 Wages and Salari	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45202-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45202-120 Employer Contrib	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45202-130 Employer Paid In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45202-200 Office Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45202-208 Education	\$0.00	\$359.00	\$0.00	\$0.00	-\$359.00	0.00%
Active	E 101-45202-220 Repair/Maint Sup	\$500.00	\$38.33	\$0.00	\$0.00	\$461.67	7.67%
Active	E 101-45202-300 Professional Srvs	\$24,000.00	\$6,000.00	\$0.00	\$0.00	\$18,000.00	25.00%
Active	E 101-45202-320 Communications	\$1,200.00	\$1,219.96	\$98.04	\$0.00	-\$19.96	101.66%
Active	E 101-45202-380 Utility Services	\$2,700.00	\$1,474.16	\$114.88	\$0.00	\$1,225.84	54.60%
Active	E 101-45202-400 Repairs & Maint	\$500.00	\$311.00	\$36.00	\$0.00	\$189.00	62.20%
Active	E 101-45202-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 45202 Historic City Ha		\$29,400.00	\$9,402.45	\$248.92	\$0.00	\$19,997.55	31.98%
Dept 46500 Economic Developemnt							

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: August 2020

		2020	2020	August	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-46500-420 Economic Develo	\$80,000.00	\$174,446.00	\$73,600.00	\$300,000.00	-\$394,446.00	593.06%
Active	E 101-46500-421 WCI Endow/Bird	\$18,750.00	\$14,235.00	\$0.00	\$0.00	\$4,515.00	75.92%
Active	E 101-46500-422 Consulting	\$30,000.00	\$24,999.82	\$0.00	-\$162.00	\$5,162.18	82.79%
Total Dept 46500 Economic Developer		\$128,750.00	\$213,680.82	\$73,600.00	\$299,838.00	-\$384,768.82	165.97%
Dept 49200 Non Dept Expenditures							
Active	E 101-49200-470 Refunds & Reimb	\$0.00	\$1,500.00	\$0.00	\$0.00	-\$1,500.00	0.00%
Active	E 101-49200-490 Historical Society	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-49200-491 PD Forfeiture/Sho	\$0.00	\$815.39	\$0.00	\$0.00	-\$815.39	0.00%
Active	E 101-49200-492 Electronic Reader	\$1,000.00	\$400.13	\$36.56	\$0.00	\$599.87	40.01%
Active	E 101-49200-493 Ambulance	\$31,000.00	\$30,800.00	\$0.00	\$0.00	\$200.00	99.35%
Active	E 101-49200-498 Public Bench exp	\$0.00	\$6,092.88	\$0.00	\$0.00	-\$6,092.88	0.00%
Active	E 101-49200-730 Property Taxes	\$2,300.00	\$1,410.00	\$0.00	\$0.00	\$890.00	61.30%
Total Dept 49200 Non Dept Expenditure		\$34,800.00	\$41,018.40	\$36.56	\$0.00	-\$6,218.40	117.87%
Dept 49201 Transfer out of Fund							
Active	E 101-49201-700 Transfers	\$0.00	\$66,915.00	\$0.00	\$0.00	-\$66,915.00	0.00%
Active	E 101-49201-701 Library Levy Tran	\$188,225.00	\$141,168.75	\$0.00	\$0.00	\$47,056.25	75.00%
Total Dept 49201 Transfer out of Fun		\$188,225.00	\$208,083.75	\$0.00	\$0.00	-\$19,858.75	110.55%
Dept 49240 Insurance							
Active	E 101-49240-230 Banking Charges	\$800.00	\$78.32	\$9.93	\$0.00	\$721.68	9.79%
Active	E 101-49240-360 Insurance & Bond	\$70,000.00	\$51,603.99	\$0.00	\$0.00	\$18,396.01	73.72%
Total Dept 49240 Insuranc		\$70,800.00	\$51,682.31	\$9.93	\$0.00	\$19,117.69	73.00%
Dept 49810 Airport							
Active	E 101-49810-200 Office Supplies	\$100.00	\$95.24	\$66.74	\$0.00	\$4.76	95.24%
Active	E 101-49810-212 Motor Fuels	\$4,500.00	\$4,583.15	\$4,575.00	\$0.00	-\$83.15	101.85%
Active	E 101-49810-220 Repair/Maint Sup	\$500.00	\$423.13	\$17.56	\$0.00	\$76.87	84.63%
Active	E 101-49810-300 Professional Srvs	\$200.00	\$13,290.00	\$0.00	\$0.00	-\$13,090.00	6645.00%
Active	E 101-49810-320 Communications	\$500.00	\$895.84	\$99.49	\$0.00	-\$395.84	179.17%
Active	E 101-49810-360 Insurance & Bond	\$12,000.00	\$6,808.00	\$0.00	\$0.00	\$5,192.00	56.73%
Active	E 101-49810-380 Utility Services	\$3,500.00	\$1,846.57	\$101.25	\$0.00	\$1,653.43	52.76%
Active	E 101-49810-400 Repairs & Maint	\$2,000.00	\$25.00	\$0.00	\$0.00	\$1,975.00	1.25%
Active	E 101-49810-433 Dues, Fees, Subs	\$1,000.00	\$1,059.00	\$0.00	\$0.00	-\$59.00	105.90%
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	\$3,000.00	\$2,352.00	\$0.00	\$0.00	\$648.00	78.40%
Total Dept 49810 Airpo		\$27,300.00	\$31,377.93	\$4,860.04	\$0.00	-\$4,077.93	114.94%
Total GENERAL FUND		\$2,222,442.00	\$1,687,674.60	\$180,508.07	\$313,354.84	\$221,412.56	75.94%

City of Pelican Rapids

Comp Report

August 31, 2020

Department	Beginning Balace	Accrued Comp	Used Comp	Ending Balance	Over Time Paid
Administration	2.625	18.000	9.625	11.000	0.000
Police	66.750	22.625	51.250	38.125	0.000
Streets & Parks	38.500	24.000	26.500	36.000	0.000
Library	48.250	7.125	4.000	51.375	0.000
Liquor Store	24.000	0.000	0.000	24.000	0.000
Total	180.125	71.750	91.375	160.500	0.000

September 4, 2020

City of Pelican Rapids
Attn: Don Solga, City Administrator
315 North Broadway
Pelican Rapids, MN 56572

Subject: Scope of Services - Pelican Rapids Dam Removal and Fish Passage Structure

Dear Mr. Solga:

Submitted herewith is a proposal to provide engineering and construction administration services for the Pelican Rapids Dam Removal and Fish Passage Structure. We propose to complete the following tasks for the project:

Task 1 – Kickoff Meeting, Data Collection, and Preliminary Design:

We will attend and provide information for a kickoff meeting with City and DNR staff. Project goals and features will be discussed along with the permitting and regulatory processes.

We have collected existing engineering data concerning the dam structure and adjacent powerhouse, including as-built and previous dam inspection reports. Survey data from previous investigations will be collected.

We will complete a Hydraulic Modeling/Conceptual Design Plan Set for review by the City and DNR. We will assemble a HEC-RAS hydraulic model to analyze the existing dam under a variety of flow conditions, resulting in rating curves for the existing condition. We will then complete a conceptual and preliminary design of the rock drop and/or riffle structures to compare the proposed rating curves with the existing rating curves. A meeting will be held with the City and DNR to review the design. Changes to the design will be discussed and agreed upon before proceeding to the next phase of design.

Geotechnical data will be collected from previous investigations. Additional geotechnical data will be collected for the rock arch rapids fishway structure and the channel banks in the vicinity of the work.

Task 2 – Gather Topographic and Bathymetric Survey Information:

A survey crew will collect additional topographic and bathymetric information not collected in previous investigations for the analysis/design of the rock arch rapids fishway structure. While previous surveys were focused on the assessment of the existing dam, the focus of

this survey will be for purposes of bank stabilization, design of the rock arch rapids fishway structure, and demolition of existing features.

No permanent right-of-way is anticipated. Temporary construction limits are anticipated. Considering these conditions, no legal boundary survey work is expected or included in this scope and fee.

Task 3 – Environmental Review and Permitting:

A dam safety permit will be required for the removal of the existing structure. A permit application will be prepared with the information required by the DNR.

An Environmental Assessment Worksheet (EAW) is expected and included in the scope of work. We will prepare the supporting information and documents for this document, including a Phase 1 archaeological survey.

Using the preliminary plan set, we will coordinate the necessary permit application processes for the project. We will assemble and submit the permit applications, answer any questions the permitting agency might have about the project, and incorporate any comments/revisions the permitting agency would have into the final plans.

Task 4 – Final Design, including 60%, 95%, and Final Signed Construction Plans, Specifications, and Estimate:

After receiving feedback from the preliminary design review, any revisions to the hydraulic model will be incorporated and re-analyzed. Subsequently, the design and construction plans will be brought to the 60% level, and we will coordinate another review by City and DNR staff.

After receiving feedback from the 60% design and plan review, we will again make revisions as necessary and complete the 95% design and plan set. At this stage of plan development, it will be beneficial to have one more meeting with City and DNR staff to ensure the design meets everyone's expectations before going out to bid.

Upon completion of review and incorporation of final comments of the 95% construction plans, we will assemble the final signed plans and specifications for bidding purposes. This will assume the necessary permits for the project have been received. We will make public the bid documents to contractors and answer reasonable questions bidders might have about the plans and specifications. We will oversee the bid opening and facilitate the contract agreement between the selected contractor and the City of Pelican Rapids.

Task 5 – Construction Administration, Management, Observation, and Staking:

We will administer the construction contract and coordinate a pre-construction meeting with the contractor, the City of Pelican Rapids, and DNR representatives. We will provide construction staking as necessary for the project phases. We will observe the construction of the project and coordinate the critical work with DNR staff so their representatives can be on site to direct and observe pieces of the construction as well. It is assumed that construction will occur over 70 working days for the purposes of the engineering budget. It is also

assumed that dam removal, rock arch rapids fishway construction, and channel bank stabilization work are completed under the same construction contract. At the end of construction, we will perform a project walk-through and contract closeout with the contractor once all punch list items are completed.

We will assemble record drawings for the project that incorporate any changes that occurred during the construction of the project and provide a hard copy and electronic copy to the City of Pelican Rapids.

We expect the project will be ready for construction during the summer of 2022. If permitting and regulatory processes can be accomplished in a timely basis, it is possible that construction could begin done in the later part of 2021.

We propose to provide the services as outlined above on an hourly time and material basis for an estimated fee of \$265,300 and will invoice based on the hourly rates listed in Exhibit A. However, considering the project to likely span into 2021 and 2022, rate adjustments would be requested for consideration. The working days and engineering required during construction will be dependent on the contractor's schedule.

If its terms are acceptable, please sign and return the enclosed Client Services Agreement to Houston Engineering, Inc.

Thank you for this opportunity. We look forward to working with you to complete this project. Please feel free to contact me with any questions.

Sincerely,

HOUSTON ENGINEERING, INC.

Rick R. St. Germain

Rick R. St. Germain, PE
701.237.5065
rick@houstoneng.com

Enclosures:

2020 Standard Fee Schedules
Client Services Agreement
Client Services General Terms and Conditions (dated January 24, 2017)



2020 FEE SCHEDULE

The following is a schedule of hourly rates and charges for engineering and surveying services offered by Houston Engineering, Inc. These rates are subject to a modest increase on January 1st of each year (typically no more than 5%).

Category	2020 Rates
Engineer I	\$125
Engineer II	138
Engineer III	156
Project Engineer	173
Project Manager	190
Sr Project Manager	208
Scientist I	\$125
Scientist II	138
Scientist III	157
Project Mgr – Environmental	184
Sr Project Mgr – Environmental	208
Hydrogeologist I	\$125
Hydrogeologist II	138
Hydrogeologist III	157
Sr Hydrogeologist	196
Construction Engineer	\$143
Sr Construction Engineer	170
Land Surveyor I	\$125
Land Surveyor II	143
Land Surveyor III	158
Project Mgr – Land Surveying	170
Sr Project Manager – Land Surveying	190
Survey Crews:	
1-Person Crew (+ equipment)	\$152
2-Person Crew (+ equipment)	184
3-Person Crew (+ equipment)	229
4-Person Crew (+ equipment)	256
Landscape Architect	\$133
CAD Technician I	\$85
CAD Technician II	98
CAD Supervisor	112
Designer I	\$131
Designer II	140
Sr Designer	151
Engineering Specialist	160
Technician Intern (all areas)	\$85
Technician I	\$98
Technician II	112
Sr Technician	125

Category	2020 Rates
Right-of-Way Technician	\$114
Right-of-Way Specialist	190
GIS Analyst I	\$93
GIS Analyst II	108
GIS Analyst III	125
Sr GIS Analyst	143
Project Manager – GIS	157
Sr Project Manager – GIS	184
Software Engineer I	\$108
Software Engineer II	125
Software Engineer III	143
Sr Software Engineer	157
Computer Technician	\$151
Communications Specialist	\$85
Sr Communications Specialist	95
Administrative Assistant	\$80
Sr Administrative Assistant	85
Planner	\$137
Senior Planner	190
Legislative/Grant Specialist	\$176
Expert Witness	229
Drone Pilot	\$133
Drone Visual Observer	51

Chargeable Expenses	Rate
Subsistence	Actual Cost
Mileage-Vehicles:	
2-Wheel Drive	IRS Standard Rate
4-Wheel Drive	IRS Standard Rate + \$0.20/Mile
GPS Equipment	\$25/hour/unit
Robotic Total Station	\$40/hour
ATV/Snowmobile/Boat	\$15/hour
ATV with Tracks	\$30/hour
Hydrone RCV	\$50/hour
Small UAS/Large UAS	\$25/hour / \$50/hour
Delivery, Postage, Printing	Actual Cost
Surveying Materials, Special Equipment, and other Materials required	Actual Cost
Subconsultants	Actual Cost + 10%

General Terms and Conditions

1. STANDARD OF CARE

Houston shall perform its Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the region where the Project is located.

2. PAYMENT TERMS

Invoices will be submitted periodically (customarily on a monthly basis) and are due and payable upon receipt. Client agrees to pay a service charge on all accounts 30 days or most past due at a rate equal to one percent (1%) each month but in no event shall such service charge exceed the maximum amount allowed by law. Acceptance of any payment from Client without accrued service charges shall not be deemed to be a waiver of such service charges by Houston. In the event Client is past due with respect to any invoice Houston may, after giving five (5) days written notice to Client, suspend all services without liability until Client has paid in full all amounts owing Houston on account of services rendered and expenses incurred, including service charges on past due invoices. Payment of invoices is not subject to discount or offset by Client.

3. CHANGES OR DELAYS

If the Project requires conceptual or process development services, such services often are not fully definable in the initial planning. If, as the Project progresses, facts develop that in Houston's judgment dictate a change in the Services to be performed, Houston shall inform Client of such changes and the parties shall negotiate, in good faith, with respect to any change in scope and adjustment to the time of performance and compensation and modify the Agreement accordingly. In the event the parties are unable to reach an agreement, either party may terminate this Agreement without liability by giving fourteen (14) days written notice to the other party. In the event of termination, the final invoice will include all Services and expenses associated with the Project up to the effective date of termination, and will also include equitable adjustment to reimburse Houston for any termination settlement costs incurred relating to commitments that had become firm before termination plus a 10 percent markup on those settlement costs.

4. PAYMENT

Where the method of payment under the Agreement is based upon cost reimbursement (e.g., hourly rate, time and materials, direct personnel expense, per diem, etc.), the following shall apply: (a) the minimum time segment for charging work is one-quarter hour; (b) labor (hours worked) and expenses will be charged at rates commensurate with the attached fee schedule or, if none is attached, with Houston's current fee schedule (at the time of the work); (c) when applicable, rental charges will be applied to cover the cost of pilot-scale facilities or equipment, apparatus, instrumentation, or other technical machinery. When such charges are applicable, Client will be advised at the start of an assignment, task, or phase; and (d) invoices based upon cost reimbursement will be submitted showing labor (hours worked) and total expense. If requested by Client, Houston shall provide supporting documentation at Client's cost, including labor and copying costs.

5. TERMINATION

Either party may terminate this Agreement, in whole or in part, by giving fourteen (14) days written notice to the other party, if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. In such event, and subject to the limitations set forth in this Agreement, the non-defaulting party may pursue its rights and remedies as contemplated by this Agreement and as allowed by law.

6. LIMITATION OF LIABILITY

In no event shall Houston be liable for incidental, indirect or consequential damages of any kind. Houston's maximum cumulative liability with respect to all claims and liabilities under this Agreement, whether or not insured, shall not exceed the greater of \$50,000 or the total compensation received by Houston under this Agreement. The disclaimers and limitations of liability set forth in this Agreement shall apply regardless of any other contrary provision set forth and regardless of the form of action, whether in contract, tort or otherwise. Each provision of this Agreement which provides for a limitation of liability, disclaimer of warranty or condition or exclusion of damages is severable and independent of any other provision and is to be enforced as such. Client hereby releases Houston from any and all liability over and above the limitations set forth in this paragraph.

7. INSURANCE

Houston shall obtain and maintain during the term of this Agreement, at its own expense, workers' compensation insurance and comprehensive general liability insurance in amounts determined by Houston and will, upon request, furnish insurance certificates to Client. The existence of any such insurance shall not increase Houston's liability as limited by paragraph 6 above.

8. HAZARDOUS SUBSTANCES

Client shall furnish or cause to be furnished to Houston all documents and information known by Client that relate to the identity, location, quantity, nature, or characteristics of any asbestos, pollutant or hazardous substance, however defined ("Hazardous Substances") at, on or under the Project site. Houston is not, and has no responsibility as a handler, generator, operator, treater, storer, transporter, or disposer of Hazardous Substances found or identified at the Project. Client agrees to bring no claim for fault, negligence, breach of contract, indemnity, or other action against Houston, its principals, employees, agents, and consultants, if such claim in any way would relate to Hazardous Substances in connection with the Project. Client further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Houston, its principals, employees, agents, and consultants from and against all claims, damages, losses, and expenses, direct or indirect, or consequential damages, including but not limited to fees and charges for attorneys and court and arbitration costs, arising out of or resulting from the performance of Houston's Services hereunder, or claims brought against Houston by third parties arising from Houston's Services or the services of others and/or work in any way associated with Hazardous Substance activities. This indemnification shall survive termination of this Agreement.

9. INDEMNIFICATION

Client shall indemnify, and hold harmless Houston, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Client's breach of this Agreement or Client's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. Subject to the limitations set forth in this Agreement, Houston shall indemnify and hold harmless Client, together with its officers, directors, agents, consultants and employees from and against any and all claims, costs, losses and damages, including attorneys' fees and other costs of litigation or dispute resolution arising directly or indirectly from Houston's breach of this Agreement or Houston's fault, negligent acts or omissions or intentional misconduct in connection with this Agreement or the Project. The indemnification obligations set forth in this paragraph shall survive termination of this Agreement.

10. WARRANTY

Except as specifically set forth in this Agreement, Houston has not made and does not make any warranties or representations whatsoever, express or implied, as to Services performed or products provided including, without limitation, any warranty or representation as to: (a) the merchantability or fitness or suitability of the Services or products for a particular use or purpose whether or not disclosed to Houston; and (b) delivery of the Services and products free of the rightful claim of any person by way of infringement (including, but not limited to, patent or copyright infringement) or the like. Houston does not warrant and will not be liable for any design, material or construction criteria furnished or specified by Client and incorporated into the Services provided hereunder.

11. PROJECT SITE

Client shall furnish such reports, data, studies, plans, specifications, documents, and other information regarding surface and subsurface site conditions required by Houston for proper performance of its Services. Houston shall be entitled to rely upon Client provided documents and information in performing the Services required under this Agreement. Houston assumes no responsibility or liability for the accuracy or completeness of any such documents or information. Houston will not direct, supervise, or control the work, means or methods of contractors or their subcontractors in connection with the Project. Houston's Services will not include a review or evaluation of the contractor's or subcontractor's safety measures. The presence of Houston, its employees, agents or subcontractors on a site shall not imply that Houston controls the operations of others nor shall it be construed to be an acceptance by Houston of any responsibility for job-site safety.

12. CONFIDENTIALITY

Houston shall maintain as confidential and not disclose to others without Client's prior consent all information obtained from Client that was not otherwise previously known to Houston or in the public domain and is expressly designated by Client in writing to be "CONFIDENTIAL." The provisions of this paragraph shall not apply to information in whatever form that (a) is published or comes into the public domain through no fault of Houston, (b) is furnished by or obtained from a third party who is under no obligation to keep the information confidential, or (c) is required to be disclosed by law on order of a court, administrative agency, or other authority with proper jurisdiction. Client agrees that Houston may use and publish Client's name and a general description of Houston's services with respect to the Project in describing Houston's experience and qualifications to other clients or potential clients.

13. RE-USE OF DOCUMENTS

All documents, including drawings and specifications, prepared or furnished by Houston (and Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors) pursuant to this Agreement are instruments of service in respect of the Project, and Houston shall retain ownership thereof, whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the Project; however, such documents are not intended or represented to be suitable for re-use by Client or others on extensions of the Project or on any other project. Any re-use without written verification or adaptation by Houston for the specific purpose intended will be at Client's sole risk and without liability to Houston or Houston's affiliates, agents, subsidiaries, independent professional associates, consultants, and subcontractors with respect to any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom. Any such verification or adaptation will entitle Houston to further compensation at rates to be agreed upon by Client and Houston.

14. REMEDIES

Subject to the limitations set forth in this Agreement, in the event any party is in default of this Agreement, the non-defaulting party shall be entitled to pursue all rights and remedies available to it under this Agreement or as allowed by law.

15. PROPRIETARY DATA

The technical and pricing information in connection with the Services provided by Houston is confidential and proprietary and is not to be disclosed or otherwise made available to third parties by Client without the express written consent of Houston.

16. GOVERNING LAW

The validity, construction and performance of this Agreement and all disputes between the parties arising out of or related to this Agreement shall be governed by the laws, without regard to the law as to choice or conflict of law, of the State of North Dakota. Client consents to jurisdiction as to all issues concerning or relating to this Agreement or the Project with the federal or state district courts designated for Cass County, North Dakota.

17. DATA PRACTICES ACT REQUESTS

Houston considers certain information developed during the execution of services as "not public" and "protected" from public disclosure under the various local, state and federal data practices laws. Client shall reimburse Houston for any and all costs and expenses, including attorneys' fees associated with any requests for release of information under any such laws.

18. FORCE MAJURE

Houston shall not be liable for any loss, damage or delay resulting out of its failure to perform hereunder due to causes beyond its reasonable control including, without limitation, acts of nature or the Client, acts of civil or military authority, terrorists threats or attacks, fires, strikes, floods, epidemics, quarantine restrictions, war, riots, delays in transportation, transportation embargos, extraordinary weather conditions or other natural catastrophe or any other cause beyond the reasonable control of Houston. In the event of any such delay, Houston's performance date(s) will be extended for that length of time as may be reasonably necessary to compensate for the delay.

19. WAIVER OF JURY

In the interest of expediting any disputes that might arise between Houston and Client, Client hereby waives its rights to a trial by jury of any dispute or claim concerning this Agreement, the Services, the Project and any other documents or agreements contemplated by or executed in connection with this Agreement.

20. NOTICES

Any and all notices, demands or other communications required or desired to be given under this Agreement shall be in writing and shall be validly given or made if personally served; sent by commercial carrier service; or if deposited in the United States Mail, certified or registered, postage prepared, return receipt requested. If such notice or demand is served personally, notice shall be deemed constructively made at the time of such personal service. If such notice, demand or other communication is given by mail or commercial carrier service, such notice shall be conclusively deemed given three (3) days after deposit thereof in the United States Mail or with a commercial carrier service. Notices, demand or other communications required or desired hereunder shall be addressed to the individuals indicated in this Agreement at the addresses indicated in this Agreement. Any party may change its address or authorized recipient for purposes of this paragraph by written notice given in the manner provided above.

21. MISCELLANEOUS

This Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document regarding the Services. If any provision of this Agreement is determined to be invalid or unenforceable in whole or part by a court of competent jurisdiction, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties hereto. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid and enforceable provision that as closely as possible expresses the intention of the stricken provision. This Agreement, including but not limited to the indemnification provisions, shall survive the completion of the Services under this Agreement and the termination of this Agreement. This Agreement gives no rights or benefits to anyone other than Houston and Client and has no third party beneficiaries except as may be specifically set forth in this Agreement. This Agreement constitutes the entire agreement between the parties and shall not in any way be modified, varied or amended unless in writing signed by the parties. Prior negotiations, writings, quotes, and understandings relating to the subject matter of this Agreement are merged herein and are superseded and canceled by this Agreement. Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement. This Agreement and the rights and duties hereunder may not be assigned by Client, in whole or in part, without Houston's prior written approval. No failure or delay on the part of Houston in exercising the right, power or remedy under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any rights, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy hereunder. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.



HOUSTON ENGINEERING, INC
 1401 21st Avenue North
 Fargo, ND 58102
 P: (701) 237-5065

CLIENT/OWNER SERVICES AGREEMENT

PROJECT NAME: Pelican Rapids Dam Removal and Fish Passage Structure Construction
 HOUSTON JOB NO.: R008675-0003 HOUSTON PROJ. MGR.: Rick R. St. Germain
 CLIENT/OWNER NAME: City of Pelican Rapids
 CLIENT/OWNER ADDRESS: 315 North Broadway Pelican Rapids, MN 56572
 CLIENT/OWNER PHONE NO.: 218-863-6571 CLIENT/OWNER CONTACT: Don Solga, Administrator

This Client/Owner Services Agreement ("Agreement") is made and entered into effective as of this 8th day of September, 2020 by and between **HOUSTON ENGINEERING, INC.** ("Houston") and City of Pelican Rapids ("Client").

Recitals

- A. Client has requested Houston to perform certain professional services in connection with a project generally referred to as Pelican Rapids Dam Removal and Fish Passage Structure Construction ("Project").
- B. Houston desires to provide the professional services requested by Client in accordance with this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Houston and Client agree as follows:

- 1. Services. Houston shall perform the services set forth in Attachment A ("Services") in accordance with the terms and conditions of this Agreement.
- 2. Term of Agreement. This Agreement shall commence on the date first stated above, and Houston is authorized to commence performance of the Services as of that date. This Agreement shall terminate on the 31st day of December, 2021, unless terminated earlier pursuant to the terms and conditions of this Agreement.

3. Attachments. The Attachments below, which have been marked for inclusion, are hereby specifically incorporated into and made a part of this Agreement:

- ATTACHMENT A – SCOPE OF SERVICES LETTER
- ATTACHMENT B - GENERAL TERMS AND CONDITIONS
- ATTACHMENT C - _____
- ATTACHMENT D - _____
- FEE SCHEDULE – DATED 2020
- ALTA/NSPS LAND TITLE SURVEY RIDER

4. Compensation.

- \$ _____ Lump Sum Fee - Based on the Services defined herein
- \$ 265,300 Estimated Fee - Client invoiced on an hourly basis commensurate with the attached Fee Schedule
- \$ _____ Percentage of Estimated Construction Cost
- \$ _____ Other - _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written:

CLIENT/OWNER

HOUSTON ENGINEERING, INC.

BY: _____
 AUTHORIZED REPRESENTATIVE

BY: _____
 AUTHORIZED REPRESENTATIVE

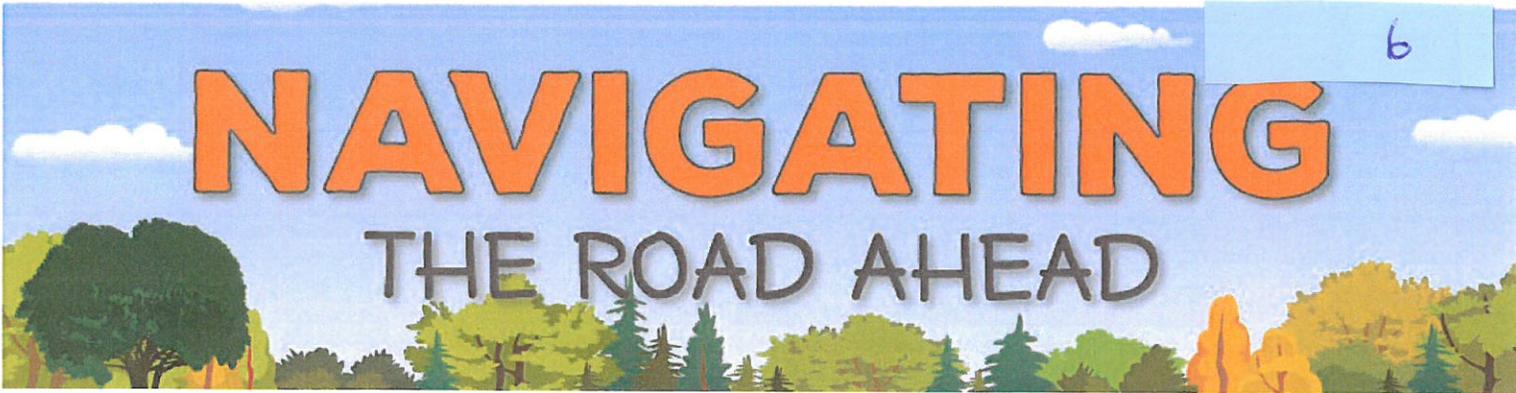
TITLE: _____

TITLE: _____

PLEASE SIGN AND RETURN ONE COPY TO HOUSTON AT THE ADDRESS ABOVE

Amendment to the General Terms and Conditions (“GC’s”), which are part of the Client/Owner Services Agreement (“Agreement”) dated _____, 20____, by and between Houston Engineering, Inc. (“Houston”) and _____ (“Client”).

The following clauses are hereby incorporated and made a part of the Agreement, to either replace or supplement the terms thereof. In the event of any conflict or discrepancy between the terms of this Amendment and the terms of the GC’s, the terms of this Amendment shall control.



NAVIGATING THE ROAD AHEAD

Small Business Relief and Reopening Grants

Many small businesses in Otter Tail County have been directly and adversely affected by the COVID-19 pandemic. These small businesses are in need of financial support to assist with operating expenses and costs incurred to reopen safely and adapt business practices to ensure worker and customer safety during the pandemic. The purpose of the Small Business Relief and Reopening Fund is to provide emergency financial assistance to small businesses located in Otter Tail County who have been negatively affected by the COVID-19 pandemic. The goal of program is to assist and stabilize businesses through this economic crisis.

This support is geared towards businesses with less than 50 full-time equivalent employees (FTE), including eligible home-based businesses and sole proprietors who may not have a physical commercial presence in Otter Tail County. The award amount will be determined by need, number of employees and fund availability. Maximum awards will be up to \$10,000 with potential additional support for hospitality-related businesses (food, beverage, lodging). If additional funding becomes available at a later date, eligible applications that have not been fully funded will receive first priority.

Eligible Businesses

- Must be an independently owned and operated for-profit business with a physical establishment in Otter Tail County or owned by a resident of Otter Tail County, if home-based
- Home-based businesses must document that the business is a primary source of income
- Must have been operating and generating revenue in Otter Tail County prior to January 15, 2020
- Must be in good regulatory standing with the State of Minnesota, Otter Tail County, and city/township in which the business is located. This includes being in compliance with applicable City and/or County ordinances, codes, and licensing and being current with any taxes, utility bills or other charges or liabilities
- Must demonstrate a minimum 10% loss in revenue in a consecutive three-month period between March 1 – August 31
- Must have less than 50 full time equivalent employees as of August 1, 2020

Ineligible Businesses

- Corporate or multi-state chains. Independently owned franchises are considered eligible businesses.
- Businesses that were in default conditions prior to February 29, 2020
- Businesses that primarily generate income from gambling activities, pawned merchandise, adult-oriented or tobacco/vaping related activities
- Businesses that generate income from passive investments, real estate transactions, property rentals or property management, billboards

In order to serve as many businesses as possible, businesses who have been awarded COVID related emergency funds through the State of Minnesota Small Business Emergency Loan program or the Small Business Relief Grant program are ineligible for this funding. Businesses that were awarded any COVID-related federal funding, such as the Paycheck Protection Program (PPP) are eligible for this funding. However, requested funds must not be used for expenses already covered by these programs.

As well, businesses who were awarded funding through the prior Otter Tail CDA Small Business Relief Program or other local government CARES Act grant funding will have the amounts of those awards deducted from any award determination for this program.

Eligible Uses

Funds can be used for the following expenses:

- Payroll
- Rent
- Mortgage payments
- Utilities
- Payments to suppliers
- Other critical non-payroll business expenses (including, but not limited to expenses related to re-opening including technology expenses, personal protective equipment, and others) as approved by the fund administrator

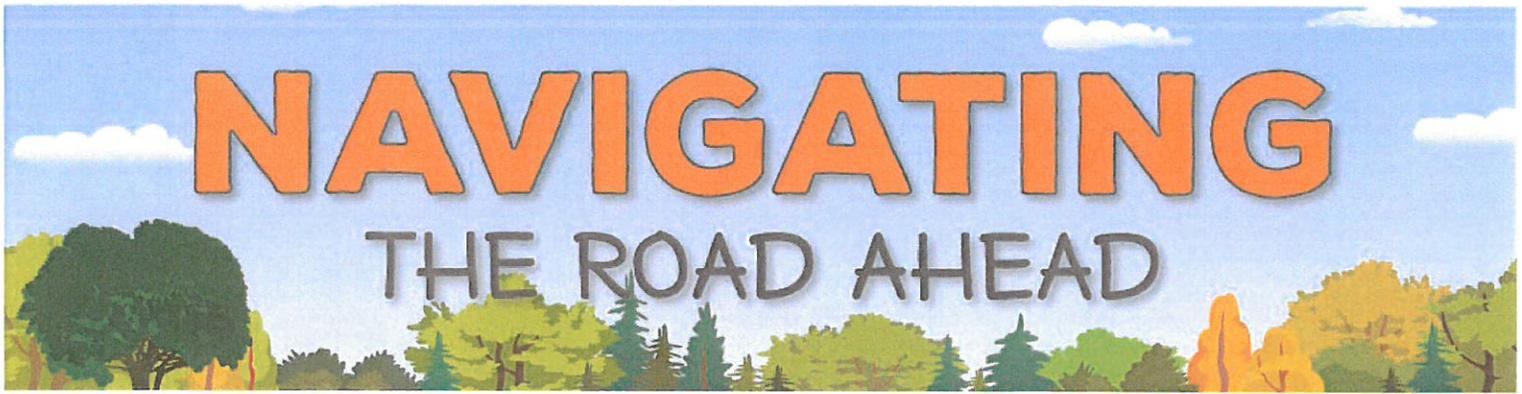
Application Process

The application and award process will be as follows:

- Applications will be accepted during a period beginning September 2, 2020 and ending September 30, 2020.
- All applications must be completed online. The link to the online application form is available at www.ottertailcountymn.us/cares.
- If applications exceed the funding available, the advising committee will make recommended levels of funding based on need and number of employees.
- The fund administrator will notify approved applicants by mid-October
- Upon notice of an approved application, applicants will be required to submit the following within five business days and prior to receiving any funds:
 - Evidence of revenue loss related to the COVID-19 pandemic. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to the fund administrator. Examples of acceptable documentation include Sales Tax Reports, Financial Statements or Period Statements from 3rd party Sales Platforms, Merchant Services Statements, and Point of Sale or Register Reports.
 - Evidence of employment as of August 1, 2020. Documents deemed acceptable include period reporting from a 3rd party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return or other State or Federal payroll-related filing.
 - W-9 with required contact information and email address.
 - Any additional documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements.

- Failure to submit required documentation will result in forfeiture of the beneficiary payment.
- Upon acceptance of the documentation noted above, the business will enter into an agreement with the Otter Tail County Community Development Agency prior to the disbursement of funds.
- Terms will be included in the agreement, including expense documentation and reporting requirements.

NOTE: The Otter Tail County Community Development Agency reserves the right to revise these guidelines as needed to best address the impact to businesses due to the current pandemic.



Otter Tail County Non-Profit Relief and Response Fund

Purpose

The purpose of the Non-Profit Relief and Response Fund is to provide emergency financial assistance, to non-profits located in Otter Tail County who have been affected by the COVID-19 pandemic. The goal of program is to assist and stabilize non-profits through this economic crisis.

Funding

Funding up to \$10,000 will be awarded to non-profit organizations who have seen impact due to the COVID-19 pandemic. Organizations to receive the payments will be selected based upon a ranking system. Funds awarded may not be more than 50% of total revenue for the organization in the previous year.

Eligible Non-Profits

To be eligible, non-profits must meet all of the following criteria as of March 1, 2020:

- Be a locally operated non-profit, 501(c)(3) business that serves Otter Tail County with a physical presence in Otter Tail County. Non-profits are not required to have their main office physically located within Otter Tail County.
- Able to demonstrate a loss of income or increase in demand for services and/or cost of service delivery due to COVID-19.
- Have less than 50 FTE employees (volunteers are not included in this number).
- Be open and operating/providing services on or before January 15, 2020.
- Must be in good regulatory standing with the State of Minnesota, Otter Tail County, and city/township in which the business is located. This includes being in compliance with applicable City and/or County ordinances, codes, and licensing and being current with any taxes, utility bills or other charges or liabilities.
- Have a board of directors or local advisory board comprised of a majority of Minnesota residents. A local affiliate of a national organization must have a local advisory board.
- Funds will not be awarded to individuals.
- Religious organizations with a social services component that is available to the general public and not restricted by ethnicity, gender, orientation or ability is eligible. Religious organizations without a social services component are ineligible.

Eligible Uses

Funds can be used for the following expenses:

- Payroll
- Rent or mortgage payments
- Utilities
- Other critical non-payroll business expenses (including, but not limited to expenses related to re-opening, technology updates, personal protective equipment, and others) as approved by the fund administrator

Application and Award Process

The application and award process will be as follows:

- Applications will be accepted beginning September 8, 2020 and ending September 30, 2020.
- Funding levels will be based on a set of criteria, including:
 - Number of and percentage of the organization's participants who are Otter Tail County residents or businesses
 - Loss of gross revenue/increase in operational costs
 - Number of paid Full Time Equivalent staff
 - Organization mission - more weight will be given to organizations that focus on health and human services
- Review process will include coordination with local CARES non-profit funding available.
- Organizations that were awarded other COVID-related funding, such as Paycheck Protection Program (PPP) and other local government CARES Act grant funding, are eligible for this funding. However, requested funds must not be used for expenses already covered by these programs.
- Approved applicants will be notified by email in mid-October.
- Upon notice of an approved application, applicants will be required to submit the following within five business days and prior to receiving any funds:
 - Verification of non-profit status
 - Most recent IRS Form 990—Return of Organization Exempt from Income Tax. Organizations that have not yet completed this form are eligible to apply and substitute other documentation of revenue.
 - Evidence of revenue/expense increase loss related to the COVID-19 pandemic. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to the fund administrator.
 - Evidence of employment prior to March 1, 2020. Documents deemed acceptable include period reporting from a 3rd party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return or other State or Federal payroll-related filing.
 - Any additional documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements.
- Failure to submit required documentation will result in forfeiture of the funds.
- Upon acceptance of the documentation noted above, the non-profit will enter into an agreement with the Otter Tail County Community Development Agency prior to the disbursement of funds.
- Terms will be included in the agreement, including expense documentation and reporting requirements.

NOTE: The Otter Tail County Community Development Agency reserves the right to revise these guidelines as needed to best address the impacts to organizations due to the current pandemic

8/31/20

7

CARES ACT Funding

Item	quantity	total
SCBA Face piece	10	\$3000
PPE Hoods	30	\$3300
PPE Structure Gloves	30	\$3000
PPE Extrication Gloves	30	\$1800
Helmets w/shields	10	\$2500
Face Shields	50	\$4000
Hand-Held Radios	4	\$7280
Lap Top computers	2	\$1200
Disinfecting Mister	1	\$850
	Total	\$27,080

SCBA Face Piece: these are an essential part of PPE equipment as they protect the firefighter from harmful smoke and heat. We are in need of 10 more face pieces to fill our department roster, this is an item that needs to be disinfected after every use and needs to fully dry out before the next user, this causes a shortage for the SCBA's, With the additional facepieces we will have adequate supply for each firefighter.

PPE Fire Barrier Hoods: these are an essential part of PPE equipment as they protect the firefighter from harmful smoke and heat. We need 30 hoods to give each firefighter an extra to exchange after use. The hood needs to be cleaned and fully dry before the next use.

PPE Structural gloves: these are an essential part of PPE equipment as they protect the firefighter from harmful heat and exposers. We need 30 pair to give each Firefighter an extra to exchange after use. The gloves need to be cleaned and dry before the next use.

PPE Helmets with eye shield: these are an essential part of PPE equipment as they protect the firefighter from harmful smoke and heat. We need 10 helmets to give the firefighters that don't have eye protection.

PPE Face Shields with mask: these are an essential part of PPE equipment as they protect the firefighter from harmful smoke and heat while providing a breathing barrier, we need 50 so each firefighter has adequate supply to always have a clean disinfected PPE.

PPE Extrication Gloves; these are an essential part of PPE equipment as they protect the firefighter from harmful blood borne pathogens and protecting the hands from injury. We need 30 pair.

Hand Held Radios: for incident communication, we need to have each responding emergency person to have communication as to the going on at the emergency scene. A radio is in direct contact with the user and cannot be shared, We need 4 to fill each truck position.

Lap Top Computer: these are used for firefighter training to complete mandatory certification when distance learning is implemented, we need 2 computers.

Disinfecting mister: this is used to disinfect the apparatus after every emergency call, we need 1



Draft Jurisdictional Determination letter

2020

Dominique Murray
Pay Equity Coordinator
Minnesota Management and Budget
658 Cedar Street
Saint Paul, MN 55155

Re: Jurisdictional Determination

Dear Dominique Murray,

The City of Pelican Rapids, as per MN Rule 3920.0200, Subp. 2, is requesting a determination of the responsible jurisdiction. The City of Pelican Rapids employee classes in question are the library employees, as follows; Library Director, Children's Services Librarian, Catalog Librarian, and any other current or future library employee that is a qualifying employee hired by the Pelican Rapids library board.

The City of Pelican Rapids believes that the responsible jurisdiction should be the Pelican Rapids Library Board. This belief is based MN Stat 134.11, Subd 2, Duties, and on any and all past practices involving the Library Board's control over the aforementioned employee classes, as it relates to policies and procedures, budgeting, hiring, wages, and benefits.

As it relates to past practice, the Pelican Rapids City Council provides annual maintenance of effort funds to the library and then the Library Board controls the utilization of the funds. The City Clerk/Treasurer does the accounting services and payroll for the library; at the approval and direction of the Library Board. The Library Board creates and controls all aspects of the library budget. They select and hire library employees, and set wages and benefits for those employees; evidenced by the enclosed city council and library board meeting minutes.

Based on the information stated above, the City Council finds that it can be problematic having two different boards having control over different job classes in the same employee pool. In order to clarify roles we would like a determination made, based on MN State Statutes and Rules, as to which jurisdiction should have the controls stated above.

Sincerely,

Brent E. Frazier
Mayor
City of Pelican Rapids

Encl: MN Rule 3920.0200
MN Stat 134.11, Subd Duties
City Council minutes referencing wages 2-11-20
City Council minutes referencing wages 3-10-20
City Council minutes referencing wages 3-31-20
Lib brd minutes referencing wages 4-13-20

2021 GENERAL BUDGET *****DRAFT*****

10

	2021 Budget		2020 Budget	
R 101-31000 General Property Taxes	\$733,738.00		\$753,489.00	\$0.00
R 101-31920 Property Tax Replacement	\$0.00		\$0.00	
R 101-32000 Licenses and Permits	\$0.00		\$0.00	
R 101-32110 Intoxicating Liq. License	\$0.00	\$ in Gen Tax Levy = ??%	\$1,400.00	
R 101-32115 Malt Liquor & Wine Licenses	\$2,500.00		\$1,200.00	
R 101-32210 Building Permits	\$1,000.00		\$1,000.00	
R 101-32215 Special Use Permits	\$0.00		\$0.00	
R 101-32240 Animal Licenses	\$0.00		\$0.00	
R 101-32245 ANIMAL BOARDING	\$0.00		\$0.00	
R 101-33200 Police State Aid	\$25,000.00		\$20,000.00	
R 101-33250 State Snow Removal Aid	\$6,000.00		\$6,000.00	
R 101-33300 State Airport Assistance	\$6,345.00	\$13,371 incr, or 1.35%	\$6,345.00	
R 101-33401 Local Government Aid	\$1,004,842.00		\$991,111.00	
R 101-33410 TRANSPORTATION ASSIST	\$0.00		\$0.00	
R 101-33610 County Hwy Maintenance	\$0.00		\$0.00	
R 101-33620 PERA Increase Aid	\$0.00		\$0.00	
R 101-34105 Maps/Publications/Data	\$0.00		\$0.00	
R 101-34300 Highways, Str, Mow Charges	\$0.00		\$0.00	
R 101-34720 Swimming Pool Fees	\$7,500.00		\$7,500.00	
R 101-34740 Swimming Pool Concessions	\$1,200.00		\$1,200.00	
R 101-34766 Refunds & Reimbursements	\$2,000.00		\$2,000.00	
R 101-35000 Penalties	\$1,000.00		\$0.00	
R 101-35100 Court Fines	\$7,000.00		\$8,000.00	
R 101-35102 Local Fines	\$0.00		\$0.00	
R 101-35200 Forfeits	\$0.00		\$0.00	
R 101-35210 Impound Fees	\$500.00		\$0.00	
R 101-36210 Interest Earnings	\$3,000.00		\$2,500.00	
R 101-36220 Dividends	\$5,000.00		\$14,000.00	
R 101-36230 Contributions and Donations	\$1,500.00		\$3,400.00	
R 101-36240 Shop with a Cop Donation	\$0.00		\$0.00	
R 101-36250 Dave Brown Soc Field Donations	\$0.00		\$0.00	
R 101-36260 MN Woman Donations	\$0.00		\$0.00	
R 101-37125 Sales of Service or Property	\$0.00		\$0.00	
R 101-37165 Sales Other Customers	\$0.00		\$0.00	
R 101-37175 Deposits	\$0.00		\$0.00	
R 101-37400 Community Sign	\$3,000.00		\$3,000.00	
R 101-37401 Industrial Park Sign	\$1,200.00		\$1,200.00	
R 101-37520 Special Assess - County	\$1,500.00		\$0.00	
R 101-38010 Rental of Property	\$15,000.00		\$14,000.00	
R 101-38020 Airport Land Rent	\$11,000.00		\$10,000.00	
R 101-38021 Airport Hanger Rent	\$13,000.00		\$12,720.00	
R 101-38022 Airport Fuel Receipts	\$4,500.00		\$4,500.00	
R 101-38071 Swimming Pool Lessons	\$1,000.00	Approx 20,000 of this is to cover additional cost of lib roof	\$1,000.00	
R 101-38700 Rental Housing Fees	\$4,000.00		\$3,000.00	
R 101-38910 Camping Fees	\$5,000.00		\$4,000.00	
R 101-39203 Transfer from Other Fund	\$100,000.00		\$100,000.00	
	LOS2:	\$1,967,325.00	LOS2:	\$1,972,565.00
Special Levy		\$222,930.00		\$200,400.00

52,000 2015B Proj 72 & 73 (2023)
6,000 2010B Proj 77 (2025)
25,000 2012 Proj 78 (2028)
36,530 Colony Tax Abate (2033)
75,000 2017B Proj 87 (2037)
28,400 2017C Prj 85 city hall (2042)
11.24% incr over 2020

2021 GENERAL BUDGET ***DRAFT*******

	<u>2021 Budget</u>		<u>2020 Budget</u>	
Council/Mayor/CA				
E 101-41110-100 Wages and Salaries	\$5,500.00		\$5,400.00	
E 101-41110-120 Employer Contrib Ret	\$0.00		\$550.00	
E 101-41110-122 FICA	\$500.00			
E 101-41110-430 Miscellaneous	\$500.00		\$500.00	
E 101-41305-100 Wages and Salaries	\$1,750.00		\$1,740.00	
E 101-41305-120 Employer Contrib Ret	\$0.00		\$160.00	
E 101-41305-122 FICA	\$140.00			
E 101-41305-430 Miscellaneous	\$1,200.00	\$9,590.00	\$1,200.00	\$9,550.00
Administrator				
E 101-41310-100 Wages and Salaries	\$51,000.00		\$50,000.00	
E 101-41310-105 Overtime	\$0.00		\$0.00	
E 101-41310-120 Employer Contrib Ret	\$3,900.00		\$7,600.00	
E 101-41310-122 FICA	\$3,900.00			
E 101-41310-130 Employer Paid Insurance	\$7,100.00		\$4,400.00	
E 101-41310-200 Office Supplies	\$1,000.00		\$1,200.00	
E 101-41310-208 Education	\$1,200.00		\$1,600.00	
E 101-41310-210 Operating Supplies	\$100.00		\$500.00	
E 101-41310-220 Repair/Maint Supply	\$100.00		\$100.00	
E 101-41310-300 Professional Svcs	\$100.00		\$100.00	
E 101-41310-320 Communications	\$2,000.00		\$1,800.00	
E 101-41310-331 Travel Expenses	\$400.00		\$400.00	
E 101-41310-400 Repairs & Maint Service	\$500.00		\$500.00	
E 101-41310-500 Capital Outlay	\$1,000.00	\$72,300.00	\$1,000.00	\$69,200.00
Clerk				
E 101-41400-100 Wages and Salaries	\$45,000.00		\$44,000.00	
E 101-41400-105 Overtime	\$0.00		\$0.00	
E 101-41400-120 Employer Contrib Ret	\$3,400.00		\$6,600.00	
E 101-41400-122 FICA	\$3,400.00			
E 101-41400-130 Employer Paid Insurance	\$10,550.00		\$5,800.00	
E 101-41400-200 Office Supplies	\$1,700.00		\$1,500.00	
E 101-41400-208 Education	\$1,800.00		\$1,800.00	
E 101-41400-210 Operating Supplies	\$200.00		\$200.00	
E 101-41400-220 Repair/Maint Supply	\$100.00		\$100.00	
E 101-41400-300 Professional Svcs	\$2,500.00		\$2,000.00	
E 101-41400-320 Communications	\$2,000.00		\$2,000.00	
E 101-41400-331 Travel Expenses	\$100.00		\$250.00	
E 101-41400-400 Repairs & Maint Service	\$400.00		\$400.00	
E 101-41400-433 Dues, Fees, Subscriptions	\$800.00		\$830.00	
E 101-41400-500 Capital Outlay	\$2,000.00	\$73,950.00	\$2,000.00	\$67,480.00
Elections				
E 101-41410-100 Wages and Salaries	\$0.00		\$3,500.00	
E 101-41410-430 Miscellaneous	\$0.00	\$0.00	\$700.00	\$4,200.00
Recording/Reporting				
E 101-41420-200 Office Supplies	\$1,500.00		\$1,200.00	
E 101-41420-350 Publication	\$9,500.00	\$11,000.00	\$9,000.00	\$10,200.00
Accounting				
E 101-41530-100 Wages and Salaries	\$21,000.00		\$19,500.00	
E 101-41530-105 Overtime	\$0.00		\$0.00	
E 101-41530-120 Employer Contrib Ret	\$1,600.00		\$3,000.00	
E 101-41530-122 FICA	\$1,600.00			
E 101-41530-130 Employer Paid Insurance	\$4,800.00		\$2,600.00	
E 101-41530-200 Office Supplies	\$100.00		\$100.00	
E 101-41530-208 Education	\$600.00	\$29,700.00	\$600.00	\$25,800.00
Internal Auditing				
E 101-41540-301 Auditing Services	\$8,900.00	\$8,900.00	\$7,000.00	\$7,000.00

Chairs \$1,400
printer \$600

2021 GENERAL BUDGET *****DRAFT*****

	2021 Budget		2020 Budget	
Law/Legal				
E 101-41600-304 Legal Fees	\$10,000.00		\$15,000.00	
E 101-41600-305 Employee Relations	\$1,000.00		\$1,000.00	
E 101-41600-306 Prosecuting Fees	\$12,000.00		\$14,000.00	
E 101-41600-307 Police Union Legal Fees	\$4,000.00	\$27,000.00	\$4,000.00	\$34,000.00
Planning/Zoning				
E 101-41910-100 Wages and Salaries	\$2,300.00		\$2,300.00	
E 101-41910-105 Overtime	\$0.00		\$0.00	
E 101-41910-120 Employer Contrib Ret	\$200.00		\$350.00	
E 101-41910-122 FICA	\$200.00			
E 101-41910-130 Employer Paid Insurance	\$900.00	For Engineering service for development planning, not specific	\$1,300.00	
E 101-41910-200 Office Supplies	\$500.00		\$400.00	
E 101-41910-258 Planning/Zoning/Mapping	\$1,000.00		\$1,000.00	For Engineering service for development planning, not specific
E 101-41910-300 Professional Services	\$10,000.00		\$10,000.00	
E 101-41910-308 Building Codes	\$500.00		\$1,000.00	
E 101-41910-309 Rental Housing	\$4,000.00	\$19,600.00	\$3,000.00	\$19,350.00
General Gov't Buildings				
E 101-41940-210 Operating Supplies	\$500.00		\$500.00	
E 101-41940-220 Repair/Maint Supply	\$2,000.00		\$2,000.00	
E 101-41940-300 Professional Svcs	\$0.00		\$0.00	
E 101-41940-380 Utility Services	\$15,000.00		\$30,000.00	
E 101-41940-400 Repairs & Maint Service	\$10,000.00		\$10,000.00	
E 101-41940-410 Rentals	\$1,000.00		\$1,000.00	
E 101-41940-433 Dues, Fees, Subscriptions	\$9,750.00		\$9,750.00	
E 101-41940-500 Capital Outlay	\$25,000.00	\$63,250.00	\$100,000.00	\$153,250.00
Public Safety				
E 101-42110-100 Wages and Salaries	\$295,000.00		\$261,000.00	
E 101-42110-103 Part-Time Employees	\$28,000.00	City Hall Landscaping - 25,000	\$28,000.00	
E 101-42110-104 Support Employee	\$4,700.00			
E 101-42110-105 Overtime	\$500.00		\$500.00	Lib Roof \$100,000+
E 101-42110-110 Call time	\$500.00		\$500.00	
E 101-42110-120 Employer Contrib Ret	\$60,000.00		\$64,000.00	
E 101-42110-122 FICA	\$26,000.00			
E 101-42110-130 Employer Paid Insurance	\$43,000.00		\$21,800.00	
E 101-42110-200 Office Supplies	\$3,000.00		\$3,000.00	
E 101-42110-208 Education	\$5,000.00		\$5,000.00	
E 101-42110-210 Operating Supplies	\$25,000.00		\$25,000.00	
E 101-42110-220 Repair/Maint Supply	\$1,500.00		\$1,500.00	
E 101-42110-300 Professional Svcs	\$3,500.00		\$3,000.00	
E 101-42110-320 Communications	\$6,500.00		\$6,500.00	
E 101-42110-331 Travel Expenses	\$500.00	-Vehicle \$43,000 (\$15,200 - 2 of 3 yr lease)+	\$500.00	
E 101-42110-400 Repairs & Maint Service	\$8,000.00	Radios 2x - 7,000	\$8,000.00	
E 101-42110-410 Rentals	\$910.00	Computer officers - 1,000	\$910.00	
E 101-42110-425 Misc Task Force	\$1,000.00		\$1,000.00	
E 101-42110-433 Dues, Fees, Subscriptions	\$2,000.00		\$2,000.00	
E 101-42110-500 Capital Outlay	\$23,200.00	\$537,810.00	\$15,200.00	\$447,410.00
Public Safety-Fire City Share				
E 101-42270-430 Miscellaneous	\$63,625.00	\$63,625.00	\$62,500.00	\$62,500.00
Civil Defense Sirens				
E 101-42500-430 Miscellaneous	\$500.00	\$500.00	\$500.00	\$500.00
Animal Control				
E 101-42700-430 Miscellaneous	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00

2021 GENERAL BUDGET ****DRAFT****

	2021 Budget		2020 Budget	
Highways/Street/Roads				
E 101-43100-100 Wages and Salaries	\$73,500.00		\$71,000.00	
E 101-43100-105 Overtime	\$0.00		\$0.00	
E 101-43100-120 Employer Contrib Ret	\$5,600.00		\$11,500.00	
E 101-43100-122 FICA	\$5,700.00			
E 101-43100-130 Employer Paid Insurance	\$17,000.00		\$10,500.00	
E 101-43100-200 Office Supplies	\$1,000.00		\$1,000.00	
E 101-43100-208 Education	\$1,200.00		\$1,200.00	
E 101-43100-210 Operating Supplies	\$18,000.00		\$18,000.00	
E 101-43100-220 Repair/Maint Supply	\$10,000.00	Eng. planning of 3rd St NW extension 10,000+	\$10,000.00	
E 101-43100-300 Professional Svcs	\$11,000.00	MPCA Haz Mat Fee and Random Drug Testing 1,000	\$10,000.00	
E 101-43100-310 Tree Removal	\$6,000.00		\$8,000.00	
E 101-43100-320 Communications	\$2,000.00		\$2,000.00	
E 101-43100-331 Travel Expenses	\$100.00		\$100.00	
E 101-43100-380 Utility Services	\$6,000.00	2021 Equip Fund (annual \$15,000)+	\$7,000.00	
E 101-43100-400 Repairs & Maint Service	\$8,000.00	New plow truck (use Cap Imp Fds \$170+proceeds from sale of old)	\$8,000.00	
E 101-43100-406 Asphalt R&M/Crack & Seal Coat	\$40,000.00		\$40,000.00	
E 101-43100-407 Sidewalk Repair	\$5,000.00		\$5,000.00	
E 101-43100-433 Dues, Fees, Subscriptions	\$1,000.00	Future Considerations Used Road Grader	\$1,000.00	
E 101-43100-500 Capital Outlay	\$15,000.00		\$0.00	
E 101-43100-607 PW Facility Prin	\$8,750.00		\$7,500.00	
E 101-43100-617 PW Facility Int	\$1,200.00		\$1,875.00	
		\$236,050.00	\$1,875.00	\$213,675.00
Street Maintenance				
E 101-43123-224 Street Maint	\$32,500.00		\$32,500.00	
E 101-43123-226 Sign Repair Materials	\$4,000.00	\$36,500.00	\$4,000.00	\$36,500.00
				Dust Guard (6500)+ Gravel (6000)+ Curb Painting (2,000)+ Streets (18,000)
Snow/Ice Removal				
E 101-43125-430 Miscellaneous	\$4,000.00		\$4,000.00	
E 101-43125-540 Machine Hire	\$6,000.00	\$10,000.00	\$4,000.00	\$8,000.00
Storm Drains				
E 101-43150-430 Miscellaneous	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Street Lighting				
E 101-43160-380 Utility Services	\$34,000.00		\$33,000.00	
E 101-43160-600 Debt Srv Principal	\$0.00	\$34,000.00	\$0.00	\$33,000.00
Weed Control				
E 101-43260-430 Miscellaneous	\$600.00	\$600.00	\$600.00	\$600.00
Swimming Pool				
E 101-45124-100 Wages and Salaries	\$33,000.00		\$33,000.00	
E 101-45124-105 Overtime	\$0.00		\$0.00	
E 101-45124-120 Employer Contrib Ret	\$2,500.00		\$2,500.00	
E 101-45124-122 FICA	\$2,550.00			
E 101-45124-200 Office Supplies	\$250.00		\$250.00	
E 101-45124-208 Education	\$3,000.00		\$1,000.00	
E 101-45124-210 Operating Supplies	\$10,000.00		\$10,000.00	
E 101-45124-220 Repair/Maint Supply	\$6,000.00		\$5,000.00	
E 101-45124-231 Credit Card Fees	\$500.00	Drain covers 3x		
E 101-45124-270 Concessions	\$1,000.00			
E 101-45124-300 Professional Svcs	\$0.00	Future --New pool set aside (\$50,000)	\$0.00	
E 101-45124-320 Communications	\$300.00		\$300.00	
E 101-45124-380 Utility Services	\$5,000.00		\$5,000.00	
E 101-45124-400 Repairs & Maint Service	\$3,000.00		\$3,000.00	
E 101-45124-429 Change	\$0.00		\$0.00	
E 101-45124-433 Dues, Fees, Subscriptions	\$1,000.00		\$1,000.00	
E 101-45124-500 Capital Outlay	\$2,000.00		\$2,000.00	
		\$70,100.00	\$2,000.00	\$63,050.00

2021 GENERAL BUDGET ****DRAFT****

	2021 Budget	2020 Budget	
Skating Rink			
E 101-45125-100 Wages and Salaries	\$4,900.00	\$4,000.00	
E 101-45125-105 Overtime	\$0.00	\$0.00	
E 101-45125-120 Employer Contrib Ret	\$300.00	\$350.00	
E 101-45125-122 FICA	\$375.00		
E 101-45125-200 Office Supplies	\$50.00	\$50.00	
E 101-45125-210 Operating Supplies	\$500.00	\$500.00	
E 101-45125-220 Repair/Maint Supply	\$200.00	\$200.00	
E 101-45125-320 Communications	\$200.00	\$200.00	
E 101-45125-380 Utility Services	\$300.00	\$300.00	
E 101-45125-400 Repairs & Maint Service	\$500.00	\$500.00	
E 101-45125-433 Dues, Fees, Subscriptions	\$0.00	\$200.00	
E 101-45125-500 Capital Outlay	\$0.00	\$0.00	
	\$7,325.00	\$6,300.00	
Parks			
E 101-45200-100 Wages and Salaries	\$93,000.00	\$90,000.00	
E 101-45200-105 Overtime	\$0.00	\$0.00	
E 101-45200-120 Employer Contrib Ret	\$6,300.00	\$13,000.00	
E 101-45200-122 FICA	\$7,200.00		
E 101-45200-130 Employer Paid Insurance	\$11,000.00	\$10,700.00	
E 101-45200-200 Office Supplies	\$500.00	\$500.00	
E 101-45200-208 Education	\$800.00	\$800.00	
E 101-45200-210 Operating Supplies	\$4,000.00	\$4,000.00	
E 101-45200-220 Repair/Maint Supply	\$6,000.00	\$4,000.00	
E 101-45200-300 Professional Svcs	\$5,000.00	\$5,000.00	
E 101-45200-310 Tree Removal	\$4,000.00	\$4,000.00	
E 101-45200-320 Communications	\$0.00	\$0.00	
E 101-45200-331 Travel Expenses	\$150.00	\$150.00	
E 101-45200-380 Utility Services	\$2,700.00	\$2,700.00	
E 101-45200-400 Repairs & Maint Service	\$7,000.00	\$4,000.00	
E 101-45200-433 Dues, Fees, Subscriptions	\$1,000.00	\$1,000.00	
E 101-45200-500 Capital Outlay	\$56,850.00	\$61,000.00	
E 101-45200-607 PW Facility Prin	\$8,750.00	\$7,500.00	
E 101-45200-617 PW Facility Int	\$1,200.00	\$1,875.00	
E 101-45200-760 Seasonal Decorations	\$5,000.00	\$5,000.00	
	\$220,450.00	\$215,225.00	

Plan/Specs to bid Suspension
Bridge paint proj \$5,000

2021
 -Inter City Trail development (15,000)
 -Pave Sherin Park Drive (15,000)
 - Peterson Park New Playground equip (25,000)
 -2 Metal Peace Trail signs (\$1,000)
 - 1 Park Sign per year (\$850)

Future consideration
 -paint windmill & mural
 -Repave Sherin Park
 - Bobcat Wood Chipper (5,560)

2020
 -Inter City Trail development (15,000)
 -Weed Wackers 2x (500) DONE
 -Push Mower (500) DONE
 -Veterans Park walkway (18,000)
 - Peterson Park New Playground equip (27,000)

Future consideration
 -paint windmill & mural
 -Repave Sherin Park
 - Bobcat Wood Chipper (5,560)

2021 GENERAL BUDGET ****DRAFT****

	2021 Budget		2020 Budget	
Historic City Hall				
E 101-45202-100 Wages and Salaries	\$0.00		\$0.00	
E 101-45202-105 Overtime	\$0.00		\$0.00	
E 101-45202-120 Employer Contrib Ret	\$0.00		\$0.00	
E 101-45202-122 FICA	\$0.00		\$0.00	
E 101-45202-130 Employer Paid Insurance	\$0.00		\$0.00	
E 101-45202-200 Office Supplies	\$0.00		\$500.00	
E 101-45202-208 Education	\$0.00		\$0.00	
E 101-45202-210 Operating Supplies	\$0.00		\$0.00	
E 101-45202-220 Repair/Maint Supply	\$500.00		\$500.00	
E 101-45202-300 Professional Svcs	\$24,000.00		\$24,000.00	
E 101-45202-320 Communications	\$1,200.00		\$1,200.00	
E 101-45202-331 Travel Expenses	\$0.00		\$0.00	
E 101-45202-380 Utility Services	\$2,700.00		\$2,700.00	
E 101-45202-400 Repairs & Maint Service	\$500.00		\$500.00	
E 101-45202-500 Capital Outlay	\$0.00	\$28,900.00	\$0.00	\$29,400.00
Economic Development				
E 101-46500-420 Economic Development	\$30,000.00		\$80,000.00	
E 101-46500-421 WCI Endow/Bird Trail/Promo	\$18,000.00		\$18,750.00	
E 101-46500-422 Consulting	\$30,000.00	\$78,000.00	\$30,000.00	\$128,750.00
Other Expenses				
E 101-49200-470 Refunds & Reimbursements	\$0.00		\$0.00	
E 101-49200-471 (LS) Refunds & Reimbursements	\$0.00		\$0.00	
E 101-49200-490 Historical Society	\$500.00		\$500.00	
E 101-49200-491 PD Forfeiture/Shop wCop	\$0.00		\$0.00	
E 101-49200-492 Electronic Reader Board	\$1,000.00		\$1,000.00	
E 101-49200-493 Ambulance	\$31,000.00		\$31,000.00	
E 101-49200-494 Industrial Park Sign	\$0.00		\$0.00	
E 101-49200-495 MN Woman	\$0.00		\$0.00	
E 101-49200-498 Public Bench Exp	\$0.00		\$0.00	
E 101-49200-730 Property Taxes	\$2,300.00	\$34,800.00	\$2,300.00	\$37,100.00
Library				
E 101-49201-700 Transfers	\$0.00		\$0.00	
E 101-49201-701 Library Levy Transfer	\$188,225.00	\$188,225.00	\$188,225.00	\$188,225.00
Insurance & Other Charges				
E 101-49240-230 Banking Charges	\$500.00		\$800.00	
E 101-49240-360 Insurance & Bond Premiums	\$70,000.00	\$70,500.00	\$70,000.00	\$70,800.00
Airport				
E 101-49810-200 Office Supplies	\$150.00		\$100.00	
E 101-49810-212 Motor Fuels	\$4,500.00		\$4,500.00	
E 101-49810-220 Repair/Maint Supply	\$500.00		\$500.00	
E 101-49810-300 Professional Svcs	\$200.00		\$200.00	
E 101-49810-320 Communications	\$1,300.00		\$500.00	
E 101-49810-360 Insurance & Bond Premiums	\$12,000.00		\$12,000.00	
E 101-49810-380 Utility Services	\$3,500.00		\$3,500.00	
E 101-49810-400 Repairs & Maint Service	\$2,000.00		\$2,000.00	
E 101-49810-433 Dues, Fees, Subscriptions	\$1,000.00		\$1,000.00	
E 101-49810-500 Capital Outlay	\$0.00		\$0.00	
E 101-49810-730 Property Taxes	\$3,000.00	\$28,150.00	\$3,000.00	\$27,300.00
LOS2:	\$1,967,325.00		LOS2:	\$1,972,565.00

OTLCA HCH Staffing

-WCI 5 year commit \$2,000 ea yr (2020 is 3rd of new term) THEY REQUEST A \$250 INCR 2020, THEN ANOTHER \$250 INCR 2021
 -Birding Trl-\$1,000,
 -Council approved 1,500 to chamber for community ads,
 - Tourism Marketing Co-op (\$3,000)
-Community incentives (\$0)

Consulting/Planning for 2024 Complete Streets Project, NW Farm Area

\$30,000 to buy/create road- WCT land (PUT IN SAVINGS AT END OF YR)
 Future Maplewood Trail \$50,000 (\$50k-2015, \$50k-2016, \$50k-2017, \$50k-2018, \$50k-2019, \$50k-2020 = 300k of 300K commitment)

Consider continuing request for \$5,200 to cover 2018 COLA, request for \$3,725 for 2019 COLA, and new request to cover 2020 COLA potentially \$4,000, AND for 2021 - 5% to cover 2020 2% and 2021 3%.
 Plus \$600 x 2 for HSAs

Consider continuing request for \$5,200 to cover 2018 COLA, request for \$3,725 for 2019 COLA, and new request to cover 2020 COLA potentially \$4,000

-May do gas pump replace in 2021
 -May do Facility upgrade with existing reserves.
 -Future hangar or earthwork



**Library Board Meeting
Agenda
September 2, 2020 6pm
Levorsen Meeting
Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the August Minutes
3. Approval of the bills (Curt)
4. Financial reports: (Annie)
5. Friends Update:
6. Foundations Report
7. Multicultural Resource Center, kiosk update
8. Snow Removal
9. Director's Report:
10. 2021 Budget update
11. Roofing Committee Report
 - a. Leaks
 - b. Architect bill
12. Chairman's discussion
 - a. Comments
13. October 7, 6pm in the Levorsen Meeting Room.

***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.***

Pelican Rapids Public Library Board Meeting, August 6, 2020

Present: Wayne R., David, Annie, Sue, Cheryl, Kevin Ballard, Joanie Ellison

Meeting called to order by Wayne R. @ 6:00 PM

1. Approval of Agenda: Motion by Sue, second by David to approve agenda with a single addition – budget. Passed unanimously.
2. Approval of July Minutes: Motion by David, second by Sue to approve July Minutes.
3. Approval of Bills: Motion by David, second by Sue to approve July Bills with a single correction changing the total to \$4,740.50. Passed unanimously.
4. Financial Reports: Motion by Sue, second by Cheryl to approve financial report after Annie explained the the liability/building insurance was paid in full and line item for AV was over budget. Passed Unanimously.
 - a. Motion by David, second by Cheryl to request a 2% increase for fiscal year 2020 (pay equity) and 3% for 2021, to be paid in the fiscal year 2021. Passed Unanimously.
5. Friends Update:
6. Foundations Report:
7. Joan Ellison – representing the Multicultural Committee explained an interpretive, touchscreen kiosk – available 24/7. Her request was permission to place the kiosk near the east entrance of the Library. Motion by Cheryl, second by Sue to approve request. Passed Unanimously.
8. Directors Report: Motion by David, second by Cheryl to adopt covid-19 time-off policy (see packet). Passed Unanimously.
9. Roofing Committee Report: Project is behind schedule and staff is still dealing with leaks.
10. Chairman Discussion:
11. Motion by David, second by Sue to adjourn @ 6:55 PM Passed Unanimously.

Next meeting September 2, at 6:00 PM in Levorsen Meeting Room.

Submitted by Gottenborg

		Actual YTD	Budet YTD	Budget 2020	Difference
Income					
Beginning balance		\$0.00			
City Funding	34761	\$141,168.75	\$125,481.23	\$188,221.84	\$15,687.52
Non-resident reimbursement	34762	\$36,828.00	\$28,266.67	\$42,400.00	\$8,561.33
Copies	34763	\$572.46	\$2,266.67	\$3,400.00	-\$1,694.21
Coffee Bar	34764	\$13.00	\$66.67	\$100.00	-\$53.67
Fines	35103	\$244.95	\$2,333.33	\$3,500.00	-\$2,088.38
Interest	36210	\$514.96	\$0.00		
Donations	34765	\$21,625.00	\$11,466.67	\$17,200.00	\$10,158.33
Legacy Funding	34767	\$60.94	\$0.00		\$60.94
Refunds	34766	\$24.00	\$333.33	\$500.00	-\$309.33
General Fund Transfer	39201	\$0.00	\$0.00		\$0.00
Savings account transfer		\$16,363.12	\$0.00	\$0.00	
Total Income		\$217,415.18	\$170,214.56	\$255,321.84	\$30,322.54
Expenses					
Staff salaries	100	\$97,037.91	\$106,024.56	\$159,036.84	\$8,986.65
Overtime	105		\$0.00		\$0.00
Pension	120	\$7,261.83	\$8,390.00	\$12,585.00	\$1,128.17
FICA	122	\$7,151.65	\$6,666.67	\$10,000.00	-\$484.98
Staff medical insurance	130	\$7,686.93	\$7,333.33	\$11,000.00	-\$353.60
Office supplies	200	\$4,876.92	\$2,000.00	\$3,000.00	-\$2,876.92
Education	208	\$339.89	\$1,066.67	\$1,600.00	\$726.78
Coffee Bar Supplies	209	\$0.00	\$66.67	\$100.00	\$66.67
Library supplies	210	\$2,196.85	\$866.67	\$1,300.00	-\$1,330.18
Auditing	301	\$0.00	\$600.00	\$900.00	\$600.00
Legal fees	304	\$0.00	\$133.33	\$200.00	\$133.33
Phone/fax/security	320	\$2,362.32	\$2,066.67	\$3,100.00	-\$295.65
Travel	331	\$58.55	\$266.67	\$400.00	\$208.12
Advertising	340	\$388.00	\$400.00	\$600.00	\$12.00
Building Insurance	360	\$4,839.00	\$3,333.33	\$5,000.00	-\$1,505.67
Utilities	380	\$5,483.86	\$7,000.00	\$10,500.00	\$1,516.14
Building expenses	401	\$6,060.26	\$5,333.33	\$8,000.00	-\$726.93
Books	435	\$7,568.17	\$10,000.00	\$15,000.00	\$2,431.83
Audio visual materials	440	\$5,963.50	\$4,000.00	\$6,000.00	-\$1,963.50
Software	445	\$1,131.86	\$666.67	\$1,000.00	-\$465.19
Periodicals	450	\$2,216.07	\$1,333.33	\$2,000.00	-\$882.74
Children's services programming	455	\$825.18	\$466.67	\$700.00	-\$358.51
VLS sub./Hot Reads	460	\$0.00	\$0.00		\$0.00
Automations-yearly fees	465	\$0.00	\$2,133.33	\$3,200.00	\$2,133.33
Equipment/Capital Outlay	500	\$19,837.28	\$0.00		
		\$0.00	\$0.00		
Afterschool Programing			\$0.00		
Refunds	470	\$22.99	\$66.67	\$100.00	\$43.68
Savings account			\$0.00		
Operating expenses Total		\$183,309.02	\$42,553.64	\$255,321.84	
Difference		\$34,106.16	\$127,660.92	\$0.00	-\$2,243.83



August 12, 2020,

Mayor Frazier and City Council Budget Committee,

The Pelican Rapids Library Board at its meeting on August 5, 2020 directed me to send a letter to make a request for the 2021 City Budget.

The Library Board passed a motion that stated that a request be made for the 2021 City Budget increase Library Transfer amount which would cover a 2% increase in salaries for the year 2021. The amount to cover this would be \$5,247.61. This increase would give the Library Board the ability to complete the 4 % increase which was given to the rest of the City Employees in 2020. This amount is based on total scheduled hours for all library employees. This amount would allow the Library Board to bring their employees into compliance with Pay Equity for 2020.

In addition, the Library Board is requesting an additional Library Transfer which would cover any wage increase which is being proposed for the rest of the City Employees. It is our understanding that under the Police Union contract they will be receiving a 3% wage increase, and also an additional HSA contribution for full time employees. If given, this amount for the Library would be \$6,319.35 plus the additional proposed HSA contribution of \$1,200.00/year for our two full time single employees. (Total \$7,519.35)

The Library Board is of the understanding that the rest of the City Employees may not receive an increase in wages in the amount which is allowed under the Police contract, however if the Budget Committee is planning any increases for the other City employees, we would expect to receive a similar increase to cover whatever the proposed increase may be. The Library Board discussed the possibility that there may be no wage increase for all employees in 2021, and are understanding of that possibility.

Wayne Runningen
Pelican Rapids Library Board Chair

2019 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this section reflects the online submission data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

GENERAL INFORMATION

G01m) Library Name	Pelican Rapids Public Library
G02m) Regional System/Sequence Number	V0950
G03m) Regional Public Library System	VLS
G04m) Street Address	25 West Mill Avenue
G05m) Location is a change from previous year	No
G06m) City	Pelican Rapids
G07m) ZIP Code	56572
G08m) Mailing Address	PO Box 371
G09m) City	Pelican Rapids
G10m) ZIP Code	56572
G11m) County	Otter Tail
G12m) Phone	218-863-7055
G13) Library Web Address	www.pelicanrapids.lib.mn.us

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	4,635	4,606
P02m) Registered Users – Residents	5,513	5,343
P03m) Registered Users – Reciprocal	813	792
P04m) Total Registered Users – Automatic Tally	6,326	6,135
P06m) Visits	50,904	64,787
P07m) Reference Transactions	12,962	13,210
P08m) Annual Public Internet Computer Sessions	4,589	4,869
P09m) Public Internet Computer Sessions Other Uses	ther computer usage in addi	ther computer usage in addi
P10m) Wireless sessions	5,390	6,483

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	10,823	11,114
P14m) Adult Circulation	27,125	30,731
P15m) Other Physical Media Circulation (No Audience Designation)		0
P16m) Total Physical Media Circulation	37,948	41,845
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation	37,948	41,845

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs	63	58
P22m) Young Adult Programs	0	0
P23m) Adult Programs	9	8
P24m) Total Programs	72	66

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance	963	864
P26m) Young Adult Program Attendance	0	0
P27m) Adult Program Attendance	84	93
P28m) Total Program Attendance	1,047	957

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours	10	10
H02m) Tuesday Hours	10	10
H03m) Wednesday Hours	8	8
H04m) Thursday Hours	10	10
H05m) Friday Hours	6	6
H06m) Saturday Hours	2	2
H07m) Sunday Hours	0	0
H08m) Number of Public Service Hours in a Regular Week	46	46
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open	52	52
H12m) Total Public Service Hours per Year	2,228	2,304

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles (outlet)	0	0
F07m) Facility Type	L	
F08m) Square Feet	10,100	
F09m) Year Built	1989	

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled	2003	
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers	7	7
F13m) Public Internet Stationary Computers	13	13
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	13	13
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	None of the above	None of the above
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers	Greater than 1 Gbps	50.1 Mbps - 100 Mbps
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers	1 Gbps (billions of bits)	50.1 Mbps - 100 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	958	1,056

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians	1.00	1.00
S02m) Total Other Librarians	1.00	0.00
S03m) Total Librarians	2.00	1.00
S04m) Total Other Staff	1.54	2.75
S05m) Total Paid Employees	3.54	3.75

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	25,786	27,858
C02m) Audio Materials, Physical	1,979	2,034
C03m) Video Materials, Physical	2,583	2,338
C04m) Multi-format Materials	109	108
C05m) Other Physical Materials	0	0
C06m) Total Physical Materials	30,457	32,338
C07m) Print Serial Subscriptions	64	64

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Pelican Rapids Friends of the Library



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

GENERAL INFORMATION

G01) Library Name	Pelican Rapids Public Library
G02) Regional System/Sequence Number	V0950
G03) Regional Public Library System	VLS
G04) Street Address	25 West Mill Avenue
G05) Location is a change from previous year	No
G06) City	Pelican Rapids
G07) ZIP Code	56572
G08) Mailing Address	PO Box 371
G09) City	Pelican Rapids
G10) ZIP Code	56572
G11) County	Otter Tail
G12) Phone	218-863-7055
G13) Library Web Address	www.pelicanrapids.lib.mn.us
G14) Director's Name	Annie M Wrigg
G15) Director's Phone	218-863-7055
G16) Director's Extension	
G17) Director's E-mail Address	awrigg@prpubliclibrary.org

Report Filer

G18) Name of Person Who Prepared the Public Library Report	Annie M Wrigg
G19) Phone	218-863-7055
G20) E-mail	awrigg@prpubliclibrary.org

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code	Member of a Federation or Cooperative
G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G24) IMLS Public Library Definition	Yes
G25) Geographic Code	Municipal Government (city, town or village) (most nearly)
G26) Did the legal service area boundary change?	No

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	4,635	4,606
P02) Registered Users – Residents	5,513	5,343
P03) Registered Users – Reciprocal	813	792
P04) Total Registered Users – Automatic Tally	6,326	6,135
P05) Last year Registered User Records Were Purged	2019	
P06) Visits	50,904	64,787
P07) Reference Transactions	12,962	13,210
P08) Annual Public Internet Computer Sessions	4,589	4,869
P09) Public Internet Computer Other Uses	tallies other computer usage in addition to Inte	
P10) Wireless Sessions	5,390	6,483
P11) ILL Provided to Other Libraries	6,211	5,690
P12) ILL Received from Other Libraries	3,865	4,575

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	10,823	11,114
P14) Adult Circulation	27,125	30,731
P15) Other Physical Media Circulation (No Audience Designation)	0	0
P16) Total Physical Media Circulation	37,948	41,845
P17) Downloadable E-books and E-serials Circulation	1,770	1,871
P18) Downloadable Audio and Video Circulation	2,194	1,690
P19) Total Downloadable Circulation	3,964	3,561
P20) Total Circulation	41,912	45,406

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs	63	58
P22) Young Adult Programs	0	0
P23) Adult Programs	9	8
P24) Total Programs	72	66

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance	963	864
P26) Young Adult Program Attendance	0	0
P27) Adult Program Attendance	84	93
P28) Total Program Attendance	1,047	957

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	-1	1,335
P30) Electronic Content Use	3,964	4,896
P31) Total Collection Use	41,912	46,741

Website Visits

Data Element	Current Year	Previous Year
P32 Website Visits	-1	-1

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week	46	46
H09) Number of Public Service Hours in a Seasonal Week	0.0	0.0
H10) Seasonal Dates		
H12) Total Public Service Hours per Year	2,228	2,304

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	7	7
F13) Public Internet Stationary Computers	13	13
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	13	13
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	958	1,056

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	1.00	1.00
S02) Total Other Librarians	1.00	0.00
S03) Total Librarians	2.00	1.00
S04) Total Other Staff	1.54	2.75
S05) Total Paid Employees	3.54	3.75

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$21.93	\$29.24
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$13.30	\$17.74
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages	\$9.50	\$9.98
S17) Do Any Library Staff Belong to a Union?	No	

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	25,786	27,858
C02) Audio Materials, Physical	1,979	2,034
C03) Video Materials, Physical	2,583	2,338
C04) Multi-format Materials	109	108
C05) Other Physical Materials	0	0
C06) Total Physical Materials	30,457	32,338
C07) Print Serial Subscriptions	64	64

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	7,230	6,029
C13) Electronic Books Licensed Statewide	23,299	23,299
C14) Total Electronic Books	30,529	29,328
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	1,897	1,767
C17) Total Audio Downloadable Units	1,897	1,767
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	1	0
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement	0	2
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	1	2
C25) Electronic Collections Licensed Statewide	50	50
C26) Total Licensed Electronic Collections	51	52

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2017	2017
D02) Disaster Plan	2010	2010
D03) Policy Manual	2006	2006
D04) Records Retention Schedule	None	None
D05) Building Accessibility Plan	None	None
D06) Technology Plan	None	None
D07) Internet Acceptable Use Policy	2006	2006

Community Engagement

Data Element	Current Year	Previous Year
Adult Basic Education	Yes	No
Adult Literacy Organization	Yes	Yes
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	Yes	Yes
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	No	No
Workforce Development	No	No
Youth Development Organization	No	No
Arts Organization	No	No
Disability Organization	No	No
Homeschool Organization	No	No
Veterans Organization	No	No
Social Services Organizations	No	No
Other		

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's Board of Trustees the governing authority or advisory?	Governing

Library Foundation

I04) Does This Library Have a Foundation?	Yes
I05) Foundation Name	Pelican Rapids Library Foundation

Library Friends

I06) Does This Library Have a Friends Group?	Yes
I07) Friends Group Name	Pelican Rapids Friends of the Library

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$184,225	\$180,500
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$184,225	\$180,500
County		
R04) County Direct	\$0	\$0
R05) County Indirect	\$46,444	\$42,497
R06) County Total	\$46,444	\$42,497
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$230,669	\$222,997
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$33,838	\$27,100
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$33,838	\$27,100
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$33,838	\$27,100
R30) Total Operating Revenue	\$264,507	\$250,097

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages	\$149,457	\$141,201
E02) Employee Benefits	\$32,855	\$20,655
E03) Total Personnel Costs	\$182,312	\$161,856

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials	\$20,836	\$13,753
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$5,098	\$1,749
E06) Collection Expenditures Electronic Collections	\$1,749	\$2,529
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$0	\$0
E08) Collection Expenditures Electronic Materials Expenditures Total	\$6,847	\$4,278
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$6,234	\$6,433
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$0
E11) Collection Expenditures Other Materials Expenditures Total	\$6,234	\$6,433
Collection Expenditures Physical Materials Total	\$27,070	\$20,186
E12) Total Collection Expenditures	\$33,917	\$24,464

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures	\$36,893	\$126,248
E14) Total Operating Expenditures	\$253,122	\$312,568
E15) Expenditures Equal To or Less than Income?	Yes	No

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$0	\$0

Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures	\$17,485	\$76,597

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

6 July 2020

To the Library Board of Directors:

I want you to know how proud I am of the Pelican Rapids Library. The library is always clean, well lit, and the employees/volunteers greet you when you enter. It is a refreshing visit every time I go there.

Sincerely,

Jeri Stordahl