



PELICAN RAPIDS
CITY COUNCIL AGENDA

July 9, 2020

Tuesday, July 14, 2020

4:30 p.m. Council Chambers, 315 N Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Agenda Additions or Deletions (City Council or City Staff Only)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Minutes – Council Meeting 6/29/2020
 - b) Approval of Accounts Payable Listing
 - c) Staff Reports
 1. Financial Report
5. Planning Commission Comprehensive Plan Recommendation and Discussion – Sourcewell Proposal (In Packet)
6. Ringdahl Ambulance Update – Tollef Ringdahl
7. Street and Park Report
8. Police Chief Report (In Packet)
 - Police Personnel
9. Project 89 – Colony Apartment Utilities – Pay Request #2 - \$332,588.26 (In Packet)
10. Emergency Declaration Discussion (In Packet)
11. Elections
 - Appoint Election Judges
 - Reschedule 8/11/2020 City Council Meeting
 - Filing for City Offices Opens 7/28/2020 and Closes 8/11/2020
12. Library Report (In Packet)
13. City Administrator Report
14. Mayor Report
15. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06/30/2020

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, June 30, 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, Street and Park Superintendent Brian Olson, City Engineer Bob Schlieman and Police Chief Jeff Stadum.

General Attendance: John Waller III and Lou Hoglund from the Pelican Press were also present.

The Mayor welcomed everyone to the Council Meeting and announced upcoming events in the community.

All present stood and said the Pledge of Allegiance.

At a previous Council meeting, the Mayor was asked to contact the County to find out why the sirens sounded on June 9. The County said that there were wind gusts of 45 mph.

Motion by Ballard, seconded by Foster to approve the agenda with the additions of City Bathhouse and No. 18 Planning Commission Report. Motion passed unanimously.

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

- a) Approval of Council Minutes – 6/9/20
- b) Approval of Accounts Payable Listing
- c) Staff Reports
 1. Liquor Store Report
 2. Utilities Report

Motion passed unanimously.

City Engineer Bob Schlieman provided Council with a Colony Apartment Project update. Construction is nearing completion. He presented Change Order No. 3 requesting substantial completion change from June 26, 2019 to July 3, 2020 and final completion will be July 1, 2021. The Change order also included the extra work for dewatering of \$65,153.80. Motion by Strand, seconded by Foster to approve Change Order No. 3 for the Colony Apartment Project. Motion passed unanimously.

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Chief Stadum reviewed the State of Minnesota Joint Powers Agreement Authorized Agency and Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. He explained how the police department uses the system on a daily basis. Motion by Markgraf, seconded by Strand to approve the Mayor and Clerk signing both the State of Minnesota Joint Powers Agreement Authorized Agency and Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. Motion passed unanimously.

Superintendent Olson requested Council hire the following as lifeguards: Morgan Hatle, Mandi Sjolie, Mackenzie Thornton, Chloe Miltich, Kristen Haiby, Autumn Gummeringer, Grace Peterson, Keelia Rockstead at \$11.24 an hour. Keelia Rockstead will be the water safety instructor at \$13.82. Motion by Foster, seconded by Strand to hire the above listed lifeguards and water safety instructor. Motion passed unanimously.

The pool is on target to open July 6, 2020. The pool is leaking slightly, but the epoxy has helped. Swimming lesson times are still to be determined but will be advertised when decided.

Council Member Strand asked Superintendent Olson about a crosswalk by Family Dollar and by 5th Avenue NE across Highway 59. Olson will contact MNDOT about the crosswalks.

Council reviewed the COVID-19 Preparedness Plans for the City, Pool and Liquor Store, which were provided in the packet. Administrator Solga reviewed the plans with Council and explained the relief money for which the city can apply. Council discussed providing paid time off if an employee has to quarantine. The City may be reimbursed from the relief funds. The city has until November 2020 to use the funds. City staff is tracking COVID-19 related expenses for reimbursement. Motion by Strand, seconded by Foster to allow the Mayor to sign the application for the relief funds. Motion passed unanimously.

Motion by Markgraf, seconded by Frazier to approve the City paying wages on full time and part time employees, up to 14 days, due to Covid-19 time off. Employee must provide medical documentation to show the reason as COVID-19 related. Full time employees will not need to use comp, sick or vacation time. Abstain: Ballard. Aye: Strand, Markgraf, Frazier. Nay: Foster. Motion passed.

Motion by Ballard, seconded by Strand to approve the COVID-19 Preparedness Plans for the City, Pool and Liquor Store. Motion passed unanimously.

City Hall doors will open to residents again starting Monday July 6, 2020. Staff will continue to social distance and work remotely. We will follow all the rules. Council directed City Hall to open back up July 6.

Council Member Foster would like the campground bathrooms open. Superintendent Olson will put together a preparedness plan. Motion by Foster, seconded by Strand to

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 06/30/2020

direct city staff to open the park bathrooms. Bathrooms will not be maintained on weekends. Aye: Strand, Ballard, Markgraf, Foster. Nay: Frazier. Motion passed

Administrator Solga updated Council on the City/County Emergency Alert System (Rave Alert/Smart911). The County is replacing CodeRED because of cost.

Administrator Solga compiled a list of developable residential lots in the city. The list was provided to area realtors in case someone is interested in building in town. The list was also provided to the Otter Tail County Community Development Agency.

Administrator Solga reviewed the discussion of the 2024 City/MNDOT Virtual Meeting on June 25.

Clerk-Treasurer Danielle Harthun recommended appointment of a number of election judges for the August 11, 2020 Primary Election and the November 3, 2020 General Election. Motion by Markgraf, seconded by Foster to appoint the following people as 2020 election judges: Danielle Harthun, Dawn Lysaker, Kathryn Andrews, Barbara Ripley, Julie Tunheim, Joyce Burnham and Onnalee Miller-Krump at \$13.16 per hour. Motion passed unanimously.

Pool Committee Minutes were included in the packet for Council.

John Waller III provided a report of the Planning Commission meeting. Faith Church would like to build a garage on an empty residential lot. The Planning Commission asked Attorney Larson to review the ordinance and provide the Planning Commission with options. Amy Baldwin (Director-OTC CDA) explained different opportunities and incentives to potential home or business owners to the Planning Commission. The Planning Commission recommended Council approve the updating of the Comp Plan. The proposal will be included in the next packet.

Council Member Strand had questions as to how the protest curfew was decided. Police Chief Stadum and Mayor Frazer discussed a precautionary curfew. As Mayor, he has the statutory authority to make the decision he did if it was under 72 hours.

Motion by Strand, seconded by Foster to end the emergency declaration. Motion was withdrawn. It will be reviewed at the next meeting.

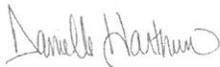
Administrator Solga reported that since the last city council meeting he has; worked with Clerk to set City Council (CC) agenda and prep for regular CC meeting; attended remote meetings with CGMC and LMC; attended bi-weekly remote meeting with Otter Tail County Community Development Agency; attended remote meeting with OTC EPAC re: COVID-19 and Smart911; attended 2 PR Bike and Ped Plan meeting via Zoom; attended Project 90 (Colony Apartment) construction meeting; worked on Bicycle

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Friendly Community application for Partnership4Health; worked on City Hall, HCH, and Pool Preparedness plans; held emergency management team to discuss state of city departments and facilities and COVID-19 Preparedness Plans; spent time configuring and updating city website; worked with Chief Stadum on police department issues; worked on added cost list due to COVID-19; established committee and prepped for and attended a remote meeting with MNDOT concerning the 2024 complete street project; and worked on a couple of potential economic development projects.

Mayor Frazier reported that since the last city council meeting he has; continued to have communication with Jenny-O regarding their current operations during the COVID-19 pandemic, continue to submit weekly mayor's columns to the Pelican Press during the COVID-19 pandemic, attended one City of Pelican Rapids Emergency Management Team Meeting, visited with Summer Soccer league officials regarding the cancellation of their 2020 summer season, contacted Pat Waletzko of the Otter Tail County Emergency Management Office regarding the sounding of the sirens on the morning of June 9, 2020, talked to a few eatery owners about opening for inside dining, visited with Colony Homes regarding when the apartment complex will be ready for occupancy, meetings with Police Chief Stadum and Administrator Solga to implement a curfew on the evening of the BLM Protest in Pelican Rapids, signed the Proclamation And Declaration Of A Local Emergency And Curfew Order for the evening of June 19, 2020 and morning of June 20, 2020, visited with businesses that called me regarding the proposed BLM Protest Walk on June 18 and the protest on June 19, visited by telephone with Sheriff Fitzgibbons regarding the proposed protest, attended a CSAH 96 & CSAH 100 Construction meeting and have visited the project several times, attended a Pelican Rapids 2024 Complete Streets Project Skype Meeting, attended 3 Pelican Rapids Bicycle and Pedestrian Planning Zoom Meetings, met with residents regarding an array of other topics, and met with Administrator Solga to review the agenda or this evening's City Council Meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:42 pm.
Motion passed unanimously.



Danielle Harthun, MCMC
Clerk-Treasurer

City Bill Listing July 14, 2020

Vendor Name	Comments	Amount
ARCO	ALL; FUEL	\$1,318.22
BALLARD SANITATION, INC.	ALL; GARBAGE SERVICE	\$245.70
BEATON, CHARLES	CH/PD; GARAGE RENTAL	\$140.00
CARLSONSV	ALL; 2019 AUDIT	\$12,200.00
CITY OF PELICAN RAPIDS	FD; UTILITIES	\$30.81
COOPERS TECHNOLOGY GROUP, INC	STR/PD/CH; OFFICE SUPPLIES	\$58.41
CRANE JOHNSON LUMBER CO INC	PL; CONCRETE	\$341.68
CULLIGAN OF DETROIT LAKES	CH/STR; WATER	\$89.68
EGGE CONSTRUCTION INC	WTP; REPAIR LEAK	\$60.00
FARMERS ELEVATOR COMPANY	WEED; WEED KILLER	\$43.24
FERGUSON WATERWORKS	SWR/WTR; 2" METER - COLONY APTS	\$1,675.74
GOPHER STATE ONE CALL	WTR/SWR; JUNE LOCATES	\$44.55
HAWKINS, INC	PL; CHEMICALS	\$4,141.18
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	\$168.00
MARCO	ALL; COPIES	\$319.31
MHSRC/RANGE	PD; TRAINING	\$435.00
MIDWEST TREE & MAINTENANCE	STR; TREE CLEANUP AFTER STORM	\$756.50
MN BCA	ALL; COMPUTER ACCESS	\$150.00
MOENKEDICKS WINDOW WIZARD	FD/CH/HCH; WINDOW CLEANING	\$119.00
NAPA	PK; SPARK PLUGS #12	\$5.18
NETWORK CENTER, INC	ALL; COMP SUPPORT	\$80.00
NORTHLAND TRUST SERVICES INC	WTR; 17 WATER TOWER INT	\$2,215.00
OK TIRE CRM	PK; TIRE REPAIR #15	\$45.05
OLSON POOL & SPAS	PL; POWER SUPPLY FOR FURNANCE	\$110.48
OTTERTAIL POWER	ALL; UTILITIES	\$13,319.12
PARK REGION CO OP	FD/PK; FUEL	\$469.06
PELICAN PETE BODY SHOP	PD; REPAIR #103	\$11,392.04
PELICAN RAPIDS PRESS	PUBLICATIONS	\$957.26
POWERPLAN RDO	STR; BLADES #14	\$103.12
QUADIENT	ALL; POSTAGE	\$409.56
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$278.00
SOUTHTOWN	PD/PK; FUEL	\$552.38
STENGERS DUST CONTROL	STR; DUST CONTROL	\$8,408.40
STRAND HARDWARE	HCH/STR/PK/PL; MAINTENANCE SUPPLY	\$472.01
STREICHERS	PD; UNIFORMS	\$23.98
TEAM LABORATORY CHEMICAL, LLC	WWTF; DEGREASER LIFT STATION	\$417.00
TERRACON CONSULTANTS, INC	IMPROVEMENT PROJECT 89	\$996.55
UNIQUE OPPORTUNITIES, LLC.	DEVELOPER PAYMENT	\$19,629.00
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$437.86
WELLS FARGO REMITTANCE CENTER	ADMIN/STR; MONTHLY ZOOM/PRIME	<u>\$29.08</u>
		\$82,687.15

**Liquor Store Bill Listing
July 14, 2020**

Vendor Name	Comments	Amount
ALEXANDRIA FREIGHT SERVICE	LS; FREIGHT	\$198.00
ARCTIC GLACIER	LS; ICE	\$1,577.10
ARTISAN BEER COMPANY	LS; BEER	\$189.30
BALLARD SANITATION, INC.	LS; GARBAGE SERVICE	\$35.14
BELLBOY CORPORATION	LS; LIQUOR	\$2,923.95
BERGSETH BROS. CO. INC	LS; NA	\$34,906.61
BEVERAGE WHOLESALERS, INC	LS; BEER	\$14,223.71
BREAKTHRU BEVERAGE	LS; MIX	\$6,417.38
CARLSONSV	LS; AUDIT	\$2,510.00
CITY OF PELICAN RAPIDS	LS; UTILITIES	\$36.98
COPPER TRAIL BREWING CO.	LS; BEER	\$110.40
DACOTAH PAPER CO	LS; SUPPLIES	\$298.54
DS BEVERAGES, INC	LS; NA	\$24,199.60
JOHNSON BROTHERS LIQUOR CO	LS; WINE/LIQ	\$6,042.74
MCKINNON CO. INC	LS; MIX	\$179.50
OTTERTAIL POWER	LS; UTILITIES	\$706.69
PAUSTIS WINE COMPANY	LS; WINE	\$1,019.00
PHILLIPS WINE & SPIRITS	LS; LIQ	\$611.94
STRAND HARDWARE	LS; SUPPLIES	<u>\$13.95</u>
		\$96,200.53

Vendor Name	Purpose	Amount	Account #
Amazon	DVD	\$32.58	21145500440
Amazon	mop, toilet cleaner, toilet paper	\$56.85	21145500401
Amazon	Summer Reading	\$497.82	21145500455
Amazon	carts, crates, and baskets	\$419.66	21145500200
Arvig	phone& fax	\$138.87	21145500320
Ballard Sanitation	Utilities	\$67.81	21145500380
Compass	High School Sports Review	\$99.00	21145500340
Demco	carts,	\$1,038.84	21145500210
Great Plains natural Gas	utilities	\$112.69	21145500380
Grove Lake Electric	outlet	\$182.30	21145500401
Hoopla Digital	May 2020 usage	\$531.01	21145500440
Ingram	books	\$2,415.09	21145500435
Liberty Business	copy service June	\$63.46	21145500200
Otter Tail Power Co.	Utilities	\$297.48	21145500380
Pelican Press	Lakes & Lifestyles	\$190.00	21145500340
Verizon Wireless	cell phone	\$125.04	21145500320
Wells Fargo	Bulk Apothecary - hand sanitizer	\$220.99	21145500401
	Postage june	\$5.31	21145500200
	Building insurance	\$4,252.00	21145500360
Total		\$10,746.80	

Wayne Remington

**CITY OF PELICAN RAPIDS
CASH RECAP
MONTH-END JUNE 30, 2020**

CASH BALANCE

FUND 101	GENERAL FUND	\$1,235,954.49
FUND 205	SMALL CITIES GRANT FUNDING	\$0.00
FUND 209	TIF 2-9 UNIQUE HOUSING	\$21,664.18
FUND 210	TIF 1 FUND REDEVELOPMENT	\$5,498.78
FUND 211	LIBRARY	\$27,306.61
FUND 301	ECONOMIC DEVELOPMENT AUTHORITY	\$26,180.38
FUND 302	SPECIAL IMPROVEMENT FUND	\$201,463.83
FUND 303	CAPITAL IMPROVEMENT	\$85,934.43
FUND 304	GO IMP BONDS, SERIES 2017	\$220,864.14
FUND 305	CIP IMP BONDS, SERIES 2017	\$252,374.27
FUND 601	WATER FUND	\$230,478.31
FUND 602	SEWER FUND	\$686,928.18
		<hr/>
		\$2,994,647.60

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 06/30/20	INT RATE	MATURITY DATE
101 - GENERAL FUND									
MN-GENERAL FUND	5778	\$ 206,596.48			\$ 813.82		\$ 207,410.30	0.79%	2/14/2020
MN-09 CAP IMP FUNDS (8/28/09)	5657	\$ 169,338.91			\$ 667.06		\$ 170,005.97	0.79%	2/21/2020
BELL-06, 07, 08, 14 ECON DEV.	1069	\$ 22,739.16			\$ 100.19		\$ 22,839.35	0.29%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER BD	1069	\$ 16,838.08			\$ 74.19		\$ 16,912.27	0.29%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	1069	\$ 142,055.75	\$ 40,000.00		\$ 734.42		\$ 182,790.17	0.29%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	1069	\$ 42,587.85			\$ 187.64		\$ 42,775.49	0.29%	MM SAVINGS
BELL-13 STR EQUIP	1069	\$ 39,311.70			\$ 173.19		\$ 39,484.89	0.29%	MM SAVINGS
BELL - 14 LIB ROOF	1069	\$ 101,683.55	\$ 12,000.00		\$ 480.57		\$ 114,164.12	0.29%	MN SAVINGS
BELL - NEW POOL FUND	0091	\$ 2,025.57	\$ 370.00		\$ 0.52		\$ 2,396.09	0.08%	SAVINGS
MN - 15 CITY TRAIL	9650	\$ 45,424.11	\$ 15,000.00		\$ 53.01		\$ 60,477.12	0.31%	MN SAVINGS
MN - 15 MAPLEWOOD TRAIL	9650	\$ 201,722.42	\$ 50,000.00		\$ 227.23		\$ 251,949.65	0.31%	MN SAVINGS
MN - 15 BROWN FIELD	9650	\$ 10,540.75			\$ 10.60		\$ 10,551.35	0.31%	MN SAVINGS
MN-06-09 108 ECON DEVELOPMENT (7/26/11)	3519	\$ 109,968.60		\$ 100,000.00	\$ 25.11		\$ 9,993.71	0.20%	MM SAVINGS
MN-08-09-10 BRIDGE (7/26/11)	3519	\$ 34.78			\$ 0.03		\$ 34.81	0.20%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3519	\$ 141,814.25			\$ 123.47		\$ 141,937.72	0.20%	MM SAVINGS
WF-GENERAL FUND	5206	\$ 529,726.73			\$ 51.66		\$ 529,778.39	0.03%	SAVINGS
WF - AIRPORT FUND	5206	\$ 85,935.91			\$ 8.38		\$ 85,944.29	0.03%	SAVINGS
TOTAL GENERAL FUND		\$ 1,868,344.60	\$ 117,370.00	\$ 100,000.00	\$ 3,731.11	\$ -	\$ 1,803,501.42		
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					\$ 15,608.15	2.37%	8/12/20 CD
BELL - LIBRARY SAVINGS (3/19)	8035	\$ 25,348.92					\$ 25,348.92	2.37%	8/12/20 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	\$ 24.54		\$ 20,195.57	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	\$ 148.43	\$ -	\$ 114,281.51		
302 - SPECIAL IMP									
BELL-SPECIAL IMP FD(7/14/10)	7675	\$ 141,725.17					\$ 141,725.17	1.00%	7/22/20 CD
WF-SPECIAL IMP FUND	5206	\$ 209,085.08			\$ 20.40		\$ 209,105.48	0.03%	SAVINGS
TOTAL FUND SPEC IMP		\$ 350,810.25	\$ -	\$ -	\$ 20.40	\$ -	\$ 350,830.65		
601 - WATER FUND									
MN-UTILITY BILLING	3063	\$ (2,860.47)	\$ 221,922.23	\$ 221,752.97		\$ 27.20	\$ (2,718.41)	0.35%	CHECKING
TOTAL WATER FUND		\$ (2,860.47)	\$ 221,922.23	\$ 221,752.97	\$ -	\$ 27.20	\$ (2,718.41)		
602 - SEWER FUND									
MN-UTILITY BILLING	3063	\$ 9,243.95	\$ 631,270.35	\$ 632,844.93		\$ 27.19	\$ 7,642.18	0.35%	CHECKING
WF-SAVINGS WWTF RESERVE(2/17)	5206	\$ 243,415.58			\$ 23.73		\$ 243,439.31	0.03%	SAVINGS
TOTAL SEWER FUND		\$ 252,659.53	\$ 631,270.35	\$ 632,844.93	\$ 23.73	\$ 27.19	\$ 251,081.49		
609 - LIQUOR STORE									
MN- LIQUOR STORE SAVINGS (2/14)	9650	\$ 355,875.85			\$ 357.38		\$ 356,233.23	0.31%	MN SAVINGS
WF-SAVINGS	2470	\$ 324,833.47	\$ 84,000.00	\$ 30,744.51	\$ 33.96		\$ 378,122.92	0.03%	SAVINGS
TOTAL LIQUOR STORE		\$ 680,709.32	\$ 84,000.00	\$ 30,744.51	\$ 391.34	\$ -	\$ 734,356.15		
ESCROW ACCOUNT									
PAYROLL FLEX ACCOUNT	0841	\$ 2,024.20	\$ 1,071.68	\$ 1,413.45			\$ 1,682.43	0.00%	CHECKING
TOTAL PAYROLL FLEX ACCT		\$ 2,024.20	\$ 1,071.68	\$ 1,413.45	\$ -	\$ -	\$ 1,682.43		
TOTAL ALL FUNDS		\$ 3,269,449.06	\$ 1,074,740.69	\$ 1,009,490.84	\$ 4,315.01	\$ 54.39	\$ 3,253,015.24		

City of Pelican Rapids

Comp Report

June 30, 2020

Department	Beginning Balace	Accrued Comp	Used Comp	Ending Balance	Over Time Paid
Administration	12.875	6.375	17.500	1.750	0.000
Police	37.375	14.000	0.000	51.375	0.000
Streets & Parks	9.625	24.000	5.000	28.625	0.000
Library	34.625	2.750	6.500	30.875	0.000
Liquor Store	12.000	0.000	0.000	12.000	0.000
Total	106.500	29.000	124.625	124.625	0.000

*Revenue Guideline©

Current Period: June 2020

		2020	2020	June	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
GENERAL FUND						
Active	R 101-31000 General Property Taxes	\$753,489.00	\$430,258.41	\$404,471.78	\$323,230.59	57.10%
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	\$60.00	\$0.00	\$940.00	6.00%
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	\$1,222.00	\$12.00	-\$1,222.00	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	\$3,488.52	\$0.00	\$2,511.48	58.14%
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	\$0.00	\$0.00	\$991,111.00	0.00%
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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34200 Public Safety - Fire Calls	\$13,000.00	\$5,150.00	\$1,000.00	\$7,850.00	39.62%
Active	R 101-34201 City/Townships Fire Reve	\$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	\$0.00	\$0.00	\$7,500.00	0.00%
Active	R 101-34740 Swimming Pool Concessi	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
Active	R 101-34766 Refunds & Reimburseme	\$2,000.00	\$14,842.68	\$0.00	-\$12,842.68	742.13%
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	\$451.01	\$4.41	-\$451.01	0.00%
Active	R 101-35100 Court Fines	\$8,000.00	\$4,695.49	\$386.63	\$3,304.51	58.69%
Active	R 101-35102 Local Fines	\$0.00	\$50.00	\$0.00	-\$50.00	0.00%
Active	R 101-35210 Impound Fees	\$0.00	\$1,800.00	\$0.00	-\$1,800.00	0.00%
Active	R 101-36210 Interest Earnings	\$2,500.00	\$3,731.40	\$312.72	-\$1,231.40	149.26%
Active	R 101-36220 Dividends	\$14,000.00	\$52.25	\$52.25	\$13,947.75	0.37%
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 Prope	\$0.00	\$1,924.25	\$1,924.25	-\$1,924.25	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	\$655.37	\$391.02	-\$655.37	0.00%
Active	R 101-38010 Rental of Property	\$14,000.00	\$8,493.82	\$811.85	\$5,506.18	60.67%
Active	R 101-38015 BUILDING RENTAL	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	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	\$6,884.19	\$1,320.00	\$5,835.81	54.12%
Active	R 101-38022 Airport Fuel Receipts	\$4,500.00	\$1,105.31	\$363.44	\$3,394.69	24.56%
Active	R 101-38071 Swimming Pool Lessons	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-38700 Rental Housing Fees	\$3,000.00	\$200.00	\$0.00	\$2,800.00	6.67%
Active	R 101-38910 Camping Fees	\$4,000.00	\$2,466.13	\$1,888.71	\$1,533.87	61.65%
Active	R 101-39203 Transfer from Other Fund	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
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	\$618,541.24	\$412,939.06	\$1,603,900.76	27.83%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: June 2020

		2020	2020	June	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	\$1,362.50	\$0.00	\$8.00	\$4,029.50	25.38%
Active	E 101-41110-120 Employer Contrib	\$550.00	\$16.88	\$0.00	\$0.00	\$533.12	3.07%
Active	E 101-41110-122 FICA	\$0.00	\$104.29	\$0.00	\$0.00	-\$104.29	0.00%
Active	E 101-41110-430 Miscellaneous	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
	Total Dept 41110 Counc	\$6,450.00	\$1,483.67	\$0.00	\$8.00	\$4,958.33	23.00%
Dept 41305 Mayor							
Active	E 101-41305-100 Wages and Salari	\$1,740.00	\$447.50	\$0.00	\$0.00	\$1,292.50	25.72%
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	\$34.24	\$0.00	\$0.00	-\$34.24	0.00%
Active	E 101-41305-430 Miscellaneous	\$1,200.00	\$5.53	\$0.00	\$0.00	\$1,194.47	0.46%
	Total Dept 41305 Mayc	\$3,100.00	\$487.27	\$0.00	\$0.00	\$2,612.73	15.72%
Dept 41310 City Administrator							
Active	E 101-41310-100 Wages and Salari	\$50,000.00	\$24,497.23	\$3,768.81	\$0.00	\$25,502.77	48.99%
Active	E 101-41310-120 Employer Contrib	\$7,600.00	\$1,837.34	\$282.66	\$0.00	\$5,762.66	24.18%
Active	E 101-41310-122 FICA	\$0.00	\$1,770.73	\$273.94	\$0.00	-\$1,770.73	0.00%
Active	E 101-41310-130 Employer Paid Ins	\$4,400.00	\$2,539.28	\$444.61	\$2.50	\$1,858.22	57.77%
Active	E 101-41310-200 Office Supplies	\$1,200.00	\$224.52	\$138.22	\$0.00	\$975.48	18.71%
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	\$761.94	\$135.74	\$0.00	\$1,038.06	42.33%
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 S	\$500.00	\$92.00	\$16.00	\$16.00	\$392.00	21.60%
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 Administratr	\$69,200.00	\$32,665.42	\$5,059.98	\$18.50	\$36,516.08	47.20%
Dept 41400 City Clerk-Treasurer							
Active	E 101-41400-100 Wages and Salari	\$44,000.00	\$21,655.91	\$3,331.68	\$0.00	\$22,344.09	49.22%
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	\$1,624.21	\$249.88	\$0.00	\$4,975.79	24.61%
Active	E 101-41400-122 FICA	\$0.00	\$1,427.72	\$225.48	\$0.00	-\$1,427.72	0.00%
Active	E 101-41400-130 Employer Paid Ins	\$5,800.00	\$3,566.86	\$642.44	\$2.50	\$2,230.64	61.54%
Active	E 101-41400-200 Office Supplies	\$1,500.00	\$959.54	\$70.59	\$30.24	\$510.22	65.99%
Active	E 101-41400-208 Education	\$1,800.00	\$628.46	(\$275.00)	\$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	\$159.00	\$30.00	-\$129.00	\$1,970.00	1.50%
Active	E 101-41400-320 Communications	\$2,000.00	\$1,909.46	\$229.33	\$0.00	\$90.54	95.47%
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 S	\$400.00	\$103.00	\$8.00	\$8.00	\$289.00	27.75%
Active	E 101-41400-433 Dues, Fees, Subs	\$830.00	\$290.00	\$45.00	\$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-Treasur	\$67,480.00	\$32,374.15	\$4,557.40	-\$88.26	\$35,194.11	47.98%
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	\$137.53	\$0.00	\$0.00	\$562.47	19.65%
	Total Dept 41410 Election	\$4,200.00	\$966.61	\$0.00	\$0.00	\$3,233.39	23.01%
Dept 41420 Publications							
Active	E 101-41420-200 Office Supplies	\$1,200.00	\$656.46	\$137.06	\$14.79	\$528.75	55.94%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: June 2020

		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41420-350 Publication	\$9,000.00	\$4,816.30	\$323.00	\$0.00	\$4,183.70	53.51%
	Total Dept 41420 Publicatio	\$10,200.00	\$5,472.76	\$460.06	\$14.79	\$4,712.45	53.65%
Dept 41530 Accounting							
Active	E 101-41530-100 Wages and Salari	\$19,500.00	\$10,415.30	\$1,593.57	\$0.00	\$9,084.70	53.41%
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	\$781.13	\$119.50	\$0.00	\$2,218.87	26.04%
Active	E 101-41530-122 FICA	\$0.00	\$737.63	\$113.59	\$0.00	-\$737.63	0.00%
Active	E 101-41530-130 Employer Paid Ins	\$2,600.00	\$1,510.32	\$267.00	\$0.00	\$1,089.68	58.09%
Active	E 101-41530-200 Office Supplies	\$100.00	\$25.46	\$0.00	\$0.00	\$74.54	25.46%
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	\$13,469.84	\$2,093.66	\$0.00	\$12,330.16	52.21%
Dept 41540 Auditing							
Active	E 101-41540-301 Auditing Services	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	100.00%
	Total Dept 41540 Auditin	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	0.00%
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	\$780.00	\$650.00	\$0.00	\$220.00	78.00%
Active	E 101-41600-306 Prosecuting Fees	\$14,000.00	\$6,268.50	\$1,249.50	\$168.00	\$7,563.50	45.98%
Active	E 101-41600-307 Police Union Lega	\$4,000.00	\$567.50	\$0.00	\$0.00	\$3,432.50	14.19%
	Total Dept 41600 Legal Expense	\$34,000.00	\$9,591.00	\$1,899.50	\$453.00	\$23,956.00	28.21%
Dept 41910 Planning and Zoning							
Active	E 101-41910-100 Wages and Salari	\$2,300.00	\$1,375.20	\$205.91	\$0.00	\$924.80	59.79%
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	\$103.15	\$15.44	\$0.00	\$246.85	29.47%
Active	E 101-41910-122 FICA	\$0.00	\$92.02	\$14.12	\$0.00	-\$92.02	0.00%
Active	E 101-41910-130 Employer Paid Ins	\$1,300.00	\$300.18	\$51.88	\$0.00	\$999.82	23.09%
Active	E 101-41910-200 Office Supplies	\$400.00	\$96.02	\$15.77	\$3.03	\$300.95	24.76%
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	\$883.00	\$0.00	\$0.00	\$2,117.00	29.43%
	Total Dept 41910 Planning and Zonir	\$19,350.00	\$2,849.76	\$303.12	\$3.03	\$16,497.21	14.73%
Dept 41940 General Govt Buildings/Plant							
Active	E 101-41940-210 Operating Supplie	\$500.00	\$211.13	\$0.00	\$0.00	\$288.87	42.23%
Active	E 101-41940-220 Repair/Maint Sup	\$2,000.00	\$861.58	\$93.50	\$58.40	\$1,080.02	46.00%
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	\$5,104.95	\$736.73	\$642.03	\$24,253.02	19.16%
Active	E 101-41940-400 Repairs & Maint S	\$10,000.00	\$2,887.56	\$762.89	\$245.95	\$6,866.49	31.34%
Active	E 101-41940-410 Rentals	\$1,000.00	\$420.00	\$70.00	\$105.14	\$474.86	52.51%
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	\$16.09	\$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/Pla	\$153,250.00	\$17,321.00	\$1,679.21	\$1,051.52	\$134,877.48	11.30%
Dept 42110 Police Department							
Active	E 101-42110-100 Wages and Salari	\$261,000.00	\$136,181.07	\$18,086.70	\$0.00	\$124,818.93	52.18%
Active	E 101-42110-103 Part-Time Employ	\$28,000.00	\$12,908.92	\$2,909.47	\$0.00	\$15,091.08	46.10%
Active	E 101-42110-104 Support Employe	\$0.00	\$1,965.21	\$317.04	\$0.00	-\$1,965.21	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	\$26,536.28	\$3,740.10	\$0.00	\$37,463.72	41.46%
Active	E 101-42110-122 FICA	\$0.00	\$2,162.22	\$314.71	\$0.00	-\$2,162.22	0.00%

CITY OF PELICAN RAPIDS

*Expenditure Guideline©

Current Period: June 2020

		2020 YTD Budget	2020 YTD Amt	June MTD Amt	Enc Current	2020 YTD Balance	% of YTD Budget
Active	E 101-42110-130 Employer Paid Ins	\$21,800.00	\$18,613.71	\$2,404.13	\$0.00	\$3,186.29	85.38%
Active	E 101-42110-200 Office Supplies	\$3,000.00	\$1,080.69	\$150.36	\$28.14	\$1,891.17	36.96%
Active	E 101-42110-208 Education	\$5,000.00	\$1,099.57	\$435.00	\$435.00	\$3,465.43	30.69%
Active	E 101-42110-210 Operating Supplie	\$25,000.00	\$9,640.00	\$1,410.85	\$417.13	\$14,942.87	40.23%
Active	E 101-42110-220 Repair/Maint Sup	\$1,500.00	\$1,302.14	\$0.00	\$0.00	\$197.86	86.81%
Active	E 101-42110-300 Professional Srvs	\$3,000.00	\$3,737.60	\$780.00	\$0.00	-\$737.60	124.59%
Active	E 101-42110-320 Communications	\$6,500.00	\$3,180.50	\$557.37	\$0.00	\$3,319.50	48.93%
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 S	\$8,000.00	\$6,031.90	\$896.93	\$16.00	\$1,952.10	75.60%
Active	E 101-42110-410 Rentals	\$910.00	\$420.00	\$70.00	\$70.00	\$420.00	53.85%
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	\$639.00	\$0.00	\$0.00	\$1,361.00	31.95%
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 Departme	\$447,410.00	\$239,661.57	\$32,072.66	\$966.27	\$206,782.16	53.57%
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	\$18,915.72	\$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	\$1,447.03	\$0.00	-\$1,558.72	0.00%
Active	E 101-42280-200 Office Supplies	\$800.00	\$73.79	\$31.16	\$3.41	\$722.80	9.65%
Active	E 101-42280-208 Education	\$7,750.00	\$10,357.44	\$1,143.88	\$0.00	-\$2,607.44	133.64%
Active	E 101-42280-210 Operating Supplie	\$14,500.00	\$4,972.14	\$982.54	\$155.09	\$9,372.77	35.36%
Active	E 101-42280-220 Repair/Maint Sup	\$4,500.00	\$2,339.69	\$0.00	\$0.00	\$2,160.31	51.99%
Active	E 101-42280-300 Professional Srvs	\$5,720.00	\$2,830.00	\$2,830.00	\$0.00	\$2,890.00	49.48%
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	\$1,077.39	\$158.74	\$0.00	\$922.61	53.87%
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	\$4,834.50	\$0.00	\$2,326.50	88.37%
Active	E 101-42280-380 Utility Services	\$9,000.00	\$5,518.86	\$274.07	\$149.99	\$3,331.15	62.99%
Active	E 101-42280-400 Repairs & Maint S	\$10,860.00	\$7,772.79	\$292.92	\$16.00	\$3,071.21	71.72%
Active	E 101-42280-433 Dues, Fees, Subs	\$622.00	\$144.00	\$0.00	\$0.00	\$478.00	23.15%
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 Departme	\$249,877.00	\$195,850.48	\$30,910.56	\$324.49	\$53,702.03	78.38%
Dept 42500 Civil Defense							
Active	E 101-42500-430 Miscellaneous	\$500.00	\$33.69	\$5.37	\$5.56	\$460.75	7.85%
	Total Dept 42500 Civil Defens	\$500.00	\$33.69	\$5.37	\$5.56	\$460.75	6.74%
Dept 42700 Animal Control							
Active	E 101-42700-430 Miscellaneous	\$1,500.00	\$451.00	\$49.80	\$21.81	\$1,027.19	31.52%
	Total Dept 42700 Animal Contr	\$1,500.00	\$451.00	\$49.80	\$21.81	\$1,027.19	30.07%
Dept 43100 Hwys, Streets, & Roads							
Active	E 101-43100-100 Wages and Salari	\$71,000.00	\$34,416.92	\$5,294.92	\$0.00	\$36,583.08	48.47%
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	\$2,581.27	\$397.13	\$0.00	\$5,418.73	32.27%
Active	E 101-43100-122 FICA	\$3,500.00	\$2,494.52	\$384.49	\$0.00	\$1,005.48	71.27%
Active	E 101-43100-130 Employer Paid Ins	\$10,500.00	\$6,181.39	\$822.55	\$2.50	\$4,316.11	58.89%

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Current Period: June 2020

		2020	2020	June	Enc	2020	%
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	of YTD Budget
Active	E 101-43100-200 Office Supplies	\$1,000.00	\$419.40	\$119.14	\$37.13	\$543.47	45.65%
Active	E 101-43100-208 Education	\$1,200.00	\$628.45	\$0.00	-\$250.00	\$821.55	31.54%
Active	E 101-43100-210 Operating Supplie	\$18,000.00	\$8,565.05	\$740.24	\$0.00	\$9,434.95	47.58%
Active	E 101-43100-220 Repair/Maint Sup	\$10,000.00	\$7,304.66	\$778.49	\$52.03	\$2,643.31	73.57%
Active	E 101-43100-300 Professional Srvs	\$10,000.00	-\$232,742.85	(\$3,650.44)	\$996.55	\$241,746.30	-2317.46%
Active	E 101-43100-310 Tree Removal	\$8,000.00	\$912.50	\$0.00	\$0.00	\$7,087.50	11.41%
Active	E 101-43100-320 Communications	\$2,000.00	\$1,045.89	\$188.36	\$0.00	\$954.11	52.29%
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	\$5,379.82	\$260.91	\$162.38	\$1,457.80	79.17%
Active	E 101-43100-400 Repairs & Maint S	\$8,000.00	\$1,438.43	\$31.42	\$0.00	\$6,561.57	17.98%
Active	E 101-43100-406 Crack & Seal Coa	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
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	\$45.97	\$6.49	\$39.02	\$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	-\$156,410.61	\$5,373.70	\$1,039.61	\$369,046.00	-73.20%
Dept 43123 Streets							
Active	E 101-43123-224 Street Maint	\$32,500.00	\$5,703.83	\$4,893.83	\$0.00	\$26,796.17	17.55%
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	\$5,703.83	\$4,893.83	\$0.00	\$30,796.17	15.63%
Dept 43125 Ice & Snow Removal							
Active	E 101-43125-430 Miscellaneous	\$4,000.00	\$443.27	\$69.40	\$46.40	\$3,510.33	12.24%
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	\$7,003.27	\$69.40	\$46.40	\$950.33	87.54%
Dept 43150 Storm Drainage							
Active	E 101-43150-430 Miscellaneous	\$5,000.00	\$135.00	\$135.00	\$0.00	\$4,865.00	2.70%
Total Dept 43150 Storm Drainag		\$5,000.00	\$135.00	\$135.00	\$0.00	\$4,865.00	2.70%
Dept 43160 Street Lighting							
Active	E 101-43160-380 Utility Services	\$33,000.00	\$15,693.02	\$3,600.32	\$2,508.20	\$14,798.78	55.16%
Total Dept 43160 Street Lightin		\$33,000.00	\$15,693.02	\$3,600.32	\$2,508.20	\$14,798.78	47.55%
Dept 43260 Weed Control							
Active	E 101-43260-430 Miscellaneous	\$600.00	\$162.14	\$0.00	\$0.00	\$437.86	27.02%
Total Dept 43260 Weed Contr		\$600.00	\$162.14	\$0.00	\$0.00	\$437.86	27.02%
Dept 45124 Swimming Pools							
Active	E 101-45124-100 Wages and Salari	\$33,000.00	\$0.00	\$0.00	\$0.00	\$33,000.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 101-45124-200 Office Supplies	\$250.00	\$8.47	\$2.32	\$0.00	\$241.53	3.39%
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	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
Active	E 101-45124-220 Repair/Maint Sup	\$5,000.00	\$418.68	\$0.00	\$0.00	\$4,581.32	8.37%
Active	E 101-45124-231 Credit Card Fees	\$0.00	\$359.70	\$97.00	\$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	\$37.75	\$37.75	\$0.00	\$262.25	12.58%
Active	E 101-45124-380 Utility Services	\$5,000.00	\$100.56	\$100.56	\$0.00	\$4,899.44	2.01%
Active	E 101-45124-400 Repairs & Maint S	\$3,000.00	\$276.00	\$0.00	\$0.00	\$2,724.00	9.20%
Active	E 101-45124-429 Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45124-433 Dues, Fees, Subs	\$1,000.00	\$830.00	\$0.00	\$0.00	\$170.00	83.00%
Active	E 101-45124-500 Capital Outlay	\$2,000.00	\$22,325.62	\$22,325.62	\$0.00	-\$20,325.62	1116.28%

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		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Total Dept 45124 Swimming Pool		\$63,050.00	\$24,985.23	\$22,563.25	\$0.00	\$38,064.77	39.63%
Dept 45125 Skating Rinks							
Active	E 101-45125-100 Wages and Salari	\$4,000.00	\$3,973.94	\$0.00	\$0.00	\$26.06	99.35%
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	\$303.95	\$0.00	\$0.00	-\$103.95	151.98%
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	\$133.49	\$18.43	\$19.66	\$146.85	51.05%
Active	E 101-45125-400 Repairs & Maint S	\$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	\$4,816.18	\$18.43	\$19.66	\$1,464.16	76.45%
Dept 45200 Parks							
Active	E 101-45200-100 Wages and Salari	\$90,000.00	\$40,217.62	\$10,843.42	\$0.00	\$49,782.38	44.69%
Active	E 101-45200-120 Employer Contrib	\$7,000.00	\$2,581.27	\$397.11	\$0.00	\$4,418.73	36.88%
Active	E 101-45200-122 FICA	\$6,000.00	\$2,737.54	\$778.85	\$0.00	\$3,262.46	45.63%
Active	E 101-45200-130 Employer Paid Ins	\$10,700.00	\$1,798.97	\$74.08	\$0.00	\$8,901.03	16.81%
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	\$5.87	\$0.87	\$0.00	\$494.13	1.17%
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	\$1,170.32	\$432.96	\$0.00	\$2,829.68	29.26%
Active	E 101-45200-220 Repair/Maint Sup	\$4,000.00	\$6,562.34	\$2,450.65	\$52.03	-\$2,614.37	165.36%
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	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	E 101-45200-331 Travel Expenses	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
Active	E 101-45200-380 Utility Services	\$2,700.00	\$892.55	\$152.47	\$291.54	\$1,515.91	43.86%
Active	E 101-45200-400 Repairs & Maint S	\$4,000.00	\$1,258.53	\$191.09	-\$32.52	\$2,773.99	30.65%
Active	E 101-45200-433 Dues, Fees, Subs	\$1,000.00	\$469.98	\$6.50	\$38.92	\$491.10	50.89%
Active	E 101-45200-500 Capital Outlay	\$61,000.00	\$16,862.61	(\$600.00)	\$0.00	\$44,137.39	27.64%
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 Decorati	\$5,000.00	\$1,118.18	\$2,587.14	\$0.00	\$3,881.82	22.36%
Total Dept 45200 Park		\$215,225.00	\$79,506.62	\$17,315.14	\$349.97	\$135,368.41	36.94%
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 Ins	\$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	\$27.99	\$0.00	\$0.00	\$472.01	5.60%
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	\$1,019.82	\$97.14	\$0.00	\$180.18	84.99%
Active	E 101-45202-380 Utility Services	\$2,700.00	\$1,258.24	\$107.75	\$70.15	\$1,371.61	49.20%
Active	E 101-45202-400 Repairs & Maint S	\$500.00	\$239.00	\$36.00	\$0.00	\$261.00	47.80%
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	\$8,904.05	\$240.89	\$70.15	\$20,425.80	30.29%

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Current Period: June 2020

		2020 YTD Budget	2020 YTD Amt	June MTD Amt	Enc Current	2020 YTD Balance	% of YTD Budget
Dept 46500 Economic Developemnt							
Active	E 101-46500-420 Economic Develo	\$80,000.00	\$100,846.00	\$0.00	\$300,000.00	-\$320,846.00	501.06%
Active	E 101-46500-421 WCI Endow/Bird	\$18,750.00	\$14,235.00	\$2,250.00	\$0.00	\$4,515.00	75.92%
Active	E 101-46500-422 Consulting	\$30,000.00	\$9,810.12	\$567.00	-\$162.00	\$20,351.88	32.16%
Total Dept 46500 Economic Developemnt		\$128,750.00	\$124,891.12	\$2,817.00	\$299,838.00	-\$295,979.12	97.00%
Dept 49200 Non Dept Expenditures							
Active	E 101-49200-470 Refunds & Reimb	\$0.00	\$1,500.00	\$1,500.00	\$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	\$325.01	\$95.70	\$0.00	\$674.99	32.50%
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	\$40,943.28	\$1,595.70	\$0.00	-\$6,143.28	117.65%
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	\$94,112.50	\$0.00	\$0.00	\$94,112.50	50.00%
Total Dept 49201 Transfer out of Fund		\$188,225.00	\$161,027.50	\$0.00	\$0.00	\$27,197.50	85.55%
Dept 49240 Insurance							
Active	E 101-49240-230 Banking Charges	\$800.00	\$68.39	\$5.04	\$0.00	\$731.61	8.55%
Active	E 101-49240-360 Insurance & Bond	\$70,000.00	\$47,126.99	\$24,575.99	\$0.00	\$22,873.01	67.32%
Total Dept 49240 Insuranc		\$70,800.00	\$47,195.38	\$24,581.03	\$0.00	\$23,604.62	66.66%
Dept 49810 Airport							
Active	E 101-49810-200 Office Supplies	\$100.00	\$24.03	\$0.78	\$3.03	\$72.94	27.06%
Active	E 101-49810-212 Motor Fuels	\$4,500.00	\$8.15	\$8.15	\$0.00	\$4,491.85	0.18%
Active	E 101-49810-220 Repair/Maint Sup	\$500.00	\$405.57	\$34.98	\$0.00	\$94.43	81.11%
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	\$692.80	\$98.64	\$0.00	-\$192.80	138.56%
Active	E 101-49810-360 Insurance & Bond	\$12,000.00	\$6,808.00	\$6,808.00	\$0.00	\$5,192.00	56.73%
Active	E 101-49810-380 Utility Services	\$3,500.00	\$1,667.05	\$114.67	\$0.00	\$1,832.95	47.63%
Active	E 101-49810-400 Repairs & Maint S	\$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	\$26,331.60	\$7,065.22	\$3.03	\$965.37	96.45%
Total GENERAL FUND		\$2,222,442.00	\$968,510.25	\$169,360.23	\$313,653.73	\$940,278.02	43.58%

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		2020	2020	June	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
WATER FUND						
Active	R 601-34766 Refunds & Reimburseme	\$0.00	\$66.89	\$0.00	-\$66.89	0.00%
Active	R 601-35000 Penalties	\$2,700.00	\$2,317.78	\$337.34	\$382.22	85.84%
Active	R 601-36210 Interest Earnings	\$0.00	\$27.20	\$2.51	-\$27.20	0.00%
Active	R 601-37100 Sales - General Custome	\$520,000.00	\$240,056.37	\$40,795.82	\$279,943.63	46.16%
Active	R 601-37125 Sales of Service or Prope	\$2,000.00	\$967.14	\$4.14	\$1,032.86	48.36%
Active	R 601-37150 Connection Fee	\$300.00	\$507.20	\$207.20	-\$207.20	169.07%
Active	R 601-37165 Sales Other Customers	\$1,000.00	\$695.00	\$460.00	\$305.00	69.50%
Active	R 601-37175 Deposits	\$100.00	-\$245.00	(\$245.00)	\$345.00	-245.00%
Active	R 601-37510 Special Assess - City	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37520 Special Assess - County	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 601-38000 WATER TOWER (T-MOB	\$20,495.00	\$11,955.79	\$3,415.94	\$8,539.21	58.34%
Active	R 601-39101 Sales of General Fixed A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39300 Proceeds Water Tower B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER FUND		\$548,595.00	\$256,348.37	\$44,977.95	\$292,246.63	46.73%

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		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
WATER FUND							
Dept 41110 Council							
Active	E 601-41110-100 Wages and Salari	\$2,495.00	\$681.25	\$0.00	\$0.00	\$1,813.75	27.30%
Active	E 601-41110-120 Employer Contrib	\$250.00	\$8.44	\$0.00	\$0.00	\$241.56	3.38%
Active	E 601-41110-122 FICA	\$205.00	\$52.10	\$0.00	\$0.00	\$152.90	25.41%
	Total Dept 41110 Counc	\$2,950.00	\$741.79	\$0.00	\$0.00	\$2,208.21	25.15%
Dept 41305 Mayor							
Active	E 601-41305-100 Wages and Salari	\$805.00	\$223.75	\$0.00	\$0.00	\$581.25	27.80%
Active	E 601-41305-120 Employer Contrib	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-41305-122 FICA	\$65.00	\$17.11	\$0.00	\$0.00	\$47.89	26.32%
	Total Dept 41305 Mayc	\$970.00	\$240.86	\$0.00	\$0.00	\$729.14	24.83%
Dept 41540 Auditing							
Active	E 601-41540-301 Auditing Services	\$4,500.00	\$0.00	\$0.00	\$2,600.00	\$1,900.00	57.78%
	Total Dept 41540 Auditin	\$4,500.00	\$0.00	\$0.00	\$2,600.00	\$1,900.00	0.00%
Dept 41600 Legal Expenses							
Active	E 601-41600-304 Legal Fees	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 601-41600-305 Employee Relatio	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
	Total Dept 41600 Legal Expense	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0.00%
Dept 47000 Debt Service							
Active	E 601-47000-600 Debt Srv Principal	\$120,700.00	\$26,000.00	\$0.00	\$0.00	\$94,700.00	21.54%
Active	E 601-47000-610 Interest	\$23,522.00	\$11,927.94	\$0.00	\$1,820.00	\$9,774.06	58.45%
Active	E 601-47000-620 Fiscal Agents Fee	\$400.00	\$0.00	\$0.00	\$395.00	\$5.00	98.75%
Active	E 601-47000-621 Bond Discount A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-47000-700 Transfers	\$20,096.00	\$20,096.00	\$0.00	\$0.00	\$0.00	100.00%
	Total Dept 47000 Debt Servic	\$164,718.00	\$58,023.94	\$0.00	\$2,215.00	\$104,479.06	35.23%
Dept 49200 Non Dept Expenditures							
Active	E 601-49200-401 Building Expense	\$2,044.00	\$0.00	\$0.00	\$0.00	\$2,044.00	0.00%
Active	E 601-49200-405 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49200-470 Refunds & Reimb	\$4,000.00	\$3,654.00	\$1,827.00	\$0.00	\$346.00	91.35%
	Total Dept 49200 Non Dept Expenditure	\$6,044.00	\$3,654.00	\$1,827.00	\$0.00	\$2,390.00	60.46%
Dept 49240 Insurance							
Active	E 601-49240-360 Insurance & Bond	\$14,000.00	\$9,289.02	\$8,994.02	\$0.00	\$4,710.98	66.35%
	Total Dept 49240 Insuranc	\$14,000.00	\$9,289.02	\$8,994.02	\$0.00	\$4,710.98	66.35%
Dept 49401 Facility							
Active	E 601-49401-200 Office Supplies	\$400.00	\$22.24	\$0.80	\$1.28	\$376.48	5.88%
Active	E 601-49401-210 Operating Supplie	\$60,000.00	\$27,988.97	\$4,327.39	\$0.00	\$32,011.03	46.65%
Active	E 601-49401-220 Repair/Maint Sup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49401-300 Professional Srvs	\$62,513.00	\$35,299.25	\$5,042.75	\$0.00	\$27,213.75	56.47%
Active	E 601-49401-320 Communications	\$500.00	\$287.80	\$40.64	\$0.00	\$212.20	57.56%
Active	E 601-49401-380 Utility Services	\$45,000.00	\$19,002.97	\$2,970.11	\$3,389.97	\$22,607.06	49.76%
Active	E 601-49401-400 Repairs & Maint S	\$2,000.00	\$3,454.62	\$3,439.62	\$120.00	-\$1,574.62	178.73%
Active	E 601-49401-433 Dues, Fees, Subs	\$2,900.00	\$2,576.18	\$0.00	\$0.00	\$323.82	88.83%
Active	E 601-49401-500 Capital Outlay	\$21,000.00	\$33,860.13	\$202.19	\$0.00	-\$12,860.13	161.24%
	Total Dept 49401 Faciliti	\$194,313.00	\$122,492.16	\$16,023.50	\$3,511.25	\$68,309.59	63.04%
Dept 49430 Distribution							
Active	E 601-49430-100 Wages and Salari	\$75,270.00	\$40,657.26	\$6,246.88	\$0.00	\$34,612.74	54.02%
Active	E 601-49430-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49430-120 Employer Contrib	\$12,500.00	\$3,049.28	\$468.50	\$0.00	\$9,450.72	24.39%
Active	E 601-49430-122 FICA	\$6,230.00	\$2,820.50	\$438.68	\$0.00	\$3,409.50	45.27%
Active	E 601-49430-130 Employer Paid Ins	\$12,000.00	\$6,403.59	\$1,020.44	\$2.50	\$5,593.91	53.38%
Active	E 601-49430-200 Office Supplies	\$4,500.00	\$2,152.83	\$350.79	\$240.43	\$2,106.74	53.18%

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Current Period: June 2020

		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 601-49430-208 Education	\$600.00	\$628.45	\$0.00	\$0.00	-\$28.45	104.74%
Active	E 601-49430-210 Operating Supplie	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49430-220 Repair/Maint Sup	\$6,000.00	\$635.50	\$635.50	\$0.00	\$5,364.50	10.59%
Active	E 601-49430-230 Banking Charges	\$500.00	\$143.31	\$17.69	\$0.00	\$356.69	28.66%
Active	E 601-49430-231 Credit Card Fees	\$2,500.00	\$2,080.71	\$322.56	\$0.00	\$419.29	83.23%
Active	E 601-49430-300 Professional Srvs	\$7,500.00	\$1,670.00	\$0.00	\$0.00	\$5,830.00	22.27%
Active	E 601-49430-320 Communications	\$800.00	\$385.02	\$64.32	\$0.00	\$414.98	48.13%
Active	E 601-49430-331 Travel Expenses	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-49430-400 Repairs & Maint S	\$6,000.00	\$2,773.51	\$144.95	\$30.28	\$3,196.21	46.73%
Active	E 601-49430-429 Change	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49430-500 Capital Outlay	\$25,950.00	\$1,870.01	\$0.00	\$960.12	\$23,119.87	10.91%
Total Dept 49430 Distributic		\$160,450.00	\$65,269.97	\$9,710.31	\$1,233.33	\$93,946.70	40.68%
Dept 49450 Sewer							
Active	E 601-49450-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 49450 Sewer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER FUND		\$548,595.00	\$259,711.74	\$36,554.83	\$9,559.58	\$279,323.68	47.34%

Current Period: June 2020

		2020	2020	June	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
SEWER FUND						
Active	R 602-30000 Reserves	\$49,335.00	\$0.00	\$0.00	\$49,335.00	0.00%
Active	R 602-34766 Refunds & Reimburseme	\$0.00	\$313.89	\$0.00	-\$313.89	0.00%
Active	R 602-35000 Penalties	\$2,500.00	\$2,305.38	\$321.51	\$194.62	92.22%
Active	R 602-36210 Interest Earnings	\$150.00	\$50.92	\$4.51	\$99.08	33.95%
Active	R 602-37100 Sales - General Custome	\$1,520,000.00	\$719,322.70	\$118,488.41	\$800,677.30	47.32%
Active	R 602-37125 Sales of Service or Prope	\$0.00	\$100.00	\$20.00	-\$100.00	0.00%
Active	R 602-37150 Connection Fee	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
Active	R 602-37520 Special Assess - County	\$900.00	\$0.00	\$0.00	\$900.00	0.00%
Active	R 602-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SEWER FUND		\$1,572,985.00	\$722,092.89	\$118,834.43	\$850,892.11	45.91%

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Current Period: June 2020

		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
SEWER FUND							
Dept 41110 Council							
Active	E 602-41110-100 Wages and Salari	\$2,495.00	\$681.25	\$0.00	\$0.00	\$1,813.75	27.30%
Active	E 602-41110-120 Employer Contrib	\$270.00	\$8.43	\$0.00	\$0.00	\$261.57	3.12%
Active	E 602-41110-122 FICA	\$205.00	\$52.08	\$0.00	\$0.00	\$152.92	25.40%
Total Dept 41110 Counc		\$2,970.00	\$741.76	\$0.00	\$0.00	\$2,228.24	24.98%
Dept 41305 Mayor							
Active	E 602-41305-100 Wages and Salari	\$805.00	\$223.75	\$0.00	\$0.00	\$581.25	27.80%
Active	E 602-41305-120 Employer Contrib	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-41305-122 FICA	\$65.00	\$17.12	\$0.00	\$0.00	\$47.88	26.34%
Total Dept 41305 Mayc		\$970.00	\$240.87	\$0.00	\$0.00	\$729.13	24.83%
Dept 41540 Auditing							
Active	E 602-41540-301 Auditing Services	\$3,000.00	\$0.00	\$0.00	\$2,600.00	\$400.00	86.67%
Total Dept 41540 Auditin		\$3,000.00	\$0.00	\$0.00	\$2,600.00	\$400.00	0.00%
Dept 41600 Legal Expenses							
Active	E 602-41600-304 Legal Fees	\$5,000.00	\$44,895.79	\$0.00	\$0.00	-\$39,895.79	897.92%
Total Dept 41600 Legal Expense		\$5,000.00	\$44,895.79	\$0.00	\$0.00	-\$39,895.79	897.92%
Dept 47000 Debt Service							
Active	E 602-47000-601 Phos Debt Princip	\$305,000.00	\$0.00	\$0.00	\$0.00	\$305,000.00	0.00%
Active	E 602-47000-602 Non-Facility Debt	\$18,500.00	\$0.00	\$0.00	\$0.00	\$18,500.00	0.00%
Active	E 602-47000-603 WWTF Upgrade P	\$348,000.00	\$0.00	\$0.00	\$0.00	\$348,000.00	0.00%
Active	E 602-47000-611 Phos Interest	\$32,016.00	\$16,007.90	\$0.00	\$16,007.90	\$0.20	100.00%
Active	E 602-47000-612 Non-Facility Debt	\$2,909.00	\$1,399.38	\$0.00	\$0.00	\$1,509.62	48.11%
Active	E 602-47000-613 WWTF Upgrade I	\$104,766.00	\$49,792.37	\$0.00	\$0.00	\$54,973.63	47.53%
Active	E 602-47000-620 Fiscal Agents Fee	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
Active	E 602-47000-621 Bond Discount A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-47000-700 Transfers	\$23,649.00	\$23,649.00	\$0.00	\$0.00	\$0.00	100.00%
Total Dept 47000 Debt Servic		\$834,960.00	\$90,848.65	\$0.00	\$16,007.90	\$728,103.45	10.88%
Dept 49200 Non Dept Expenditures							
Active	E 602-49200-405 Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49200-470 Refunds & Reimb	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Total Dept 49200 Non Dept Expenditure		\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Dept 49240 Insurance							
Active	E 602-49240-360 Insurance & Bond	\$15,000.00	\$11,005.37	\$9,764.37	\$0.00	\$3,994.63	73.37%
Total Dept 49240 Insuranc		\$15,000.00	\$11,005.37	\$9,764.37	\$0.00	\$3,994.63	73.37%
Dept 49450 Sewer							
Active	E 602-49450-100 Wages and Salari	\$110,825.00	\$59,849.79	\$9,269.25	\$0.00	\$50,975.21	54.00%
Active	E 602-49450-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49450-120 Employer Contrib	\$18,500.00	\$4,488.71	\$695.23	\$0.00	\$14,011.29	24.26%
Active	E 602-49450-122 FICA	\$9,175.00	\$4,288.67	\$669.86	\$0.00	\$4,886.33	46.74%
Active	E 602-49450-130 Employer Paid Ins	\$20,000.00	\$9,980.78	\$1,616.43	\$2.50	\$10,016.72	49.92%
Active	E 602-49450-200 Office Supplies	\$4,500.00	\$2,171.30	\$350.79	\$202.53	\$2,126.17	52.75%
Active	E 602-49450-208 Education	\$500.00	\$628.46	\$0.00	\$0.00	-\$128.46	125.69%
Active	E 602-49450-210 Operating Supplie	\$500.00	\$685.07	\$0.00	\$587.92	-\$772.99	254.60%
Active	E 602-49450-220 Repair/Maint Sup	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49450-230 Banking Charges	\$500.00	\$68.37	\$5.03	\$0.00	\$431.63	13.67%
Active	E 602-49450-231 Credit Card Fees	\$3,500.00	\$2,080.65	\$322.55	\$0.00	\$1,419.35	59.45%
Active	E 602-49450-300 Professional Srvs	\$7,500.00	\$1,520.00	\$0.00	\$0.00	\$5,980.00	20.27%
Active	E 602-49450-320 Communications	\$800.00	\$225.79	\$46.75	\$0.00	\$574.21	28.22%
Active	E 602-49450-400 Repairs & Maint S	\$4,000.00	\$4,258.17	\$30.95	\$30.27	-\$288.44	107.21%
Active	E 602-49450-500 Capital Outlay	\$7,000.00	\$1,870.00	\$0.00	\$960.12	\$4,169.88	40.43%

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Current Period: June 2020

		2020	2020	June	Enc	2020	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Total Dept 49450 Sewer		\$188,300.00	\$92,115.76	\$13,006.84	\$1,783.34	\$94,400.90	48.92%
Dept 49480 Sewer Treatment Plants							
Active	E 602-49480-200 Office Supplies	\$100.00	\$3.52	\$0.50	\$0.80	\$95.68	4.32%
Active	E 602-49480-210 Operating Supplie	\$10,000.00	\$5,348.75	\$1,269.00	\$0.00	\$4,651.25	53.49%
Active	E 602-49480-220 Repair/Maint Sup	\$0.00	\$754.95	\$0.00	\$0.00	-\$754.95	0.00%
Active	E 602-49480-300 Professional Srvs	\$134,127.00	\$77,658.35	\$11,094.05	\$0.00	\$56,468.65	57.90%
Active	E 602-49480-320 Communications	\$1,200.00	\$641.52	\$91.87	\$0.00	\$558.48	53.46%
Active	E 602-49480-380 Utility Services	\$75,000.00	\$36,925.13	\$5,893.75	\$5,496.90	\$32,577.97	56.56%
Active	E 602-49480-400 Repairs & Maint S	\$5,000.00	\$2,474.00	\$826.93	\$35.14	\$2,490.86	50.18%
Active	E 602-49480-401 Building Expense	\$71,648.00	\$0.00	\$0.00	\$0.00	\$71,648.00	0.00%
Active	E 602-49480-433 Dues, Fees, Subs	\$4,300.00	\$1,950.00	\$0.00	\$0.00	\$2,350.00	45.35%
Active	E 602-49480-500 Capital Outlay	\$8,500.00	\$13,056.38	\$0.00	\$4,310.00	-\$8,866.38	204.31%
Active	E 602-49480-505 Phos Improvemen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 49480 Sewer Treatment Plani		\$309,875.00	\$138,812.60	\$19,176.10	\$9,842.84	\$161,219.56	44.80%
Dept 49485 Lagoon							
Active	E 602-49485-210 Operating Supplie	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49485-220 Repair/Maint Sup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49485-300 Professional Srvs	\$24,205.00	\$15,640.70	\$3,391.60	\$165.50	\$8,398.80	65.30%
Active	E 602-49485-380 Utility Services	\$8,000.00	\$985.74	\$199.88	\$483.88	\$6,530.38	18.37%
Active	E 602-49485-400 Repairs & Maint S	\$0.00	\$2,400.00	\$2,400.00	\$0.00	-\$2,400.00	0.00%
Active	E 602-49485-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Dept 49485 Lagoo		\$32,705.00	\$19,026.44	\$5,991.48	\$649.38	\$13,029.18	58.18%
Dept 49486 Sludge							
Active	E 602-49486-220 Repair/Maint Sup	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49486-300 Professional Srvs	\$24,205.00	\$14,119.70	\$2,017.10	\$0.00	\$10,085.30	58.33%
Active	E 602-49486-400 Repairs & Maint S	\$45,000.00	\$32,237.25	\$0.00	\$0.00	\$12,762.75	71.64%
Total Dept 49486 Sludg		\$69,205.00	\$46,356.95	\$2,017.10	\$0.00	\$22,848.05	66.98%
Dept 49487 Phosphorus							
Active	E 602-49487-210 Operating Supplie	\$110,000.00	\$61,310.67	\$11,936.18	\$0.00	\$48,689.33	55.74%
Total Dept 49487 Phosphoru		\$110,000.00	\$61,310.67	\$11,936.18	\$0.00	\$48,689.33	55.74%
Total SEWER FUND		\$1,572,985.00	\$505,354.86	\$61,892.07	\$30,883.46	\$1,036,746.68	32.13%

Comprehensive Plan Proposal

Sourcewell at your Service

June 22, 2020

City of Pelican Rapids
315 North Broadway
PO Box 350
Pelican Rapids, MN 56572

Sourcewell

202 12th Street NE
Staples, MN 56479



Proposal to Perform Comprehensive Plan Update Services to

City of Pelican Rapids

PROPOSAL OVERVIEW

Sourcewell proposes to develop a Comprehensive Plan update for the City of Pelican Rapids. *Our objective is to provide City staff, residents, and the business and development community a comprehensive, inclusive, and consistent tool to guide the city's decision making and development over the next 15 years.* The Comprehensive Plan is a leading policy tool that provides a series of steps to help achieve a shared community vision for the future. This plan will help citizens and local leaders work collectively to more efficiently guide future growth and development in Pelican Rapids.

Our team of Community Development Administrators propose a Comprehensive Plan process that identifies a vision, goals, policies, and an approach for implementation that is scalable and unique to the City of Pelican Rapids. We strive to develop a document that will serve as a workbook, specifically identifying tasks and actions that should be taken to advance the policies, programs, and projects located within the document. We propose the following goals in working with the city, change-leaders, organizations, and volunteers around the Comprehensive Plan Update:

- Deliver a robust civic engagement plan that ensures a high level of participation and one that truly influences the policies that affect people
- Ensure that the community sees the plan as one that you created through your voices
- Educate community members, staff, and elected officials about current and long-range planning trends that impact community decisions
- Author a customizable growth plan that provides meaningful and scalable implementation strategies
- Educate local leaders on how the community development process and capacity building of volunteers advance the outcomes of the plan

Sourcewell recommends that the city consider certain plan elements or topics pertinent to the planning field and long-range planning efforts. These plan elements follow a standardized list, but additionally include recommended topics by the State of Minnesota as well as national entities such as the American Planning Association (APA): land use, housing, transportation, park and open space, natural resources, economic development, infrastructure, and city facilities. Sourcewell will also ensure Minnesota Statute requirements regarding planning, development, and zoning are met.

SOURCEWELL'S COMMUNITY SOLUTIONS DEPARTMENT

Sourcewell is one of nine Minnesota Service Cooperatives that offers regionally focused programs for our government and education members that comprise an area known as "Region 5". We successfully aid our local members in the planning, development, and provision of valued services in a vast array of fields, as well as regional programs for Insurance, Educational Solutions, IT support, Cooperative Purchasing, and more.

In an effort to reinvest into the region, Sourcewell has committed to offering various programs and services to City and County members. It has been our goal to establish these programs and services with your participation and input. With your feedback, we have been able to create programs and services that we hope will be valuable to you.

COMMUNITY DEVELOPMENT SERVICES

Sourcewell offers community development services in the region. Services are made available to cities, counties, and townships. Sourcewell offers services on contract or contract basis with cities and counties. In addition, Sourcewell has a great working relationship with Lake County Service Cooperative and has worked with many local unites of government in their service area. Sourcewell can assist with:

- Zoning reviews (variances, conditional use permits)
- Permitting
- County feedlot services
- Public engagement
- Ordinance reviews/amendments
- Project/city planning
- Plat and subdivision reviews
- Park, trail, and open space plans
- Community engagement
- Downtown plans
- Comprehensive planning
- Mapping services
- More at request



At Sourcewell, our mission is to build valued relationships and deliver innovative solutions with integrity, exceeding the expectations of our members.

Sourcewell currently provides community development services, specifically zoning administration for the following communities: Crosby, Deerwood, Emily, Fifty Lakes, Garrison, Jenkins, Pequot Lakes, Trommald, Manhattan Beach, Wahkon, Isle, Sebeka, Genola, Osakis, Little Falls, Fergus Falls, Sartell, Onamia, Buckman, Ironton, Remer, Pine River, Ottertail, Brainerd, Lake Shore, Battle Lake, Osakis, and Crow Wing Township.

EXAMPLE COMPREHENSIVE PLAN PROJECTS

CITY OF BRAINERD:

Our Planning and Zoning team assisted the City of Brainerd in a Comprehensive Plan update. This project was an all-inclusive, storytelling, and robust project that captured the vision of its residents. Sourcewell worked with community stakeholders and staff in capturing the voices, personalities, and spirit of its residents. A detailed community engagement plan was developed to identify stakeholders throughout the community.

CITY OF BREEZY POINT:

Sourcewell assisted the City of Breezy Point in updating their Comprehensive Plan update. Our planning team facilitated eight steering committee meetings and one open house. Our team assisted the steering committee through the goal and strategy development phase and redrafted all goals and strategies for each plan element. Detailed and illustrative demographic and socioeconomic data was incorporated throughout the document. Page layouts, photos, and other techniques were incorporated to make the document a user-friendly resource for the public.

CITY OF ISLE:

With a diverse, thirteen-member steering committee, our planning team guided, led, and mentored the team through the process of developing the city's first Comprehensive Plan. Our outreach efforts reached over 100 people, with additional public input gathered at city sponsored events in this smaller sized town. We integrated online surveys to ensure that we engage in the second half of the community – the snowbirds and seasonal. This was done to ensure the goals and strategies prepared for the plan were meeting the goals of the community voices, since this was the first time this type of long-range planning was conducted in the city. Our end goal was to ensure the document was a concise, efficient, and easy to read document that the community can enjoy and easily access through the city's website.

CITY OF STAPLES:

The City of Staples was interested in an interactive and user-friendly product. Our planning staff worked to provide three end deliverables 1) a coffee table book 2) enticing website content 3) a found, hard copy document. Sense of place, healthy communities, and quality of life were the leading emerging elements that were integrated into their long-range planning efforts. This project is a great example of a partnership, where our staff will merge with the City's staff, County staff, and boundless community groups and organizations.

CITY OF FRAZEE:

Sourcewell worked with the City of Frazee to re-design and update their existing Comprehensive Plan document. The Planning Commission and City Council choose Sourcewell to perform a Comprehensive Plan update that focused on characteristics the community wanted to maintain along with identifying where change was desired. The plan identified key action items that created a task oriented and user-friendly document for their community to obtain their desired vision.

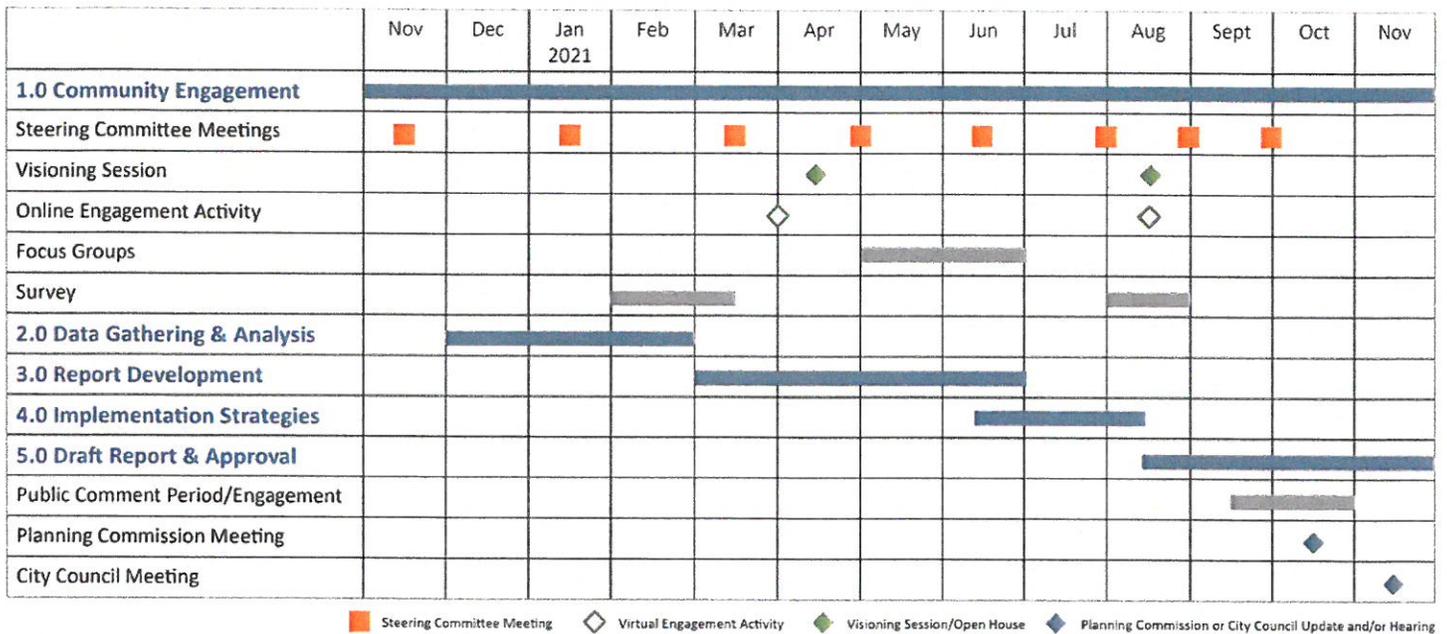
In addition to these highlighted plans, our planning team has completed Comprehensive Plans for the cities of Crosslake, Fifty Lakes, Jenkins, Osakis, and Crow Wing Township.

PERIOD OF PERFORMANCE

Sourcewell will work with the City of Pelican Rapids to determine when services are available. It is assumed the planning process could begin in November of 2020. If there is a different timeline the city prefers, please notify Sourcewell, and we will accommodate your needs. We expect that the Comprehensive Plan update will take approximately 12 months.

TIMELINE

The project timeline is fluid at this state and will be reconfigured in collaboration with the City of Pelican Rapids staff and leadership upon approval. It's assumed that this project will take approximately one year to complete but advise the city that sometimes projects take longer. The progress of the plan depends on the contribution and participation of the many stakeholders who are involved. Our project managers take the necessary steps and actions to progress the partners forward in a timely manner.



STAFF EXPERTISE

This project will be facilitated and led by a team of Community Development Administrators at Sourcewell. Our team is comprised of a myriad of planning expertise. Our focus areas collectively contribute to the overall process and deliverables. Our project team will ultimately report to the City of Pelican Rapids administration staff, with the assumption that this Comprehensive Plan will be overseen by the Planning Commission. Below are brief staff resumes that illustrate our expertise and backgrounds. We are happy to provide more information on our qualifications at your request.

Sourcewell's Community Development Team



Jake Huebsch | **COMMUNITY DEVELOPMENT** | Project Leader

Jake joined Sourcewell in April of 2018 and works with communities for both Planning and Zoning. Prior to his work at Sourcewell, Jake served as the Transit Director for Wadena County Friendly Rider, Transportation Planner with the City of Mankato, and Planner with the Region Five Development Commission. He brings nearly ten years' experience working with local units of government including city, county, state and regional entities. Jake holds a Bachelor of Arts Degree and Bachelor of Science Degree from St. Cloud State University.

My favorite part of working with communities is being able to share examples of successful project implementation, lessons learned, and using previous work history to provide new ideas and perspective for the community.

Ashley Kaisershot, ASLA | **COMMUNITY DEVELOPMENT**

Ashley has diverse project experience working alongside communities with their long-range planning needs. At Sourcewell, she works on various planning projects including comprehensive plans, park, trail and open space plans, downtown vision plans, and assists with strategic planning. She helps lead communities through the beginning of a planning process to implementation, specializing in community engagement, research, and visioning processes. Ashley is a graduate of North Dakota State University with her Bachelor's in Landscape Architecture and Environmental Design and is working towards a Masters in Community Development.



My favorite part of working with communities is being able to help craft a scalable action plan that becomes a powerful tool for each entity to problem solve. I love watching the volunteers grow in their leadership journey and commitment to their communities.



Justin Burslie | **COMMUNITY DEVELOPMENT**

Justin brings over ten years of planning and zoning experience to Sourcewell. He primarily serves as zoning administrator for several small to medium sized cities and townships in central Minnesota. Justin regularly spends time in communities performing zoning administration tasks and duties including permitting, report preparation/presentation and ordinance enforcement. He earned his Bachelor of Science Degree in Geography with an emphasis on Community and Urban Development from the University of North Dakota.

My favorite part of working with communities is assisting local units of government identify a "vision" and creating and implementing plans and ordinances to achieve their long-range goals.

Darrin Welle | **COMMUNITY DEVELOPMENT**

Darrin joined Sourcewell in July of 2016. At Sourcewell, he does day to day zoning consulting as well as helping with long range planning efforts. Prior to his work at Sourcewell, he served as the Assistant Zoning Administrator and Feedlot Specialist for Morrison County. He brings nine years' experience working with local units of government including city, township, county, and state entities. Darrin holds a Bachelor of Science Degree, with a minor in GIS, from St. Cloud State University.



My favorite part of working with communities is being able to help them envision a plan and craft ideas that help the community move in the direction they desire.



Nate Keller | COMMUNITY DEVELOPMENT

Nate works with communities on day to day Zoning Administration, along with a variety of long-range planning and special projects. Prior to Sourcewell, he worked in local government for over six years including working as City Planner for the City of Sartell. He has diverse experience and skills in many areas of Community Development, with strong emphasis on community outreach, grant writing, long range planning and zoning administration. Nate holds a Bachelor of Arts in Community Development and Planning from St. Cloud State University.

My favorite part of working with communities is meeting with, listening to, and helping implement the vision and ideas the residents have for their community. Helping a project go from concept, to plan, to implementation is exciting!

Amy Warnberg | COMMUNITY DEVELOPMENT

Amy has planning experience working with state entities, counties, townships, cities and lake associations on a variety of water planning efforts. She has experience in GIS analysis, plan implementation, and goal prioritization. At Sourcewell, she assists on the development, design, and editing for long range planning projects. She is a graduate of Bemidji State University with her Bachelor's in Environmental Studies and an emphasis in Policy and Planning.



My favorite part of working on a plan is looking into the natural history of an area and learning how it shaped the development that occurred.



Amanda Peterson | COMMUNITY DEVELOPMENT

Amanda joined the team at Sourcewell in 2020. She has 15 years of administrative experience that includes environmental services, public land management and property valuation and classification for local government, as well as healthcare. Amanda provides on-site support to the Community Solutions team by coordinating workshops and meetings and completing clerical duties.

My favorite part of working with communities is assisting with the broad array of programs and services we offer our communities and members. Every day is different.

Mitch McCallson | MARKETING

Mitchell is the Multi-Media Production Coordinator at Sourcewell. He is fresh onto the media scene with about 5 years of photo and video experience, straight out of college. Mitchell collaborates with Jeremy and utilizes teamwork to capture breathtaking images (both still and moving) to help showcase the communities we serve.

My favorite part of working with communities is getting to interview residents to learn what they love most about where they live.



Jeremy Doyle | MARKETING

Jeremy has worked in video production and photography for over 20 years. As part of the Sourcewell Marketing department, he helps tell the stories of the communities they serve. You can routinely find Jeremy running around with a camera in hand. In the rare occasion that you don't see him holding a camera, look to the skies since he is also a licensed UAS pilot and loves aerial photography.

My favorite part of working with communities is being able to capture not only their physical beauty, but the spirit of the people who create them.

PROJECT APPROACH

Our team of Community Development Administrators approach each Comprehensive Plan with an approach that helps leverage community input to craft an interconnected and strategic document. Project management is a pivotal practice in Sourcewell's program delivery. Our project leaders will monitor the project schedule, communicate with City staff and leaders, distribute progress reports, and provide oversight to the work being completed as a part of every project phase. The five phases below are essential to our approach to comprehensive planning:



Phase 1: Community Engagement

Our team considers community participation **essential** to a successful Comprehensive Plan. We will develop a Community Engagement Plan (CEP) that incorporates effective and innovative practices and techniques to collect input from a broad cross-section of the community and inform on the plan recommendations. This plan will also identify a schedule for outreach efforts in relation to the other phases of the project. Our goal is to ***collaborate with and involve stakeholders to ensure that aspirations are consistently understood and considered. We also seek to ensure that community concerns and aspirations are directly reflected in the plan.***

The CEP will encourage input and involvement throughout the entirety of the Comprehensive Plan project duration. Participation from residents, the business community, agencies, organizations, area stakeholders, and officials is a requirement throughout the planning process. Numerous techniques will be required to engage with the public. These methods include online surveys, online mapping, passive displays, focus groups, pop up events, community visioning sessions, among others.

A steering committee will be developed to serve as leaders of the Comprehensive Plan update process. These members represent the local business community, citizens at large, change-makers, Pelican Rapids staff, Council member(s), Planning Commission member(s), and area stakeholders. The role of the steering committee is to build consensus and support

regarding the various topics, approaches, and policies outlined in the Comprehensive Plan project.

We believe in an all-inclusive project plan and will rely on the steering committee to assist us in our outreach efforts. Community engagement is about listening, building trust, building capacity, and arriving at consensus. Through virtual and in-person means, we'll work to gather vital input that will form the foundation of the plan.



Phase 2: Data Gathering and Analysis

An assessment of existing conditions is an important part of a long-range planning process. This assessment gives us the opportunity to understand the existing constraints and patterns that impact growth and development. This phase will evaluate demographic, economic, and housing data from a variety of sources to help identify trends that have occurred in recent years. This research effort will also identify future projections, leveraging existing data from regional reports. Data will be collected, and an analysis will be performed in several areas: housing, economic characteristics, demographics, land use, and transportation.

This phase will also include the development of a variety of base maps, leveraging GIS data from Otter Tail County and the State of Minnesota. A variety of base maps will be constructed for plan elements around transportation, parks, natural resources, publicly owned land, land use, and other built and natural features.



Phase 3: Report Development

The report development phase is a robust portion of the plan's development. This is the phase where the vision and guiding principles are created, and a concise set of goals and policies are formulated to help advance the community's vision for the future. The goals will be influenced by the existing content in the current plan yet will rely heavily on community input and steering committee guidance. The committee will carefully review and perfect the goals of each plan element, ensuring they complement each chapter. Goals and policies will evolve throughout the planning process and will eventually serve as the foundation of the implementation chapter. Goals and policies will be developed for each plan element: land use, housing, transportation, parks and open space, natural resources, economic development, infrastructure and community facilities, as well as those contemporary topics that are identified during public outreach.



Phase 4: Implementation Strategies

This phase includes the development of a specific set of recommendations that will help to transform the plan's content into action. These action steps will relate to the goals and policies formulated in each planning element. This section will also include general summaries of recommendations. Our project team, through the entirety of the project, will be analyzing and assessing the barriers that the city faces that have limited you in your ability to implement past plans. Some of these barriers can be around policies, regulations, involvement, or conditions. We will work with City staff, stakeholders, elected leaders, and the

public to formulate actions to help you launch the initiatives, policies, programs, and projects identified in the plan. Each action will be developed to help you move through barriers, and the aim is to formulate clear statements that identify the "who", "what", and "when". The implementation plan will prioritize the actions into short, medium, and long-range directives. In addition, a layer of priority identification can also be added, marking each item with low, medium, and high. Our team will also help to identify the responsible entity that will be charged with carrying out the task. Our planning team believes that a successful implementation chapter is the key to keeping comprehensive plans off the shelf, launching our communities into action!



Phase 5: Draft Report and Approval

Our planning team will author and prepare a draft and final report for City staff, leaders, stakeholders, steering committee, and the public to review. We strive for a well-organized, illustrative report that is eye catching and reflects the spirit of the community. The report will include a multitude of maps and graphics to clearly articulate and share the most relevant findings and recommendations. The review and comment portion of this phase is an integral piece of the planning process, one that our team enjoys.

During this phase, our project leaders will assist the city in the adoption of the plan. We will help City staff with proper notices, timelines, agendas, resolutions, and presentations that come with adopting a new Comprehensive Plan.

SCOPE OF WORK

Sourcewell shall provide the Services and Deliverable(s) as follows:

1. With the assistance of City staff, develop a steering committee (SC) and facilitate all SC meetings.
2. Develop a Community Engagement Plan (CEP) to provide the framework on how we will connect with stakeholders in the community.
3. Develop outreach materials such as graphics, boards, data analysis, and survey content. Prepare marketing materials, invitations, and website content for the public input portion of the project.
4. Coordinate and facilitate a variety of internal and external meetings in partnership with City staff:
 - a. General workshops/open houses (2)
 - b. Online engagement opportunities (4)
 - c. Meetings with steering committee (up to 8)
 - d. Planning Commission final presentation (1)
 - e. City Council final presentation (1)
5. Analyze demographic and socioeconomic data from a variety of local, state, and federal sources to analyze patterns and identify trends impacting residents.
6. Review, update, and analyze the contents of the existing plan, including maps, demographics, and text and identify inconsistencies and outdated and redundant information.
7. Review all existing studies, plans, and applicable documents to assist in drafting goals and strategies that are supported by the information located in the existing studies. **Ensure internal and external consistency with stakeholders and groups.**
8. Develop content that reflects the past changes, future trends, and desired vision of the city.
9. We propose the following list of topics to be discussed and evaluated: land use, housing, transportation, economic development, parks and open spaces, natural resources, infrastructure, community facilities, and other pertinent topics that emerge during the engagement process.
10. Develop concise goals and strategies for each chapter.
11. Develop a list of actions and implementation measures to accomplish the goals and strategies of the plan.
12. Design the Comprehensive Plan document, develop the format and layout, produce high-quality illustrations and graphics.
13. Lead and support the city in the public review and comment period.
14. Lead and support City staff in the presentation and amendment process to the Planning Commission and City Council.
15. Develop final deliverables:
 - a. **Website content:** Our team will work with City staff to provide graphics, charts, maps, and supporting imagery for this interactive online version. Our planning team highly recommends an online interactive version be accessible to the public.
 - b. **Comprehensive Plan Document:** This document will contain all maps, imagery, narratives, chapters, goals and strategies, and community engagement plan. This version will be approved by the City Council through a resolution and will be located in City Hall after its final adoption for the community to access.

MAPPING SERVICES

Our planning team will work with City staff to provide the maps necessary for the completion of the Comprehensive Plan update. Sourcewell has the expertise and resources available to provide these services in partner with applicable agencies. Possible avenues and partnerships with the city should be evaluated to ensure effective and efficient use of resources.

IN-KIND SERVICES: COMMUNITY VIDEO

As a service to our region, Sourcewell will provide a city, place-based video that celebrates the sense of community that is instilled in your residents, your parks, your natural resources, and ingrained in Pelican Rapids. Our team will interview residents during our outreach efforts and will capture their story in a video. This video can be placed on the city's website to assist in promotional and branding campaigns; it can also serve as a welcome message to new residents.

(*) Additional Services: Additional Services at the Request of Pelican Rapids

Fee Schedule

This engagement will be conducted on an hourly basis but not to exceed fee benefitting Pelican Rapids.

Sourcewell will provide hourly resources based on the negotiated terms of the developed contract. Hourly rates may include “in-kind” hours to meet the budgetary needs of Pelican Rapids.

Item Description	Number of Billable Hours at \$75/hour	Anticipated Number of In-Kind Hours	Total
Steering Committee Meetings and Coordination	30	10	40
Data Gathering and Analysis	20	10	30
Public Engagement	40	10	50
Plan Vision Components	10	10	20
Implementation Components	20	10	30
Report Development	50	20	70
Report Adoption	20	10	30
Project Management and Coordination	20	10	30
Travel /Mileage (In-kind)		80	80
City Video (In-kind)		40	40
Total	210	210	420
City of Pelican Rapids (fee not to exceed)	\$15,750	-	-

Bill To Address	Bill From Address	Contract Cost Maximum
315 North Broadway Pelican Rapids, MN 56572	202 12th Street NE Staples MN 56479	Not to Exceed \$15,750

Proposal Acceptance

IN WITNESS WHEREOF, the parties hereto have caused this proposal to be accepted as of the _____ (day), _____ (month) and _____ (year) first written above. A Sourcewell Shared Services Agreement will follow.

City of Pelican Rapids

Sourcewell

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



202 12th Street NE | P.O. Box 219 | Staples, MN 56479 | 888-894-1930 | www.sourcewell-mn.gov



PELICAN RAPIDS

POLICE DEPARTMENT

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

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MONTHLY REPORT JUNE 2020

HOURS: Full-Time: 800
Part-Time: 115

MILES DRIVEN: Patrol Vehicle 103— 118
Patrol Vehicle 102--1367
Patrol Vehicle 101-- 1841
Total: 3326

CFS'S: 114
ASSISTS: OTC SO-11 OTHER AGENCY--0
MSP--0

ARRESTS: 5 TICKETS ISSUED: 18 DUI: 3

FINES: \$386.63 SNOW EMERGENCY:
PARKING WARNINGS:
VEHICLE(S) TOWED:

TRAINING/CLASS/OTHER: COVID-19 Meetings
Meetings for Protest

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
Warnings- Other	25	29	19	5	65	7							150	103
Warning Snow Removal													0	
Warrants		2		1	1								4	26
Weather Warning													0	
Welfare Check	3	2	2	1	1	3							12	32
TOTAL	162	157	119	73	146	114	0	0	0	0	0	0	771	1823

APPLICATION FOR PAYMENT NO. 2
Itemized Progress Summary
 Apex Project No. 18.189.0065

Application for Payment Date: 7/7/2020
 Application for Payment Period: 5/26/2020 through 7/2/2020

Bid Item No.	Item Description	Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)		
		Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item (\$)								
BID:													
1	2021.501 MOBILIZATION	1	LS	\$14,400.00	\$14,400.00	1.00	\$14,400.00		\$14,400.00	100.0%	\$0.00		
2	2104.502 SALVAGE SIGN TYPE C	1	EA	\$30.00	\$30.00		\$0.00		\$0.00		\$30.00		
3	2104.502 SALVAGE MAIL BOX SUPPORT	1	EA	\$50.00	\$50.00		\$0.00		\$0.00		\$50.00		
4	2104.503 REMOVE PIPE CULVERT	133	LF	\$7.00	\$931.00	68.00	\$476.00		\$476.00	51.1%	\$455.00		
5	2104.503 REMOVE WATER MAIN	6	LF	\$20.00	\$120.00		\$0.00		\$0.00		\$120.00		
6	2104.504 REMOVE BITUMINOUS PAVEMENT	167	SY	\$10.00	\$1,670.00	167.00	\$1,670.00		\$1,670.00	100.0%	\$0.00		
7	2101.524 CLEARING	8	TREE	\$250.00	\$2,000.00	7.00	\$1,750.00		\$1,750.00	87.5%	\$250.00		
8	2101.524 GRUBBING	8	TREE	\$150.00	\$1,200.00	7.00	\$1,050.00		\$1,050.00	87.5%	\$150.00		
9	2105.504 GEOTEXTILE FABRIC TYPE 4	16	SY	\$2.00	\$32.00		\$0.00		\$0.00		\$32.00		
10	2105.504 GEOTEXTILE FABRIC TYPE 5	2,270	SY	\$2.00	\$4,540.00	2,270.00	\$4,540.00		\$4,540.00	100.0%	\$0.00		
11	2105.507 COMMON EXCAVATION	2,320	CY	\$15.75	\$36,540.00	2,320.00	\$36,540.00		\$36,540.00	100.0%	\$0.00		
12	2105.507 SELECT GRANULAR BORROW (CV)	1,141	CY	\$16.35	\$18,655.35	1,141.00	\$18,655.35		\$18,655.35	100.0%	\$0.00		
13	2118.509 AGGREGATE SURFACING CLASS 5 (CV)	83	CY	\$65.00	\$5,395.00	23.00	\$1,495.00		\$1,495.00	27.7%	\$3,900.00		
14	2211.507 AGGREGATE BASE (CV) CLASS 5 (P)	570	CY	\$47.55	\$27,103.50	570.00	\$27,103.50		\$27,103.50	100.0%	\$0.00		
15	2380.504 TYPE SP 9.5 WEARING COURSE MIX (3,C) 1.5" THICK	2,028	SY	\$7.76	\$15,737.28	121.00	\$938.96		\$938.96	6.0%	\$14,798.32		
16	2380.504 TYPE SP 12.5 NON-WEARING COURSE MIX (3,C) 2" THICK	2,028	SY	\$10.00	\$20,280.00	1,121.00	\$11,210.00		\$11,210.00	55.3%	\$9,070.00		
17	2501.502 18" CS SAFETY APRON	6	EA	\$386.00	\$2,316.00	2.00	\$772.00		\$772.00	33.3%	\$1,544.00		
18	2501.502 12" RC PIPE APRON	1	EA	\$773.75	\$773.75	1.00	\$773.75		\$773.75	100.0%	\$0.00		
19	2501.503 18" CS PIPE CULVERT	148	LF	\$49.70	\$7,355.60	90.00	\$4,473.00		\$4,473.00	60.8%	\$2,882.60		
20	2502.503 4" PERFORATED PE PIPE DRAIN	345	LF	\$6.35	\$2,190.75	344.00	\$2,184.40		\$2,184.40	99.7%	\$6.35		
21	2503.503 12" RC PIPE SEWER CLASS III	74	LF	\$59.60	\$4,410.40	80.00	\$4,768.00		\$4,768.00	108.1%	(\$357.60)		
22	2506.502 CONSTRUCT DRAINAGE STRUCTURE DESIGN G	2	EA	\$6,810.00	\$13,620.00	2.00	\$13,620.00		\$13,620.00	100.0%	\$0.00		
23	2506.502 CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007-48	3	EA	\$7,943.00	\$23,829.00	3.00	\$23,829.00		\$23,829.00	100.0%	\$0.00		
24	2506.602 CONNECT INTO EXISTING MANHOLE (SANITARY)	1	EA	\$750.00	\$750.00	1.00	\$750.00		\$750.00	100.0%	\$0.00		
25	2554.503 PERMANENT BARRICADES	24	LF	\$60.00	\$1,440.00		\$0.00		\$0.00		\$1,440.00		
26	2511.507 RANDOM RIPRAP CLASS III	8	CY	\$95.26	\$762.08		\$0.00		\$0.00		\$762.08		
27	2531.503 CONCRETE CURB & GUTTER DESIGN D418	892	LF	\$23.73	\$21,167.16	900.00	\$21,357.00		\$21,357.00	100.9%	(\$189.84)		
28	2540.602 RELOCATE MAIL BOX SUPPORT	1	EA	\$230.00	\$230.00		\$0.00		\$0.00		\$230.00		
29	2563.601 TRAFFIC CONTROL	1	LS	\$10,000.00	\$10,000.00	0.75	\$7,500.00		\$7,500.00	75.0%	\$2,500.00		
30	2564.502 INSTALL SIGN TYPE C	1	EA	\$100.00	\$100.00		\$0.00		\$0.00		\$100.00		
31	2564.518 SIGN PANELS TYPE C (WITH POSTS)	13.75	SF	\$81.10	\$1,115.13		\$0.00		\$0.00		\$1,115.13		
32	2573.501 STORM DRAIN INLET PROTECTION	1	LS	\$500.00	\$500.00		\$0.00		\$0.00		\$500.00		
33	2573.501 STABILIZED CONSTRUCTION EXIT	1	LS	\$950.00	\$950.00		\$0.00		\$0.00		\$950.00		
34	2573.503 SILT FENCE, TYPE MS	742	LF	\$3.50	\$2,597.00	723.00	\$2,530.50		\$2,530.50	97.4%	\$66.50		
35	2573.601 TEMPORARY EROSION CONTROL	1	LS	\$2,500.00	\$2,500.00	0.75	\$1,875.00		\$1,875.00	75.0%	\$625.00		
36	2574.507 COMMON TOPSOIL BORROW	523	CY	\$20.00	\$10,460.00		\$0.00		\$0.00		\$10,460.00		
37	2575.501 TURF ESTABLISHMENT	1	LS	\$12,000.00	\$12,000.00		\$0.00		\$0.00		\$12,000.00		
38	02600 TEMPORARY WATER SERVICE	1	LS	\$1,500.00	\$1,500.00		\$0.00		\$0.00		\$1,500.00		
39	02600 DUCTILE IRON FITTINGS	8	EA	\$575.00	\$4,600.00	8.00	\$4,600.00		\$4,600.00	100.0%	\$0.00		
40	02600 6" PVC WATERMAIN	76	LF	\$35.00	\$2,660.00	38.00	\$1,330.00		\$1,330.00	50.0%	\$1,330.00		
41	02600 8" PVC WATERMAIN	762	LF	\$47.70	\$36,347.40	1,071.00	\$51,086.70		\$51,086.70	140.6%	(\$14,739.30)		
42	02600 8" PVC WATERMAIN (DIRECTIONAL DRILLED)	286	LF	\$122.00	\$34,892.00		\$0.00		\$0.00		\$34,892.00		
43	02600 6" GATE VALVE & BOX	4	EA	\$1,666.00	\$7,464.00	3.00	\$5,598.00		\$5,598.00	75.0%	\$1,866.00		
44	02600 8" GATE VALVE & BOX	5	EA	\$2,560.00	\$12,800.00	5.00	\$12,800.00		\$12,800.00	100.0%	\$0.00		
45	02600 HYDRANT	3	EA	\$6,515.00	\$19,545.00	3.00	\$19,545.00		\$19,545.00	100.0%	\$0.00		
46	02600 8" SADDLE	4	EA	\$227.50	\$910.00	4.00	\$910.00		\$910.00	100.0%	\$0.00		
47	02600 1" CORPORATION STOP	2	EA	\$191.15	\$382.30	2.00	\$382.30		\$382.30	100.0%	\$0.00		
48	02600 1.5" CORPORATION STOP	1	EA	\$372.35	\$372.35	1.00	\$372.35		\$372.35	100.0%	\$0.00		
49	02600 2" CORPORATION STOP	1	EA	\$528.85	\$528.85	1.00	\$528.85		\$528.85	100.0%	\$0.00		
50	02600 1" CURB STOP & BOX	2	EA	\$922.90	\$1,845.80	2.00	\$1,845.80		\$1,845.80	100.0%	\$0.00		
51	02600 1.5" CURB STOP & BOX	3	EA	\$1,327.10	\$3,981.30	3.00	\$3,981.30		\$3,981.30	100.0%	\$0.00		
52	02600 1" TYPE PE PIPE	90	LF	\$15.00	\$1,350.00	92.00	\$1,380.00		\$1,380.00	102.2%	(\$30.00)		
53	02600 1.5" TYPE PE PIPE	30	LF	\$30.00	\$900.00	37.00	\$1,110.00		\$1,110.00	123.3%	(\$210.00)		
54	02600 1.5" TYPE PE PIPE (T.H. 108 - DIRECTIONAL DRILLED OR OPEN CUT)	116	LF	\$40.00	\$4,640.00	116.00	\$4,640.00		\$4,640.00	100.0%	\$0.00		
55	02600 2" TYPE PE PIPE (T.H. 108 - DIRECTIONAL DRILLED OR OPEN CUT)	62	LF	\$60.00	\$3,720.00	62.00	\$3,720.00		\$3,720.00	100.0%	\$0.00		
56	02600 4" THICK POLYSTYRENE INSULATION	11	SY	\$35.00	\$385.00	7.00	\$245.00		\$245.00	63.6%	\$140.00		
57	02650 18" HDPE CASING PIPE (DIRECTIONAL DRILLED)	78	LF	\$405.00	\$31,590.00	78.00	\$31,590.00		\$31,590.00	100.0%	\$0.00		
58	02650 20" HDPE CASING PIPE (DIRECTIONAL DRILLED)	100	LF	\$54.00	\$5,400.00	100.00	\$5,400.00		\$5,400.00	100.0%	\$0.00		
59	02700 4" PVC PIPE SEWER	96	LF	\$20.00	\$1,920.00	98.00	\$1,960.00		\$1,960.00	102.1%	(\$40.00)		
60	02700 6" PVC PIPE SEWER	44	LF	\$30.00	\$1,320.00		\$0.00		\$0.00		\$1,320.00		
61	02700 8" PVC PIPE SEWER (T.H. 108 - DIRECTIONAL DRILLED OR OPEN CUT)	228	LF	\$158.00	\$36,024.00	225.00	\$35,550.00		\$35,550.00	98.7%	\$474.00		
62	02700 10" PVC PIPE SEWER	982	LF	\$65.00	\$63,830.00	1,003.00	\$65,195.00		\$65,195.00	102.1%	(\$1,365.00)		
63	02701 6" X 4" PVC WYE	2	EA	\$450.00	\$900.00	2.00	\$900.00		\$900.00	100.0%	\$0.00		
64	02701 10" X 4" PVC WYE	3	EA	\$715.00	\$2,145.00	3.00	\$2,145.00		\$2,145.00	100.0%	\$0.00		
65	02700 10" X 6" PVC WYE	2	EA	\$775.00	\$1,550.00	1.00	\$775.00		\$775.00	50.0%	\$775.00		
66	02700 4" CLEANOUT ASSEMBLY	5	EA	\$540.00	\$2,700.00	5.00	\$2,700.00		\$2,700.00	100.0%	\$0.00		
67	02700 6" CLEANOUT ASSEMBLY	3	EA	\$750.00	\$2,250.00	2.00	\$1,500.00		\$1,500.00	66.7%	\$750.00		
68	02739 SEWER INSPECTION	982	LF	\$2.00	\$1,964.00		\$0.00		\$0.00		\$1,964.00		
SUBTOTAL BASE BID:							\$606,466.00		\$514,281.76	\$0.00	\$514,281.76	84.8%	\$92,186.23

CITY OF PELICAN RAPIDS PROCLAMATION AND DECLARATION OF EMERGENCY

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are thirty-five known cases of COVID-19 in Minnesota, including cases in Dakota County; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, as of March 16, 2020 the World Health Organization Situation Report confirmed a total of 164,837 cases of COVID-19 in over 146 countries, including 6,470 deaths; and as of March 15, 2020, a total of 35 cases of COVID-19 have been reported in Minnesota; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the City of Pelican Rapids Emergency Management Team has been working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, local cases will trigger a more aggressive public health response and are predicted to impact residents of Pelican Rapids and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

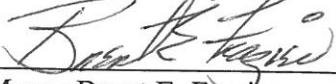
WHEREAS, the City Administrator and Emergency Management Team find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the City Administrator and Emergency Management Team find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Pelican Rapids, and additional resources will be needed from county, state and federal sources.

NOW, THEREFORE, MAYOR BRENT E. FRAZIER OF THE CITY OF PELICAN RAPIDS PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:

1. Under the authority given by Minnesota Statutes, Section 12.29, declares that a local emergency exists within the City of Pelican Rapids, effective March 20, 2020, and that it is in the best interest of the citizens of Pelican Rapids to invoke all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12, and further proclaim that such emergency constitutes a declared emergency .
2. Directs City Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Pelican Rapids.
3. Directs all City departments and offices to operate and support the response to this incident, under the direction and coordination of the Emergency Management Team , including implementing new employee protocols, strategies, and processes to ensure that public services are maintained.
4. Directs the City's Emergency Management Team and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Otter Tail County, the State of Minnesota, and the Federal government, as needed.
5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, Economic Development Authority and other advisory commissions of the City of Pelican Rapids are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, Economic Development Authority, and other advisory commissions of the City may be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, Economic Development Authority, and other advisory commission to resume in-person meetings.
6. Requests that the City Council consent to this Declaration of Emergency pursuant to Minnesota Statutes, Section 12.29, subd. 1, which shall be effective immediately and remain in effect until its termination is proclaimed by the City Council.
7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Clerk in the Office of the City Clerk.

Dated this 20th day of March, 2020



Mayor Brent E. Frazier

RESOLUTION # 2020-11
CONFIRMING PROCLAMATION AND DECLARATION OF EMERGENCY

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are thirty-five known cases of COVID-19 in Minnesota, including cases in Dakota County; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, as of March 16, 2020 the World Health Organization Situation Report confirmed a total of 164,837 cases of COVID-19 in over 146 countries, including 6,470 deaths; and as of March 15, 2020, a total of 35 cases of COVID-19 have been reported in Minnesota; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the City of Pelican Rapids’ Emergency Management Team has been working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, local cases will trigger a more aggressive public health response and are predicted to impact residents of Pelican Rapids and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

WHEREAS, the City Administrator and Emergency Management Team find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the City Administrator and Emergency Management Team find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Pelican Rapids, and additional resources will be needed from county, state and federal sources.

WHEREAS, Under the authority given by Minnesota Statutes, Section 12.29, Mayor Brent E. Frazier declares that a local emergency exists within the City of Pelican Rapids, effective March 20, 2020, and that it is in the best interest of the citizens of Pelican Rapids to invoke all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12 , and further proclaims that such emergency constitutes a declared emergency.

WHEREAS, said City Council does hereby find that the aforesaid conditions warrant and necessitate the Mayor's Proclamation and Declaration of Emergency dated March 20, 2020.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, DECLARED AND ORDERED that said local emergency shall be deemed to exist and the Mayor's Proclamation and Declaration of Emergency dated March 20, 2020 is approved until its termination is proclaimed by the City Council of the City of Pelican Rapids, Minnesota.

The above and foregoing resolution was offered at a regular meeting of the City Council held on the 20th day of March 2020, by Council Member Markgraf who moved its adoption, was seconded by Council Member Ballard and adopted by the following vote:

AYES: Ballard, Markgraf, Foster Frazier
NAYS: none
ABSENT: Strand

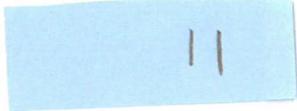
Whereupon the above resolution was duly adopted.

ATTEST:

Danielle Hartman
City Clerk

ADOPTED:

Brent E. Frazier
Mayor



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

1. Approval of the agenda
2. Approval of the June Minutes
3. Approval of the bills (Curt)
4. Financial reports: (Annie)
5. Friends Update:
6. Foundations Report
7. Director's Report:
 - a. Request to change meeting day for the remaining of the year.
8. Roofing Committee Report
 - a. Leaks
 - b. Possible closing to construction
9. Chairman's discussion
 - a. Comments
10. July 6, 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
June 1, 2020

Present: David, Wayne R, Annie, Sue, Kevin Ballard, Cheryl B

1. Meeting called to order by Wayne R @ 6 pm.
2. Approval of Agenda: Motion by Sue, second by David to approve Agenda. Passed Unanimously
3. Approval of May Minutes: Motion by Cheryl, second by Sue to approve May minutes. Passed Unanimously.
4. Approval of Bills (Wayne): Motion by Sue, second by Cheryl to approve the bill listing without change. Passed Unanimously.
5. Financial Report:
6. Friends Update:
7. Director's Report:
8. Roofing Committee: Discussion centered on the timeline for the start and expected completion. The Board listened to Annie's concern about traffic flow and usable entrances and exits once the project began. The question was raised about the anticipated opening date of the Library in light of the fact that parts of the State were gradually reopening, including libraries, with some limitations. Annie provided some likely scenarios to the Board what the Library would look like in terms of flow from entry to exit. A motion was introduced by Gottenborg reconvene in two weeks at the Library, 6 pm to consider options (authored by Annie) about reopening and a timetable, Cheryl seconded and the motion passed unanimously. In the meantime, the Library would remain closed during the initial phases of replacing the roof due to concerns about traffic flow under and around scaffolding.
9. Chairman's discussion:
Submitted by Gottenborg

Library Board Meeting
June 15, 2020. 6 pm
Levorsen Meeting Pelican Rapids Public Library

David, Wayne R., Cheryl B., Kevin Ballard

Annie provided two options (see attached) for the Board to consider. Motion by Gottenborg, second by Cheryl to accept – option 2 – proposed schedule for patron readmission to the building, beginning June 29, bathrooms would be closed (off-limits to the public), maximum of 22 occupants in the building, meeting groups, like Rotary, not to exceed 15. Passed Unanimously.

Motion by David, second by Cheryl to adjourn. Passed Unanimously.

Next meeting: July 6, 6pm in the Levorsen meeting room.

Submitted by Gottenborg

June
May 2020

Budget Update

Pelican Rapids Public Library

		Actual YTD	Budet YTD	Budget 2020	Difference
Income					
Beginning balance		\$0.00			
City Funding	34761	\$94,112.50	\$78,425.77	\$188,221.84	\$15,686.73
Non-resident reimbursement	34762	\$11,940.00	\$17,666.67	\$42,400.00	-\$5,726.67
Copies	34763	\$512.91	\$1,416.67	\$3,400.00	-\$903.76
Coffee Bar	34764	\$13.00	\$41.67	\$100.00	-\$28.67
Fines	35103	\$243.70	\$1,458.33	\$3,500.00	-\$1,214.63
Interest	36210	\$511.59	\$0.00		
Donations	34765	\$16,377.00	\$7,166.67	\$17,200.00	\$9,210.33
Legacy Funding	34767	\$60.94	\$0.00		\$60.94
Refunds	34766	\$24.00	\$208.33	\$500.00	-\$184.33
General Fund Transfer	39201	\$0.00	\$0.00		\$0.00
Savings account transfer		\$6,363.12	\$0.00	\$0.00	
Total Income		\$130,158.76	\$106,384.10	\$255,321.84	\$16,899.95
Expenses					
Staff salaries	100	\$70,519.83	\$79,518.42	\$159,036.84	\$8,998.59
Overtime	105		\$0.00		\$0.00
Pension	120	\$5,272.97	\$6,292.50	\$12,585.00	\$1,019.53
FICA	122	\$5,199.15	\$5,000.00	\$10,000.00	-\$199.15
Staff medical insurance	130	\$5,782.89	\$5,500.00	\$11,000.00	-\$282.89
Office supplies	200	\$3,391.49	\$1,500.00	\$3,000.00	-\$1,891.49
Education	208	\$339.89	\$800.00	\$1,600.00	\$460.11
Coffee Bar Supplies	209	\$0.00	\$50.00	\$100.00	\$50.00
Library supplies	210	\$1,158.01	\$650.00	\$1,300.00	-\$508.01
Auditing	301	\$0.00	\$450.00	\$900.00	\$450.00
Legal fees	304	\$0.00	\$100.00	\$200.00	\$100.00
Phone/fax/security	320	\$1,600.04	\$1,550.00	\$3,100.00	-\$50.04
Travel	331	\$58.55	\$200.00	\$400.00	\$141.45
Advertising	340	\$99.00	\$300.00	\$600.00	\$201.00
Building Insurance	360	\$628.00	\$2,500.00	\$5,000.00	\$1,872.00
Utilities	380	\$4,323.97	\$5,250.00	\$10,500.00	\$926.03
Building expenses	401	\$1,897.77	\$4,000.00	\$8,000.00	\$2,102.23
Books	435	\$5,000.98	\$7,500.00	\$15,000.00	\$2,499.02
Audio visual materials	440	\$4,667.72	\$3,000.00	\$6,000.00	-\$1,667.72
Software	445	\$1,131.86	\$500.00	\$1,000.00	-\$631.86
Periodicals	450	\$763.48	\$1,000.00	\$2,000.00	\$236.52
Children's services programming	455	\$148.37	\$350.00	\$700.00	\$201.63
VLS sub./Hot Reads	460	\$0.00	\$0.00		\$0.00
Automations-yearly fees	465	\$0.00	\$1,600.00	\$3,200.00	\$1,600.00
Equipment/Capital Outlay	500	\$19,713.28	\$0.00		
		\$0.00	\$0.00		
Afterschool Programing			\$0.00		
Refunds	470	\$22.99	\$50.00	\$100.00	\$27.01
Savings account			\$0.00		
Operating expenses Total		\$131,720.24	\$42,553.64	\$255,321.84	
Difference		-\$1,561.48	\$63,830.46	\$0.00	\$6,655.37



General information for library during SARS-CoV-2 pandemic

Please note, the following is not a complete list and is subject to change as circumstances continue to evolve.

Below is a brief listing of updates to current services. It will be updated as needed.

Curbside pick-up will continue for the foreseeable future

Patrons will not be required to give us an exact time they will pick up items.

Patrons will call us when they are in the parking lot and be prepared to wait.

Patrons will be served in the order of arrival.

Curbside printing will continue as it has since the library closed to the public.

If meetings are allowed to start, the attendees will be counted in the building count when staff allow patrons in to browse, etc.

Seating will be extremely limited.

We will have pre-bagged dvds, magazines, and other materials for easy shopping.

Staff will only be available for tech support in a socially distant manner, preferably outside.

Toys in the children's area will be removed for the foreseeable future.

Pelican Rapids Public Library Pandemic Response Policy as of 06/02/2020

This policy is to describe the Library's response to COVID-19 pandemic. This policy is divided into stages, based on the Minnesota Governor's "Safely Adjusting the Dials" model. The length of each stage is not determined. Progression from one stage to the next will depend on the guidance from the Minnesota Department of Health and the Governor's Office as well as the Pelican Rapids Library Board and the Pelican Rapids City Council. Should there be a need, Library can revert back to an appropriate stage. As new recommendations and guidelines are released additions and adjustments will be made to this policy.

Stage 1 Stay at home order in place

No gatherings outside of immediate households

- Library closed to the public
- Library staff work from home when able.
 - Provide phone and virtual reference services as needed
 - Staggered work schedules
- All programs and events cancelled
 - Library Board meetings conducted via Zoom
 - Story time online only
- All due dates extended
 - All overdue notices and automated messages suspended
 - Checkout periods for all items to 56 days
 - Suspend all fines for overdue materials
- All Library patron requests suspended
- Delivery stopped
- Materials in the book drop quarantined for minimum of 48 hours before being checked in
 - Frequent handwashing when handling materials
 - Space work stations throughout the building to increase distance.
 - Increased cleaning of work stations.
- Encourage library patrons to access digital collections
- Communicate closure and other pertinent information on the library's social media and in the local newspaper.
 - Display proper signage on doors of the library
- Suspend receiving donations for Annual Used Book Sale
- Share factual information about the pandemic and executive orders on social media

Stage 2 Stay at home order lifted but extensive social distancing required OR Stay at home order still in place, but with relaxed business guidelines

No gatherings of 10 or more people (or "Small Family Gatherings")

- Library closed to the public except for curbside pick-up.
- Library staff increase working in the Library
- Expect staff to wash hands often
 - Adjust schedules to allow for staff distancing, no more than three staff in building at any time.
 - Dedicated keyboard and mouse for each staff member to move between workstations.

- Dedicated work stations for each shift.
- All programs and events cancelled except for those that can be conducted online
- Adjust checkout periods for all items to 28 days, but allow for adjustments as needed
- Patrons allowed to place requests on materials
- Delivery resumed
- Materials in the book drop quarantined for minimum of 24 hours before being checked in
 - Provide gloves for library staff to use when handling materials
 - Encourage handwashing after handling all materials
 - Require handwashing after each patron interaction.
- Order and process new materials
- Provide phone and virtual reference services
- Encourage library patrons to access digital collections
- Communicate closure and other pertinent information on the Library's social media and in the local newspaper
 - Display proper signage on doors of the library
- Plan additional virtual programming on social media
- Suspend receiving donations for Annual Used Book Sale
- Share factual information about the pandemic and executive orders on social media and website
- Provide curbside service with library staff practicing social distancing
 - Contact points sanitized after each patron
- Require all returned materials in outside book drops.
- Keep all doors locked except for staff entrance to allow for quick curbside transactions
- Increased cleaning of high traffic touch areas
- Sanitize all library staff work spaces routinely
- Deep clean building and materials
- Analyze where the most touched surfaces are in the public areas of the library, make adjustments as necessary

Stage 3 Soft Open of the Library, Limited Physical Services

Gatherings of no more than 50 people (or "Places of Worship")

- Library open to public, with extra precautions
 - Require staff to wear masks when in the building
 - Encourage patrons to use hand sanitizer and wear face masks when entering the building
 - Expect staff to wash hands often
 - Enforce all social distancing guidelines for both patrons and staff
 - Identify an entrance only on the northside of the building
 - Identify an exit only on the eastside of the building
 - Reduce and stagger open hours to allow for cleaning and sanitation
 - Continue having curbside pick-up as an option
- Limit number of people allowed in the library to a maximum of twenty (20) at one time to ensure social distancing
- The maximum number includes staff
- Limit public computer use to allow for social distancing first come first serve
 - Keyboards and mice will be quarantined for 24 hours after each use
 - Sanitize desks around computers after each use
 - Study rooms available in accordance with the "study room use during SARS-2-CoV-19"

- Require all returns be placed in outside book drop or basket on circulation desk
- All returned materials quarantined for at least 24 hours before being checked in
- Have patrons scan their own library cards for check-out
- No meeting room reservations
- Continue to offer virtual programming on social media
- Provide outside services with social distancing limitations
- Continue to share factual information about the pandemic and executive orders on social media and website

Stage 4 Library Open

No distancing limits all guidances removed

- Business as usual, all library services provided
- Library open all regular hours
- Library programs scheduled

Questions for the board

1. When do we allow meetings to resume?
2. What compensation will the part time staff when we are forced to quarantine?
3. What compensation will staff, especially part time staff, if they become infected at work?
4. Can we offer computer access during curbside hours during no contact hours?
- 5.

Proposed Schedule for Patron Readmission to the Building. -- Option 1

Monday: 11am-2pm 3 hours
Tuesday: 3pm-7pm 4 hours
Wednesday: Closed
Thursday: 10am-2pm 4 hours
Friday: 2pm-6pm 4 Hours
Saturday: 10am-12pm 2 hours
17 hours

Proposed Schedule for Patron Readmission to the Building – Option 2

Monday: 1pm-7pm 6 hours
Tuesday: Closed
Wednesday: 10 am -2pm 4 hours
Thursday: 2pm-5pm 3 hours
Friday: 2pm – 6pm 4 hours
Saturday: closed
17 hours

*Accepted By PRPL Board
15 June 2020*

Patrons allowed to use the building

All patrons are allowed to use the building as long as they follow the process outlined to enter the library.

There will be no age restrictions.

Patrons are encouraged to wear masks.

Staff are required to wear masks and eye protection.

Patrons browsing items need to place unwanted materials on the purple carts for quarantining.

Patrons will have access to newspapers.

* Patrons will not have access to restrooms.

Or

Restrooms will be posted with note of cleaning schedule. MDH requires cleaning every three hours.

Process for patrons to enter the library

People only allowed in on the hour and half hour. Up to 15 people per time. At five minutes after doors are relocked. People in the building will have 20 minutes to complete business. They will leave the building five minutes before the next opening to allow for cleaning. All non-staff need to be out of the building on the 25 of the 55 of the hour . This allows staff to clean touch points and necessities. Any patron failing to leave by the appointed time will eliminate the next half hour slot for all.

Please see the example

On Tuesday the doors would be unlocked at 3pm. The doors will remain open until 3:05pm or fifteen patrons enter the building and the doors will be relocked. The staff member assigned to the information (formerly known as the main circulation) computer will be the counter at the door. At 3:05 pm when the doors are relocked, the staff member will wash their hands and return to their assigned work station. They will be answering questions, monitoring the patrons, and keeping an eye to the time. Holds can be placed at this desk. CHECKOUTS WILL NOT BE ALLOWED AT THIS DESK.

The staff member assigned to the back room computer will respond to phone calls, emails, and continue curbside deliveries. This staff member will also be the dedicated time keeper. This staff member will alert the information staff member knows at the 15 minute mark so staff can start moving people out of the building.

A third staff member will be located in the large meeting room. This will be the checkout location. Two barcode readers will be available. Patrons will scan their own cards. *This has not been tested at this point, if this becomes difficult for the patrons or slows the process too much patrons will hold the card so the staff member can see the barcode number to enter.* Items will be placed on a table and moved by the patron so that the staff member can scan the materials.

Patrons will exit out the large meeting room exit.

All non-staff must be out of the building by 3:25pm. This is so staff have time to spray all designated touch surfaces with CDC approved disinfectant. *At the time of this document, disinfectant will be 5% diluted household bleach.* The surfaces will be left to air dry per CDC recommendations. This is why there must be five minutes from the last non-staff person leaving the building and the next non-staff person entering.

If non-staff persons are still in the building after the noted time, the next half hour of service will be eliminated to allow for staff to clean and to keep a consistent and fair schedule.

No Contact Computer Use the SARS-CoV-2

1. Patron will call the library to set up an appointment
2. Patron will enter through the east entrance
3. Upon entering the building, patron will use hand sanitizer
4. Patron will be allowed up to 60 minutes on the computer
5. Patron will not be allowed to browse stacks or wander the building during this time
 - a. The computers will be in the large meeting room and the gate to the main library will be down
6. This patron will be counted in the total building count outlined in the Pelican Rapids Public Library Pandemic Response Policy.
7. Patron must alert library staff before leaving the building
 - a. Failure to do so could prohibit future use of the computers.
8. Patron must exit out the east door.
9. There will be at least 30 minutes between appointments to allow staff to swap out materials and to sanitize.

Computer Use Policy During the SARS-CoV-2

1. Upon entering the building, patron will use hand sanitizer.
2. Patron will proceed to the information desk.
3. They will be logged into the room by providing their name and phone number.
4. The staff member will take their current phone number. They will call it immediately to verify the number.
5. Patron will be allowed up to 45 minutes on the computer
 - a. Cybrarian timing software will be changed from 60 minutes to 45 minutes.
6. Patron will not be allowed to browse stacks or wander the building during this time.
7. This patron will be counted in the total building count outlined in the Pelican Rapids Public Library Pandemic Response Policy.
8. Patron must check out with the information desk before leaving the building
 - a. Failure to do so could prohibit future use of the computers
9. Patron must exit out the east door.
10. If patron has not checked out at the information desk at their assigned time, staff will call the provided number to verify their location.
 - a. If they are in the building, they will be given five minutes to collect their materials, check out of the building, and leave out the east door.
 - b. If they are not in the building they will be notified that they will not be able to use computers for two weeks.
 - c. If their tardiness causes the cancelling of the next available shopping hours for patrons, they will not be allowed in the building for two weeks.

Process for patrons to get copies during SARS-CoV-2 pandemic

If the library is allowing the public in:

1. The patron is able to come into the building.
2. They can go to the copy machine
3. They make their own copies
4. All money exchange must be in the change machine next to the copier.
5. No staff will be available for assistance.
6. If patrons need assistance they must use the next option.

If the library is not allowing the public in:

1. The patron places materials in the plastic folders on the black cart by the staff entrance.
2. Patron places exact change in the envelope or change receptacle on cart
3. Patron returns to their car.
4. Staff member collects plastic folder
5. Staff member brings folder into the building.
6. Staff member takes folder to copy machine area.
7. Staff member takes materials from folder to make copies
8. Staff member materials and originals paper clips materials together
9. Staff member returns to black cart near the staff entrance
10. Staff member goes inside the building
11. Patron retrieves materials
12. Staff member places folder in quarantine

Process for patrons to print documents during SARS-CoV-2 pandemic

If the library is allowing the public in:

1. The patron is able to come into the building.
2. They can go to open computer
3. They make their own prints
4. All money exchange must be in the change machine next to the copier.
5. No staff will be available for assistance.
6. If patrons need assistance they must use one of the next options.

If the library is not allowing the public in:

1. The patron logs device into library wireless.
2. Patron prints documents to library printer
3. Patron places exact change on black cart by staff entrance
4. Patron returns to their car
5. Staff member takes prints to black cart by staff entrance
6. Staff member goes inside the building
7. Patron retrieves materials

If patron does not have a device that can be brought to the library

1. Patron is notified that it is a government email
2. Patron can email documents to prpl@prpubliclibrary.org
3. Patron can either be called or emailed when documents are ready
4. Staff member will print documents
5. Staff member will notify patron documents are ready
6. Time will be set up for patron to retrieve documents
7. Staff member will place documents on black cart by the staff entrance.
8. Patron will place exact change on the black cart
9. Patron will take their documents

Process for patrons to scan documents during SARS-CoV-2 pandemic

There will be a charge for this service as it is new for staff to scan all documents to either send them to the patron or put them on a jump drive. The charge will be set at \$1.00 per page and an additional \$5 charge if the patron does not have a jump drive.

If the library is allowing the public in:

1. Yet to be determined
2. Need to identify a computer and location for computer and scanner
3. Need to identify a sanitization process for this option

If the library is not allowing the public in:

1. The patron places materials to be scanned in the plastic folders on the black cart by the staff entrance.
2. Patron must fill out contact form for scanning documents *see additional forms*.
3. Patron places exact change in the envelope or change receptacle on cart
4. Patron returns to their car.
5. Staff member collects plastic folder
6. Staff member brings folder into the building.
7. Staff member takes folder to the scanner.
8. Staff member takes materials from folder to scan.
9. Staff member scans and emails documents to the address provided or saved to jump drive.
10. Staff member materials and originals paper clips materials together
11. Staff member returns to black cart near the staff entrance
12. Staff member goes inside the building
13. Patron retrieves materials
14. Staff member places folder in quarantine
15. Staff member deletes files from computer
16. Files will not be saved in any fashion by the library.

Scanned Documents Request form

Your Name _____

Your phone number _____

Your Email _____

Or

Email to send documents to _____

If you don't have an email, do you have a jump drive for us to save the documents on?

Do you need a jump drive? You will be charged \$5 dollars

When do you need these completed? *Only actual dates and times will be allowed*

Please note there is a charge of \$1 per page to be scanned and either emailed or saved to jump drive. Payment must be provided when documents are delivered to the library.

You will be called or emailed to pick up your original documents.

Warning: the library will not keep copies of your digital files in anyway. If you lose the documents you will need to pay to have them rescanned.

Study Room Use During SARS-CoV-2

1. Upon entering the building, patron will use hand sanitizer.
2. Patron will proceed to the information desk.
3. They will be logged into the room by providing their name and phone number.
4. The staff member will take their current phone number. They will call it immediately to verify the number.
5. Patron will be allowed up to two hours.
 - a. Cybrarian timing software will be changed from 120 minutes to 90 minutes.
6. Room use must be for one of the following:
 - a. Online class work
 - b. Online testing for class
 - c. Online testing for work
 - d. Proctored exams
 - e. Unemployment or job search needs
7. Staff member will escort patron to the study room and unlock the door.
8. Patron is encouraged to not leave once they have entered the room.
9. Patron will not be allowed to browse stacks or wander the building during this time.
10. This patron will be counted in the total building count outlined in the Pelican Rapids Public Library Pandemic Response Policy.
11. Patron must check out with the information desk before leaving the building
 - a. Failure to do so could prohibit future use of the study room.
12. Patron must exit out the east door.
13. If the patron has not checked out at the information desk at their assigned time, staff will call the provided number to verify their location.
 - a. If they are in the building, they will be given five minutes to collect their materials, check out of the building, and leave out the east door.
 - b. If they are not in the building they will be notified that they will not be able to use the study rooms for at least two weeks.
14. Study rooms will only be able to be used once per day the building is open to the public.
15. Only proctored exams can be scheduled.
16. All other uses will be on a first come first serve basis.
17. Only one person in the study room unless the patron is a parent with their child.

Library process

Germicide the check in desk, computer and phone.

Check the voicemail

Address issues on the voicemail

Check the previous day's materials in

Wash hands

Call to schedule pickups daily.

Wash hands

Shelve items

Wash hands

Keep an eye on the door for scheduled pick ups.

Wash hands after each pick up/delivery

Pull one holds list per day.

Wash hands

Place full bins by door next to ice melt

Wash hands after you move bins

Empty outside book drop into cardboard box put post-it with current date

Empty inside book drop into same cardboard box if there's enough space.

Wash hands

Germicide check-in desk, computer, phone.

Germicide book drop handles outside, door handles outside, door handles inside, book drop handle inside.

Wash hands.

Curbside checkout

Purpose: allow patron browsing and the “traditional” library circulation experience without entering the building.

1. Staff member to use laptop outside for checkout.
2. One staff member to mitigate traffic flow.
3. Ideally keep one “family unit” searching books at a time.
4. Hours will be limited to a schedule to be determined
5. Selection of books for all ages available. Kids in rolling bins. Adults on carts. All current available new items on a separate cart.
6. Staff members required to have masks on while patrons are present
7. Hand sanitizer or hand washing stations available.
8. Patrons make selections
9. They will approach the check out
10. They will hold the books so staff member can use the barcode reader.
11. Patrons encouraged to bring reusable bag so they can bag their own books.
12. Future hope: have receipt printer for materials. Until then Post- it with due date will be given
13. We would have a bin available for returns to be dropped in.
14. A Curbside menu is available if titles or types aren’t available outside.
 - a. If patrons select this option, staff will go inside to retrieve the books
 - b. Books will be checked out to patrons before staff returns outside.

Expectation: patrons will “enter” the sidewalk from the west where staff park. *consider* patrons park in staff parking area for “sale” experience. They would proceed on sidewalk with socially distant markings on it to the “sale” area. Patrons browse in one family unit at a time. Time will only be limited if this becomes popular. Possibly have to move to assigned times, but definitely limit “shop” time to 15 minutes or less. Patrons will make selection. They will proceed to the checkout by the Library sign and they will exit, on to the curb if safe and return to their vehicle.

At the end of the “shopping” shift materials will be wheeled back into the building date and time for a 24-hour quarantine.

We have completed three trial runs and it is very successful. We have had a couple of young families try this option and find it a good compromise. We could add copy and printing outside the building at the staff computer cart if it can be safely accomplished.

Check-in desk

This is NOT a complete listing at the time of this writing.

This is located in the backroom.

This staff member will stay at this station for the duration of the hours open to the public. The primary function of this staff member is required to answer all phone calls, check voicemail, check-in materials, respond to emails, respond library card registrations, complete checkouts, complete curbside transactions.

Staff member will either use hand sanitizer or wash hands between each patron checking out.

The staff member is required to sanitize the door handles and press bars to the doors in the main entrance, handicapped buttons inside and outside. Additional sanitization will work in tandem with the information desk staff person.

This staff member needs to stay in their location. This staff person should not cross into the main library until after the public have left for the day.

This staff member will also be the time keeper. They will be in charge of alerting five minutes before all patrons need to be out of the building. They must make sure the door is unlocked at the top and half hours. They must alert the information desk member when to relock the doors at the 5 and 35 of the hour.

Also keeping an eye on the gathering of people. To come into the building.

If one of us comes into contact, we all have to quarantine for 10-14 days. There will be no books, no tech support, no emptying of book drops, no meeting rooms, no curbside, nothing. Remind patrons that we need them to keep this going.

Check-out desk

This is NOT a complete listing at the time of this writing.

This is located just inside the large meeting room. The computer will be on the AV cart. Patrons will not be able to have a printed list of their materials checked out as of the time of the writing (06/16/2020).

This staff member will stay at this station for the duration of the hours open to the public. This person must stay here to check people out, monitor how they leave the building, monitor the number of people leaving the building and keeping other staff updated on the count.

There will be a table in front of the AV cart.

Patrons are to put their materials on the table

Patrons will show their card so the staff member can see the card number.

Books should be lined so that the staff member can scan the barcodes.

Patron will exit out the emergency exit in the large meeting room.

Staff member will either use hand sanitizer or wash hands between each patron checking out.

The staff member is required to sanitize the door handles and press bars to the both east doors, the check out table, computer desk, pull keyboards and mice, put new keyboard and mice in to replace, and other items yet to be determined.

If one of us comes into contact, we all have to quarantine for 10-14 days. There will be no books, no tech support, no emptying of book drops, no meeting rooms, no curbside, nothing. Remind patrons that we need them to keep this going.

Information Desk

This is NOT a complete listing at the time of this writing.

Formerly known as the main circulation desk.

This staff member will stay at this station for the duration of the hours open to the public. The primary function of this staff member is to keep an active head count, answer questions within the building and answering the second line if time allows.

This staff member is in charge of keeping track of who is in study rooms and what computers are in use. They must make sure the check-out person knows which keyboards need to get changed out.

Staff member will either use hand sanitizer or wash hands after returning to the desk after letting people inside.

The staff member is required to sanitize the door handles and press bars to the doors in the main entrance, inside and outside, the table and chair in the coffee bar area, chairs by the fireplace, studyroom door handles, and the children's area. The computer in the kid's area needs sanitization and a new keyboard and mouse. Additional sanitization will work in tandem with the check-in desk staff person.

If at all possible, this staff member needs to stay in their location. This staff member will move the most, and come into contact with the most people. Staying behind the desk will help keep the distance. If we need to, this computer will be moved to the center of the desk and the remainder of the materials will be removed from the main circ desk.

Remember this is all a learning process. Say the words out loud. If you don't know, ask.

If one of us comes into contact, we all have to quarantine for 10-14 days. There will be no books, no tech support, no emptying of book drops, no meeting rooms, no curbside, nothing. Remind patrons that we need them to keep this going.

Study Room Request form

Your Name _____

Your phone number _____

Your Email _____

Please select the reason you need the study room:

1. Online classwork or studying
2. Online testing for class
3. Online testing for work
4. Proctored exams
5. Unemployment or job search needs
6. Video phone use
7. I want extra time on the computer

Date and time of requested study room use _____

Only times completed during the following times will be granted.

Monday: 1pm-7pm	6 hours	up to 2 appointments allowed
Tuesday: Closed		
Wednesday: 10 am -2pm	4 hours	only one appointment allowed
Thursday: 2pm-5pm	3 hours	only one appointment allowed
Friday: 2pm – 6pm	4 hours	only one appointment allowed
Saturday: closed		

- I understand that if I use a study room for something other than listed above, I will lose access to all computers for **two weeks**.
- I understand that water fountains and bathrooms are not available.
- I understand that I can only use the study room.
- I cannot browse the shelves or look at other materials.

Patron Name

Date

Meeting Room Request form

Your Name _____

Your phone number _____

Your Email _____

Please be aware of the following questions and notifications

1. Alert library staff of any technology needs before your meeting.
 - a. Technology requests less than one hour before your start time may not be granted
 - b. Technology assistance will not be provided at this time.
2. What is the name of the organization?
3. How many people will be in the room?
4. You are responsible for keeping attendance at your meeting in case of contact tracing
5. Meeting rooms are cleaned daily
6. Please return all chairs and tables in the same places you found them.
7. Any additional requests must be made at least 24 hours before your meeting.
8. I understand that going over the meeting time will impact the hours for public use.
9. I understand that water fountains and bathrooms are not available.
10. I understand that my group can only use the meeting room
11. I cannot browse the shelves or look at other materials.
12. I understand that I must keep the tables in the same locations.
13. Please clean up after yourselves.

Date and time of requested meeting room use _____

Meetings CANNOT be scheduled during the hours listed below.

Monday: 1pm-7pm 6 hours
Tuesday: Closed
Wednesday: 10 am -2pm 4 hours
Thursday: 2pm-5pm 3 hours
Friday: 2pm – 6pm 4 hours
Saturday: closed

Patron Name/Meeting coordinator

Date

The half hour spray down list

Check-in location

Once people have cleared the building this location has the least amount of locations to spray. If necessary this person will start the spray list for the information desk person, and the information desk person will start the spray down list for the check-out person.

These items need to be done only at the end of the shift.

- Staff door handles
- Staff door pushbar
- Book drop handle
- Book drop in the wall deposit handle
- Book drop drive up deposit handle
- Staff bathroom door handle inside
- Staff bathroom door outside handle
- Check-in counter top
- Counter top by dvds
- Telephone

With the exception of the computer items, everything needs to be sprayed with 5% bleach solution. Do not wipe dry. Items must sit with sanitizer on them for a minimum of 10 minutes. Solution is only effective for 24 hours. Mark your bottles accordingly.

All electronics, headphones, and writing implements will be entered into the quarantine box for the 72 hold.

The half hour spray down list

Information desk location

Once people have cleared the building this location is tasked with spraying the following locations.

- Circulation desk top
- Entrance door handles outside door
- Entrance door pushbar outside door
- Entrance door handles inside door
- Entrance door pushbar inside door
- Chairs by fireplace
- Chair by coffee bar area
- Table by coffee bar area
- Study table tops
- Study room #1 door handle
- Study room #1 table
- Study room #1 keyboard/mouse combo remove
- Study room #2 door handle
- Study room #2 table
- Study room #2 keyboard/mouse combo remove
- Kids couch
- Computer table in kids area
- Chair by computer table in kids area
- Keyboard/mouse combo swap remove

With the exception of the computer items, everything needs to be sprayed with 5% bleach solution. Do not wipe dry. Items must sit with sanitizer on them for a minimum of 10 minutes. Solution is only effective for 24 hours. Mark your bottles accordingly.

The half hour spray down list

Check-out location

Once people have cleared the building this location is tasked with spraying the following locations.

- Table where patrons palace books
- Additional tables patrons touch
- Exit door pushbar
- Men's Restroom entrance doors
- Men's Restroom stall doors
- Men's Restroom flushing mechanisms
- Men's Restroom toilet seats
- Men's Restroom sink handles
- Men's Restroom countertops
- Men's Restroom paper towel dispenser button
- Men's Restroom door handle
- Women's Restroom entrance doors
- Women's Restroom stall doors
- Women's Restroom flushing mechanism
- Women's Restroom toilet seats
- Women's Restroom sink handles
- Women's Restroom countertops
- Women's Restroom paper towel dispenser button
- Women's Restroom door handle
- Computer circle table top
- Computer circle chairs
- Computer #2 keyboard/mouse combo remove
- Computer #6 keyboard/mouse combo remove

With the exception of the computer items, everything needs to be sprayed with 5% bleach solution. Do not wipe dry. Items must sit with sanitizer on them for a minimum of 10 minutes. Solution is only effective for 24 hours. Mark your bottles accordingly.

All electronics, headphones, and writing implements will be entered into the quarantine box for the 72 hold.

What day is it?

To be honest no one really knows, that's why we are constantly writing it everywhere.

With the new research released by the REALM (Reopening Archives, Libraries, and Museums) group last week, we now go back to quarantining books to 72 hours. If all libraries hold all returned materials we can go back to checking delivery in on the day we receive it.

For us to do that, we must start writing all the dates and times on the quarantine book bins with the day AND time they enter the bins.

If you really want to read all the exciting data gathered by OCLC, the Institute of Museum and Library Services, and Battelle on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. There will be two rounds. The Phase 1 results were published on June 22, 2020. The Phase 2 started June 23, with hopes to have results by the end of July.

Phase 1 items tested were :

- (1) Hardback book cover (buckram cloth)
- (2) Softback book cover
- (3) Plain paper pages inside a closed book
- (4) Plastic book covering (biaxially oriented polyester film)
- (5) DVD case.

Phase 2 items are yet to be finalized.

For more information read the report here

<https://www.webjunction.org/news/webjunction/test1-results.html>

Now for the rotation

Day Received	Day to check-in
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Saturday
Friday	Monday
Saturday	Monday

SARS-CoV-2 Hours of Service

Day of the week	Curbside	People inside
Monday	10:00-12:30	1:00-7:00
Tuesday	10:00-2:00	
Wednesday	10:00-2:00	10:00-2:00
Thursday	10:00-5:00	2:00-5:00
Friday	10:00-6:00	2:00-6:00
Saturday	10:00-noon	

There is a possibility to expand computer use in the building with the no contact computer use plan going forward. Check before offering this as an option.

If you were scheduled to work on a day of the week in the pre-SARS-CoV-2, you will continue on those days. Staff are required to work the times that people are inside. Please show up 30 minutes before patrons arrive so you may have your station and needs in place. You are not allowed to cross over into another staff person's work station. If you do, we may be required to do a full cleaning session which would remove a 30 minute session for the patrons. Once staff members are in their stations, they must stay put.

What to say when people ask if we are open?

Technically we never closed. The public just wasn't allowed inside.

Ask them what they need. If they need copies, faxes, scans, prints please encourage them to use the no contact options.

If they need computers:

Warn them staff won't be able to help them much.

They are only allowed one 45 minute session per day.

They cannot reserve these sessions at this time.

If they want to browse.

People are allowed in at the top and half hours.

They will have 20 minutes to complete their transactions.

If the door is locked encourage them to wait until the next opening time.

Fifteen (15) people are allowed in the building at a time.

Tell them that they will have to checkout at the opposite end of the building and walk around.

Yes even if they come in to pick up their holds.

They will HAVE to walk around.

DVDs will be available in browse and go bags or by request only.

DVD sleeves will be removed from the shelves for now.

Staff to-do list during hours open to the public

You must be at your assigned station 15 minutes before we open to the public.

You will not be able to eat or drink while we have patrons in the building.

Food and beverage containers must be clear of all desks and tables.

You will not be able to leave your station while people are in the building.

When the phone rings, the person at the check-in location, this is the top priority.

The person at the information desk is back up for the phone.

Check for voicemails frequently.

Each staff member is assigned a walkie-talkie.

You are responsible for keeping track of it and keeping it charged.

Charging stations are located by the check-in phone and the chalk post.

Each staff member will be assigned a bleach solution spray bottle. Check it before people come into the building and refill it at the end of your shift.

Scrap paper and writing utensils are located on the computer circle

Please make suggestions for each station and make sure everyone has the suggestions.

I will be updating and streamlining the position write ups as needed.

REMEMBER THIS ISN'T AN INCLUSIVE OR EXCLUSIVE LISTING

Our jobs won't be as flexible as it has been in the past, especially while people are in the building.

The only thing I can promise is that there will be constant updates and changes for awhile.

Study Room Schedule

Remember patrons are allowed two hours in the study room. The computers are available for only 90 minutes. If someone calls wanting a study room, please read to them the expectations and the form to request it.

These have extremely limited access. Monday is the only day each week that allows for two reservations.

Monday

Start time _____

End time _____

Leave 30 minute session before the second session if it is allowed.

Start time _____

End time _____

Wednesday

Start time _____

End time _____

Thursday

_____ Start time _____

End time _____

Friday

_____ Start time _____

End time _____

Staff Quarantine Shutdown

Someday this will happen. Once we have to quarantine because we have come into contact with someone or if one of us tests positive, no one will be able to come into the building for 10-14 days. There is a possibility it could be less, but I would plan on 14 days.

In the event this happens, the following things must be done.

The director will go in to do the following.

Voicemail changed to update the hours indicating no service.

Post on Facebook that due dates have been extended, fines have been removed.

Post on Facebook that all services have stopped.

There will be no holds

There will be no curbside pick up

There will be no tech support

Send the prepared Press Release to the Press

There will be no storytime live,

Explore possibility of doing some pre-recorded programs

Schedule additional posts as needed.

Turn off all computers.

Post notification on the doors.

Director will need to notify vendors of stopping service.

Directory will need to notify post office

Remove the drive up book return

Lock or seal the book return in the building.

Once our quarantine is lifted it will take approximately three days for the staff to ready the building. We will reinstate curbside for two weeks before we bring the public back into the building.

In the event that the director is the possible contagious case, the hierarchy is as follows

Children's librarian

Cataloging librarian

Circulation librarian