



## PELICAN RAPIDS

CITY COUNCIL AGENDA

August 20, 2020

**Tuesday, August 25, 2020**

**4:30 p.m.**

**Council Chambers, 315 N Broadway**

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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 7/28/2020
  - b. Approval of Accounts Payable Listing
  - c. Staff Reports
    1. Police Chief Report (In Packet)
    2. Street and Park Report (In Packet)
    3. Liquor Store Report (In Packet)
    4. Utility Report (In Packet)
    5. Financial Report (In Packet)
5. 2019 Audit Report – Dean Birkeland <https://tinyurl.com/2019-Final-Audit>
  - Proposal for 2020, 2021, 2022
6. Rotary Turkey BBQ Pit Removal Request By The Park Board – Mark Dokken
7. Police Personnel
8. City Personnel
9. DNR Dam Grant Contract Agreement (In Packet)
10. 2024 Complete Streets Update (Schedule In Packet)
11. Project 89 – Colony Apartment Utilities – Pay Request #3 - \$13,001.82 (In Packet)
12. 2021 Red River Valley Home & Garden Show Discussion
13. Library Report (In Packet)
14. 2021 General Budget Draft (In Packet)
  - Library Request Discussion
15. Comp Plan Update Steering Committee Selection (In Packet)

16. PC Appointment – Administrator Solga
17. Park Board Minutes (In Packet)
18. Planning Commission Minutes FYI (In Packet)
19. Pool Committee Minutes FYI (In Packet)
20. Cares Act Funding Discussion
21. City Administrator Report
22. Mayor Report
23. Adjourn

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07/28/2020

The City Council of Pelican Rapids met in regular session at 4:30 pm, on Tuesday, July 28, 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, Fire Chief Trevor Steeves and Police Chief Jeff Stadum.

General Attendance: Pete Hart, Deb Hart, Kate Martinez and Lou Hoglund from the Pelican Press was 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.

Motion by Strand, seconded by Foster to approve the agenda with the addition of No. 14 Lot Split Consideration and No. 15 Office Hiring Ad Discussion. Motion passed unanimously.

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

- a) Approval of Council Minutes – 7/14/2020
- b) Approval of Accounts Payable Listing
- c) Staff Reports
  1. Liquor Store Report (In Packet)
  2. Utilities Report (In Packet)

Motion passed unanimously.

Pete and Deb Hart attended the Planning Commission Meeting on July 27 and requested a lot split. They were granted a lot split in 2014, but they never went through with it. They want to change the layout of the previous lot split. The Planning Commission recommended Council reverse the 2014 lot split and approve the new lot split. Motion by Foster, seconded by Strand to accept the Planning Commission's recommendation to nullify the 2014 lot split and approve the new lot split. Motion passed unanimously.

Administrator Solga, Fire Chief Steeves and the Budget Committee (Mayor Frazier and Council Member Foster) met to discuss the 2021 Proposed Fire Department Budget. There are increases in the budget in professional services, repair and maintenance services, fees and insurance. Over the last few years, those expenses have risen slightly.

## CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07/28/2020

Motion by Markgraf, seconded by Strand to approve the 2021 Fire Department Budget as presented. Motion passed unanimously.

Fire Chief Steeves provided Council with the 2019 Annual Report. The Fire Relief Association received a grant to purchase a Utility Task Vehicle (UTV) through the Fire relief. Motion by Foster, seconded by Strand to approve the purchase of a Utility Task Vehicle. Motion passed unanimously.

Fire Chief Steeves reported there were two people that retired in 2019 and so far one in 2020. They are looking for people to fill those positions now.

Kate Martinez spoke to Council on behalf of the Park Board. The Park Board is recommending the Council approve 108 Midway (Parcels 76000990499000 and 76000990500000) as a Trailhead. They felt that was the most appropriate due to its access to the river, safety, parking, space and proximity to the downtown businesses. In time, restrooms, benches and signage would be added. Council Member Ballard asked if they considered the senior citizen center as trailhead. It might not be an option, but he figured it was worth looking into. Council discussed designating the land owned by the City on both sides of the river as a trailhead. Motion by Markgraf, seconded by Ballard to approve 108 Midway and City owned parcels 76000990495000 and 76000990454000, lying east of the walking bridge, as the trailhead. Motion passed unanimously.

Pool Committee minutes were provided in the packet.

Police Chief Stadum reported that job interviews are complete and he recommended Council hire Jacob Engst as full-time Police Officer. He would start at level one for wages. Motion by Foster, seconded by Strand to approve the hire of Jacob Engst at wage level 1 contingent on the background check. Motion passed unanimously.

Council Member Strand asked about the job duties of the Utility Billing position.

Administrator Solga reviewed the Minnesota Public Finance Authority resolutions regarding funding for Project 90 CSAH 100 and CSAH 96 underground utility improvements.

Motion by Ballard, seconded by Markgraf to introduce Resolution 2020-17 entitled; **RESOLUTION NO. 2020-17; RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$688,147 GENERAL OBLIGATION WATER REVENUE NOTE OF 2020, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

**CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 07/28/2020**

Motion by Ballard, seconded by Markgraf to introduce Resolution 2020-18 entitled; **RESOLUTION NO. 2020-18; RESOLUTION ACCEPTING THE OFFER OF THE MINNESOTA PUBLIC FACILITIES AUTHORITY TO PURCHASE A \$531,676 GENERAL OBLIGATION SEWER REVENUE NOTE OF 2020, PROVIDING FOR ITS ISSUANCE, AND APPROVING EXECUTION OF A PROJECT LOAN AGREEMENT.** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Administrator Solga reported that since the last city council meeting he has; worked with the Clerk to set City Council (CC) agenda and prep for regular CC meeting; worked on 2021 Fire Department Budget and met with budgeting committee and Fire Chief Steeves; attended remote meeting with Otter Tail County Community Development Agency; attended CSAH 96/100 construction meeting; worked on a potential economic development project; prepped for and conducted additional police interview and also worked on police department personnel issue; worked on RaveAlert/Smart911 configuration; worked on revising City Hall, and Pool Preparedness plans to include required face masks and requested and received a revised plan from the liquor store; and spent time on city computer backup configurations.

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, continued to submit weekly mayor's columns to the Pelican Press, attended a CSAH 96 & 100 construction meeting and several visits to the work site, visited by phone with OTC Commissioner Lee Rogness and also State Rep. Bud Nornes regarding the 2020 Legislative Bonding Bill, attended a Pelican Rapids Area Fire Department Budget Meeting, attended a Pelican Rapids Bicycle and Pedestrian Advisory Committee Zoom Meeting, visited by phone with Jenny-O Public Relations Department regarding the importance of the 2020 U.S. Census and met with Administrator Solga to review the agenda for this evening's City Council Meeting.

Council Member Foster asked to be notified when the next 2024 Highway Project meeting is scheduled.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 5:42 pm. Motion passed unanimously.



Danielle Harthun, MCMC  
Clerk-Treasurer

## City Bill Listing August 11, 2020

Vendor Name	Comments	Amount
AMERI PRIDE SERVICES	STR/PK; LINEN SERVICE	\$96.67
ARCO	PK/FD/PD; FUEL	\$1,298.75
BALLARD SANITATION, INC.	ALL; GARBAGE SERVICE	\$245.69
BANYON DATA SYSTEMS, INC	PSN SUPPORT	\$195.00
BEATON, CHARLES	CH/PD; GARAGE RENTAL	\$140.00
BIG JOHNS PELICAN PIZZA	HAZ WASTE MEALS	\$91.81
CITY OF PELICAN RAPIDS	FD; UTILITIES	\$24.56
COOPERS TECHNOLOGY GROUP, INC	AC/PD/NEWS; OFFICE SUPPLIES	\$102.93
CRANE JOHNSON LUMBER CO INC	PK; BENCH MATERIAL	\$114.20
DOUGLAS CO. SHERIFF'S OFFICE	PD; DRUG TASK FORCE	\$1,000.00
EGGE CONSTRUCTION INC	PK; CRUSHED ASPHALT	\$44.00
FIRESTONE COMPLETE AUTO CARE	PD; TIRES FOR #102	\$296.14
GOPHER STATE ONE CALL	WTR/SWR; LOCATES - JULY	\$62.65
HAWKINS, INC	PL; CHEMICALS	\$1,848.00
IN CONTROL INC	SWR; ANALOG INPUT CARD	\$2,567.81
LAKELAND TRUE VALUE	FD; FUEL	\$52.02
LARRYS SUPER MARKET	CH; SUPPLIES	\$22.24
LILEKS OIL COMPANY	AIR; FUEL	\$4,575.00
MARCO	ALL; COPIES	\$372.33
MESERB	SWR; ANNUAL ASSESSMENT	\$683.10
MHSRC/RANGE	PD; EVOC TRAINING	\$890.00
MID STATE AUTO AUCTION	PD; VEHICLE PICK UP CHG	\$44.00
MIDWEST TREE & MAINTENANCE	STR/PK; TREE REMOVAL	\$3,869.50
MN PFA	PRINCIPLE & INTEREST PYMTS	\$799,960.63
MOENKEDICKS WINDOW WIZARD	CH/FD/HCH; WINDOW CLEANING	\$119.00
NETWORK CENTER, INC	ALL; COMP SUPPORT	\$80.00
OK TIRE CRM	PK/PD; REPAIRS	\$212.51
OTTERTAIL POWER	ALL; UTILITIES	\$15,264.06
PARK REGION CO OP	PK/FD; FUEL	\$382.21
QUADIENT	ALL; POSTAGE	\$438.37
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$347.50
SEACHANGE PRINT INNOVATIONS	MINUTE BOOK	\$230.02
SOUTHTOWN	PD/PK; FUEL	\$533.74
STRAND HARDWARE	ALL; MAINT SUPPLIES	\$557.68
STREICHERS	PD; UNIFORMS	\$194.98
TASC	ALL; COBRA ADMIN FEE	\$15.00
TERRACON CONSULTANTS, INC	IMPROVEMENT PROJECT 89	\$1,580.15
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$440.04
WEBBER FAMILY MOTORS	PD; HEADLIGHT REPAIR	\$113.05
WELLS FARGO REMITTANCE CENTER	ALL; SUPPLIES	\$938.57
		<b>\$840,043.91</b>

**Liquor Store Bill Listing  
August 11, 2020**

<b>Vendor Name</b>	<b>Comments</b>	<b>Amount</b>
ARCTIC GLACIER	LS; ICE	\$788.38
ARTISAN BEER COMPANY	LS; BEER	\$772.70
BALLARD SANITATION, INC.	LS; GARBAGE SERVICE	\$35.14
BERGSETH BROS. CO. INC	LS; NA	\$16,984.64
BEVERAGE WHOLESALERS, INC	LS; BEER	\$9,550.45
BREAKTHRU BEVERAGE	LS; MIX	\$7,529.67
CITY OF PELICAN RAPIDS	LS; UTILITIES	\$36.80
DISGRUNTLED BREWERY, LLC	LS; BEER	\$288.00
DS BEVERAGES, INC	LS; MIX	\$19,321.53
JOHNSON BROTHERS LIQUOR CO	LS; LIQ	\$3,025.49
OTTERTAIL POWER	LS; UTILITIES	\$912.53
PHILLIPS WINE & SPIRITS	LS; LIQ/WINE	\$942.80
WELLS FARGO REMITTANCE CENTER	LS; SURGE PROTECTORS	<u>\$118.01</u>
		\$60,306.14

Vendor Name	Purpose	Amount	Account #
Amazon	DVD	\$237.07	21145500440
Amazon	mop, toilet cleaner, toilet paper	\$56.85	21145500401
Amazon	external hard drive for Historical society	\$178.99	21145500455
Amazon	camera, SD card, hard drive	\$228.57	21145500200
Arvig	phone& fax	\$122.10	21145500320
Ballard Sanitation	Utilities	\$67.81	21145500380
ClimateMakers	filters	\$45.50	21145500401
Great River Regional	missing tape	\$12.00	21145500435
RF Backflow	Backflow test	\$643.03	21145500401
Great Plains natural Gas	utilities	\$112.69	21145500380
EBSCO	annual periodicals	\$1,452.59	21145500450
Hoopla Digital	July 2020 usage	\$460.13	21145500440
Ingram	books	\$140.10	21145500435
Liberty Business	copy service July	\$63.46	21145500200
Otter Tail Power Co.	Utilities	\$501.41	21145500380
MicroMarketing	audiobook	\$34.99	21145500440
Verizon Wireless	cell phone	\$125.04	21145500320
Wells Fargo	Verizon bill	\$251.23	21145500320
	Postage july	\$6.94	21145500200
<b>Total</b>		<b>\$4,740.50</b>	



## City Bill Listing August 25, 2020

Vendor Name	Comments	Amount
ACCREDITED SECURITY	PD; TASER	\$599.00
AMERI PRIDE SERVICES	STR/PK; LINEN SERVICE	\$189.34
APEX ENGINEERING GROUP	IMPROVEMENT PROJECT ENGINEERING	\$9,029.40
ARVIG	ALL; COMMUNICATIONS	\$1,331.36
BIG JOHNS PELICAN PIZZA	ELECTION MEALS	\$71.95
COOPERS TECHNOLOGY GROUP, INC	CLK/PD/STR; SUPPLIES	\$67.66
CULLIGAN OF DETROIT LAKES	PL/STR/CH; WATER	\$17.00
DW JONES	SPECIAL ASSESSMENT REIMBURSE	\$73,600.00
EGGE CONSTRUCTION INC	PK; ROCK & CRUSHED ASPHALT	\$64.00
FERGUSON WATERWORKS	SWR/WTR; METER PARTS	\$7,520.80
FIRE CATT, LLC	FD; ANNUAL HOSE TESTING	\$2,150.40
FLAHERTY & HOOD PA	EMPLOYMENT LEGAL	\$622.50
GALLS	PD; UNIFORMS	\$276.15
GPNG	ALL; UTILITIES	\$704.43
HAWKINS, INC	WWTF; FERRIC	\$13,118.42
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	\$2,530.50
KRUMP, ONNALEE	PD; SEWING	\$145.25
LAKE REGION ELECTRICAL CO-OP	CD; UTILITIES	\$113.05
LAKELAND TRUE VALUE	PK; TORO MOWER	\$420.00
MARTINSON, WINNIE	CH; CLEANING	\$292.00
MIDWEST TREE & MAINTENANCE	PK; TREE REMOVAL	\$275.00
MN SECRETARY OF STATE	NOTARY RENEWAL	\$120.00
MUNICIPAL SERVICE COMPANY	WWTF; REPLACE CLARIFIER	\$2,500.00
OHLIN SALES INC	FD; PAGER BATTERIES	\$171.31
OK TIRE CRM	PK/PD; TIRE REPAIR	\$72.07
OLSON POOL & SPAS	PL; IMPELLER & PUMP	\$255.93
OTC AUDITORS OFFICE	FD; ANNUAL ACTIVE 911	\$306.25
OTTER TAIL FIRE CHIEFS ASSOC	FD; ANNUAL DUES	\$50.00
PELICAN PETE BODY SHOP	PD; VEHICLE TOW	\$150.00
PELICAN RAPIDS PRESS	PUBLICATIONS	\$1,384.62
PPI CONSULTING LLC	PD; PSYCH TEST	\$475.00
RF BACKFLOW LLC	SWR; TEST & REPAIR LEAKING	\$633.52
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$420.50
SOUTHTOWN	ALL; FUEL	\$358.04
STRAND HARDWARE	ALL; MAINT SUPPLIES	\$209.76
TEAM LABORATORY CHEMICAL, LLC	STR; ROAD PATCH	\$1,400.00
VERIZON WIRELESS	PD; JET PACK	\$70.04
VICTOR LUNDEEN COMPANY	ALL; NUMBERED RECEIPTS	\$625.06
WELLS FARGO REMITTANCE CENTER	ALL; MAINT/COMP/OP SUPPLIES	<u>\$1,139.79</u>
		\$123,188.10

**Liquor Store Bill Listing  
August 25, 2020**

Vendor Name	Comments	Amount
ALEXANDRIA FREIGHT SERVICE	LS; FREIGHT	\$154.00
ARCTIC GLACIER	LS; ICE	\$653.16
ARVIG	LS; COMMUNICATIONS	\$136.79
BELLBOY CORPORATION	LS; BAR SUPPLY/LIQ	\$6,541.11
BERGSETH BROS. CO. INC	LS; MIX/BEER	\$13,822.25
BEVERAGE WHOLESALERS, INC	LS; NA/BEER	\$5,488.26
BREAKTHRU BEVERAGE	LS; LIQ/WINE	\$4,661.78
DACOTAH PAPER CO	LS; STORE SUPPLY	\$114.50
DISGRUNTLED BREWERY, LLC	LS; BEER	\$153.60
DS BEVERAGES, INC	LS; NA/BEER	\$16,611.01
GPNG	LS; UTILITIES	\$0.00
JOHNSON BROTHERS LIQUOR CO	LS; LIQ/WINE	\$6,521.15
MCKINNON CO. INC	LS; MIX	\$35.90
PEPSI	LS; POP	\$262.86
PHILLIPS WINE & SPIRITS	LS; LIQ/WINE	\$3,091.85
SOUTHERN WINE & SPIRITS	LS; LIQ	\$3,795.85
WELLS FARGO REMITTANCE CENTER	LS; STORE SUPPLY	<u>\$96.62</u>
		\$62,140.69



PELICAN RAPIDS

## POLICE DEPARTMENT

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

### MONTHLY REPORT JULY 2020

HOURS: Full-Time: 640  
Part-Time: 141.75

MILES DRIVEN: Patrol Vehicle 103— 2783  
Patrol Vehicle 102-- 475  
Patrol Vehicle 101-- 1467  
Total: 4725

CFS'S: 164

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

ARRESTS: 4 TICKETS ISSUED: 14 DUI: 1

FINES: \$992.59 SNOW EMERGENCY:  
PARKING WARNINGS:  
VEHICLE(S) TOWED:

TRAINING/CLASS/OTHER: EVOC-St.Cloud, 3 Officers

Jeff Stadum  
Pelican Rapids Police Department Chief

## 2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
24 Hr. Vehicle Towed													0	1
5th Degree Assault													0	4
9-1-1 Hang-up	3	1	1	1	5	6	6						23	21
Abandoned Vehicle													0	1
Aggrevated Assault													0	
Alarms	1	1	5	2	2	5	4						20	21
Alcohol Breath Test													0	50
Alcohol Compliance													0	
Alcohol- Furnishing to Minor													0	1
Alcohol Violation													0	
Ambulance Call	10	7	21	19	16	25	32						130	103
Animal Call, Other		6											6	16
Animal- Cat at Large			3				1						4	3
Animal- Dog at Large	2	1	2	4	1	2	2						14	54
Animal- Dog Barking	2												2	6
Animal- Dog Bite							1						1	8
Animal Hit by Vehicle													0	2
Animal Impounded													0	1
Animal- Other Animal Bite													0	
Assault	1												1	
Assist MSP	1												1	14
Assist OTCOSO	9	10	1		1	11	2						34	106
Assist Other Agency		2											2	13
Background Check		2	5		5	3	3						18	16
Bad Check													0	
Burglary	1	3											4	8
Burning/No Permit/Warning													0	4
Burning Permit/Issued													0	
Business Check													0	1
Check Fraud													0	1
Civil Dispute	1				1	1	2						5	34
Community Relationship													0	
Counterfeit Money													0	6
Criminal Damage to Property													0	6
Custody Matter					1								1	2
Damage to Property	1												1	4
Death Notification													0	2
Death Scene	1	2	2	1									6	2
Disorderly Conduct							1						1	





## 2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Noise Complaint/Loud		1	3		3		2						9	27
Obstructing Legal Process													0	
Officer Stand-by				1			4						5	5
Open Door			2	2	2								6	4
Other Activity	4	2	6	2	1	2							17	45
Parking Complaint	1	2		1									4	6
Parking Towed													0	1
Permit- Car/Deer													0	1
Permit Violation													0	2
Possession of Drug Paraphenalia	3	3					3						9	5
Possession of Fake ID													0	
Possession of Marijuna	2	2					3						7	10
Possession of Meth		1					1						2	7
Possession of Tobacco													0	
Power Line Down													0	
Prowler Call			1		1								2	4
Public Assist	2	8	4	4	3	8	4						33	64
Public Nuisance (Debris)			1	3		1							5	9
Recovered Property													0	3
Release of Evidence													0	
Residence Check	3												3	23
Restraining Order Received							1	1					2	9
Restraining Order Violation		1					1						2	
Scam- Lottery/Mail/Computer	2	2				3	1						8	25
School Bus Arm Violation													0	2
Seatbelt Warning	2	1											3	5
Seized Property													0	
Sex Offender Information		3	1	3									7	10
Sexual Assaults CSC					1								1	2
Snowmobile Compliant													0	
Social Services Contacted													0	6
Social Services/Intake/Outtake							1						1	5
Stolen Property													0	6
Stopped in Roadway													0	2
Suicidal person							1						1	9
Suspicious Activity	3	4	4	5	3	3	4						26	47
Suspicious Vehicle	1												1	9
Taxation- Attempt to Evade													0	
Terroristic Threats							1						1	2



# 2020 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Warnings- Other	25	29	19	5	65	7							150	103
Warning Snow Removal													0	
Warrants		2		1	1								4	26
Weather Warning													0	
Welfare Check	3	2	2	1	1	3	2						14	32
<b>TOTAL</b>	<b>162</b>	<b>157</b>	<b>119</b>	<b>73</b>	<b>146</b>	<b>114</b>	<b>164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>935</b>	<b>1823</b>

# Council Report

## Streets:

- Sweeping weekly
- Regular maintenance
- Patching potholes
- Street projects are coming along, CSAH 100 has all water, sewer, and storm sewer installed, also curb and gutter have been installed. Unsure when bituminous will be applied but contractor has assured us that it will be ready by September 8<sup>th</sup> in time for school to start.  
CSAH 96 – has water and sewer installed on the 1<sup>st</sup> St section working on storm, planning on starting on W. Mill this week.

## Parks:

- Campground is still staying somewhat busy, not as busy as other years but is still being used.
- Swimming Pool see attached information.

## 2020 End of Season Report

Welcome to 2020, the year where anything and everything could happen and did. :)

We started the pool Season on Monday, July 6<sup>th</sup>. At the beginning of the season, the pool saw anywhere from 20-45 patrons a day. Everyone seemed to be excited to have some kind of normalcy for the summer. This lasted until there was a confirmed positive test for a Club Vikes worker. Clubs Vikes typically came 2 days a week, Wednesdays and Fridays. This caused a lot of families to quarantine and made our numbers go down to an average of 10 to 20 patrons a day. This also cause families to reschedule swimming lessons and some decided to opt out of it all together. Patronage did start to pick back up as the end of the season was wrapping up.

This year we decided to have 4 sessions of swimming lessons. Each session was 1 week long with each level being 45 minutes long, instead of the normal 2 week sessions with levels lasting 30 minutes. I did this to be able to fit as many kids as possible into lessons while still maintaining social distancing. Levels 1, 2 and 3 did fill up rather quickly for the first 3 sessions. Although, this is when the Covid-19 scare happened and parents had to reschedule and some changed their minds about sending their kids to lessons. Session 4 was the smallest to say the least, but some parents that had their kids take multiple sessions, really liked the one on one time for lessons. In total there was 56 kids that participated in swimming lessons.

This season was a short season with only 6 weeks. With a late start, I had hoped to stay open until the end of the August. With all the guards going to college this year, this wasn't a possibility. The last day the pool was open for the season was Saturday, August 15<sup>th</sup>. Water Aerobics was a lot slower this year, with the ladies who normally came, being wary of the pandemic. Next year, I would hope it would pick back up as most of the ladies really enjoyed it. If it doesn't, I would start the year off saying that if no one shows for water aerobics, the pool should stay open for open swim during this time. In total for the 2020 season, there was 1118 patrons.

CITY OF PELICAN RAPIDS

Balance Sheet Liquor Store

July 2020

Bal Sht	Bal Sht Descr	Current Balance
10100	Wells Fargo (1957)	(\$5,257.28)
10101	Wells Fargo (1123 LS)	\$80,276.49
10105	Wells Fargo Save (2470LS)	\$392,126.17
10114	MN 9650	\$356,122.83
10140	Credit Cards	\$1.05
10143	MN National Bank (0524 LS)	\$176,236.78
10200	Petty Cash	\$1,000.00
13910	Deferred Outflows-Pension	\$30,291.00
14211	Inv - Liquor & Wine	\$124,414.89
14212	Inv - Beer	\$53,154.51
14213	Inv - Ice	(\$117.76)
14214	Inv - Pop/Mix/Bar Supplies	\$2,515.42
14215	Inv - NA Beer & Wine	\$557.51
15500	Prepaid Insurance	\$1,543.70
16100	Fixed Asset-Land	\$96,588.00
16130	Accum. Depr. Land	(\$8,445.21)
16160	Land Improvements	\$13,333.63
16200	Fixed Asset-Buildings	\$562,782.00
16230	Accum Depr. Building	(\$144,031.44)
16400	Fixed Asset-Equip/Machinery	\$11,255.42
16430	Accum Deprec-Equipment	(\$12,442.20)
Bal Order 1 A		\$1,731,905.51
20400	Compensated Absences	(\$333.90)
20850	Sales & Use Tax - LS	(\$23,068.08)
21600	Accrued Wages & Salaries Payab	(\$3,681.47)
22600	Capital Lease Agree-Current	(\$261,159.89)
23600	Compensated Absences Pay NC	(\$3,766.24)
23900	Other Long-term Liabilities	(\$94,667.00)
23910	Deferred Inflows-Pension	(\$35,111.00)
Bal Order 2 L		(\$421,787.58)
25300	Fund Balance	(\$1,312,580.00)
27200	Unreserved Retained Earn-	\$2,462.07
Bal Order 3 E		(\$1,310,117.93)

CITY OF PELICAN RAPIDS

Liquor Store Profit Loss

July 2020

Account Descr	July 2020 Amt	July 2019 Amt	Difference to LY	2020 YTD Amt	2019 YTD Amt	YTD Difference
<b>Act Type R Revenue</b>						
R 609-34766 Refunds & Reimburs	\$0.00	\$0.00	\$0.00	\$12.95	\$0.00	\$12.95
R 609-34950 Other Revenues	\$21.00	\$22.50	(\$1.50)	\$114.00	\$86.50	\$27.50
R 609-36210 Interest Earnings	\$50.40	\$186.08	(\$135.68)	\$452.73	\$1,291.64	(\$838.91)
R 609-37811 Liquor & Wine Sales	\$77,350.78	\$72,134.79	\$5,215.99	\$356,122.56	\$300,879.96	\$55,242.60
R 609-37812 Beer Sales	\$149,655.90	\$142,425.18	\$7,230.72	\$591,312.00	\$508,930.10	\$82,381.90
R 609-37813 Ice Sales	\$3,998.20	\$4,009.90	(\$11.70)	\$9,192.35	\$8,527.71	\$664.64
R 609-37814 Pop/Mix/Misc	\$3,773.09	\$4,012.72	(\$239.63)	\$13,986.63	\$13,616.82	\$369.81
R 609-37815 NA Beer/Wine	\$1,255.67	\$802.03	\$453.64	\$3,701.99	\$2,784.91	\$917.08
R 609-37817 Gift Cards Sold	\$220.00	\$45.00	\$175.00	\$1,020.00	\$300.00	\$720.00
R 609-37940 Cash Over/Long	\$0.00	\$0.00	\$0.00	(\$10.64)	\$0.09	(\$10.73)
<b>Act Type R Revenue</b>	<b>\$236,325.04</b>	<b>\$223,638.20</b>	<b>\$12,686.84</b>	<b>\$975,904.57</b>	<b>\$836,417.73</b>	<b>\$139,486.84</b>
<b>Act Type E Expenditure</b>						
E 609-49750-100 Wages and Salar	\$17,520.68	\$10,910.38	\$6,610.30	\$81,614.07	\$65,923.16	\$15,690.91
E 609-49750-105 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 609-49750-120 Employer Contri	\$1,165.41	\$699.58	\$465.83	\$5,574.70	\$5,539.81	\$34.89
E 609-49750-122 FICA	\$1,224.56	\$741.48	\$483.08	\$5,415.69	\$3,618.34	\$1,797.35
E 609-49750-130 Employer Paid In	\$2,197.43	\$854.30	\$1,343.13	\$14,167.01	\$5,988.06	\$8,178.95
E 609-49750-140 Unemployment	\$0.00	\$0.00	\$0.00	\$125.85	\$0.00	\$125.85
E 609-49750-200 Office Supplies	\$57.77	\$92.06	(\$34.29)	\$258.96	\$426.06	(\$167.10)
E 609-49750-208 Education	\$0.00	\$0.00	\$0.00	\$653.21	\$559.34	\$93.87
E 609-49750-210 Operating Suppli	\$330.38	\$316.51	\$13.87	\$1,567.29	\$1,052.48	\$514.81
E 609-49750-220 Repair/Maint Su	\$13.95	\$0.00	\$13.95	\$162.75	\$155.01	\$7.74
E 609-49750-230 Banking Charges	\$31.85	\$34.94	(\$3.09)	\$213.93	\$200.87	\$13.06
E 609-49750-231 Credit Card Fees	\$3,328.48	\$2,683.82	\$644.66	\$14,229.96	\$10,882.96	\$3,347.00
E 609-49750-251 Liquor & Wine C	\$55,650.26	\$39,366.07	\$16,284.19	\$259,502.31	\$180,322.62	\$79,179.69
E 609-49750-252 Beer Costs	\$125,976.45	\$127,096.77	(\$1,120.32)	\$422,647.17	\$352,945.02	\$69,702.15
E 609-49750-253 NA Beer/Wine C	\$989.35	\$493.70	\$495.65	\$3,777.60	\$1,704.13	\$2,073.47
E 609-49750-254 Pop/Mix/Bar Sup	\$1,805.26	\$1,982.07	(\$176.81)	\$7,971.66	\$7,189.12	\$782.54
E 609-49750-257 Ice Costs	\$3,145.17	\$2,695.01	\$450.16	\$5,460.36	\$5,009.94	\$450.42
E 609-49750-260 Gift Cards Used	\$174.43	\$98.05	\$76.38	\$983.40	\$530.74	\$452.66
E 609-49750-300 Professional Srvs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 609-49750-301 Auditing Services	\$2,510.00	\$1,963.00	\$547.00	\$2,510.00	\$1,963.00	\$547.00
E 609-49750-320 Communications	\$182.39	\$180.36	\$2.03	\$1,396.05	\$1,081.72	\$314.33
E 609-49750-330 Freight Expense	\$346.30	\$314.60	\$31.70	\$1,140.30	\$1,052.20	\$88.10
E 609-49750-331 Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 609-49750-340 Advertising	\$0.00	\$135.00	(\$135.00)	\$250.00	\$1,129.00	(\$879.00)
E 609-49750-360 Insurance & Bon	(\$236.00)	\$0.00	(\$236.00)	\$5,873.13	\$5,300.88	\$572.25
E 609-49750-380 Utility Services	\$776.83	\$719.86	\$56.97	\$5,190.78	\$4,947.56	\$243.22
E 609-49750-400 Repairs & Maint	\$35.14	\$363.92	(\$328.78)	\$2,800.04	(\$430.79)	\$3,230.83
E 609-49750-405 Depreciation	\$1,564.58	\$1,564.58	\$0.00	\$9,387.48	\$10,952.06	(\$1,564.58)
E 609-49750-432 Uncollectable Ch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 609-49750-433 Dues, Fees, Sub	\$1,200.00	\$0.00	\$1,200.00	\$1,400.00	\$200.00	\$1,200.00
E 609-49750-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E 609-49750-609 Principle	\$0.00	\$0.00	\$0.00	\$18,451.78	\$17,622.79	\$828.99
E 609-49750-610 Interest	\$0.00	\$0.00	\$0.00	\$5,307.73	\$6,136.72	(\$828.99)
E 609-49750-700 Transfers	\$0.00	\$0.00	\$0.00	\$9,301.88	\$0.00	\$9,301.88
<b>Act Type E Expenditure</b>	<b>\$219,990.67</b>	<b>\$193,306.06</b>	<b>\$26,684.61</b>	<b>\$887,335.09</b>	<b>\$692,002.80</b>	<b>\$195,332.29</b>
	<b>\$456,315.71</b>	<b>\$416,944.26</b>	<b>\$39,371.45</b>	<b>\$1,863,239.66</b>	<b>\$1,528,420.53</b>	<b>\$334,819.13</b>

Date: August 18, 2020

To: City of Pelican Rapids

From: Dennis Dalager/Terry Gamble, Operators

O & M Report: July 2020

### **Water Operation & Maintenance**

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- Submitted Fluoride Report.
- Collected all required bacteria sampling.
- Checked wells daily.
- Rotated well sequence.
- Well measurements.
- Change chlorine tanks as needed.
- Completed all Work Orders.
- Hawkins Chemical delivery.
- Called out on numerous occasions due to weather patterns.
- Program issues due to power failure issues causing program to mess up and the main contactor for well #9 failed to pull in until reset.

### **Wastewater Operation & Maintenance**

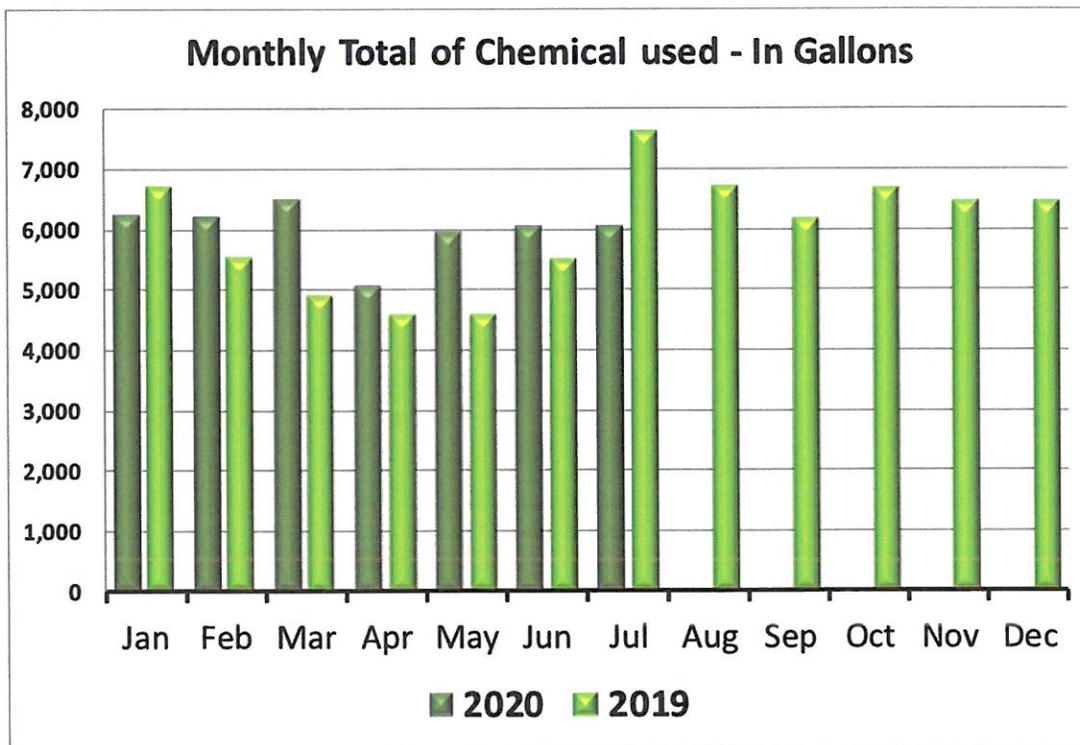
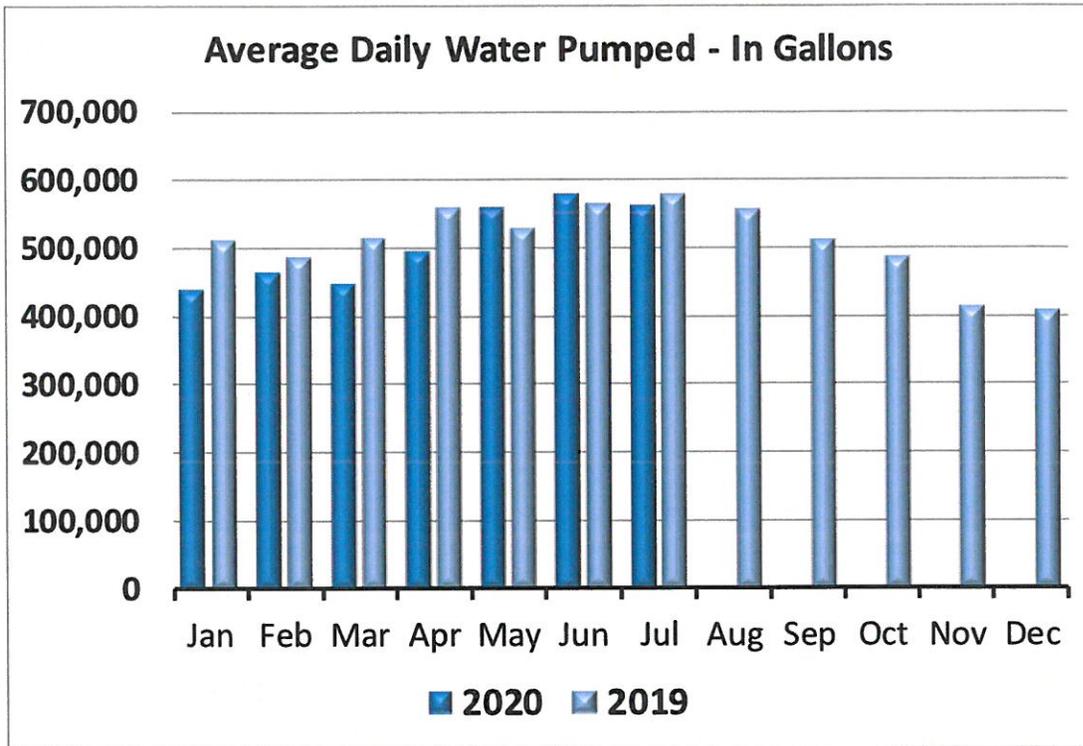
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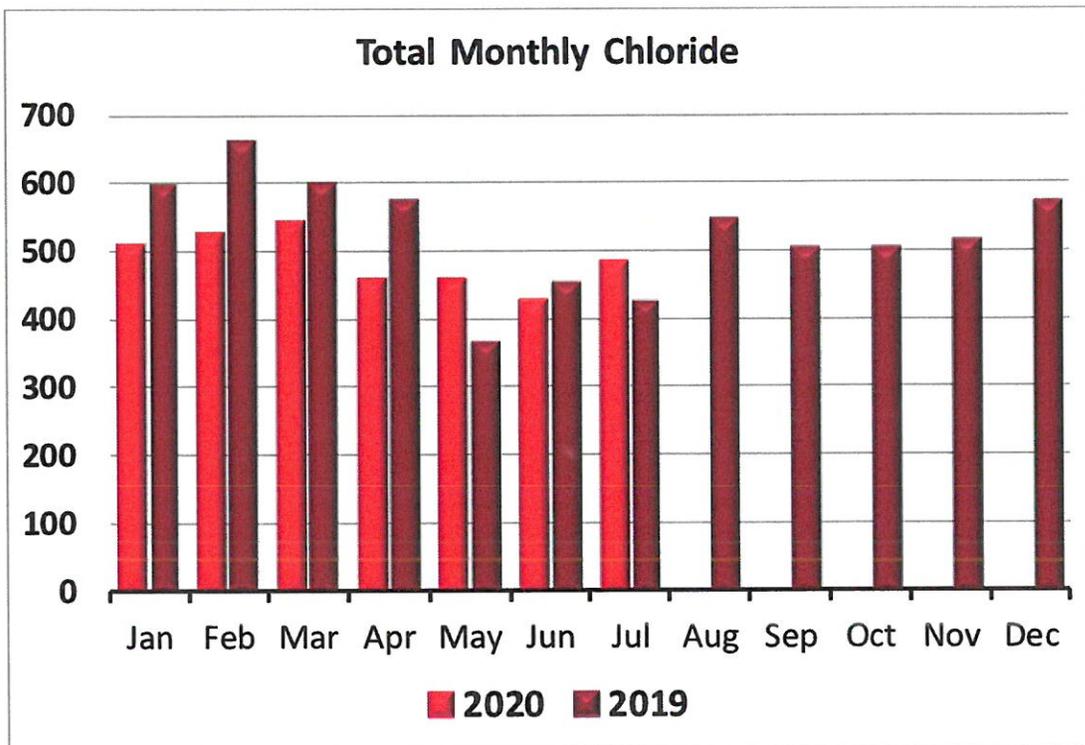
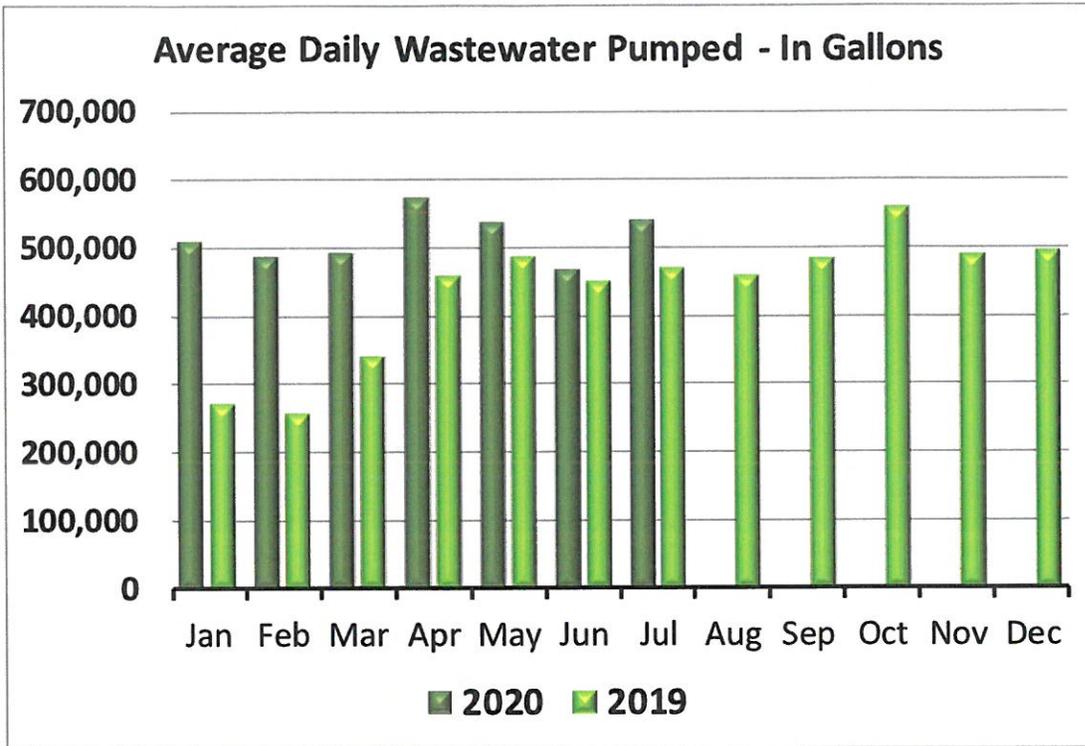
- Performed all required sampling and reporting.
- Test ran the generator.
- Checked Lift stations daily.
- Transferred from anaerobic pond to aerated pond as needed.
- Received a Ferric delivery from Hawkins.
- Cleaned DO sensors as needed.
- Greased each clarifier.



- Inspected blower gauges and filters daily
- Replaced rubber rakes on clarifier #1.
- Changed oil on final clarifiers.
- Relay issues in panel at Industrial lift station. Called Mark's Electric in and they advised us to replace all replays and bases. Since they were replaced, have not had any issues.
- Moyno pump in solids building would plug/vapor lock main breaker after 2 minutes of running. Took pump apart and put back together started working fine.
- Change inside filters on all blowers

		July-20	June-20	July-19
<b>Water</b>	<b>Units</b>			
Average Daily Pumped	gallons	563,000	579,000	581,000
Maximum Daily Pumped	gallons	703,000	768,000	908,000
Total Monthly Pumped	gallons	17,453,000	17,378,000	18,006,000
Average Daily Fluoride Conc.	mg/L	0.65	0.75	0.80
Fluoride used	gallons	268.00	211.00	199.00
Total Chlorine Residual	mg/L	0.51	0.60	0.43
Chlorine used	lbs	410.00	389.00	757.00
<b>Phosphorus</b>				
Phos Influent	mg/L	9	10	10
Phos Effluent	mg/L	0.60	0.60	0.70
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/YTD	252.50	246.30	423.40
Phos Effluent Loading Permit Limit	kg/YTD	1,257.60	1,257.60	1,257.60
Chemical Used	gallons	6,049.00	6,026.00	7,600.00
Total Chloride	mg/L	484.00	427.00	425.00
<b>Effluent Flow</b>				
Average Daily	gallons	541,000	468,000	471,000
Maximum Daily	gallons	683,000	525,000	597,000
Total Monthly	gallons	16,759,000	14,048,000	14,587,000
Precipitation Monthly Total	Inches	8.90	6.70	4.80
<b>Contract True-Ups - Current Contract Year</b>				
<b>Item</b>	<b>Budgeted Amount</b>	<b>Amount Spent</b>	<b>% of Budget</b>	<b>% of Time</b>
Maintenance Budget	\$16,093.00	\$19,722.00	123%	58%
<b>Total</b>	<b>\$16,093.00</b>	<b>\$19,722.00</b>	<b>123%</b>	<b>58%</b>





Date completed	Equipment	Location	Notes	Task
7/6/2020	Blower #1 Blower Building	5264 Pelican Rapids, MN	Filters checked Daily oil good/belts OK Greased next greasing 52000hr	Monthly PM
7/6/2020	Blower #2 Blower Building	5264 Pelican Rapids, MN	Filters checked Daily oil good/belts OK greased next greasing 52000hr	Monthly PM
7/6/2020	Blower #2 (Preliminary Treatment)	5264 Pelican Rapids, MN	Filters checked Daily oil good/belts OK Greased next greasing 79000hr	Service Equipment
7/6/2020	Blower #3 (Preliminary Treatment)	5264 Pelican Rapids, MN	Filters checked Daily oil good/belts OK Next greasing 7500hr	Service Equipment
7/7/2020	Influent Pump #2 (Pretreatment Bldg)	5264 Pelican Rapids, MN	All three pumps are on a three day rotation so we check each pump daily for excessive noise or other issues.	Inspection
7/7/2020	WELL #15	6264 Pelican Rapids, MN	Clean filters	Monthly PM
7/15/2020	Air Compressor (RAS/WAS Building)	5264 Pelican Rapids, MN	checked oil level drained water out of tank no leaks found	Monthly PM
7/15/2020	Air Exchange Unit	5264 Pelican Rapids, MN	cleaned all air filters in all buildings	Monthly PM
7/15/2020	Algae Sweepers	5264 Pelican Rapids, MN	replaced all brushes last month month.	Inspection
7/15/2020	Final Clarifier #3	5264 Pelican Rapids, MN	changed oil and greased all zergs	Service Equipment
7/15/2020	Final Clarifier #4	5264 Pelican Rapids, MN	Changed oil and greased all zerks	Service Equipment
7/15/2020	Generator	5264 Pelican Rapids, MN	Ran for 2 1/2 hrs. due to loss of power. Changes oil and fuel filters and ran for another 1 hr. afterwards	Inspection
7/15/2020	Industrial Lift Station	5264 Pelican Rapids, MN	Replaced all contacts and bases due to an over temp malfunction cleaned floats	Inspection
7/15/2020	Industrial Lift Station	5264 Pelican Rapids, MN	Replaced all contacts and bases due to an over temp malfunction cleaned floats	Inspection

7/15/2020	Influent Pump #3 (Pretreatment Bldg)	5264 Pelican Rapids, MN	Switch pumps daily and listened for unusual noises nun heard	Inspection
7/15/2020	Primary Clarifier #1	5264 Pelican Rapids, MN	Changed oil and greased all zerks	Service Equipment
7/15/2020	Primary Clarifier #2	5264 Pelican Rapids, MN	Grease all points checked for wear cleared scum lines	Service Equipment
7/15/2020	FIRE EXTINGUISHERS	5264 Pelican Rapids, MN	sits behind seat and bounces check gauge reading monthly full charge.	Inspection
7/15/2020	FIRE EXTINGUISHERS	5264 Pelican Rapids, MN	Summit was here last month to do inspection	Schedule Appointment
7/15/2020	AIR DRYER SYSTEM	6264 Pelican Rapids, MN	checked appears to be working fine.	Monthly PM
7/15/2020	BLOWER	6264 Pelican Rapids, MN	tension ok check oil daily	Monthly PM
7/20/2020	Air Conditioner Outside Unit	5264 Pelican Rapids, MN	Cleaned all air units	Inspection
7/20/2020	Chemical Pump #1	5264 Pelican Rapids, MN	Replace tubing cleaned pump	Monthly PM
7/20/2020	Chemical Pump #2	5264 Pelican Rapids, MN	Cleaned pump head and rollers	Monthly PM
7/20/2020	DO Sensor	5264 Pelican Rapids, MN	Jerry up every Monday to clean d o sensors	Monthly PM
7/20/2020	DO Sensor	5264 Pelican Rapids, MN	Jerry here to clean d o sensors every Monday	Service Equipment
7/20/2020	Grit Pump	5264 Pelican Rapids, MN	Oil full tension ok	Inspection
7/20/2020	Grit Vortex	5264 Pelican Rapids, MN	Oil full	Inspection
7/20/2020	Industrial Lift Station	5264 Pelican Rapids, MN	Cleaned floats inspected tank	LS Monthly PM
7/20/2020	Influent Pump #1 (Pretreatment Bldg)	5264 Pelican Rapids, MN	No leaks no unnecessary noises	Inspection
7/20/2020	Lift Station 2nd Avenue	5264 Pelican Rapids, MN	Tested high level alarm cleaned floats panel ok	LS Monthly PM
7/20/2020	Lift Station 2nd Avenue	5264 Pelican Rapids, MN	Cleaned floats tested alarms have city pump out grease	LS Monthly PM
7/20/2020	Screen Rake Unit	5264 Pelican Rapids, MN	Cleaned rakes and apron	Monthly PM
7/20/2020	MAIN AIR COMPRESSOR	6264 Pelican Rapids, MN	Air line drain daily no unusual noise	Monthly PM
7/20/2020	Grit Pump	5264 Pelican Rapids, MN	Oil full belt ok	Inspection
7/20/2020	Grit Cyclone Classifier	5264 Pelican Rapids, MN	Checked belts ok oil full	Monthly PM

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

**CASH BALANCE**

FUND 101	GENERAL FUND	\$1,202,896.06
FUND 205	SMALL CITIES GRANT FUNDING	\$84.77
FUND 209	TIF 2-9 UNIQUE HOUSING	\$1,045.18
FUND 210	TIF 1 FUND REDEVELOPMENT	\$4,508.78
FUND 211	LIBRARY	\$45,196.49
FUND 220	CORONA VIRUS RELIEF AID	\$190,234.00
FUND 301	ECONOMIC DEVELOPMENT AUTHORITY	\$26,180.38
FUND 302	SPECIAL IMPROVEMENT FUND	\$201,731.90
FUND 303	CAPITAL IMPROVEMENT	\$85,934.43
FUND 304	GO IMP BONDS, SERIES 2017	\$222,725.36
FUND 305	CIP IMP BONDS, SERIES 2017	\$252,414.32
FUND 601	WATER FUND	\$249,472.22
FUND 602	SEWER FUND	\$767,501.40
		<hr/>
		\$3,249,925.29

**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 07/31/20	INT RATE	MATURITY DATE
<b>101 - GENERAL FUND</b>									
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			\$ 114.70		\$ 22,853.86	0.29%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER BD	1069	\$ 16,838.08			\$ 84.93		\$ 16,923.01	0.29%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	1069	\$ 142,055.75	\$ 40,000.00		\$ 850.54		\$ 182,906.29	0.29%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	1069	\$ 42,587.85			\$ 214.82		\$ 42,802.67	0.29%	MM SAVINGS
BELL-13 STR EQUIP	1069	\$ 39,311.70			\$ 198.27		\$ 39,509.97	0.29%	MM SAVINGS
BELL - 14 LIB ROOF	1069	\$ 101,683.55	\$ 12,000.00		\$ 553.09		\$ 114,236.64	0.29%	MN SAVINGS
BELL - NEW POOL FUND	0091	\$ 2,025.57	\$ 370.00		\$ 0.82		\$ 2,396.39	0.08%	SAVINGS
MN - 15 CITY TRAIL	9650	\$ 45,424.11	\$ 15,000.00		\$ 59.18		\$ 60,483.29	0.31%	MN SAVINGS
MN - 15 MAPLEWOOD TRAIL	9650	\$ 201,722.42	\$ 50,000.00		\$ 252.91		\$ 251,975.33	0.31%	MN SAVINGS
MN - 15 BROWN FIELD	9650	\$ 10,540.75			\$ 11.68		\$ 10,552.43	0.31%	MN SAVINGS
MN-06-09 108 ECON DEVELOPMENT (7/26/11)	3519	\$ 109,968.60		\$ 100,000.00	\$ 26.13		\$ 9,994.73	0.20%	MM SAVINGS
MN-08-09-10 BRIDGE (7/26/11)	3519	\$ 34.78			\$ 0.04		\$ 34.82	0.20%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3519	\$ 141,814.25			\$ 137.94		\$ 141,952.19	0.20%	MM SAVINGS
WF-GENERAL FUND	5206	\$ 529,726.73			\$ 56.16		\$ 529,782.89	0.03%	SAVINGS
WF - AIRPORT FUND	5206	\$ 85,935.91			\$ 9.11		\$ 85,945.02	0.03%	SAVINGS
<b>TOTAL GENERAL FUND</b>		<b>\$ 1,868,344.60</b>	<b>\$ 117,370.00</b>	<b>\$ 100,000.00</b>	<b>\$ 4,051.20</b>	<b>\$ -</b>	<b>\$ 1,803,820.78</b>		
<b>205 - SCDP</b>									
WF-SCDP - RESIDENTIAL (205-10107)	7335	\$ 7,549.86		\$ 7,549.86			\$ -	0.00%	CHECKING
<b>TOTAL SCDP FUND</b>		<b>\$ 7,549.86</b>	<b>\$ -</b>	<b>\$ 7,549.86</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>211 - LIBRARY</b>									
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	\$ 26.25		\$ 20,197.28	0.70%	MM SAVINGS
BELL - LIBRARY SAVINGS (3/19) - CARLSON	8116	\$ 18,741.61		\$ 19,106.43	\$ 364.82		\$ 0.00		
<b>TOTAL LIBRARY FUND</b>		<b>\$ 110,211.77</b>	<b>\$ 19,106.43</b>	<b>\$ 15,185.12</b>	<b>\$ 150.14</b>	<b>\$ -</b>	<b>\$ 114,283.22</b>		
<b>302 - SPECIAL IMP</b>									
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			\$ 22.18		\$ 209,107.26	0.03%	SAVINGS
<b>TOTAL FUND SPEC IMP</b>		<b>\$ 350,810.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22.18</b>	<b>\$ -</b>	<b>\$ 350,832.43</b>		
<b>601 - WATER FUND</b>									
MN-UTILITY BILLING	3063	\$ (2,860.47)	\$ 261,488.19	\$ 261,308.42		\$ 29.56	\$ (2,710.26)	0.35%	CHECKING
<b>TOTAL WATER FUND</b>		<b>\$ (2,860.47)</b>	<b>\$ 261,488.19</b>	<b>\$ 261,308.42</b>	<b>\$ -</b>	<b>\$ 29.56</b>	<b>\$ (2,710.26)</b>		
<b>602 - SEWER FUND</b>									
MN-UTILITY BILLING	3063	\$ 9,243.95	\$ 751,128.13	\$ 752,692.86		\$ 29.56	\$ 7,649.66	0.35%	CHECKING
WF-SAVINGS WWTF RESERVE(2/17)	5206	\$ 243,415.58			\$ 25.80		\$ 243,441.38	0.03%	SAVINGS
<b>TOTAL SEWER FUND</b>		<b>\$ 252,659.53</b>	<b>\$ 751,128.13</b>	<b>\$ 752,692.86</b>	<b>\$ 25.80</b>	<b>\$ 29.56</b>	<b>\$ 251,091.04</b>		
<b>609 - LIQUOR STORE</b>									
MN- LIQUOR STORE SAVINGS (2/14)	9650	\$ 355,875.85			\$ 393.68		\$ 356,269.53	0.31%	MN SAVINGS
MN - LIQUOR STORE CHECKING	0524	\$ -					\$ -		
WF-SAVINGS	2470	\$ 324,833.47	\$ 98,000.00	\$ 30,744.51	\$ 37.21		\$ 392,126.17	0.03%	SAVINGS
<b>TOTAL LIQUOR STORE</b>		<b>\$ 680,709.32</b>	<b>\$ 98,000.00</b>	<b>\$ 30,744.51</b>	<b>\$ 430.89</b>	<b>\$ -</b>	<b>\$ 748,395.70</b>		
<b>ESCROW ACCOUNT</b>									
PAYROLL FLEX ACCOUNT	0841	\$ 2,024.20	\$ 1,354.40	\$ 1,601.91			\$ 1,776.69	0.00%	CHECKING
<b>TOTAL PAYROLL FLEX ACCT</b>		<b>\$ 2,024.20</b>	<b>\$ 1,354.40</b>	<b>\$ 1,601.91</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,776.69</b>		
<b>TOTAL ALL FUNDS</b>		<b>\$ 3,269,449.06</b>	<b>\$ 1,248,447.15</b>	<b>\$ 1,169,082.68</b>	<b>\$ 4,680.22</b>	<b>\$ 59.12</b>	<b>\$ 3,267,489.60</b>		

City of Pelican Rapids

Comp Report

July 31, 2020

Department	Beginning Balace	Accrued Comp	Used Comp	Ending Balance	Over Time Paid
Administration	1.750	7.125	6.250	2.625	0.000
Police	51.375	17.375	2.000	66.750	0.000
Streets & Parks	28.625	48.375	38.500	38.500	0.000
Library	30.875	17.375	0.000	48.250	0.000
Liquor Store	12.000	12.000	0.000	24.000	0.000
Total	124.625	102.250	46.750	180.125	0.000



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August 3, 2020

City of Pelican Rapids  
315 North Broadway  
Pelican Rapids, Minnesota 56572

We are pleased to submit a quote for conducting a financial statement audit of City of Pelican Rapids for the years ended December 31, 2020, 2021, and 2022. Our fee estimate for these services are as follows:

	<b>2020</b>	<b>2021</b>	<b>2022</b>
Financial statement audit	\$15,200	\$15,600	\$16,100
Single Audit, if applicable	<u>4,000</u>	<u>4,100</u>	<u>4,200</u>
Total	<u><b>\$19,200</b></u>	<u><b>\$19,700</b></u>	<u><b>\$20,300</b></u>

Generally, there will be no charge for assistance with routine accounting inquiries which arise during the year.

Our quote is based upon the presumption that all books and records are in good order and in balance. Should problems of a bookkeeping nature be noted during the course of the audit, such items would be brought to the attention of management for corrective action to avoid additional time and charges to City of Pelican Rapids.

**Firm Qualifications and Experience:**

CarlsonSV LLP is a regional firm with staff located throughout our trade area which includes Minnesota, Wisconsin, North Dakota, South Dakota, and Iowa. The firm has approximately ninety staff. Of this, nine are partners and approximately thirty are certified public accountants. The audit would be performed by staff out of our Fergus Falls office.

Our firm conducts approximately two hundred audits annually. Included in those are audits of private, governmental, and nonprofit entities. We audit numerous governmental entities with circumstances similar to City of Pelican Rapids.

From our local office, we have the ability to provide timely services for the audit, interim consulting, and recommendations for systems improvement. Over the years our goal has been to provide both prompt and professional service to our clients.

We hope our proposal will be favorably received. Please do not hesitate to call with any questions.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dean Birkeland".

Dean A. Birkeland, CPA, Principal

# STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

9

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and the City of Pelican Rapids, 315 North Broadway, PO Box 350, Pelican Rapids, MN 56572 ("GRANTEE").

## Recitals

1. Under Minn. Stat. 84.026 the State is empowered to enter into this grant contract agreement.
2. The State is in need of connected river systems for fish passage. This project will replace the current dam with a rock arch rapids on the Pelican River and open up over 23 miles of stream.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

## Grant Contract Agreement

### 1 Term of Grant Contract Agreement

#### 1.1 *Effective date:*

September 1, 2020, Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

#### 1.2 *Expiration date:*

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

### 2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).

2.1 Provide final engineering plans suitable for bidding, provide all construction and bidding documents, provide project coordination/construction management, and all materials and installation costs necessary to provide fish passage at the dam site. The rock arch rapids will be constructed as described in Attachment A, attached and incorporated into this contract and prior consultation with Minnesota DNR. The Grantee's representative will act as the project engineer and be responsible for the final plans and specifications.

2.2 To apply for and receive all necessary approvals and permits to complete the project and comply with state and federal regulations, including but not limited to: DNR Division of Ecological and Water Resources, Stormwater Protection Permit, Cultural Resources Review, Natural Heritage Resources Review, and County Board approvals.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

### 4 Consideration and Payment

#### 4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract agreement as

follows:

**(a) Compensation**

The Grantee will be paid \$1,800,000.00 for actual expenses incurred.

**(b) Travel Expenses**

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

**(c) Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$1,800,000.00.

**4.2 Payment**

**(a) Invoices**

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

invoices may be submitted quarterly during design and permitting and as needed during construction

**It is required that invoices be submitted, at a minimum, at the close of each state fiscal year which is July 1 – June 30. Final request for payment must be submitted on or before June 30, 2025.**

**(b) Unexpended Funds**

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

**4.3 Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

**(a)** For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

**(b)** The grantee must not contract with vendors who are suspended or debarred in MN:

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

**5 Conditions of Payment**

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

**6 Authorized Representative**

The State's Authorized Representative is Amanda Hillman, Restoration Coordinator, 1509 1<sup>st</sup> Ave N, Fergus Falls, MN 56537, (218) 671-7953, [amanda.hillman@state.mn.us](mailto:amanda.hillman@state.mn.us), or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Don Solga, City Administrator, PO Box 350, Pelican Rapids, MN, 56572, 218-863-6571, pradmin@loretel.net. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete**

### **7.1 Assignment**

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

### **7.2 Amendments**

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

### **7.3 Waiver**

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

### **7.4 Grant Contract Agreement Complete**

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

## **8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

## **9 State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## **10 Government Data Practices and Intellectual Property Rights**

### **10.1 Government Data Practices**

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law

### **10.2 Intellectual Property Rights**

N/A

## **11 Workers Compensation**

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State

employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

### **12.1 *Publicity***

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

### **12.2 *Endorsement***

The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination**

### **14.1 *Termination by the State***

The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

### **14.2 *Termination for Cause***

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

### **14.3 *Termination for Insufficient Funding***

The State may immediately terminate this grant contract agreement if:

- (a)** If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

## **15 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and

state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15*

*Felicia Barnes*

Signed: \_\_\_\_\_  
650F68633C8A413

August 20, 2020

Date: \_\_\_\_\_

SWIFT Contract/PO No(s). 181962/3000177584

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: City Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_

(with delegated authority)

Title: Director, Ecological & Water Resources

Date: \_\_\_\_\_

Distribution:

Agency

Grantee

State's Authorized Representative

**STATE OF MINNESOTA**  
**GRANT AGREEMENT**  
**City of Pelican Rapids / Pelican Rapids Dam on the Pelican River**

**ATTACHMENT A**

**NATURE AND SCOPE** – The Pelican Rapids dam is a 16 foot high barrier to fish passage on the Pelican River. The dam blocks a significant part of the watershed. This project will use a rock arch rapids to replace the dam and allow for fish passage. DNR Ecological and Water Resources (EWR) staff and DNR Fisheries staff have developed a restoration goal of reconnecting the Otter Tail watershed. This project will remove a significant barrier in lower portion of the Pelican River, within the Otter Tail watershed.

**PURPOSE** – There are approximately 29 species of fish that will benefit from river reconnection at this site. This project will reconnect over 23 miles of river within the Otter Tail watershed. The primary purpose of this project is to improve the ecology of the river system by modifying the dam and restoring fish and aquatic species passage upstream of the existing structure. This project will remove the necessity for dam maintenance and improve safety at the site by removing the hydraulic roller associated with the dam.

**SPECIFICATIONS** – The rock arch rapids structure will be designed and implemented to provide fish passage at the dam site. The rock arch rapids will be constructed with a less than 3% slope and rock materials will be laid in specified patterns and groupings. The final design of the rapids shall be coordinated with, and approved by, Luther Aadland or Neil Haugerud (MN DNR, contact information below).

The rocks used to construct the rock rapids will be designed to withstand velocities created during the 100-year flood event. For rock arch rapids, the boulders used for the weir construction will be oversized, and embedded into the rocks below. Final placement of boulders and rocks will be coordinated with the DNR. Boulders and rocks will be adjusted to maximize fish and aquatic species passage.

There will be appropriate signage at the project site. As stated in in *M.L. 2009, Chapter 172, Article 1, Section 5, Sec. 10*. “A recipient of funds from the outdoor heritage fund, parks and trails fund, clean water fund, or arts and cultural heritage fund shall display, where practicable, a sign with the logo developed under this section on construction projects and at access points to any land or water resources acquired in fee or an interest in less than fee title, or that were restored, protected, or enhanced, and incorporate the logo, where practicable, into printed and other materials funded with money from one or more of the funds.”. The Restoration Coordinator will provide the signs and assist with identifying sign locations.

The City of Pelican Rapids, under the direction of a hired consultant, will secure and administer the construction contract for this project.

**PROJECT COORDINATION** - The contractor will coordinate its schedule with the City of Pelican Rapids and its representative. Additionally, the contractor shall coordinate work with permitting agencies, including, but not limited to, the MN DNR, MPCA, USFWS, and the Army COE.

DNR staff must be consulted during development of conceptual, 60% and 95% plan sets and be contacted a minimum of two weeks prior to the start of construction of the rock rapids.

Luther Aadland  
Minnesota Department of Natural Resources  
1509 1<sup>st</sup> Avenue North  
Fergus Falls, Minnesota 56537  
Phone: 218-671-7938  
luther.aadland@state.mn.us

Neil Haugerud  
Minnesota Department of Natural Resources  
1509 1<sup>st</sup> Avenue North  
Fergus Falls, Minnesota 56537  
Phone: 218-671-7936  
neil.haugerud@state.mn.us

Critical steps and placement of the large boulders will be done under the direct oversight of Luther Aadland, MN DNR or Neil Haugerud MN DNR. The contractor shall work closely with DNR staff to prevent schedule conflicts.

**PROJECT UPDATES AND PROGRESS** –The City of Pelican Rapids will also be responsible for reporting updates to Amanda Hillman. These updates are necessary for reporting to the Lessard-Sams Outdoor Heritage Council which funded a portion of the project. These updates will include project accomplishments and provide itemized detail of budgeted dollars and dollars spent.

Amanda Hillman  
Minnesota Department of Natural Resources  
1509 1<sup>st</sup> Avenue North  
Fergus Falls, Minnesota 56537  
Phone: 218-671-7953  
amanda.hillman@state.mn.us

**COMPLETION** – All final adjustments shall be completed before the expiration of the grant agreement.

**CONSTRUCTION AND ENVIRONMENTAL DISTURBANCE REQUIREMENTS** - The contractor shall take appropriate measures to restrict the losses or disturbance of soil, vegetative cover, and pollutants (chemical or biological) from the project site. Construction shall take place in a manner which minimizes re-suspension of river sediments.

## 2024 Complete Streets Schedule

- Field Work – Summer/Fall 2020
- Concept Layouts – Winter 2020/2021
- Public Engagement – Winter & Spring of 2021
- Demonstration Project – Spring/Summer 2021
- Geometric Layout – Fall/Winter 2021
- CATEX – Fall/Winter 2021
- Municipal Consent – 1/26/2022
- 30% - 7/29/2022
- 60% - 12/30/2022
- Permitting – Spring 2023
- 90% - 5/31/2023
- 100% - 8/31/2023



**APPLICATION FOR PAYMENT NO. 3**  
**Itemized Progress Summary**

Apex Project No. 18.189.0065

Application for Payment Date: 8/7/2020  
 Application for Payment Period: 7/3/2020

through

8/7/2020

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							
<b>BID:</b>											
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	2104.602 SALVAGE MAIL BOX SUPPORT	1	EA	\$50.00	\$50.00		\$0.00	\$0.00		\$50.00	
4	2104.603 REMOVE PIPE CULVERT	133	LF	\$7.00	\$931.00	68.00	\$476.00	\$476.00	51.1%	\$455.00	
5	2104.603 REMOVE WATER MAIN	8	LF	\$20.00	\$170.00		\$0.00	\$0.00		\$170.00	
6	2104.604 REMOVE BITUMINOUS PAVEMENT	167	SY	\$10.00	\$1,670.00	167.00	\$1,670.00	\$1,670.00	87.0%	\$250.00	
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	\$160.00	\$1,280.00	7.00	\$1,050.00	\$1,050.00	81.7%	\$230.00	
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	2,300	CY	\$16.75	\$38,550.00	2,300.00	\$38,550.00	\$38,550.00	100.0%	\$0.00	
12	2105.507 SELECT GRANULAR BORROW (GV)	1,141	CY	\$16.35	\$18,655.35	1,141.00	\$18,655.35	\$18,655.35	100.0%	\$0.00	
13	2118.609 AGGREGATE SURFACING CLASS 5 (CV)	63	CY	\$65.00	\$4,095.00	23.00	\$1,485.00	\$1,485.00	27.7%	\$2,610.00	
14	2111.607 AGGREGATE BASE (GV) CLASS 5 (P)	570	CY	\$47.65	\$27,102.50	570.00	\$27,102.50	\$27,102.50	100.0%	\$0.00	
15	2360.604 TYPE SP 9.5 WEARING COURSE MIX (3.C) 1.5" THICK	2,028	SY	\$7.76	\$15,737.28	1,211.00	\$9,386.98	\$9,386.98	60.0%	\$14,750.30	
16	2360.604 TYPE SP 12.5 NONWEARING 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 S41E APRON	8	EA	\$385.00	\$3,080.00	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	\$48.70	\$7,207.60	90.00	\$4,473.00	\$4,473.00	60.8%	\$2,682.60	
20	2502.503 4" PERFORATED PE PIPE DRAIN	345	LF	\$6.35	\$2,181.75	344.00	\$2,184.40	\$2,184.40	99.7%	\$0.35	
21	2503.503 12" RC PIPE SEWER CLASS III	74	LF	\$56.60	\$4,188.40	80.00	\$4,528.00	\$4,528.00	108.1%	(\$339.60)	
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	\$7,844.00	\$23,832.00	3.00	\$23,832.00	\$23,832.00	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	24.00	\$1,440.00	\$1,440.00	100.0%	\$0.00	
26	2511.507 RANDOM RIPRAP CLASS II	8	CY	\$65.25	\$522.00		\$0.00	\$0.00		\$522.00	
27	2531.503 CONCRETE CURB & GUTTER DESIGN D418	892	LF	\$23.73	\$21,167.16	900.00	\$21,357.00	\$21,357.00	100.0%	(\$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	1.00	\$10,000.00	\$10,000.00	100.0%	\$0.00	
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	13.75	\$1,115.13	\$1,115.13	100.0%	\$0.00	
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	1.00	\$2,500.00	\$2,500.00	100.0%	\$0.00	
36	2574.507 COMMON TOPSOIL BORROW	623	CY	\$20.00	\$12,460.00		\$0.00	\$0.00		\$12,460.00	
37	2575.501 TURF ESTABLISHMENT	1	LS	\$12,000.00	\$12,000.00	0.50	\$6,000.00	\$6,000.00	50.0%	\$6,000.00	
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 WATERMAN	78	LF	\$35.00	\$2,730.00	38.00	\$1,330.00	\$1,330.00	50.0%	\$1,400.00	
41	02600 8" PVC WATERMAN	782	LF	\$47.70	\$37,307.40	1,071.00	\$51,088.70	\$51,088.70	140.6%	(\$14,781.30)	
42	02600 8" PVC WATERMAN (DIRECTIONAL DRILLED)	236	LF	\$122.90	\$28,804.40		\$0.00	\$0.00		\$28,804.40	
43	02600 6" GATE VALVE & BOX	4	EA	\$1,866.00	\$7,464.00	3.00	\$5,598.00	\$5,598.00	75.0%	\$1,866.00	
44	02600 8" GATE VALVE & BOX	6	EA	\$2,660.00	\$15,960.00	6.00	\$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	\$27.50	\$110.00	4.00	\$90.00	\$90.00	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	\$272.90	\$545.80	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	80	LF	\$15.00	\$1,200.00	82.00	\$1,260.00	\$1,260.00	102.2%	(\$60.00)	
53	02600 1.5" TYPE PE PIPE	30	LF	\$20.00	\$600.00	37.00	\$740.00	\$740.00	123.3%	(\$140.00)	
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	\$36.00	\$396.00	7.00	\$252.00	\$252.00	63.6%	\$144.00	
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	\$540.00	\$54,000.00	106.00	\$57,420.00	\$57,420.00	106.3%	\$3,420.00	
59	02700 4" PVC PIPE SEWER	66	LF	\$20.00	\$1,320.00	95.00	\$1,900.00	\$1,900.00	102.1%	(\$580.00)	
60	02700 6" PVC PIPE SEWER	44	LF	\$90.00	\$3,960.00		\$0.00	\$0.00		\$3,960.00	
61	02700 6" 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	882	LF	\$85.00	\$74,970.00	1,003.00	\$85,195.00	\$85,195.00	102.1%	(\$1,225.00)	
63	02700 8" X 4" PVC WYE	2	EA	\$450.00	\$900.00	2.00	\$900.00	\$900.00	100.0%	\$0.00	
64	02700 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 8" CLEANOUT ASSEMBLY	5	EA	\$40.00	\$200.00	5.00	\$200.00	\$200.00	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	02730 SEWER INSPECTION	882	LF	\$2.00	\$1,764.00	1,003.00	\$2,006.00	\$2,006.00	102.1%	(\$242.00)	
<b>SUBTOTAL BASE BID:</b>					<b>\$606,468.00</b>		<b>\$527,967.89</b>	<b>\$0.00</b>	<b>\$527,967.89</b>	<b>87.1%</b>	<b>\$78,500.11</b>





**Library Board Meeting  
Agenda  
August 5, 2020 6pm  
Levorsen Meeting  
Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the July Minutes
3. Approval of the bills (Curt)
4. Financial reports: (Annie)
5. Friends Update:
6. Foundations Report
7. Request from the Multicultural Resource Center, kiosk : Joan Ellison
8. Director's Report:
  - a. Quarantine policy adopted by city
  - b.
9. Roofing Committee Report
  - a. Leaks
  - b.
10. Chairman's discussion
  - a. Comments
11. September 2, 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, July 6, 2020**

Present: Wayne R., Curt, Annie, Sue (by phone), Cheryl, Kevin Ballard

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

1. Approval of Agenda: Motion by Curt, second by Cheryl to approve Agenda.  
Passed unanimously.
2. Approval of June Minutes: Motion by Curt, second by David to approve June Minutes.
3. Approval of Bills: Motion by Curt, second by Dave to approve June Bills with no corrections. Passed unanimously.
4. Financial Reports: Motion by David, second by Curt to approve service agreement with Climate Makers for \$3,600.00. Passed Unanimously.
5. Friends Update:
6. Foundations Report: On June 19, the foundation advisory committee approved a transfer of \$3,600 to offset the added expense of technology (Hoopla) brought on by the closure of the Library and reduced hours of operation.
6. Directors Report: Motion by Sue, second by David to change the meeting date to the first Wednesday of the month @ 6 pm, beginning in August. Passed Unanimously.
7. Roofing Committee Report: Leaks – no damage. Possible closing due to construction – left up to Annie (judgment call).
8. Chairman Discussion: Thanked Staff.
9. Meeting adjourned @ 6:35PM. Motion by David, second by Curt to adjourn. Passed Unanimously.

Next meeting August 5, at 6:00 PM in Levorsen Meeting Room.

Submitted by Gottenborg

		Actual YTD	Budget YTD	Budget 2020	Difference
<b>Income</b>					
Beginning balance		\$0.00			
City Funding	34761	\$141,168.75	\$109,796.07	\$188,221.84	\$31,372.68
Non-resident reimbursement	34762	\$11,940.00	\$24,733.33	\$42,400.00	-\$12,793.33
Copies	34763	\$512.91	\$1,983.33	\$3,400.00	-\$1,470.42
Coffee Bar	34764	\$13.00	\$58.33	\$100.00	-\$45.33
Fines	35103	\$243.70	\$2,041.67	\$3,500.00	-\$1,797.97
Interest	36210	\$513.25	\$0.00		
Donations	34765	\$17,977.00	\$10,033.33	\$17,200.00	\$7,943.67
Legacy Funding	34767	\$60.94	\$0.00		\$60.94
Refunds	34766	\$24.00	\$291.67	\$500.00	-\$267.67
General Fund Transfer	39201	\$0.00	\$0.00		\$0.00
Savings account transfer		\$6,363.12	\$0.00	\$0.00	
<b>Total Income</b>		<b>\$178,816.67</b>	<b>\$148,937.74</b>	<b>\$255,321.84</b>	<b>\$23,002.56</b>
<b>Expenses</b>					
Staff salaries	100	\$86,524.81	\$92,771.49	\$159,036.84	\$6,246.68
Overtime	105		\$0.00		\$0.00
Pension	120	\$6,473.35	\$7,341.25	\$12,585.00	\$867.90
FICA	122	\$6,378.76	\$5,833.33	\$10,000.00	-\$545.43
Staff medical insurance	130	\$6,378.76	\$6,416.67	\$11,000.00	\$37.91
Office supplies	200	\$3,879.92	\$1,750.00	\$3,000.00	-\$2,129.92
Education	208	\$339.89	\$933.33	\$1,600.00	\$593.44
Coffee Bar Supplies	209	\$0.00	\$58.33	\$100.00	\$58.33
Library supplies	210	\$2,196.85	\$758.33	\$1,300.00	-\$1,438.52
Auditing	301	\$0.00	\$525.00	\$900.00	\$525.00
Legal fees	304	\$0.00	\$116.67	\$200.00	\$116.67
Phone/fax/security	320	\$1,863.95	\$1,808.33	\$3,100.00	-\$55.62
Travel	331	\$58.55	\$233.33	\$400.00	\$174.78
Advertising	340	\$388.00	\$350.00	\$600.00	-\$38.00
Building Insurance	360	\$4,839.00	\$2,916.67	\$5,000.00	-\$1,922.33
Utilities	380	\$4,801.95	\$6,125.00	\$10,500.00	\$1,323.05
Building expenses	401	\$5,957.91	\$4,666.67	\$8,000.00	-\$1,291.24
Books	435	\$7,416.97	\$8,750.00	\$15,000.00	\$1,333.03
Audio visual materials	440	\$5,231.31	\$3,500.00	\$6,000.00	-\$1,731.31
Software	445	\$1,131.86	\$583.33	\$1,000.00	-\$548.53
Periodicals	450	\$763.48	\$1,166.67	\$2,000.00	\$403.19
Children's services programming	455	\$646.19	\$408.33	\$700.00	-\$237.86
VLS sub./Hot Reads	460	\$0.00	\$0.00		\$0.00
Automations-yearly fees	465	\$0.00	\$1,866.67	\$3,200.00	\$1,866.67
Equipment/Capital Outlay	500	\$19,837.28	\$0.00		
		\$0.00	\$0.00		
Afterschool Programing			\$0.00		
Refunds	470	\$22.99	\$58.33	\$100.00	\$35.34
Savings account			\$0.00		
<b>Operating expenses Total</b>		<b>\$165,131.78</b>	<b>\$42,553.64</b>	<b>\$255,321.84</b>	
<b>Difference</b>		<b>\$13,684.89</b>	<b>\$106,384.10</b>	<b>\$0.00</b>	<b>-\$2,603.44</b>

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

	2021 Budget		2020 Budget	
R 101-31000 General Property Taxes	\$733,738.00	\$0.00	\$753,489.00	\$0.00
R 101-31920 Property Tax Replacement	\$0.00		\$0.00	
R 101-32000 Licenses and Permits	\$0.00		\$0.00	
R 101-32110 Intoxicating Liq. License	\$0.00	\$ in Gen Tax Levy = ??%?	\$1,400.00	\$44,434 Increase in Gen Tax Levy = 6.27%
R 101-32115 Malt Liquor & Wine Licenses	\$2,500.00		\$1,200.00	
R 101-32210 Building Permits	\$1,000.00		\$1,000.00	
R 101-32215 Special Use Permits	\$0.00		\$0.00	
R 101-32240 Animal Licenses	\$0.00		\$0.00	
R 101-32245 ANIMAL BOARDING	\$0.00		\$0.00	
R 101-33200 Police State Aid	\$25,000.00		\$20,000.00	
R 101-33250 State Snow Removal Aid	\$6,000.00		\$6,000.00	
R 101-33300 State Airport Assistance	\$6,345.00	\$13,371 incr, or 1.35%	\$6,345.00	
R 101-33401 Local Government Aid	\$1,004,842.00		\$991,111.00	
R 101-33410 TRANSPORTATION ASSIST	\$0.00		\$0.00	
R 101-33610 County Hwy Maintenance	\$0.00		\$0.00	
R 101-33620 PERA Increase Aid	\$0.00		\$0.00	
R 101-34105 Maps/Publications/Data	\$0.00		\$0.00	
R 101-34300 Highways, Str, Mow Charges	\$0.00		\$0.00	
R 101-34720 Swimming Pool Fees	\$7,500.00		\$7,500.00	
R 101-34740 Swimming Pool Concessions	\$1,200.00		\$1,200.00	
R 101-34766 Refunds & Reimbursements	\$2,000.00		\$2,000.00	
R 101-35000 Penalties	\$1,000.00		\$0.00	
R 101-35100 Court Fines	\$7,000.00		\$8,000.00	
R 101-35102 Local Fines	\$0.00		\$0.00	
R 101-35200 Forfeits	\$0.00		\$0.00	
R 101-35210 Impound Fees	\$500.00		\$0.00	
R 101-36210 Interest Earnings	\$3,000.00		\$2,500.00	
R 101-36220 Dividends	\$5,000.00		\$14,000.00	
R 101-36230 Contributions and Donations	\$1,500.00		\$3,400.00	
R 101-36240 Shop with a Cop Donation	\$0.00		\$0.00	
R 101-36250 Dave Brown Soc Field Donations	\$0.00		\$0.00	
R 101-36260 MN Woman Donations	\$0.00		\$0.00	
R 101-37125 Sales of Service or Property	\$0.00		\$0.00	
R 101-37165 Sales Other Customers	\$0.00		\$0.00	
R 101-37175 Deposits	\$0.00		\$0.00	
R 101-37400 Community Sign	\$3,000.00		\$3,000.00	
R 101-37401 Industrial Park Sign	\$1,200.00		\$1,200.00	
R 101-37520 Special Assess - County	\$1,500.00		\$0.00	
R 101-38010 Rental of Property	\$15,000.00		\$14,000.00	
R 101-38020 Airport Land Rent	\$11,000.00		\$10,000.00	
R 101-38021 Airport Hanger Rent	\$13,000.00		\$12,720.00	
R 101-38022 Airport Fuel Receipts	\$4,500.00		\$4,500.00	
R 101-38071 Swimming Pool Lessons	\$1,000.00	Approx 20,000 of this is to cover additional cost of lib roof	\$1,000.00	
R 101-38700 Rental Housing Fees	\$4,000.00		\$3,000.00	
R 101-38910 Camping Fees	\$5,000.00		\$4,000.00	
R 101-39203 Transfer from Other Fund	\$100,000.00		\$100,000.00	
LOS2:	\$1,967,325.00		LOS2:	\$1,972,565.00
Special Levy	\$222,930.00			\$200,400.00

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

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

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

This is medical and HSAs contributions

Chairs \$1,400  
printer \$600

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

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

For Engineering service for development planning, not specific

For Engineering service for development planning, not specific

City Hall Landscaping - 25,000

Lib Roof \$100,000+

Vehicle \$43,000 (\$15,200 - 2 of 3 yr lease)+  
Radios 2x - 7,000  
Computer officers - 1,000

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

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

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

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

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

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

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

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

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

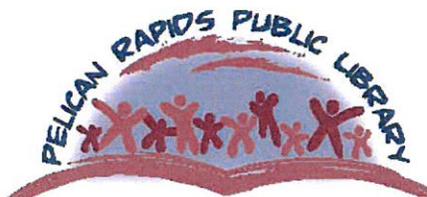
-WCI 5 year commit \$2,000 ea yr (2020 is 3rd of new term) THEY REQUEST A \$250 INCR 2020, THEN ANOTHER \$250 INCR 2021  
 -Birding Trl-\$1,000,  
 -Council approved 1,500 to chamber for community ads,  
 - Tourism Marketing Co-op (\$3,000)  
**-Community incentives (\$0)**

OTLCA HCH Staffing

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

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

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



August 12, 2020,

Mayor Frazier and City Council Budget Committee,

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

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

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

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

Wayne Runningen  
Pelican Rapids Library Board Chair

# STEERING COMMITTEE MEMBERS for the City of Pelican Rapids Comprehensive Plan Update

**PURPOSE:** The steering committee is comprised of **8-12** members (maximum 15 members) that are appointed by the City of Pelican Rapids. These members represent the local business community, citizens at large, local government and other various Commission members within the City. 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. The steering committee will work with the consultant, City staff, and other local leaders while engaging the public for input throughout the duration of the project. The steering committee will provide recommendations to the Planning Commission and City Council on the drafting and adopting the updated Comprehensive Plan.

## EXAMPLE ADVISORY SECTORS

Sector	Name	Role	E-mail Address	Phone No.
School Board Member				
Resort Owner				
Local Artist				
Local Industry Representative				
Highway Business Owner				
Downtown Business Owner				
Chamber of Commerce				
Resident (permanent) (with topic experience)				
Resident (permanent) (with topic experience)				
Natural Resource Representative				
Park Board Member				
Builder/Developer Community				
Healthcare				
Teacher/educator				
Student				
Planning Commission				
City Council				

*\*avoid having to notice for meetings if possible.*

## STEERING COMMITTEE RESPONSIBILITIES for Comprehensive Planning

**PURPOSE:** The steering committee is comprised of 8-12 members (maximum 15) that are appointed by the City. These members represent the local business community, citizens at large, City staff, City Council member(s), County and/or area stakeholders, and other various Commission members within the City. 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. The steering committee will work with the consultant, City staff, and other local leaders while engaging the public for input throughout the duration of the project. The steering committee will provide recommendations to the Planning Commission and City Council on the drafting and adopting the Comprehensive Plan.

**TIMELINE:** Time commitment is expected to last approximately 12-14 months

**RESPONSIBILITIES:** The steering committee members will be responsible for:

- Provide guidance through the entirety of the process
- Advise the consultant in reviewing data in addition to developing and reviewing goals, policies, and draft documents
- Provide comment and input during all project phases and civic engagement meetings and components
- Identify issues and concerns during the project development process, and for the project as a whole
- Encourage community consensus and encourage stakeholder participation during civic engagement events
- Promote awareness, participation, and support the mission of the project
- Represent broad community interests
- Act in an advisory capacity to the Planning Commission and City Council

**ACTIVITIES:** The public participation plan outlines the purpose, and various activities that comprise the civic engagement portion of this project. The following is a general list of meetings, forums, and activities the steering committee is expected to attend through the entirety of this project:

**STEERING COMMITTEE MEETINGS:** Attend eight (8) meetings through the entirety of the project (not to exceed 2 hours) that will occur on average every six (6) weeks to eight (8) weeks. Committee members may be asked to review content and materials before the meeting. Committee members may also be asked to report information to the group, and conduct research outside of the meeting.

**ONLINE SURVEY:** With input from the steering committee, a community survey will be posted on the city's website. Committee members will uphold the responsibilities of the task force by promoting the survey and provide comment.

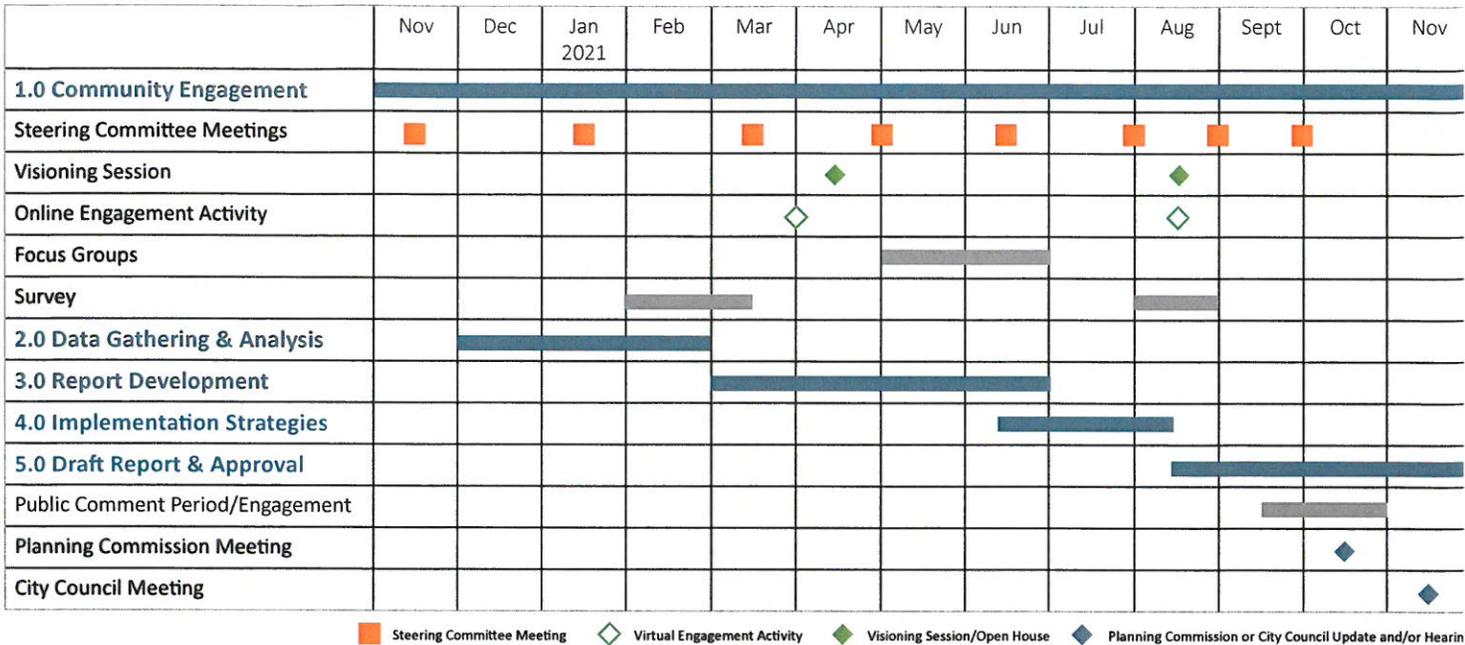
**FOCUS GROUPS:** Specialized meetings will be established throughout the development process to discuss land use concerns and meet with specific stakeholder groups.

\*\*A final meeting schedule will be provided when the steering committee has been formed.

*The steering committee is encouraged to participate in the following activities. It's important that committee members are present to facilitate conversation, serve as advisors on the process and topics of the plan, encourage participation, and provide input.*

**OPEN HOUSE / COMMUNITY VISIONING SESSIONS:** Two (2) open houses will occur during the duration of the project. These open house events will be conducted by the consulting team and city staff. Steering committee members will be available to facilitate conversation and answer questions that the attendees may have. These open houses are meant for the public to engage with the facilitators, interact with demonstrations/material, and contribute to the development of the document. Members will be available at each display to explain the plan content and purpose of the material.

# CITY OF PELICAN RAPIDS COMPREHENSIVE PLAN SCHEDULE





Park Board Minutes, Zoom Meeting June 29, 2020

Meeting was called to order at 5:00 PM by Kate. Those present were Kate, Amber, Brian, Judi, and Miriam

Motion made and seconded to approve agenda

Motion was made and seconded to approve the minutes from the last meeting.

Kate announced that we did not get the grant for the Peterson Park playground. Kate will stay in touch with them and we will reapply next year

Riverview offered to donate some trees to use on the north side of veterans park on the strip behind the VFW. Motion was made and carried to accept this offer. Brian will get in touch with Andrew to decide which trees he would prefer and the best spot to locate them.

Motion was made and carried to present the Park boards recommendation to the city council regarding the future location of a trail head. The location picked is the newly acquired land on the river located on Midway. If the council approves this Kate will let Patrick Hollister know as he feels adding a location to the request he will be submitting in August will look favorably toward Pelican being awarded status as a bikeable community.

Kate gave an update on the new pool progress. Due to the covid virus things have slowed down in this area. Ballards have agreed to include a tri fold flyer on the new pool in with their December billing.

Signage for the Peace Trail was discussed again. Brian will laminate a sign on a stake. Hopes for contributions from October Fest proceeds will be put on hold pending the realization of there being a fest this year due to covid restrictions.

Movie Nights this summer will be cancelled due to the covid restrictions.

Minnow races this summer will be cancelled due to the covid restrictions.

Brian gave an update on the swimming pool. At this time it is due to open on July 6 with a 100 person capacity limit. Hours will be the same as last year.

Park Bench Donation: Brian is handling.

The roaster pits in Peterson Park are still something the park board would like moved. It will make it more appealing to apply for a playground grant next year. Andrew Sorum has discussed this with Kate.

Motion made and carried to adjourn meeting. The next meeting date will be July 27, 2020 at 4:00 PM

submitted by Judith Engebretson, recorder.

## PLANNING COMMISSION MEETING MINUTES 06/29/2020

The Planning Commission of Pelican Rapids met at 5:00 pm. on Monday, June 29, 2020, in Council Chambers, City Hall. Commissioners John Waller III, Kevin Ballard, John Ohman, Dan Husted and John McMillen were present. City Administrator Don Solga, Bob Lindstrom, Amy Baldwin and Secretary Danielle Harthun and were also present.

Chairman John Waller III called the meeting to order.

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

Motion by McMillen, seconded by Ballard to approve the 05/11/2020 Planning Commission minutes. Motion passed unanimously.

Amy Baldwin from Otter Tail County Community Development Agency explained their goals of expanding housing opportunities and promoting business development in Otter Tail County.

The Planning Commission discussed the Faith Church garage. Commissioner Waller reviewed the ordinance and the comp plan and he could not meet the criteria required for a Special Use Permit to allow a garage to be built on the church's residential lot. Bob Lindstrom said the garage would not happen in 2020. The commissioners decided to have the City Attorney review the ordinance and see what the options are.

Sourcewell provided the City of Pelican Rapids with a proposal to update the Comp Plan for \$15,750. Motion by Ohman, seconded by McMillen to recommend the Council accept the Comp plan proposal. Motion passed unanimously.

Commissioner Ballard recommended putting the NW platting on the back burner until after the Comp plan is updated. The Planning Commission can focus on the infill lots for housing. Motion by Ballard, seconded by Husted wait until on the NW platting until the Comp Plan is updated. Motion passed unanimously.

The Planning Commission is still looking for another member.

Motion by Ohman, seconded by Ballard to adjourn the meeting at 6:30 pm. Motion passed unanimously.



Danielle Harthun, MCMC  
Secretary to the Planning Commission

Pelican Rapids Pool Committee Meeting Minutes  
Monday, July 13, 2020

Kate called to order the meeting at 5:02 pm.

Members present were Kate Martinez, Amy King, Rudy Martinez, Brady Ballard, Trevor Steeves, Jackie Larson.

Additions to agenda include Class Alumni Discussion.

Brady made a motion to approve previous meeting minutes and Amy made a second. Minutes approved as submitted.

Gary Puckett was suggested as a benefit concert option to pursue. The committee discussed the possibility of hosting a concert which will be dependent on Covid restrictions and willingness of Puckett to come. Kate will reach out to Puckett to gain interest and we will discuss at our next meeting.

Printed materials- we have two different flyers printed. The 1/3-page informational piece is being sent with Ballard Sanitation bills for the next three months. Amy will send a thank you note to Maxine. The brochures are in the sign by the pool and everyone can get a few to use as they are seeking donations.

In-Kind Donations were discussed, and it was suggested that we gauge interest, but it may be early to get commitments as that is part of the bidding process. Trevor said several would likely be willing to donate if they got the bid but would not be able to donate everything. We would like to work with local vendors as much as possible.

Each committee member agreed to take a business or two and start formally asking for donations. There will be a Google spreadsheet created to keep everyone in the loop, so we don't have a business approached twice. Amy will create the spreadsheet, and everyone can update. Please bring updates from assigned businesses by the next meeting.

The committee feels we need to start approaching PRHS alumni. We will create an alumni challenge to see which class can raise the most money by the end of 2020. Any class that raises over \$5,000 they will be recognized on the donation wall. Kate will make a spreadsheet to keep track of alumni year leaders and how information is being sent out. Facebook and email will be the most used form of communication.

Jackie will be writing donation thank you's for WCI donations.

Meeting was adjourned at 5:49 pm.

Respectfully Submitted by Amy King, Secretary

