PELICAN RAPIDS

January 5, 2024

CITY COUNCIL AGENDA

Tuesday January 9, 2024 4:30 p.m. Council Chambers, 315 N. Broadway

1. Call to Order
   a) Roll Call of Members
   b) Welcoming Remarks
   c) Announcements
   d) Pledge of Allegiance

2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*

3. Agenda Additions or Deletions

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 12/12/2023
   b) Approval of Accounts Payable Listing From 12/20/2023 And 1/9/2024
   c) Appoint Clerk-Treasurer Danielle Harthun
   d) Designate Official Newspaper: Pelican Rapids Press
   e) Designate Official Depositories: Minnesota National Bank, Bell Bank
   f) Appoint City Attorney: Krekelberg Law Firm
   g) Approve Expenses to Fire, Police, Liquor Store, Clerks', Mayors' Regional Meetings and Trainings
   h) Approve Payment of Administrator and Clerk-Treasurer Bonds
   i) Approve Payment of Liquor Store Bond
   j) Coalition of Greater Minnesota Cities Membership Renewal
   k) Minnesota Council of Airports Membership Renewal
   l) Otter Tail Lakes Country Association Community Collaborative Annual Membership
   m) 2024 Mileage - $0.67
   n) Authorize Credit Card Use: City Administrator–Lance Roisum $5,000, Clerk-Treasurer-Danielle Harthun $5,000, Police Chief-Todd Quaintance $1,000, Fire Chief-Shad Hanson $1,000, Street/Park Superintendent-Brian Olson $1,000, Liquor Store Manager-Maggie Johnson $1,000 and Library Director-Annie Wrigg $1,500. City Policy permits department heads to authorize up to $500 per purchase order. Department Heads must provide a purchase order within 24 hours of credit card use. Purchase order must have date used, vendor name, explanation of use and amount charged. Provide invoice or receipt as soon as they are available.
   o) Outdoor Sales Lot License 2024 – Jovanny Zavala Martinez

p) Staff Reports
   1. Police Chief Report (In Packet)
   2. Financial Report (In Packet)
      a. Property/Casualty LMCIT 2023 Dividend $3,850.00

5. Assistant Fire Chief Approval – Shad Hanson

6. Farmers Market Request – Ryan Pesch

7. Resolution Establishing Final Plat of Pinewood Estate – Resolution No. 2024-02 (In Packet)

8. Street and Park Report – Brian Olson

9. Library Report (In Packet)

10. The Youths

11. EDA Update – Jordan Grossman
    - OTC CDA Technical Assistance Program Resolution 2024-01 (In Packet)
    - Appointment of EDA Officers – 2024 (In Packet)
    - Historic City Hall – Community Input (In Packet
    - 2024 RRV Home & Garden Show – City Contributions
    - Housing Study Proposal (In Packet)

12. Chamber Staffing Proposal for HCH – Joe Clauson

13. Otter Tail Power Lease Agreement (In Packet)

14. People Service Agreement Annual Adjustment (In Packet)

15. ISD No. 548 Use Agreement (In Packet)

16. PRAC Change Requests No. 4 And No. 5 (In Packet)

17. Vacation Ordinance 2024-1 (In Packet)

18. PRAC Pay Request No. 6 (In Packet)

19. Election of Acting Mayor

20. Approve 2024 Appointments to Boards and Authorities (In Packet)

21. Approve City Fee Schedule (In Packet)

22. Set Time, Place & Date of Regular Meeting

23. City Administrator Report

24. Mayor Report

25. Adjourn

CITY OF PELICAN RAPIDS COUNCIL MEETING MINUTES – 12/12/2023

The City Council of Pelican Rapids met in regular session at 4:30 pm on Tuesday, December 12, 2023 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 Lance Roisum, Clerk-Treasurer Danielle Harthun, Superintendent Brian Olson
General Attendance: Todd Quaintance, Tom Pace, Judy Tabbut and Lou Hoglund from the Pelican Press were present.

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

All present stood and said the Pledge of Allegiance.

Motion by Foster, seconded by Strand to approve the agenda with the addition of No. 22 Swimming Pool Pay Request and the deletion of No. 8 The Youths. Motion passed unanimously.

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

a) Approval of Council Minutes – November 28, 2023
b) Approval of Accounts Payable Listings
c) Staff Reports
    1. Financial Report
    2. Police Report

Motion passed unanimously.

Todd Quaintance, incoming Police Chief, introduced himself to Council. He will start January 8, 2024. He asked on behalf of the City of Battle Lake if he could continue to be the Chief Law Enforcement Officer until Battle Lake is able to hire a chief. It would be a couple hours a week at the most. Council had no objections.

Superintendent Brian Olson presented his report to Council. Sweeper put away. Worked on office remodel for Clerk. Skating rink is still planned for this year. Motion by Strand, seconded by Ballard to approve the street and parks report. Motion passed unanimously.

Council considered Hammers Construction Inc. Pay Request No. 5 for $442,840.73 for the Pelican Rapids Aquatic Center. (PRAC) Motion by Foster, seconded by Strand to approve Pay Request No. 5 for $442,840.73 for Hammers Construction. Motion passed unanimously.

Tom Pace, MnDOT, presented the State of Minnesota Department of Transportation and City of Pelican Rapids and Otter Tail County Cooperative Construction Agreement. The project will go out for bids in January 2024. The City's estimated obligation is $7,220,378.64. The City has to pay MnDOT up front for their costs so City staff began the process for interim financing, Motion by Foster, seconded by Markgraf to introduce Resolution 2023-44 entitled **RESOLUTION 2023-44 – AUTHORIZING THE MAYOR AND CLERK-TREASURER EXECUTE THE 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.

Library Board Member David Gottenborg's term will be up at the end of this year. So far, only one person has approached the Mayor about the open Library Board position. Both Council Member Ballard felt that it should be discussed at a Library Board meeting first and would like to postpone this appointment. Motion by Ballard, seconded by Foster to postpone until the first meeting in January so the Library Board can discuss it. Motion passed unanimously.

Council reviewed the 2023-02 Sick Leave Ordinance Amendment. Council had discussed adding Earned Sick and Safe Time to the original sick leave policy at a previous meeting. Motion by Markgraf, seconded by Strand to introduce **ORDINANCE NO: 2023-02, AN ORDINANCE AMENDING 208.08, SUBD. 1 & SUBD. 2 OF THE PELICAN RAPIDS CITY CODE.** (A complete text of this ordinance is part of permanent public record in the City Clerk's Office.) Motion passed unanimously and ordinance is in full force and effect upon publication. Abstain: Ballard Aye: Strand, Markgraf, Foster, Frazier

Council reviewed the Agreement between the City of Pelican Rapids and Clay County Solid Waste Department (CCSWM) regarding leachate. The contract is for one year. Source One Organics agreed to pay for a PFAS test every six months. Motion by Ballard, seconded by Foster to approve the Mayor and Clerk-Treasurer sign the Agreement between the City of Pelican Rapids and CCSWM regarding leachate. Motion passed unanimously.

Motion by Foster, seconded by Markgraf to introduce Resolution 2023-42 entitled; **RESOLUTION 2023-42 TO DESIGNATE THE POLLING PLACE FOR 2024.** (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.

The budget committee met to review the 2024 water budgets and sewer budgets. Clerk Harthun reviewed the proposed water budget and explained the overall water budget increased slightly due to increased chemical costs and putting money in reserves in the event a well needs to be rehabbed. Motion by Strand, seconded by Markgraf to approve the 2024 Water budget. Motion passed unanimously.

Council reviewed the 2024 Sewer budget. Clerk Harthun reviewed the proposed sewer budget and explained the overall sewer budget decreased for 2024 but that was due to the SCADA project and the use of ARPA funds. A few pieces of equipment need to be replaced at WWTF in 2024. Motion by Markgraf, seconded by Foster to approve the 2024 sewer budget. Motion passed unanimously.

Council reviewed the water and sewer rates for 2024. Water flow rates will increase $.25 per 1,000 gallons with a $1.00 change to the base rate for 2024 from $3.75 to $4.00. Sewer flow rates will increase $1.00 per 1,000 gallons from $3.85 to $4.85, with $1.00 change to the commercial and residential base rates. Base rate for industrial will increase from $81,000 to $88,000 for 2024. The budget committee met with WCT to update them on the rising water and sewer rates. Motion by Strand, seconded by Markgraf to introduce Resolution 2023-43 entitled; **A RESOLUTION TO SET WATER AND SEWER RATES, FEES AND CHARGES.** (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. Motion passed unanimously.

The Library Report was provided in the packet for Council.

Administrator Roisum reviewed the Employee Assistance Program Full Service Contract with The Village Business Institute. Council approved earlier in the year but the City is signing the contract today. The cost will be $1,500 a year. Motion by Markgraf, seconded by Foster to approve signing the Employee Assistance Program through The Village. Motion passed unanimously.

Administrator Roisum reported that since the last meeting he has; worked with the Clerk and Mayor to set agenda and prepped for the meeting; attended a Department Head meeting; attended the Otter Tail Lakes Country Association's annual meeting in Vergas; worked with Clerk on water and sewer budgets and rates; met with the Mayor, Council Member Foster and WCT staff to review water and sewer rate increases; met with Clerk and Tammy Omdahl of Northland Securities and discussed financing for the 2024-25 project; met with Mayor Frazier and Jade Petznick of Larson Funeral Home and discussed Condo Association topics; completed final version of the leachate contract; reviewed the MnDOT Cooperative Construction Agreement; attended a pool construction meeting.

Council recessed the meeting and called the Truth in Taxation Meeting to order at 6:00 pm. Administrator Roisum reviewed the main increases in the 2024 General Budget are the 2nd Avenue Storm drain, new pool debt service and increase in library funding. Wayne

Runningen suggested the City should use some of the reserves to help local businesses and residents. Mayor Frazier adjourned the TNT meeting and returned to the Council meeting.

Council discussed the use of reserved funds to lower the 2024 General Budget. Motion by Markgraf, seconded by Ballard to approve the use of $75,000 of reserves for the 2024 General Budget. Motion passed unanimously.

Motion by Markgraf, seconded by Strand to approve the 2024 General Fund Budget Levy for $946,964 and the Special Levy for $304,081 for a total 2024 levy of $1,251,045. Motion passed unanimously.

Mayor Frazier reported that since the last city council meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profit organizations, conducted "Conversations with the Mayor" at Historic City Hall on November 29, met on November 30 with Jordan Grossman of CEDA and Ryan Binek of the Pelican Rapids Economic Development Authority (PREDA) regarding the PREDA Meeting of December 14, met on December 4 with Councilman Foster, Administrator Roisum and Robert Gray and Eric Christ of West Central Turkeys, Inc. regarding the 2024 water and sewer rates, attended a Condominium Meeting and tour of new funeral home on December 8 with Administrator Roisum and Jade Petznick of Larson Funeral Home and met with Administrator Roisum on December 11 to plan for this council meeting.

Motion by Strand, seconded by Ballard to adjourn the City Council meeting at 6:44 pm. Motion passed unanimously.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

12/20/23 Bill Listing

Vendor Name	Comments	Amount
APEX ENGINEERING GROUP	ENGINEER FOR 2ND AVE SE DRAIN	$3,808.00
ARAMARK	PK, STR; LINEN SERVICE	$132.64
ARVIG	ALL; COMMUNICATIONS	$1,206.46
BELL BANK CREDIT CARD	PD; SHOP WITH A COP	$1,419.75
BIG JOHNS PELICAN PIZZA	PD; SHOP WITH A COP	$146.46
CEDA	EDA; MILEAGE	$260.48
CLARK EQUIPMENT CO	STR; BOBCAT ATTACHMENT	$10,550.96
FERGUSON WATERWORKS	WTR, SWR; METER	$534.20
GALLS	PD; UNIFORMS	$140.98
GPNG	ALL; UTILITIES	$2,240.21
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	$1,860.00
KRUMP, ONNALEE	PD; SEWING	$12.00
LARRYS SUPER MARKET	CLK; SUPPLIES	$6.75
NAPA	STR; VEH MAIN SUPPLY	$8.49
OK TIRE CRM	PD; OIL CHANGE	$1,017.42
PARK REGION CO OP	ALL; FUEL	$192.83
PELICAN RAPIDS PRESS	COUNCIL MINUTES	$421.69
PERRIN MOBILE MEDICAL	STR; RANDOM DRUG TESTING	$255.00
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	$583.71
SANFORD HEALTH	PD; MEDICAL SERVICES	$368.00
STRAND HARDWARE	PD; SHOP WITH A COP	$359.21
STREICHERS	PD; UNIFORM RETURN	$201.91
TIM RAY CLEMENTS	PD; BACKGROUND CHECK	$2,000.00
VERIZON WIRELESS	ALL; COMMUNICATIONS	$642.24
		$28,369.39

CITY OF PELICAN RAPIDS

12/20/2023 Liquor Store Bill Listing

Vendor Name	Comments	Amount
ARVIG	PHONE	$186.70
BELLBOY CORPORATION	BAR SUPPLIES	$3,292.46
BERGSETH BROS. CO. INC	BEER	$10,580.40
BEVERAGE WHOLESALERS, INC	BEER	$12,603.13
CNA SURETY	INSURANCE	$167.00
DACOTAH PAPER CO	SUPPLIES	$199.89
DS BEVERAGES, INC	NA BEER	$795.10
GPNG	GAS	$37.29
JOHNSON BROTHERS LIQUOR CO	LIQUOR	$9,384.47
PHILLIPS WINE & SPIRITS	LIQUOR	$1,210.49
		$38,456.93

CITY OF PELICAN RAPIDS
1/09/2024 Liquor Store Bill Listing

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	$74.35
ARAMARK	RUG RENTAL	$44.55
ARTISAN BEER COMPANY	BEER	$528.00
BERGSETH BROS. CO. INC	N/A, BEER	$7,730.90
BEVERAGE WHOLESALERS, INC	LIQUOR	$7,020.94
BREAKTHRU BEVERAGE	LIQUOR	$1,289.43
COMPLIANCE POSTER COMPANY	OFFICE SUPPLIES	$38.38
DS BEVERAGES, INC	BEER	$2,942.16
JOHNSON BROTHERS LIQUOR CO	LIQUOR/WINE	$15,244.13
MCKINNON CO. INC	POP/MIX	$42.00
SOUTHERN GLAZERS	BEER	$3,183.54
		$38,138.38

PELICAN RAPIDS

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

MONTHLY REPORT
December 2023

HOURS: Full-Time: 787
Part-Time 24.5

MILES ON VEHICLE:

2022 Patrol Vehicle 102	959	Miles on Vehicle 12,150
2020 Patrol Vehicle 103		Miles on Vehicle 85,185
2017 Patrol Vehicle 101:	918	Miles on Vehicle 115,743
Total Miles Driven:	1,877	

CFS'S: 58

FINES:$254.85

ASSISTS: OTCSO- OTHER AGENCY--0 MSP--1

ARRESTS: 1 TICKETS ISSUED: 1 DUI: 1

PARKING WARNINGS: 2 Crosswalk: SNOW EMERGENCY:

Jeff Stadum
Pelican Rapids Police Department

218-863-1351 • Fax: 218-863-7077 • email: prpolice@loretel.net

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
24 Hr. Vehicle Towed													0	0
5th Degree Assualt														2
9-1-1 Hang-up		5	6	1	7	2	3	2	2	4	1	3	36	31
Abandoned Vehicle	1												1	0
Aggrevated Assualt														2
Alarms	1	2	4	6		4	2	2		3	2	2	28	35
Alcohol Breath Test									1				1	0
Alcohol Compliance													0	0
Alcohol- Furnishing to Minor													0	0
Alcohol Violation								1					1	7
Ambulance Call	4	5	2	3	6	3	5	1	2	5	4	4	43	195
Animal Call, Other	1			2	1						3		7	7
Animal- Cat at Large								1		1	1	3	6	5
Animal- Dog at Large			1	2	2	1	1	1					8	28
Animal- Dog Barking			1		1	1			1				4	4
Animal- Dog Bite									1				1	3
Citation Issued For Animal			2										2	0
Animal Impounded								2					2	8
Animal- Other Animal Bite														1
Assault														2
Assist MSP												1	1	5
Assist OTCOSO			1		1								2	1
Assist Other Agency								2					2	1
Background Check	3		1	3	3		3		1		3		17	15
Bad Check													0	0
Burglary						1							1	2
Burning/No Permit/Warning								2	2				4	5
Burning Permit/Issued														6
Business Check													0	5
Check Fraud													0	0
Civil Dispute	2	3	1	2	1	1	1	1	2				14	21
Community Relationship													0	
Counterfeit Money													0	2
Criminal Damage to Property Arrest														1
Custody Matter		1					1		2	1			5	8
Damage to Property														7
Death Notification									1	1		1	3	0
Death Scene							1	1					2	4
Disorderly Conduct												1	1	2

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Disturbance	4	1	2	1	4	3	4	3	1	2	3	8	36	37
Domestic- Physical		1	1		1		1	1					5	11
Domestic- Verbal	3	3	2	2	1	2	3	2				1	19	19
Driver- Minor Consumption														0
Driver- Minor Possession													0	0
Driver- Open bottle													0	0
Driver- refusal to give a test													0	0
Drivers- Instruction Permit Violation														2
Drivers License - Expired														1
Drivers License - No MN														9
Drivers License - None in Possession								1					1	0
Driving after Cancellation														1
Driving after Revocation								1					1	1
Driving after Suspension	1												1	2
Driving- Allowing Open Bottle													0	0
Driving- Careless														2
Driving- Complaint			2	3	2		4	3	2	1	1		18	7
Driving- Exhibition				1									1	0
Driving- Expired Registration														1
Driving- Failure to Signal Turn													0	0
Driving- Failure to Yield Right of Way				1									1	1
Driving- Following Too Close														1
Driving- Illegal U Turn													0	0
Driving- Illegal Use of Plates													0	0
Driving- Improper Passing														
Driving- Improper Turn														
Driving- Inattentive														
Driving- No Child Restraint														0
Driving- No Insurance													0	0
Driving- No Proof of Insurance														1
Driving- Over the Center Line														
Driving- Reckless								1					1	0
Driving- Seat Belt													0	
Driving- Semaphore													0	0
Driving- Speeding				1				1					2	7
Driving-Stop Sign Citation														1
Driving-Address- Fail to Change														1
Driving-Under 21 Drinking/Driving													0	0
Drug Case		1											1	7

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Drug Overdose												1	1	0
DUI							2	1				1	4	5
DUI- Carrying Weapon													0	0
Emergency/Snow/Parking														2
Escape from Custody													0	0
Extra Patrol														7
Fail to Register Motor Vehicle														1
Fail to Register Predatory Offender														0
Fail to Transfer Ownership													0	0
False Name/DOB													0	0
Felony													0	0
Fraud- Credit Card													0	0
Fight Call											1		1	2
Fire Call	1	1		1	2	1			2	1	1	2	12	16
Firearm- Loaded in Motor Vehicle													0	0
Firearm- Uncased in Motor Vehicle													0	0
Fireworks Call							3						3	1
Fleeing a Police Officer														1
Crosswalk Citation														1
Funeral Escort		1											1	7
Harassing Calls											1		1	2
Harassing Threats														1
Harassment			1								1		2	5
I.D. Theft													0	1
Interfering with 911 call													0	0
Intoxicated Person		1	1		1		1			1			5	10
Juvenile Alcohol				1									1	0
Juvenile Matter	1	3	5	2	2	1	3		5	3	5	1	31	31
Land Lord Complaint												1	1	4
Littering														1
Lost Property				1						1		2	4	17
MAARC Report													0	2
MH Person	3	6	4	2	6	4	2	1	5	33	1		29	120
Ministary Emergency Fund	1						4			1			6	2
Missing Person										2			2	
Motorist Assist														10
Natural Gas Leak													0	
No Dog License													0	0
No Dog Vaccination													0	0

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Noise Complaint/Loud	2	1	1		2	1	3	1	3	1		4	19	25
Obstructing Legal Process														2
Officer Stand-by			1				1						2	4
Open Door					1								1	4
Other Activity	3	3	1	4	2	9	2	3		2	1	1	31	55
Parking Complaint		1			2			1					4	10
Parking Towed														2
Parking to Close to Sign/Citation		1											1	
Permit Violation														
Possession of Drug Paraphenalia														2
Possession of Fake ID													0	0
Possession of Marijuna														2
Possession of Meth													0	0
Possession of Tobacco													0	0
Power Line Down		1						1					2	0
Prowler Call														
Public Assist	4	8	2	5	7	1	10	9	11	1	10	5	73	60
Public Nuisance (Debris)									3				3	6
Rental License(No License)														3
Release of Evidence													0	0
Residence Check							1				3		4	3
Restraining Order Received					1					1			2	10
Restraining Order Violation			1					1		1			3	1
Scam- Lottery/Mail/Computer	1	1		1	1		3		2		1		10	19
School Bus Arm Violation														1
Seatbelt Warning													0	0
Seized Property													0	0
Sex Offender Information	2													3
Sexual Assults CSC		3		1									4	5
Snowmobile Compliant														1
Social Services Contacted											1		1	5
Social Services/Intake/Outtake							1						1	13
Stolen Property													0	0
Stopped in Roadway													0	0
Suicidal person		1			3		1		2				7	4
Suspicious Activity		3		1	2	3	4	1	2	4	1	2	23	30
Suspicious Vehicle								2					2	2
Taxation- Attempt to Evade													0	0
Terroristic Threats										1			1	1

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Theft						1			1		1		3	18
Theft by Swindle													0	0
Theft from Vehicle	1					1			1				3	4
Theft- I.D.														
Theft of Check/Credit Card														
Theft of Gas		1		2	3				1		2	1	10	15
Theft of Medication									1				1	2
Theft of Motor Vehicle					1								1	4
Theft- Shoplifting	2		1		1								4	1
Theft- Simple		1					1	2					4	7
Ticket - Other				1									1	1
Tobacco Compliance													0	0
Traffic Stops- Driving Complaint													0	0
Traffic Stops- Vehicle Crash													0	0
Trespass Ticket Issued													0	0
Trespass Warning	1				1							2	4	11
Vagrant													0	0
Vandalism		1						1	2	2	2	1	9	13
Vehicle - Tinted windows											1		1	1
Vehicle-Parking Citations Issued														1
Vehicle- Complaint			1	1									2	2
Vehicle- Crash	2	1	2	2		2	1	1	6	3	4		24	41
Vehicle- Equipment Violation														
Vehicle- Headlight	3	2	2	2			2	2	2	3	2	1	21	96
Vehicle- Hit/Run Crash	1							1					2	4
Vehicle- Obstructed License Plate														2
Vehicle- Other Warning	3	2	2	4	6	5	6	3	1	2	4	1	39	106
Vehicle- Permitting Illegal Operation													0	0
Vehicle- Reposed/Impound													0	0
Vehicle- Speed				1	1	1	3	2	2	2			12	140
Vehicle- Stop Sign	2	6		3	2	1	4	4	1	3	6	3	35	34
Vehicle- Tail Light										2			2	61
Vehicle- Unauthorized Use of													0	0
Violation- Conditions of Release														
Violation- Curfew													0	0
Violation- Harassement Order														
Violation- Order for Protection													0	0
Violation- Parking														
Violation/Citation- Handicap														0
Vulnerable Person														

2023 POLICE ACTIVITY REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	total last yr
Warnings- Other														1
Warning Snow Removal														12
Warrants						1		1	2		1	3	8	10
Weather Warning													0	0
Welfare Check	7		1	1	2		3	1	2	2	1	1	21	50
TOTAL	60	71	52	64	79	50	90	68	75	55	68	57	664	

PELICAN RAPIDS

CITY OF PELICAN RAPIDS
CASH RECAP
MONTH-END DECEMBER 31, 2023

		CASH BALANCE
FUND 101	GENERAL FUND	$ 3,344,644.13
FUND 209	TIF 2-9 UNIQUE HOUSING	$ 31,393.20
FUND 210	TIF 1 FUND REDEVELOPMENT	$ 399.61
FUND 211	LIBRARY	$ 10,571.33
FUND 225	AMERICAN RESCUE PLAN	$ -
FUND 301	ECONOMIC DEVELOPMENT AUTHORITY	$ 26,180.38
FUND 302	SPECIAL IMPROVEMENT FUND	$ 567,827.52
FUND 303	CAPITAL IMPROVEMENT	$ 23,903.00
FUND 304	GO IMP BONDS, SERIES 2017	$ (168,671.88)
FUND 305	CIP IMP BONDS, SERIES 2017	$ 191,547.95
FUND 406	TAX ABATEMENT GO BONDS (PL PRJ)	$ 1,898,028.82
FUND 408	COMPLETE STREETS PRJ	$ 30,900.00
FUND 601	WATER FUND	$ 486,713.77
FUND 602	SEWER FUND	$ 49,441.30
		$ 6,492,879.13

2023 CITY OF PELICAN RAPIDS INVESTMENT SCHEDULE

	ACCT #	BEGIN BAL 12/31/2022	INVEST PURCHASED (Deposits)	INVEST MATURED (Checks)	INTEREST INCOME	INTEREST PAID OUT	BALANCE 12/31/23	INT RATE	MATURITY DATE
101 - GENERAL FUND									
MN-GENERAL FUND	5778	$ 209,351.39			$ 1,819.43		$ 211,170.82	1.53%	2/9/24 CD
BELL-06, 07, 08, 14 ECON DEV.	1069	$ 50,226.79			$ 1,224.75		$ 51,451.54	2.53%	MM SAVINGS
BELL-06, 07, 08, 14 ELECT READER BD	1069	$ 17,097.01			$ 416.90		$ 17,513.91	2.53%	MM SAVINGS
BELL-11 CRACK SEAL/SEAL COAT	1069	$ 6,268.53			$ 152.85		$ 6,421.38	2.53%	MM SAVINGS
BELL-11,14 CAPITAL EQUIPMENT	1069	$ 43,230.16			$ 1,054.16		$ 44,284.32	2.53%	MM SAVINGS
BELL-13 STR EQUIP	1069	$ 39,905.27			$ 973.08		$ 40,878.35	2.53%	MM SAVINGS
BELL - NEW POOL FUND	0091	$ 10,321.92	$ 465.00		$ 48.32		$ 10,835.24	0.50%	SAVINGS
BELL - COMMUNITY CENTER (SENIOR CTR)	0040	$ 51,508.02	$ 1,739.45		$ 987.97		$ 54,235.44	2.02%	SAVINGS
MN - 15 CITY TRAIL	9650	$ 75,733.92	$ 8,000.00		$ 604.61		$ 84,338.53	0.81%	SAVINGS
MN - 15 PARKS RESERVE	9650	$ 303,105.85			$ 2,207.65		$ 305,313.50	0.81%	SAVINGS
MN - SHERIN PARK PAVING	9650	$ 15,016.94			$ 108.59		$ 15,125.53	0.81%	SAVINGS
MN- PARKS MOWER	9650	$ -	$ 13,000.00		$ 32.19		$ 13,032.19	0.81%	SAVINGS
MN- EL PETERSON PARK SHELTER RESHINGLE	9650	$ -	$ 7,500.00		$ 18.58		$ 7,518.58	0.81%	SAVINGS
MN-06-09 108 ECON DEVELOPMENT (7/26/11)	3519	$ 10,034.91			$ 80.22		$ 10,115.13	0.95%	MM SAVINGS
MN-11, 14 SWIM PL (2/14/11)	3519	$ 142,557.59	$ 52,500.00		$ 1,526.43		$ 196,584.02	0.95%	MM SAVINGS
BELL - GENERAL FUND	0151	$ 5,339.39	$ 8,868,353.36	$ 6,614,768.98	$ 61,455.65		$ 2,320,379.42	3.04%	SAVINGS
BELL - AIRPORT FUND	0151	$ -	$ 109,070.73	$ -	$ 1,280.67		$ 110,351.40	3.04%	SAVINGS
BELL - NEW POOL	0151		$ 3,284,088.05	$ 1,399,873.34	$ 57,185.80		$ 1,941,400.51	3.04%	SAVINGS
WF-GENERAL FUND	5206	$ 524,405.79		$ 524,675.49	$ 269.70		$ 0.00		
WF - AIRPORT FUND	5206	$ 109,014.66		$ 109,070.73	$ 56.07		$ 0.00		
BELL - COMMUNITY CENTER (SENIOR CTR)	0024	$ 1,739.45		$ 1,739.45			$ -		
TOTAL GENERAL FUND		$ 1,613,118.14	$ 12,344,716.59	$ 8,648,388.54	$ 131,503.62	$ -	$ 5,440,949.81		
211 - LIBRARY									
BELL - LIBRARY SAVINGS (3/19) TOSO	9077	$ 6,451.56			$ 112.99		$ 6,564.55	2.50%	2/21/24 CD
BELL-LIBRARY SAVINGS (12/19)	1783	$ 25,725.24			$ 338.43		$ 26,063.67	2.55%	7/4/24 CD
BELL - LIBRARY SAVINGS (3/19)	8035	$ 26,335.85			$ 26.34		$ 26,362.19	4.00%	2/12/25 CD
BELL-LIBRARY SAVINGS (12/11)	4261	$ 20,309.93			$ 322.40		$ 20,632.33	2.77%	9/14/25 CD
BELL-LIBRARY SAVINGS (5/05)	6413	$ 21,074.74	$ 8,422.58	$ 13,283.00	$ 313.67		$ 16,527.99	2.02%	MM SAVINGS
BELL - LIBRARY SAVINGS CARLSON	2545	$ 8,226.42		$ 8,226.42	$ 185.10	$ 185.10	$ -		
TOTAL LIBRARY FUND		$ 108,123.74	$ 8,422.58	$ 21,509.42	$ 1,298.93	$ 185.10	$ 96,150.73		
302 - SPECIAL IMP									
BELL-SPECIAL IMP FD(7/14/10)	7675	$ 144,584.55			$ 2,341.10		$ 146,925.65	2.75%	7/22/25 CD
BELL - SPECIAL IMP FUND	0151	$ -	$ 209,942.86		$ 2,561.33		$ 212,504.19	3.04%	SAVINGS
WF-SPECIAL IMP FUND	5206	$ 209,834.95		$ 209,942.86	$ 107.91		$ 0.00		
TOTAL FUND SPEC IMP		$ 354,419.50	$ 209,942.86	$ 209,942.86	$ 5,010.34	$ -	$ 359,429.84		
601 - WATER FUND									
MN-UTILITY BILLING	3063	$ 1,309.28	$ 380,910.59	$ 384,910.64	$ 105.11		$ (2,585.66)	0.28%	CHECKING
TOTAL WATER FUND		$ 1,309.28	$ 380,910.59	$ 384,910.64	$ 105.11	$ -	$ (2,585.66)		
602 - SEWER FUND									
MN-UTILITY BILLING	3063	$ 6,266.31	$ 1,102,624.68	$ 1,102,009.82	$ 105.11		$ 6,986.28	0.28%	CHECKING
BELL - SAVINGS WWTF RESERVE (2/17)	0151	$ 72,531.00	$ 492,290.00				$ 564,821.00		SAVINGS
WF-SAVINGS WWTF RESERVE(2/17)	5206	$ 412,919.43		$ 412,919.43	$ -		$ -		
TOTAL SEWER FUND		$ 491,716.74	$ 1,594,914.68	$ 1,514,929.25	$ 105.11	$ -	$ 571,807.28		
609 - LIQUOR STORE									
MN- LIQUOR STORE SAVINGS (2/14)	9650	$ 57,651.31			$ 1,970.79		$ 59,622.10	0.81%	SAVINGS
MN - LS SAVINGS - BRIDGE RESERVED	9650	$ 300,000.00		$ 250,943.88			$ 49,056.12	0.81%	SAVINGS
MN- CHECKING (8/31/20)	0524	$ 160,244.79			$ 400.45		$ 160,645.24	0.29%	CHECKING
BB - CHECKING (9/1/21)	0136	$ 129,952.98	$ 1,906,519.22	$ 1,887,805.26			$ 148,666.94		CHECKING
BB - SAVINGS (9/1/21)	0185	$ 209,122.09	$ 168,000.00	$ 120,000.00	$ 5,972.07		$ 263,094.16	2.53%	SAVINGS
TOTAL LIQUOR STORE		$ 856,971.17	$ 2,074,519.22	$ 2,258,749.14	$ 8,343.31	$ -	$ 681,084.56		
ESCROW ACCOUNT									
PAYROLL FLEX ACCOUNT (BB)	0094	$ 514.43	$ 1,561.75	$ 138.46			$ 1,937.72	0.00%	CHECKING
PAYROLL FLEX ACCOUNT (WF)	0841	$ 1,417.55		$ 1,417.55			$ -		
TOTAL PAYROLL FLEX ACCT		$ 1,931.98	$ 1,561.75	$ 1,556.01	$ -	$ -	$ 1,937.72		
TOTAL ALL FUNDS		$ 3,427,590.55	$ 16,614,988.27	$ 13,039,985.86	$ 146,366.42	$ 185.10	$ 7,148,774.28		

PELICAN RAPIDS™

CITY OF PELICAN RAPIDS
*Revenue Guideline©

Current Period: December 2023

			2023 YTD Budget	2023 YTD Amt	December MTD Amt	2023 YTD Balance	% of YTD Budget
GENERAL FUND							
Active	R 101-31000	General Property Taxes	$906,616.00	$913,261.42	$0.00	-$6,645.42	100.73%
Active	R 101-31060	AG MARKET CREDIT	$0.00	$458.04	$229.02	-$458.04	0.00%
Active	R 101-31920	Property Tax Replaceme	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-32000	Licenses and Permits	$0.00	$445.00	$0.00	-$445.00	0.00%
Active	R 101-32115	Liquor Licenses	$2,500.00	$2,430.00	$0.00	$70.00	97.20%
Active	R 101-32210	Building Permits	$500.00	$1,200.00	$0.00	-$700.00	240.00%
Active	R 101-32215	Land Use Permits	$0.00	$200.00	$0.00	-$200.00	0.00%
Active	R 101-32240	Animal Licenses	$0.00	$1,721.09	$12.00	-$1,721.09	0.00%
Active	R 101-32245	ANIMAL BOARDING	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-33200	Police State Aid	$25,000.00	$46,280.05	$0.00	-$21,280.05	185.12%
Active	R 101-33210	PUBLIC SAFETY STAT	$0.00	$111,764.00	$111,764.00	-$111,764.00	0.00%
Active	R 101-33250	Street Maint Aid State	$6,000.00	$7,784.81	$0.00	-$1,784.81	129.75%
Active	R 101-33300	State Airport Assistance	$6,345.00	$6,274.29	$0.00	$70.71	98.89%
Active	R 101-33401	Local Government Aid	$1,022,264.00	$1,022,264.00	$511,132.00	$0.00	100.00%
Active	R 101-33410	TRANSPORTATION AS	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-33600	County Grants	$0.00	$25,000.00	$25,000.00	-$25,000.00	0.00%
Active	R 101-33610	County Hwy Maintenanc	$0.00	$1,631.79	$0.00	-$1,631.79	0.00%
Active	R 101-33620	PERA Increase Aid	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-34105	Maps/Publications/Data	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-34110	COMMUNITY CTR REN	$0.00	$300.00	$0.00	-$300.00	0.00%
Active	R 101-34200	Public Safety - Fire Call	$14,058.00	$13,220.00	$900.00	$838.00	94.04%
Active	R 101-34201	City/Townships Fire Rev	$257,000.00	$263,622.99	$0.00	-$6,622.99	102.58%
Active	R 101-34202	Fire Relief Assoc	$0.00	$73,098.10	$0.00	-$73,098.10	0.00%
Active	R 101-34203	Accident Reports	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-34205	Training Burns	$0.00	$1,600.00	$0.00	-$1,600.00	0.00%
Active	R 101-34206	FD Sale of Assets	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-34207	FIRE DEPT GRANT	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-34300	Highways, Str, Mow Ch	$0.00	$420.00	$0.00	-$420.00	0.00%
Active	R 101-34720	Swimming Pool Fees	$6,000.00	$0.00	$0.00	$6,000.00	0.00%
Active	R 101-34740	Swimming Pool Conces	$1,200.00	$0.00	$0.00	$1,200.00	0.00%
Active	R 101-34766	Refunds & Reimbursem	$2,000.00	$10,131.69	$0.00	-$8,131.69	506.58%
Active	R 101-34768	LRAC Grant	$0.00	$8,960.00	$8,960.00	-$8,960.00	0.00%
Active	R 101-34770	POOL DONATIONS	$0.00	$465.00	$0.00	-$465.00	0.00%
Active	R 101-35000	Penalities	$1,000.00	$1,030.02	$53.42	-$30.02	103.00%
Active	R 101-35100	Court Fines	$7,000.00	$5,001.11	$418.41	$1,998.89	71.44%
Active	R 101-35102	Local Fines	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 101-35210	Impound Fees	$500.00	$125.00	$25.00	$375.00	25.00%
Active	R 101-36210	Interest Earnings	$4,000.00	$117,689.51	$6,499.37	-$113,689.51	2942.24%
Active	R 101-36220	Dividends	$5,000.00	$4,052.16	$3,850.00	$947.84	81.04%
Active	R 101-36230	Contributions and Donati	$1,000.00	$8,651.00	$1,200.00	-$7,651.00	865.10%
Active	R 101-36240	Shop with a Cop Donatio	$0.00	$1,600.00	$700.00	-$1,600.00	0.00%
Active	R 101-37125	Sales of Service or Prop	$0.00	$16,568.98	$9,845.74	-$16,568.98	0.00%
Active	R 101-37400	Community Sign	$1,500.00	$2,250.00	$1,500.00	-$750.00	150.00%
Active	R 101-37401	Industrial Park Sign	$1,200.00	$1,350.00	$300.00	-$150.00	112.50%
Active	R 101-37520	Special Assess - County	$1,500.00	$3,080.50	$0.00	-$1,580.50	205.37%
Active	R 101-38010	Rental of Property	$15,000.00	$18,247.04	$949.75	-$3,247.04	121.65%
Active	R 101-38015	BUILDING RENTAL	$0.00	$2,550.00	$250.00	-$2,550.00	0.00%
Active	R 101-38020	Airport Land Rent	$11,000.00	$9,701.76	$0.00	$1,298.24	88.20%
Active	R 101-38021	Airport Hangar Rent	$13,000.00	$16,405.00	$3,915.00	-$3,405.00	126.19%
Active	R 101-38022	Airport Fuel Receipts	$5,000.00	$4,322.70	$625.93	$677.30	86.45%
Active	R 101-38071	Swimming Pool Lessons	$1,000.00	$0.00	$0.00	$1,000.00	0.00%
Active	R 101-38700	Rental Housing Fees	$5,000.00	$10,365.00	$200.00	-$5,365.00	207.30%
Active	R 101-38910	Camping Fees	$6,000.00	$8,836.07	$0.00	-$2,836.07	147.27%
Active	R 101-39203	Transfer from Other Fun	$145,000.00	$120,000.00	$0.00	$25,000.00	82.76%
Active	R 101-39320	Proceeds-FD Truck Lea	$0.00	$0.00	$0.00	$0.00	0.00%
		Total GENERAL FUND	$2,473,183.00	$2,864,358.12	$688,329.64	-$391,175.12	115.82%

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CITY OF PELICAN RAPIDS
*Expenditure Guideline©

Current Period: December 2023

			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
GENERAL FUND								
Dept 41110 Council								
Active	E 101-41110-100	Wages and Salar	$5,500.00	$5,475.00	$1,300.00	$0.00	$25.00	99.55%
Active	E 101-41110-120	Employer Contrib	$0.00	$69.41	$16.26	$0.00	-$69.41	0.00%
Active	E 101-41110-122	FICA	$500.00	$419.07	$99.52	$0.00	$80.93	83.81%
Active	E 101-41110-430	Miscellaneous	$500.00	$2,000.76	$0.00	$0.00	-$1,500.76	400.15%
		Total Dept 41110 Counc	$6,500.00	$7,964.24	$1,415.78	$0.00	-$1,464.24	122.53%
Dept 41305 Mayor								
Active	E 101-41305-100	Wages and Salar	$1,800.00	$1,765.00	$410.00	$0.00	$35.00	98.06%
Active	E 101-41305-120	Employer Contrib	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41305-122	FICA	$140.00	$135.04	$31.37	$0.00	$4.96	96.46%
Active	E 101-41305-430	Miscellaneous	$1,200.00	$296.03	$40.16	$0.00	$903.97	24.67%
		Total Dept 41305 Mayc	$3,140.00	$2,196.07	$481.53	$0.00	$943.93	69.94%
Dept 41310 City Administrator								
Active	E 101-41310-100	Wages and Salar	$54,000.00	$50,551.84	$4,900.80	$0.00	$3,448.16	93.61%
Active	E 101-41310-120	Employer Contrib	$8,550.00	$3,191.52	$367.56	$0.00	$5,358.48	37.33%
Active	E 101-41310-122	FICA	$4,050.00	$3,131.42	$351.68	$0.00	$918.58	77.32%
Active	E 101-41310-130	Employer Paid In	$8,200.00	$7,993.47	$672.11	$0.00	$206.53	97.48%
Active	E 101-41310-200	Office Supplies	$1,000.00	$1,026.22	$25.70	$0.00	-$26.22	102.62%
Active	E 101-41310-208	Education	$1,200.00	$2,097.49	$0.00	$0.00	-$897.49	174.79%
Active	E 101-41310-210	Operating Suppli	$100.00	$0.00	$0.00	$0.00	$100.00	0.00%
Active	E 101-41310-220	Repair/Maint Sup	$100.00	$0.00	$0.00	$0.00	$100.00	0.00%
Active	E 101-41310-300	Professional Srv	$100.00	$22,000.00	$0.00	$0.00	-$21,900.00	22000.00%
Active	E 101-41310-320	Communications	$2,000.00	$1,342.38	$95.98	$0.00	$657.62	67.12%
Active	E 101-41310-331	Travel Expenses	$400.00	$0.00	$0.00	$0.00	$400.00	0.00%
Active	E 101-41310-400	Repairs & Maint	$500.00	$295.25	$14.25	$0.00	$204.75	59.05%
Active	E 101-41310-433	Dues, Fees, Sub	$0.00	$100.00	$0.00	$0.00	-$100.00	0.00%
Active	E 101-41310-500	Capital Outlay	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0.00%
		Total Dept 41310 City Administratc	$82,700.00	$91,729.59	$6,428.08	$0.00	-$9,029.59	110.92%
Dept 41400 City Clerk-Treasurer								
Active	E 101-41400-100	Wages and Salar	$49,000.00	$49,508.91	$5,523.41	$0.00	-$508.91	101.04%
Active	E 101-41400-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41400-120	Employer Contrib	$3,675.00	$3,713.21	$414.27	$0.00	-$38.21	101.04%
Active	E 101-41400-122	FICA	$3,750.00	$3,374.08	$373.18	$0.00	$375.92	89.98%
Active	E 101-41400-130	Employer Paid In	$10,550.00	$11,132.76	$882.22	$0.00	-$582.76	105.52%
Active	E 101-41400-200	Office Supplies	$2,500.00	$1,252.54	$107.78	$0.00	$1,247.46	50.10%
Active	E 101-41400-208	Education	$2,500.00	$2,907.82	$0.00	$0.00	-$407.82	116.31%
Active	E 101-41400-210	Operating Suppli	$200.00	$0.00	$0.00	$0.00	$200.00	0.00%
Active	E 101-41400-220	Repair/Maint Sup	$100.00	$28.24	$6.75	$0.00	$71.76	28.24%
Active	E 101-41400-300	Professional Srv	$2,500.00	$3,535.30	$2,365.00	$0.00	-$1,035.30	141.41%
Active	E 101-41400-320	Communications	$2,500.00	$2,889.87	$217.05	$0.00	-$389.87	115.59%
Active	E 101-41400-331	Travel Expenses	$100.00	$0.00	$0.00	$0.00	$100.00	0.00%
Active	E 101-41400-400	Repairs & Maint	$400.00	$346.75	$28.50	$0.00	$53.25	86.69%
Active	E 101-41400-433	Dues, Fees, Sub	$800.00	$1,171.36	$0.00	$0.00	-$371.36	146.42%
Active	E 101-41400-500	Capital Outlay	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0.00%
		Total Dept 41400 City Clerk-Treasure	$81,075.00	$79,860.84	$9,918.16	$0.00	$1,214.16	98.50%
Dept 41410 Elections								
Active	E 101-41410-100	Wages and Salar	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41410-430	Miscellaneous	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 41410 Election	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Dept 41420 Publications								

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Current Period: December 2023

			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
Active	E 101-41420-200	Office Supplies	$1,500.00	$1,414.79	$107.17	$0.00	$85.21	94.32%
Active	E 101-41420-350	Publication	$9,500.00	$11,820.94	$421.69	$0.00	-$2,320.94	124.43%
		Total Dept 41420 Publication	$11,000.00	$13,235.73	$528.86	$0.00	-$2,235.73	120.32%
Dept 41530 Accounting								
Active	E 101-41530-100	Wages and Salar	$24,500.00	$24,597.43	$2,061.48	$0.00	-$97.43	100.40%
Active	E 101-41530-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41530-120	Employer Contrib	$1,850.00	$1,844.79	$154.61	$0.00	$5.21	99.72%
Active	E 101-41530-122	FICA	$1,875.00	$1,804.07	$155.39	$0.00	$70.93	96.22%
Active	E 101-41530-130	Employer Paid In	$4,785.00	$4,266.55	($725.86)	$0.00	$518.45	89.17%
Active	E 101-41530-200	Office Supplies	$150.00	$355.23	$0.00	$0.00	-$205.23	236.82%
Active	E 101-41530-208	Education	$200.00	$0.00	$0.00	$0.00	$200.00	0.00%
		Total Dept 41530 Accountin	$33,360.00	$32,868.07	$1,645.62	$0.00	$491.93	98.53%
Dept 41540 Auditing								
Active	E 101-41540-301	Auditing Services	$9,000.00	$7,100.00	$0.00	$0.00	$1,900.00	78.89%
		Total Dept 41540 Auditin	$9,000.00	$7,100.00	$0.00	$0.00	$1,900.00	78.89%
Dept 41600 Legal Expenses								
Active	E 101-41600-304	Legal Fees	$10,000.00	$5,010.00	$870.00	$0.00	$4,990.00	50.10%
Active	E 101-41600-305	Employee Relati	$2,000.00	$2,740.00	$0.00	$0.00	-$740.00	137.00%
Active	E 101-41600-306	Prosecuting Fee	$12,000.00	$11,970.00	$1,860.00	-$1,290.00	$1,320.00	89.00%
Active	E 101-41600-307	Police Union Leg	$6,000.00	$7,160.00	$0.00	$0.00	-$1,160.00	119.33%
		Total Dept 41600 Legal Expense	$30,000.00	$26,880.00	$2,730.00	-$1,290.00	$4,410.00	89.60%
Dept 41910 Planning and Zoning								
Active	E 101-41910-100	Wages and Salar	$2,500.00	$2,336.01	$144.12	$0.00	$163.99	93.44%
Active	E 101-41910-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41910-120	Employer Contrib	$200.00	$175.22	$10.81	$0.00	$24.78	87.61%
Active	E 101-41910-122	FICA	$200.00	$165.79	$10.64	$0.00	$34.21	82.90%
Active	E 101-41910-130	Employer Paid In	$800.00	$597.87	($121.60)	$0.00	$202.13	74.73%
Active	E 101-41910-200	Office Supplies	$500.00	$146.21	$19.18	$0.00	$353.79	29.24%
Active	E 101-41910-258	Planning/Zoning/	$500.00	$0.00	$0.00	$0.00	$500.00	0.00%
Active	E 101-41910-300	Professional Srv	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0.00%
Active	E 101-41910-308	Building Codes	$200.00	$2.03	$0.00	$0.00	$197.97	1.02%
Active	E 101-41910-309	Rental Housing	$4,000.00	$6,958.91	$4,059.24	$0.00	-$2,958.91	173.97%
		Total Dept 41910 Planning and Zonin	$18,900.00	$10,382.04	$4,122.39	$0.00	$8,517.96	54.93%
Dept 41940 City Hall								
Active	E 101-41940-200	Office Supplies	$200.00	$16.38	$0.00	$0.00	$183.62	8.19%
Active	E 101-41940-210	Operating Suppli	$500.00	$479.30	$28.40	$0.00	$20.70	95.86%
Active	E 101-41940-220	Repair/Maint Sup	$2,000.00	$2,920.46	$910.16	-$163.12	-$757.34	137.87%
Active	E 101-41940-300	Professional Srv	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-41940-380	Utility Services	$13,000.00	$12,540.11	$875.78	$0.00	$459.89	96.46%
Active	E 101-41940-400	Repairs & Maint	$10,000.00	$10,075.38	$2,020.31	$68.00	-$143.38	101.43%
Active	E 101-41940-410	Rentals	$1,200.00	$1,260.00	$0.00	$0.00	-$60.00	105.00%
Active	E 101-41940-430	Miscellaneous	$0.00	$157.00	$0.00	$0.00	-$157.00	0.00%
Active	E 101-41940-433	Dues, Fees, Sub	$9,900.00	$9,015.00	$0.00	$0.00	$885.00	91.06%
Active	E 101-41940-500	Capital Outlay	$1,000.00	$28,080.61	$0.00	$0.00	-$27,080.61	2808.06%
		Total Dept 41940 City Ha	$37,800.00	$64,544.24	$3,834.65	-$95.12	-$26,649.12	170.75%
Dept 42110 Police Department								
Active	E 101-42110-100	Wages and Salar	$360,000.00	$248,989.18	$36,536.82	$0.00	$111,010.82	69.16%
Active	E 101-42110-103	Part-Time Emplo	$20,000.00	$6,053.32	$842.58	$0.00	$13,946.68	30.27%
Active	E 101-42110-104	Support Employe	$5,000.00	$4,671.90	$288.26	$0.00	$328.10	93.44%
Active	E 101-42110-105	Overtime	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0.00%
Active	E 101-42110-110	Call time	$500.00	$0.00	$0.00	$0.00	$500.00	0.00%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
Active	E 101-42110-120	Employer Contrib	$70,000.00	$45,645.88	$6,637.79	$0.00	$24,354.12	65.21%
Active	E 101-42110-122	FICA	$6,000.00	$3,820.54	$537.26	$0.00	$2,179.46	63.68%
Active	E 101-42110-130	Employer Paid In	$63,100.00	$48,885.26	$5,372.76	$0.00	$14,214.74	77.47%
Active	E 101-42110-200	Office Supplies	$3,000.00	$1,588.52	$201.16	$0.00	$1,411.48	52.95%
Active	E 101-42110-208	Education	$5,000.00	$2,645.26	$15.67	$0.00	$2,354.74	52.91%
Active	E 101-42110-210	Operating Suppli	$25,000.00	$19,469.99	$834.11	-$740.88	$6,270.89	74.92%
Active	E 101-42110-220	Repair/Maint Sup	$1,500.00	$329.97	$0.00	$0.00	$1,170.03	22.00%
Active	E 101-42110-300	Professional Srv	$70,000.00	$5,152.75	$2,368.00	$0.00	$64,847.25	7.36%
Active	E 101-42110-320	Communications	$6,500.00	$6,373.34	$628.27	$0.00	$126.66	98.05%
Active	E 101-42110-331	Travel Expenses	$250.00	$0.00	$0.00	$0.00	$250.00	0.00%
Active	E 101-42110-400	Repairs & Maint	$8,000.00	$7,428.16	$1,045.92	$0.00	$571.84	92.85%
Active	E 101-42110-410	Rentals	$1,260.00	$1,260.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-42110-425	Misc Task Force	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-42110-433	Dues, Fees, Sub	$2,500.00	$815.69	$0.00	$0.00	$1,684.31	32.63%
Active	E 101-42110-500	Capital Outlay	$28,300.00	$20,288.27	$0.00	$0.00	$8,011.73	71.69%
	Total Dept 42110 Police Departmer		$681,910.00	$424,418.03	$55,308.60	-$740.88	$258,232.85	62.24%
Dept 42270 City Fire Services								
Active	E 101-42270-430	Miscellaneous	$66,000.00	$71,147.56	$0.00	$0.00	-$5,147.56	107.80%
	Total Dept 42270 City Fire Service		$66,000.00	$71,147.56	$0.00	$0.00	-$5,147.56	107.80%
Dept 42280 Fire Department								
Active	E 101-42280-100	Wages and Salar	$35,000.00	$42,469.40	$22,489.70	$0.00	-$7,469.40	121.34%
Active	E 101-42280-122	FICA	$2,600.00	$3,254.97	$1,726.51	$0.00	-$654.97	125.19%
Active	E 101-42280-140	Unemployment	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-42280-200	Office Supplies	$500.00	$356.68	$7.89	$396.22	-$252.90	150.58%
Active	E 101-42280-208	Education	$7,750.00	$2,375.99	$515.00	$0.00	$5,374.01	30.66%
Active	E 101-42280-210	Operating Suppli	$14,500.00	$19,264.98	($680.27)	$31.99	-$4,796.97	133.08%
Active	E 101-42280-220	Repair/Maint Sup	$4,500.00	$5,154.93	$216.24	$0.00	-$654.93	114.55%
Active	E 101-42280-300	Professional Srv	$6,500.00	$8,309.81	$5,123.29	$0.00	-$1,809.81	127.84%
Active	E 101-42280-320	Communications	$2,000.00	$2,579.17	$193.41	$0.00	-$579.17	128.96%
Active	E 101-42280-331	Travel Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-42280-360	Insurance & Bon	$22,000.00	$28,868.99	$0.00	$0.00	-$6,868.99	131.22%
Active	E 101-42280-380	Utility Services	$9,000.00	$10,923.68	$641.13	$0.00	-$1,923.68	121.37%
Active	E 101-42280-400	Repairs & Maint	$12,000.00	$25,519.85	$1,351.95	$55.00	-$13,574.85	213.12%
Active	E 101-42280-433	Dues, Fees, Sub	$1,200.00	$679.00	$340.00	$160.00	$361.00	69.92%
Active	E 101-42280-500	Capital Outlay	$11,300.00	$1,672.80	$0.00	$0.00	$9,627.20	14.80%
Active	E 101-42280-530	SPECIAL ASSE	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-42280-605	Fire Hall Lease	$68,483.00	$0.00	$0.00	$0.00	$68,483.00	0.00%
Active	E 101-42280-606	Truck Lease	$44,177.00	$43,539.56	$0.00	$0.00	$637.44	98.56%
Active	E 101-42280-608	SCBA Lease	$12,165.00	$12,162.21	$0.00	$0.00	$2.79	99.98%
Active	E 101-42280-616	F350 TRUCK &	$17,383.00	$17,382.20	$0.00	$0.00	$0.80	100.00%
Active	E 101-42280-699	Fire Relief Assoc	$0.00	$73,098.10	$0.00	$0.00	-$73,098.10	0.00%
	Total Dept 42280 Fire Departmer		$271,058.00	$297,612.32	$31,924.85	$643.21	-$27,197.53	109.80%
Dept 42500 Civil Defense								
Active	E 101-42500-430	Miscellaneous	$200.00	$94.78	$8.31	$0.00	$105.22	47.39%
	Total Dept 42500 Civil Defens		$200.00	$94.78	$8.31	$0.00	$105.22	47.39%
Dept 42700 Animal Control								
Active	E 101-42700-430	Miscellaneous	$1,500.00	$1,217.09	$71.60	$0.00	$282.91	81.14%
	Total Dept 42700 Animal Contr		$1,500.00	$1,217.09	$71.60	$0.00	$282.91	81.14%
Dept 43100 Hwys, Streets, & Roads								
Active	E 101-43100-100	Wages and Salar	$78,000.00	$79,792.72	$9,119.68	$0.00	-$1,792.72	102.30%
Active	E 101-43100-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
Active	E 101-43100-120	Employer Contrib	$5,850.00	$5,970.93	$683.97	$0.00	-$120.93	102.07%
Active	E 101-43100-122	FICA	$6,000.00	$5,660.67	$651.12	$0.00	$339.33	94.34%
Active	E 101-43100-130	Employer Paid In	$16,000.00	$17,551.48	$1,539.81	$0.00	-$1,551.48	109.70%
Active	E 101-43100-200	Office Supplies	$1,200.00	$1,095.94	$225.23	$0.00	$104.06	91.33%
Active	E 101-43100-208	Education	$1,200.00	$864.37	$0.00	$0.00	$335.63	72.03%
Active	E 101-43100-210	Operating Suppli	$18,000.00	$12,178.36	$557.05	-$72.98	$5,894.62	67.25%
Active	E 101-43100-220	Repair/Maint Sup	$10,000.00	$10,693.10	$243.84	-$8.49	-$684.61	106.85%
Active	E 101-43100-300	Professional Srv	$1,000.00	$905.00	$260.00	$0.00	$95.00	90.50%
Active	E 101-43100-310	Tree Removal	$6,000.00	$11,667.50	$0.00	$0.00	-$5,667.50	194.46%
Active	E 101-43100-320	Communications	$2,000.00	$2,093.33	$159.83	$0.00	-$93.33	104.67%
Active	E 101-43100-331	Travel Expenses	$100.00	$0.00	$0.00	$0.00	$100.00	0.00%
Active	E 101-43100-380	Utility Services	$8,000.00	$9,052.25	$660.55	$0.00	-$1,052.25	113.15%
Active	E 101-43100-400	Repairs & Maint	$8,000.00	$1,722.07	$835.85	-$132.64	$6,410.57	19.87%
Active	E 101-43100-406	Crack & Seal Co	$40,000.00	$0.00	$0.00	$0.00	$40,000.00	0.00%
Active	E 101-43100-407	Sidewalk Repair	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0.00%
Active	E 101-43100-433	Dues, Fees, Sub	$1,000.00	$735.08	$0.00	$0.00	$264.92	73.51%
Active	E 101-43100-500	Capital Outlay	$135,300.00	$137,216.28	$10,550.96	$0.00	-$1,916.28	101.42%
Active	E 101-43100-607	PW Facility Prin	$8,750.00	$8,750.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-43100-617	PW Facility Int	$1,000.00	$612.50	$0.00	$0.00	$387.50	61.25%
	Total Dept 43100 Hwys, Streets, & Road		$352,400.00	$306,561.58	$25,487.89	-$214.11	$46,052.53	86.99%
Dept 43123 Streets								
Active	E 101-43123-224	Street Maint	$33,500.00	$24,024.37	$0.00	$0.00	$9,475.63	71.71%
Active	E 101-43123-226	Sign Repair Mate	$5,000.00	$1,904.97	$0.00	$0.00	$3,095.03	38.10%
	Total Dept 43123 Street		$38,500.00	$25,929.34	$0.00	$0.00	$12,570.66	67.35%
Dept 43125 Ice & Snow Removal								
Active	E 101-43125-430	Miscellaneous	$2,500.00	$6,556.74	$0.00	$0.00	-$4,056.74	262.27%
Active	E 101-43125-540	Machine Hire	$6,000.00	$15,584.40	$0.00	$0.00	-$9,584.40	259.74%
	Total Dept 43125 Ice & Snow Remov		$8,500.00	$22,141.14	$0.00	$0.00	-$13,641.14	260.48%
Dept 43150 Storm Drainage								
Active	E 101-43150-430	Miscellaneous	$5,000.00	$17,004.35	$3,808.00	$0.00	-$12,004.35	340.09%
	Total Dept 43150 Storm Drainag		$5,000.00	$17,004.35	$3,808.00	$0.00	-$12,004.35	340.09%
Dept 43160 Street Lighting								
Active	E 101-43160-380	Utility Services	$39,000.00	$35,557.73	$3,021.36	$0.00	$3,442.27	91.17%
	Total Dept 43160 Street Lightin		$39,000.00	$35,557.73	$3,021.36	$0.00	$3,442.27	91.17%
Dept 43260 Weed Control								
Active	E 101-43260-430	Miscellaneous	$600.00	$36.10	$0.00	$0.00	$563.90	6.02%
	Total Dept 43260 Weed Contr		$600.00	$36.10	$0.00	$0.00	$563.90	6.02%
Dept 45124 Swimming Pools								
Active	E 101-45124-100	Wages and Salar	$25,000.00	$0.00	$0.00	$0.00	$25,000.00	0.00%
Active	E 101-45124-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45124-120	Employer Contrib	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0.00%
Active	E 101-45124-122	FICA	$2,550.00	$0.00	$0.00	$0.00	$2,550.00	0.00%
Active	E 101-45124-200	Office Supplies	$250.00	$51.60	$0.00	$0.00	$198.40	20.64%
Active	E 101-45124-208	Education	$3,000.00	$676.72	$0.00	$0.00	$2,323.28	22.56%
Active	E 101-45124-210	Operating Suppli	$8,000.00	-$60.00	$0.00	$0.00	$8,060.00	-0.75%
Active	E 101-45124-220	Repair/Maint Sup	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0.00%
Active	E 101-45124-231	Credit Card Fees	$600.00	$184.45	$0.00	$0.00	$415.55	30.74%
Active	E 101-45124-270	Concessions	$800.00	$0.00	$0.00	$0.00	$800.00	0.00%
Active	E 101-45124-300	Professional Srv	$0.00	$135,122.10	$0.00	$0.00	-$135,122.10	0.00%
Active	E 101-45124-320	Communications	$300.00	$197.94	$9.08	$0.00	$102.06	65.98%
Active	E 101-45124-380	Utility Services	$5,000.00	$164.48	$0.00	$0.00	$4,835.52	3.29%

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Active	E 101-45124-400	Repairs & Maint	$3,000.00	$1,195.86	$0.00	$0.00	$1,804.14	39.86%
Active	E 101-45124-429	Change	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45124-433	Dues, Fees, Sub	$1,000.00	$0.00	$0.00	$730.00	$270.00	73.00%
Active	E 101-45124-500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 45124 Swimming Pool	$57,000.00	$137,533.15	$9.08	$730.00	-$81,263.15	241.29%
Dept 45125 Skating Rinks								
Active	E 101-45125-100	Wages and Salar	$4,900.00	$4,471.77	$0.00	$0.00	$428.23	91.26%
Active	E 101-45125-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45125-120	Employer Contrib	$300.00	$0.00	$0.00	$0.00	$300.00	0.00%
Active	E 101-45125-122	FICA	$375.00	$342.09	$0.00	$0.00	$32.91	91.22%
Active	E 101-45125-200	Office Supplies	$50.00	$0.00	$0.00	$0.00	$50.00	0.00%
Active	E 101-45125-210	Operating Suppli	$500.00	$233.60	$0.00	$0.00	$266.40	46.72%
Active	E 101-45125-220	Repair/Maint Sup	$200.00	$145.76	$0.00	$0.00	$54.24	72.88%
Active	E 101-45125-320	Communications	$300.00	$166.21	$0.00	$0.00	$133.79	55.40%
Active	E 101-45125-380	Utility Services	$300.00	$164.37	$0.00	$0.00	$135.63	54.79%
Active	E 101-45125-400	Repairs & Maint	$500.00	$66.89	$0.00	$0.00	$433.11	13.38%
Active	E 101-45125-433	Dues, Fees, Sub	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45125-500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 45125 Skating Rink	$7,425.00	$5,590.69	$0.00	$0.00	$1,834.31	75.30%
Dept 45200 Parks								
Active	E 101-45200-100	Wages and Salar	$94,000.00	$97,278.80	$8,390.08	$0.00	-$3,278.80	103.49%
Active	E 101-45200-120	Employer Contrib	$7,100.00	$6,245.07	$629.25	$0.00	$854.93	87.96%
Active	E 101-45200-122	FICA	$7,200.00	$7,117.42	$606.71	$0.00	$82.58	98.85%
Active	E 101-45200-130	Employer Paid In	$11,000.00	$16,672.68	$1,457.57	$0.00	-$5,672.68	151.57%
Active	E 101-45200-140	Unemployment	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45200-200	Office Supplies	$500.00	$83.16	$12.89	$0.00	$416.84	16.63%
Active	E 101-45200-208	Education	$800.00	$676.73	$0.00	$0.00	$123.27	84.59%
Active	E 101-45200-210	Operating Suppli	$8,000.00	$6,133.42	$165.95	$0.00	$1,866.58	76.67%
Active	E 101-45200-220	Repair/Maint Sup	$6,000.00	$6,477.51	$138.46	-$43.45	-$434.06	107.23%
Active	E 101-45200-300	Professional Srv	$5,000.00	$42,440.20	$0.00	$0.00	-$37,440.20	848.80%
Active	E 101-45200-310	Tree Removal	$5,000.00	$1,206.23	$0.00	$0.00	$3,793.77	24.12%
Active	E 101-45200-331	Travel Expenses	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45200-380	Utility Services	$2,700.00	$2,520.94	$169.19	$0.00	$179.06	93.37%
Active	E 101-45200-400	Repairs & Maint	$6,000.00	$14,069.56	$136.42	$0.00	-$8,069.56	234.49%
Active	E 101-45200-433	Dues, Fees, Sub	$500.00	$577.00	$165.00	$0.00	-$77.00	115.40%
Active	E 101-45200-500	Capital Outlay	$16,400.00	$80,973.82	$30,000.00	$0.00	-$64,573.82	493.74%
Active	E 101-45200-607	PW Facility Prin	$8,750.00	$9,056.25	$0.00	$0.00	-$306.25	103.50%
Active	E 101-45200-617	PW Facility Int	$1,200.00	$306.25	$0.00	$0.00	$893.75	25.52%
Active	E 101-45200-760	Seasonal Decora	$5,000.00	$3,122.19	$1,125.82	-$24.97	$1,902.78	61.94%
		Total Dept 45200 Park	$185,150.00	$294,957.23	$42,997.34	-$68.42	-$109,738.81	159.31%
Dept 45202 Historic City Hall								
Active	E 101-45202-200	Office Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45202-220	Repair/Maint Sup	$500.00	$294.42	$0.00	$0.00	$205.58	58.88%
Active	E 101-45202-300	Professional Srv	$24,000.00	$24,000.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-45202-320	Communications	$1,200.00	$1,224.75	$102.99	$0.00	-$24.75	102.06%
Active	E 101-45202-380	Utility Services	$2,700.00	$2,861.67	$251.22	$0.00	-$161.67	105.99%
Active	E 101-45202-400	Repairs & Maint	$500.00	$2,741.21	$706.00	$56.00	-$2,297.21	559.44%
Active	E 101-45202-500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 45202 Historic City Ha	$28,900.00	$31,122.05	$1,060.21	$56.00	-$2,278.05	107.69%
Dept 45205 Community Center								
Active	E 101-45205-200	Office Supplies	$200.00	$0.00	$0.00	$0.00	$200.00	0.00%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
Active	E 101-45205-210	Operating Suppli	$200.00	$0.00	$0.00	$0.00	$200.00	0.00%
Active	E 101-45205-220	Repair/Maint Sup	$500.00	$0.00	$0.00	$0.00	$500.00	0.00%
Active	E 101-45205-300	Professional Srv	$40.00	$0.00	$0.00	$0.00	$40.00	0.00%
Active	E 101-45205-320	Communications	$500.00	$0.00	$0.00	$0.00	$500.00	0.00%
Active	E 101-45205-380	Utility Services	$4,500.00	$0.00	$0.00	$0.00	$4,500.00	0.00%
Active	E 101-45205-400	Repairs & Maint	$500.00	$0.00	$0.00	$0.00	$500.00	0.00%
Active	E 101-45205-433	Dues, Fees, Sub	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-45205-500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
	Total Dept 45205 Community Cente		$6,440.00	$0.00	$0.00	$0.00	$6,440.00	0.00%
Dept 46500 Economic Developemt								
Active	E 101-46500-420	Economic Devel	$40,000.00	$26,834.64	$260.48	$0.00	$13,165.36	67.09%
Active	E 101-46500-421	WCI Endow/Bird	$8,250.00	$8,250.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-46500-422	Consulting	$30,000.00	$169,322.61	$745.00	$0.00	-$139,322.61	564.41%
	Total Dept 46500 Economic Developem		$78,250.00	$204,407.25	$1,005.48	$0.00	-$126,157.25	261.22%
Dept 49200 Non Dept Expenditures								
Active	E 101-49200-428	CONDO FEES	$0.00	$2,500.00	$0.00	$0.00	-$2,500.00	0.00%
Active	E 101-49200-470	Refunds & Reim	$0.00	$8,027.56	$147.60	$0.00	-$8,027.56	0.00%
Active	E 101-49200-490	Historical Society	$500.00	$500.00	$0.00	$0.00	$0.00	100.00%
Active	E 101-49200-491	PD Forfeiture/Sh	$0.00	$1,548.39	$1,543.39	-$1,396.93	-$151.46	0.00%
Active	E 101-49200-492	Electronic Reade	$1,000.00	$514.47	$38.24	$0.00	$485.53	51.45%
Active	E 101-49200-493	Ambulance	$31,000.00	$32,212.50	$0.00	$0.00	-$1,212.50	103.91%
Active	E 101-49200-498	LRAC PROJECT	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 101-49200-730	Property Taxes	$2,300.00	$1,606.00	$0.00	$0.00	$694.00	69.83%
Active	E 101-49200-735	TAX ABATEMEN	$0.00	$25,164.94	$0.00	$0.00	-$25,164.94	0.00%
	Total Dept 49200 Non Dept Expenditure		$34,800.00	$72,073.86	$1,729.23	-$1,396.93	-$35,876.93	207.11%
Dept 49201 Transfer out of Fund								
Active	E 101-49201-700	Transfers	$0.00	$68,580.00	$0.00	$0.00	-$68,580.00	0.00%
Active	E 101-49201-701	Library Levy Tran	$188,225.00	$188,225.00	$0.00	$0.00	$0.00	100.00%
	Total Dept 49201 Transfer out of Fun		$188,225.00	$256,805.00	$0.00	$0.00	-$68,580.00	136.44%
Dept 49240 Insurance								
Active	E 101-49240-230	Banking Charges	$2,700.00	$762.28	$73.51	$0.00	$1,937.72	28.23%
Active	E 101-49240-360	Insurance & Bon	$78,000.00	$97,569.39	$0.00	$0.00	-$19,569.39	125.09%
	Total Dept 49240 Insuranc		$80,700.00	$98,331.67	$73.51	$0.00	-$17,631.67	121.85%
Dept 49810 Airport								
Active	E 101-49810-200	Office Supplies	$150.00	$83.42	$6.91	$0.00	$66.58	55.61%
Active	E 101-49810-212	Motor Fuels	$4,500.00	$0.00	$0.00	$0.00	$4,500.00	0.00%
Active	E 101-49810-220	Repair/Maint Sup	$500.00	$97.45	$0.00	$0.00	$402.55	19.49%
Active	E 101-49810-300	Professional Srv	$200.00	$46.83	$0.00	$0.00	$153.17	23.42%
Active	E 101-49810-320	Communications	$1,300.00	$1,281.87	$107.19	$0.00	$18.13	98.61%
Active	E 101-49810-360	Insurance & Bon	$12,000.00	$6,628.00	$0.00	$0.00	$5,372.00	55.23%
Active	E 101-49810-380	Utility Services	$3,500.00	$1,970.01	$152.50	$0.00	$1,529.99	56.29%
Active	E 101-49810-400	Repairs & Maint	$2,000.00	$832.75	$0.00	$0.00	$1,167.25	41.64%
Active	E 101-49810-433	Dues, Fees, Sub	$1,000.00	$646.00	$0.00	$0.00	$354.00	64.60%
Active	E 101-49810-500	Capital Outlay	$0.00	$361.91	($9,815.09)	$0.00	-$361.91	0.00%
Active	E 101-49810-730	Property Taxes	$3,000.00	$2,350.00	$0.00	$0.00	$650.00	78.33%
	Total Dept 49810 Airpo		$28,150.00	$14,298.24	-$9,548.49	$0.00	$13,851.76	50.79%
	Total GENERAL FUND		$2,473,183.00	$2,653,599.98	$188,062.04	-$2,376.25	-$178,040.73	107.29%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	2023 YTD Balance	% of YTD Budget
WATER FUND							
Active	R 601-34766	Refunds & Reimbursem	$0.00	$2,891.97	$0.00	-$2,891.97	0.00%
Active	R 601-35000	Penalities	$4,000.00	$4,777.16	$374.90	-$777.16	119.43%
Active	R 601-36210	Interest Earnings	$100.00	-$26.19	$11.25	$126.19	-26.19%
Active	R 601-37100	Sales - General Custom	$500,000.00	$672,869.46	$53,366.62	-$172,869.46	134.57%
Active	R 601-37125	Sales of Service or Prop	$2,000.00	$2,597.16	$63.82	-$597.16	129.86%
Active	R 601-37150	Connection Fee	$300.00	$926.26	$0.60	-$626.26	308.75%
Active	R 601-37165	Sales Other Customers	$1,000.00	$6,412.60	$360.00	-$5,412.60	641.26%
Active	R 601-37175	Deposits	$100.00	$19.48	$0.00	$80.52	19.48%
Active	R 601-37510	Special Assess - City	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 601-37520	Special Assess - County	$2,000.00	$2,549.72	$0.00	-$549.72	127.49%
Active	R 601-37530	90 CSAH 96 &100 SRV	$0.00	$8,570.85	$0.00	-$8,570.85	0.00%
Active	R 601-38000	WATER TOWER (T-MO	$20,495.00	$21,930.36	$1,912.93	-$1,435.36	107.00%
Active	R 601-39101	Sales of General Fixed	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 601-39203	Transfer from Other Fun	$124,778.00	$71,477.80	$0.00	$53,300.20	57.28%
Active	R 601-39300	Proceeds Water Tower	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 601-39370	PFA CONSTRUCTION	$0.00	$80,070.48	$0.00	-$80,070.48	0.00%
		Total WATER FUND	$654,773.00	$875,067.11	$56,090.12	-$220,294.11	133.64%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
WATER FUND								
Dept 41110 Council								
Active	E 601-41110-100	Wages and Salar	$2,700.00	$2,737.50	$650.00	$0.00	-$37.50	101.39%
Active	E 601-41110-120	Employer Contrib	$50.00	$34.68	$8.12	$0.00	$15.32	69.36%
Active	E 601-41110-122	FICA	$205.00	$209.41	$49.72	$0.00	-$4.41	102.15%
		Total Dept 41110 Counc	$2,955.00	$2,981.59	$707.84	$0.00	-$26.59	100.90%
Dept 41305 Mayor								
Active	E 601-41305-100	Wages and Salar	$875.00	$882.50	$205.00	$0.00	-$7.50	100.86%
Active	E 601-41305-120	Employer Contrib	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-41305-122	FICA	$65.00	$67.51	$15.68	$0.00	-$2.51	103.86%
		Total Dept 41305 Mayc	$940.00	$950.01	$220.68	$0.00	-$10.01	101.06%
Dept 41540 Auditing								
Active	E 601-41540-301	Auditing Services	$3,000.00	$3,000.00	$0.00	$0.00	$0.00	100.00%
		Total Dept 41540 Auditin	$3,000.00	$3,000.00	$0.00	$0.00	$0.00	100.00%
Dept 41600 Legal Expenses								
Active	E 601-41600-304	Legal Fees	$0.00	$60.00	$0.00	$0.00	-$60.00	0.00%
Active	E 601-41600-305	Employee Relati	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 41600 Legal Expense	$0.00	$60.00	$0.00	$0.00	-$60.00	0.00%
Dept 47000 Debt Service								
Active	E 601-47000-600	Debt Srv Principa	$136,750.00	$103,750.00	$0.00	$0.00	$33,000.00	75.87%
Active	E 601-47000-610	Interest	$22,421.00	$15,947.68	$0.00	$0.00	$6,473.32	71.13%
Active	E 601-47000-615	PFA DEBT SER	$0.00	$32,862.09	$0.00	$0.00	-$32,862.09	0.00%
Active	E 601-47000-620	Fiscal Agents Fe	$650.00	$642.50	$0.00	$0.00	$7.50	98.85%
Active	E 601-47000-621	Bond Discount A	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-47000-625	PFA DEBT SRV	$0.00	$4,621.55	$0.00	$0.00	-$4,621.55	0.00%
Active	E 601-47000-700	Transfers	$21,018.00	$21,018.00	$0.00	$0.00	$0.00	100.00%
		Total Dept 47000 Debt Servic	$180,839.00	$178,841.82	$0.00	$0.00	$1,997.18	98.90%
Dept 49200 Non Dept Expenditures								
Active	E 601-49200-401	Building Expense	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-49200-405	Depreciation	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-49200-470	Refunds & Reim	$7,500.00	$7,376.00	$0.00	$0.00	$124.00	98.35%
		Total Dept 49200 Non Dept Expenditure	$7,500.00	$7,376.00	$0.00	$0.00	$124.00	98.35%
Dept 49240 Insurance								
Active	E 601-49240-360	Insurance & Bon	$16,000.00	$16,172.88	$0.00	$0.00	-$172.88	101.08%
		Total Dept 49240 Insuranc	$16,000.00	$16,172.88	$0.00	$0.00	-$172.88	101.08%
Dept 49401 Facility								
Active	E 601-49401-200	Office Supplies	$100.00	$0.82	$0.00	$0.00	$99.18	0.82%
Active	E 601-49401-210	Operating Suppli	$60,000.00	$45,117.56	$20.00	$6,919.29	$7,963.15	86.73%
Active	E 601-49401-220	Repair/Maint Sup	$2,000.00	$1,061.75	$0.00	$0.00	$938.25	53.09%
Active	E 601-49401-300	Professional Srv	$70,861.00	$69,535.23	$748.14	$5,838.75	-$4,512.98	106.37%
Active	E 601-49401-320	Communications	$600.00	$501.87	$42.19	$0.00	$98.13	83.65%
Active	E 601-49401-380	Utility Services	$45,000.00	$45,382.00	$3,112.67	$0.00	-$382.00	100.85%
Active	E 601-49401-400	Repairs & Maint	$2,000.00	$6,965.58	$0.00	$323.50	-$5,289.08	364.45%
Active	E 601-49401-433	Dues, Fees, Sub	$3,000.00	$2,507.74	$0.00	$0.00	$492.26	83.59%
Active	E 601-49401-500	Capital Outlay	$95,478.00	$132,980.45	$7,147.78	$0.00	-$37,502.45	139.28%
		Total Dept 49401 Facilit	$279,039.00	$304,053.00	$11,070.78	$13,081.54	-$38,095.54	108.96%
Dept 49430 Distribution								
Active	E 601-49430-100	Wages and Salar	$88,000.00	$84,541.60	$9,293.09	$0.00	$3,458.40	96.07%
Active	E 601-49430-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-49430-120	Employer Contrib	$8,850.00	$6,040.74	$696.97	$0.00	$2,809.26	68.26%

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Active	E 601-49430-122	FICA	$6,400.00	$5,680.77	$635.22	$0.00	$719.23	88.76%
Active	E 601-49430-130	Employer Paid In	$15,000.00	$18,769.44	$938.15	$0.00	-$3,769.44	125.13%
Active	E 601-49430-200	Office Supplies	$5,000.00	$5,871.26	$870.80	$0.00	-$871.26	117.43%
Active	E 601-49430-208	Education	$650.00	$676.73	$0.00	$0.00	-$26.73	104.11%
Active	E 601-49430-210	Operating Suppli	$0.00	$1,853.44	$147.35	$0.00	-$1,853.44	0.00%
Active	E 601-49430-220	Repair/Maint Sup	$2,000.00	$2,347.33	$36.98	$0.00	-$347.33	117.37%
Active	E 601-49430-230	Banking Charges	$300.00	$675.01	$73.50	$0.00	-$375.01	225.00%
Active	E 601-49430-231	Credit Card Fees	$6,000.00	$7,575.51	$695.46	$0.00	-$1,575.51	126.26%
Active	E 601-49430-300	Professional Srv	$2,600.00	$617.50	$0.00	$0.00	$1,982.50	23.75%
Active	E 601-49430-320	Communications	$1,300.00	$1,335.06	$101.30	$0.00	-$35.06	102.70%
Active	E 601-49430-331	Travel Expenses	$100.00	$0.00	$0.00	$0.00	$100.00	0.00%
Active	E 601-49430-400	Repairs & Maint	$4,000.00	-$7,082.62	$43.95	$0.00	$11,082.62	-177.07%
Active	E 601-49430-429	Change	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 601-49430-433	Dues, Fees, Sub	$0.00	$275.00	$0.00	$0.00	-$275.00	0.00%
Active	E 601-49430-500	Capital Outlay	$24,300.00	$90,234.93	$267.10	-$267.10	-$65,667.83	370.24%
	Total Dept	**49430 Distributio**	$164,500.00	$219,411.70	$13,799.87	-$267.10	-$54,644.60	133.38%
	Total	***WATER FUND***	$654,773.00	$732,847.00	$25,799.17	$12,814.44	-$90,888.44	111.92%

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SEWER FUND							
Active	R 602-30000	Reserves	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 602-34766	Refunds & Reimbursem	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 602-35000	Penalities	$3,000.00	$4,190.94	$310.74	-$1,190.94	139.70%
Active	R 602-36210	Interest Earnings	$150.00	$258.91	$11.25	-$108.91	172.61%
Active	R 602-37100	Sales - General Custom	$1,525,000.00	$1,628,170.33	$133,554.56	-$103,170.33	106.77%
Active	R 602-37125	Sales of Service or Prop	$100.00	$240.00	$20.00	-$140.00	240.00%
Active	R 602-37150	Connection Fee	$100.00	$205.00	$0.00	-$105.00	205.00%
Active	R 602-37165	Sales Other Customers	$0.00	$59,563.35	$4,989.60	-$59,563.35	0.00%
Active	R 602-37510	Special Assess - City	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 602-37520	Special Assess - County	$500.00	$2,086.87	$0.00	-$1,586.87	417.37%
Active	R 602-37530	90 CSAH 96 &100 SRV	$0.00	$6,755.03	$0.00	-$6,755.03	0.00%
Active	R 602-39101	Sales of General Fixed	$0.00	$0.00	$0.00	$0.00	0.00%
Active	R 602-39203	Transfer from Other Fun	$410,226.00	$206,410.47	$0.00	$203,815.53	50.32%
Active	R 602-39370	PFA CONSTRUCTION	$0.00	$61,873.28	$0.00	-$61,873.28	0.00%
		Total SEWER FUND	$1,939,076.00	$1,969,754.18	$138,886.15	-$30,678.18	101.58%

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			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
SEWER FUND								
Dept 41110 Council								
Active	E 602-41110-100	Wages and Salar	$2,750.00	$2,737.50	$650.00	$0.00	$12.50	99.55%
Active	E 602-41110-120	Employer Contrib	$50.00	$34.66	$8.12	$0.00	$15.34	69.32%
Active	E 602-41110-122	FICA	$220.00	$209.25	$49.68	$0.00	$10.75	95.11%
	Total Dept 41110 Counc		$3,020.00	$2,981.41	$707.80	$0.00	$38.59	98.72%
Dept 41305 Mayor								
Active	E 602-41305-100	Wages and Salar	$900.00	$882.50	$205.00	$0.00	$17.50	98.06%
Active	E 602-41305-120	Employer Contrib	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 602-41305-122	FICA	$70.00	$67.50	$15.68	$0.00	$2.50	96.43%
	Total Dept 41305 Mayc		$970.00	$950.00	$220.68	$0.00	$20.00	97.94%
Dept 41540 Auditing								
Active	E 602-41540-301	Auditing Services	$3,400.00	$3,000.00	$0.00	$0.00	$400.00	88.24%
	Total Dept 41540 Auditin		$3,400.00	$3,000.00	$0.00	$0.00	$400.00	88.24%
Dept 41600 Legal Expenses								
Active	E 602-41600-304	Legal Fees	$0.00	$360.00	$30.00	$0.00	-$360.00	0.00%
	Total Dept 41600 Legal Expense		$0.00	$360.00	$30.00	$0.00	-$360.00	0.00%
Dept 41900 Other General Government								
Active	E 602-41900-400	Repairs & Maint	$0.00	$10,892.70	$299.25	$0.00	-$10,892.70	0.00%
	Total Dept 41900 Other General Governmer		$0.00	$10,892.70	$299.25	$0.00	-$10,892.70	0.00%
Dept 47000 Debt Service								
Active	E 602-47000-601	Phos Debt Princi	$316,000.00	$316,000.00	$0.00	$0.00	$0.00	100.00%
Active	E 602-47000-602	Non-Facility Debt	$45,750.00	$19,750.00	$0.00	$0.00	$26,000.00	43.17%
Active	E 602-47000-603	WWTF Upgrade	$368,000.00	$368,000.00	$0.00	$0.00	$0.00	100.00%
Active	E 602-47000-611	Phos Interest	$20,376.00	$20,375.98	$0.00	$0.00	$0.02	100.00%
Active	E 602-47000-612	Non-Facility Debt	$6,653.00	$1,642.50	$0.00	$0.00	$5,010.50	24.69%
Active	E 602-47000-613	WWTF Upgrade	$79,445.00	$79,444.62	$0.00	$0.00	$0.38	100.00%
Active	E 602-47000-615	PFA DEBT SER	$0.00	$25,893.50	$0.00	$0.00	-$25,893.50	0.00%
Active	E 602-47000-620	Fiscal Agents Fe	$250.00	$247.50	$0.00	$0.00	$2.50	99.00%
Active	E 602-47000-621	Bond Discount A	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 602-47000-625	PFA DEBT SRV	$0.00	$3,582.38	$0.00	$0.00	-$3,582.38	0.00%
Active	E 602-47000-700	Transfers	$24,571.00	$24,571.00	$0.00	$0.00	$0.00	100.00%
	Total Dept 47000 Debt Servic		$861,045.00	$859,507.48	$0.00	$0.00	$1,537.52	99.82%
Dept 49200 Non Dept Expenditures								
Active	E 602-49200-405	Depreciation	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 602-49200-470	Refunds & Reim	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0.00%
	Total Dept 49200 Non Dept Expenditure		$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0.00%
Dept 49240 Insurance								
Active	E 602-49240-360	Insurance & Bon	$17,500.00	$25,202.18	$0.00	$0.00	-$7,702.18	144.01%
	Total Dept 49240 Insuranc		$17,500.00	$25,202.18	$0.00	$0.00	-$7,702.18	144.01%
Dept 49450 Sewer								
Active	E 602-49450-100	Wages and Salar	$138,000.00	$119,463.80	$15,492.26	$0.00	$18,536.20	86.57%
Active	E 602-49450-105	Overtime	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 602-49450-120	Employer Contrib	$8,100.00	$8,659.77	$1,161.92	$0.00	-$559.77	106.91%
Active	E 602-49450-122	FICA	$10,350.00	$8,315.77	$1,103.71	$0.00	$2,034.23	80.35%
Active	E 602-49450-130	Employer Paid In	$25,000.00	$27,922.09	$1,817.91	$0.00	-$2,922.09	111.69%
Active	E 602-49450-200	Office Supplies	$5,000.00	$5,774.01	$856.32	$0.00	-$774.01	115.48%
Active	E 602-49450-208	Education	$700.00	$676.73	$0.00	$0.00	$23.27	96.68%
Active	E 602-49450-210	Operating Suppli	$2,000.00	$2,667.28	$147.34	$0.00	-$667.28	133.36%
Active	E 602-49450-220	Repair/Maint Sup	$4,000.00	$2,944.00	$0.00	$0.00	$1,056.00	73.60%

PELICAN RAPIDS

CITY OF PELICAN RAPIDS
*Expenditure Guideline©

Current Period: December 2023

			2023 YTD Budget	2023 YTD Amt	December MTD Amt	Enc Current	2023 YTD Balance	% of YTD Budget
Active	E 602-49450-230	Banking Charges	$300.00	$675.03	$73.51	$0.00	-$375.03	225.01%
Active	E 602-49450-231	Credit Card Fees	$6,000.00	$7,575.50	$695.46	$0.00	-$1,575.50	126.26%
Active	E 602-49450-300	Professional Srv	$2,600.00	$587.46	$0.00	$0.00	$2,012.54	22.59%
Active	E 602-49450-320	Communications	$800.00	$833.15	$59.12	$0.00	-$33.15	104.14%
Active	E 602-49450-400	Repairs & Maint	$4,000.00	$8,253.38	$43.95	$0.00	-$4,253.38	206.33%
Active	E 602-49450-433	Dues, Fees, Sub	$0.00	$275.00	$0.00	$0.00	-$275.00	0.00%
Active	E 602-49450-500	Capital Outlay	$11,300.00	$70,990.32	$267.10	-$267.10	-$59,423.22	625.87%
		Total Dept 49450 Sewe	$218,150.00	$265,613.29	$21,718.60	-$267.10	-$47,196.19	121.76%
Dept 49480 Sewer Treatment Plants								
Active	E 602-49480-200	Office Supplies	$100.00	$34.42	$30.56	$0.00	$65.58	34.42%
Active	E 602-49480-210	Operating Suppli	$10,000.00	$12,728.42	$0.00	$0.00	-$2,728.42	127.28%
Active	E 602-49480-220	Repair/Maint Sup	$3,000.00	$4,249.61	$0.00	$0.00	-$1,249.61	141.65%
Active	E 602-49480-300	Professional Srv	$161,181.00	$154,763.89	$249.38	$12,845.25	-$6,428.14	103.99%
Active	E 602-49480-320	Communications	$1,200.00	$1,130.71	$94.05	$0.00	$69.29	94.23%
Active	E 602-49480-380	Utility Services	$80,000.00	$78,124.12	$8,007.25	$0.00	$1,875.88	97.66%
Active	E 602-49480-400	Repairs & Maint	$5,000.00	$14,496.74	$35.15	$1,600.00	-$11,096.74	321.93%
Active	E 602-49480-401	Building Expense	$75,000.00	$0.00	$0.00	$0.00	$75,000.00	0.00%
Active	E 602-49480-433	Dues, Fees, Sub	$3,000.00	$2,772.00	$0.00	$0.00	$228.00	92.40%
Active	E 602-49480-500	Capital Outlay	$285,912.00	$296,436.20	$28,591.12	$0.00	-$10,524.20	103.68%
Active	E 602-49480-505	Phos Improveme	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 49480 Sewer Treatment Plant	$624,393.00	$564,736.11	$37,007.51	$14,445.25	$45,211.64	90.45%
Dept 49485 Lagoon								
Active	E 602-49485-200	Office Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
Active	E 602-49485-210	Operating Suppli	$200.00	$0.00	$0.00	$0.00	$200.00	0.00%
Active	E 602-49485-220	Repair/Maint Sup	$500.00	$424.70	$0.00	$0.00	$75.30	84.94%
Active	E 602-49485-300	Professional Srv	$29,949.00	$50,203.61	($186.23)	$2,335.50	-$22,590.11	175.43%
Active	E 602-49485-380	Utility Services	$6,000.00	$2,776.98	$385.17	$0.00	$3,223.02	46.28%
Active	E 602-49485-400	Repairs & Maint	$0.00	$2,850.00	$0.00	$0.00	-$2,850.00	0.00%
Active	E 602-49485-500	Capital Outlay	$1,000.00	$78.04	$0.00	$0.00	$921.96	7.80%
		Total Dept 49485 Lagoo	$37,649.00	$56,333.33	$198.94	$2,335.50	-$21,019.83	149.63%
Dept 49486 Sludge								
Active	E 602-49486-220	Repair/Maint Sup	$0.00	$424.70	$0.00	$0.00	-$424.70	0.00%
Active	E 602-49486-300	Professional Srv	$26,949.00	$26,918.36	$0.00	$2,335.50	-$2,304.86	108.55%
Active	E 602-49486-400	Repairs & Maint	$55,000.00	$19,961.03	$0.00	$0.00	$35,038.97	36.29%
Active	E 602-49486-500	Capital Outlay	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
		Total Dept 49486 Sludg	$81,949.00	$47,304.09	$0.00	$2,335.50	$32,309.41	57.72%
Dept 49487 Phosphorus								
Active	E 602-49487-210	Operating Suppli	$90,000.00	$144,253.63	$12,294.14	$0.00	-$54,253.63	160.28%
		Total Dept 49487 Phosphoru	$90,000.00	$144,253.63	$12,294.14	$0.00	-$54,253.63	160.28%
		Total SEWER FUND	$1,939,076.00	$1,981,134.22	$72,476.92	$18,849.15	-$60,907.37	102.17%

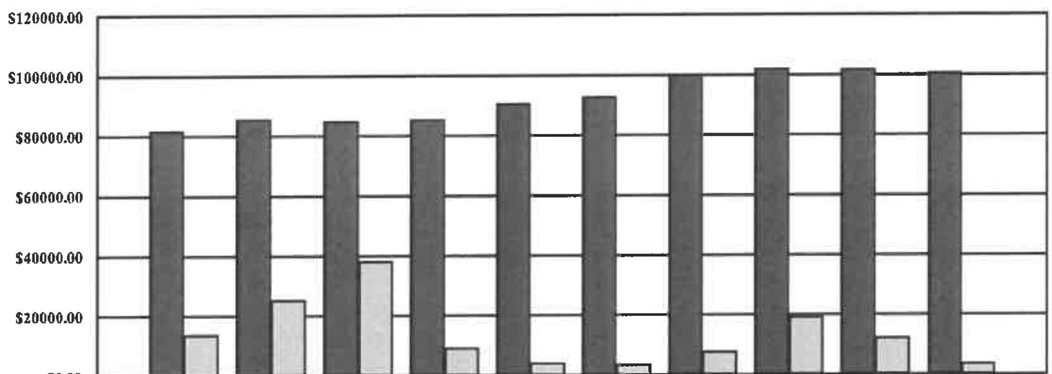
LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2023 DIVIDEND CALCULATION
AT MAY 31, 2023

First International Insurance
1730 30th Ave S,
Moorhead MN 565605265

Pelican Rapids
PO Box 350
Pelican Rapids,MN 565720350

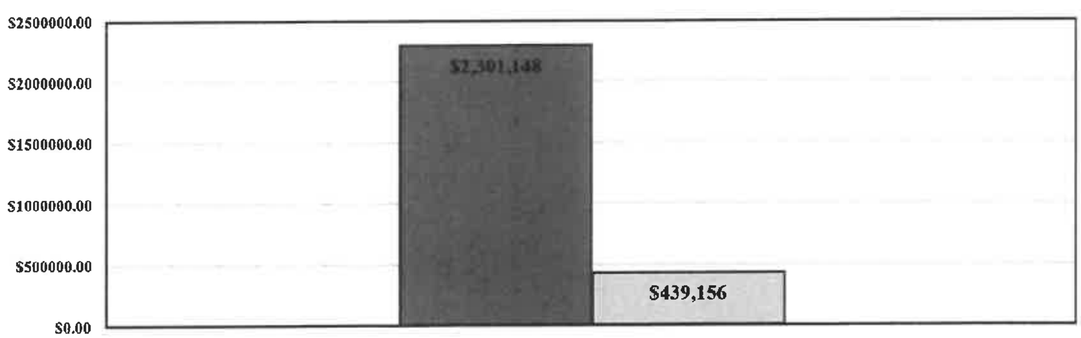
GROSS EARNED PREMIUM	**$1,710,426**
ADJUSTED LOSSES	**$621,662**
MEMBERS DIVIDEND PERCENTAGE	**0.00128348000**
DIVIDEND AMOUNT	**$3,850**

Premium and Dividend History



	14	15	16	17	18	19	20	21	22	23
Written Premiums	$81,872	$85,648	$84,925	$85,454	$90,599	$92,837	$100,297	$102,143	$102,046	$100,764
Dividends	$13,966	$25,455	$38,403	$9,367	$4,316	$3,726	$7,989	$19,457	$12,554	$3,850

Premiums and Dividends Since 1987



The "gross earned premium" figure is the member's total earned premiums as of May 31, 2023 for the past 20 years. This is the premium figure that's used in the dividend calculation.
The "2023 written premium" figure is the member's total premium for the member's most recent renewal prior to May 31, 2023 (for most members, only a portion of that 2023 written premium would be earned as of May 31, 2023).

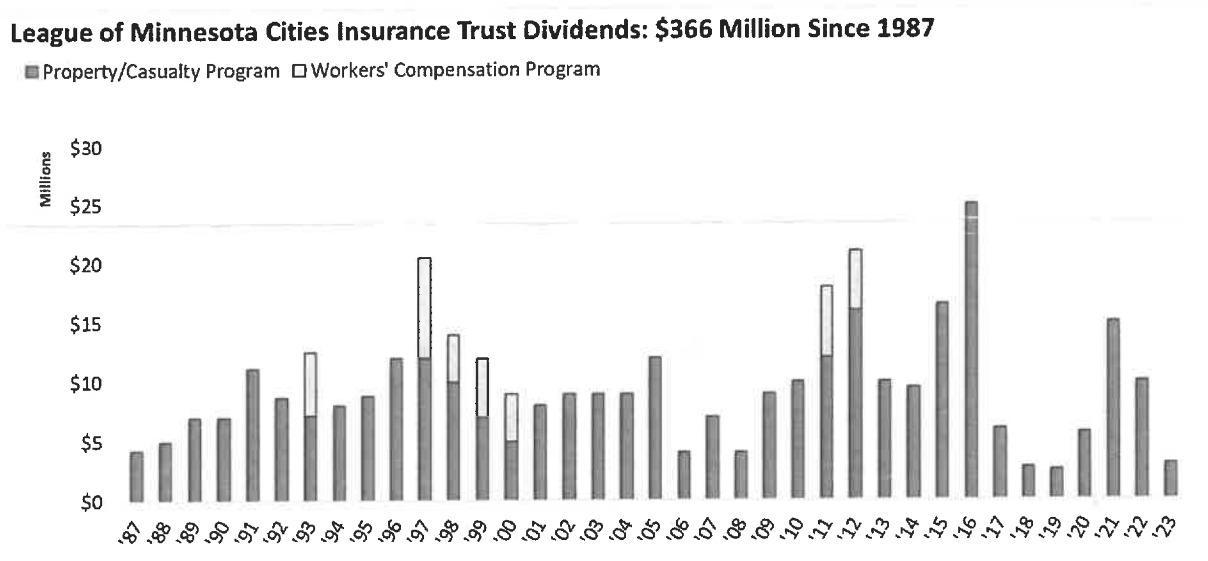
LEAGUE of MINNESOTA CITIES

DIVIDEND ANNOUNCEMENT

DECEMBER 7, 2023

Dear Member,

We are pleased to enclose a check for your share of the $3 million dividend being returned to members of the League of Minnesota Cities Insurance Trust's property/casualty program. We encourage you to share this information with your city council or other governing body.



What is the dividend formula?

Also enclosed is your dividend history and an information sheet showing the data used to calculate your dividend. Your insurance agent will receive this information as well. Following are the key elements of the dividend formula.

- Dividends are distributed to cities and other entities that are members as of December 1 in the year the dividend is being returned. Former participants do not share in the dividend distributions.
- Each member's share is proportionate to the difference between the member's total premiums and total losses as of May 31 for the past 20 years.
- Individual losses are capped at the lesser of $200,000 or 200% of the member's annual premium for the year of the loss.

Why are we receiving a dividend, and should we expect a dividend every year?

Members should not include dividend returns in their yearly budget projections because the amount fluctuates year-to-year based on losses experienced by members, actuarial projections, investment results, legislative and coverage changes, reinsurance costs, and the Trust's long-term strategic direction. The amount of a given year's dividend has no bearing on the amount returned the following year, and it's possible in some years no dividend will be returned.

(over)

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
145 University Avenue West
St. Paul, Minnesota 55103
PH: (651) 281-1200
TF: (800) 925-1122
FX: (651) 281-1298
www.lmc.org

7

RESOLUTION NO. 2024-02
CITY OF PELICAN RAPIDS

RESOLUTION ESTABLISHING FINAL PLAT OF PINEWOOD ESTATES IN THE CITY OF PELICAN RAPIDS, MINNESOTA

WHEREAS, DEVELOPER (the "Developer") has submitted information to the City of Pelican Rapids (the "City") for the proposed plat of Pinewood Estates; and,

WHEREAS, the preliminary plat was approved by the Planning Commission on November 27, 2023, and by the City Council on November 28, 2023; and,

WHEREAS, the final plat for Pinewood Estates was approved by the Planning Commission on January 8, 2024; and,

WHEREAS, the Planning Commission recommended that the City Council approve the final plat, with certain stipulations.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF PELICAN RAPIDS, MINNESOTA AS FOLLOWS:

1. **Plat approved.** That the Final Plat for Pinewood Estates is hereby approved; a copy of said Final Plat Map shall be attached hereto and made a part hereof as Exhibit A.
2. **Development.** That all houses built in the development of Pinewood Estates shall have Fourth Avenue NE as their front-facing road.
3. **Lot 1, Block 2**. This lot has been deemed buildable at the current dimensions in the Final Plat so long as any structure(s) on said lot are in conformance with the applicable zoning use/setbacks of this lot. Any nonconforming use(s) will require application for and approval of the appropriate permit and/or variance.
4. **Plat executed.** That the Mayor, Planning Commission Chairperson, City Administrator and/or other City officials are hereby authorized and directed to execute the necessary documents on the behalf of the City in order to actuate this action.

Passed by the City Council of Pelican Rapids, Minnesota this 9th day of January, 2024.

Attested:

Brent E. Frazier, Mayor

Danielle Harthun, City Clerk

KNOW ALL PERSONS BY THESE PRESENTS:
That Otter Tail County Community Development Agency, a government subdivision, is the owner of the following described property situated in the County of Otter Tail, State of Minnesota, to wit:

That part of the South Half of the Southeast Quarter, of Section 22, Township 136, Range 43 described as follows: Commencing at a point located on the west line of Oak Street in the village of Pelican Rapids, Minn., projected north, which is 170 feet north of the intersection of said Oak Street with the north line of North Street, running thence north on the west line of said Oak Street a distance of 342.8 feet to the north line of said South Half of the Southeast Quarter, thence west along said north line 414.6 feet, thence South 00 degrees 09 minutes East a distance of 340.5 feet to a point 170 feet north of the north line of North Street, thence east 425 feet to the point of beginning

In witness whereof said Otter Tail County Community Development Agency, a government subdivision on behalf of said company have hereunto set their hands this ________ day of ________________, 2024

Signed: ______________________ ______________________
XXXX XXXX

STATE OF ________________

COUNTY OF ________________

The foregoing instrument was acknowledged before me, a Notary Public, this _____, day of ____________, 2024, by Otter Tail County Community Development Agency, a government subdivision, to me known to be the persons described in and who exectued the foregoing instrument and acknowledged that they executed the same as their free act and deed.

____
Notary Public of Minnesota

My Commission Expires ________________

I hereby certify that proper evidence of title has been presented to and examined by me this ________ day of ____________________, 2024, and I do hereby approve this plat as to form and execution.

____
Attorney

This plat hereby approved by the Planning Commission of the City of Pelican Rapids, Minnesota this, _______ day of ________________, 2024.

______________________ ______________________
Chairman Secretary

This plat hereby approved by the Counsel of the City of Pelican Rapids, Minnesota, this _____ day of ________________, 2024.

______________________ ______________________
City Clerk City Mayor

I hereby attest to the fact that there are no mortgages, other than shown, outstanding against any of the property in the subdivision.

Signed: ______________________
XX, XX, XX
____
XX, XX, XX

Dated. ______________________

I hereby certify that the taxes for the year 2024 for land described within are paid.

Signed. ______________________ Dated: ________________
County Treasurer

No delinquent taxes and transfer entered. Dated this _______ day of _____________, 2024.

Signed: ______________________ ______________________
County Auditor Deputy

I hereby certify that the within instrument was filed in this office for record on the ______ day of ________, 2024, at _______ o'clock ___.M. and was duly recorded in Book ___ of _______, page _______ as Document Number ________________

Signed: ______________________ ______________________
County Recorder Deputy

I, Jack A. Rosenthal, do hereby certify that this plat of PINEWOOD ESTATES, was prepared by me or under my direct supervision, that I am a duly licensed surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been set, that all water boundaries and wet lands as defined in Minnesota Statutes, Section 505.01, Subdivision 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat is in compliance with the surveying requirements of the Subdivision Controls Ordinance of the City Code Pelican Rapids and Chapter 505 of the Minnesota Statutes.

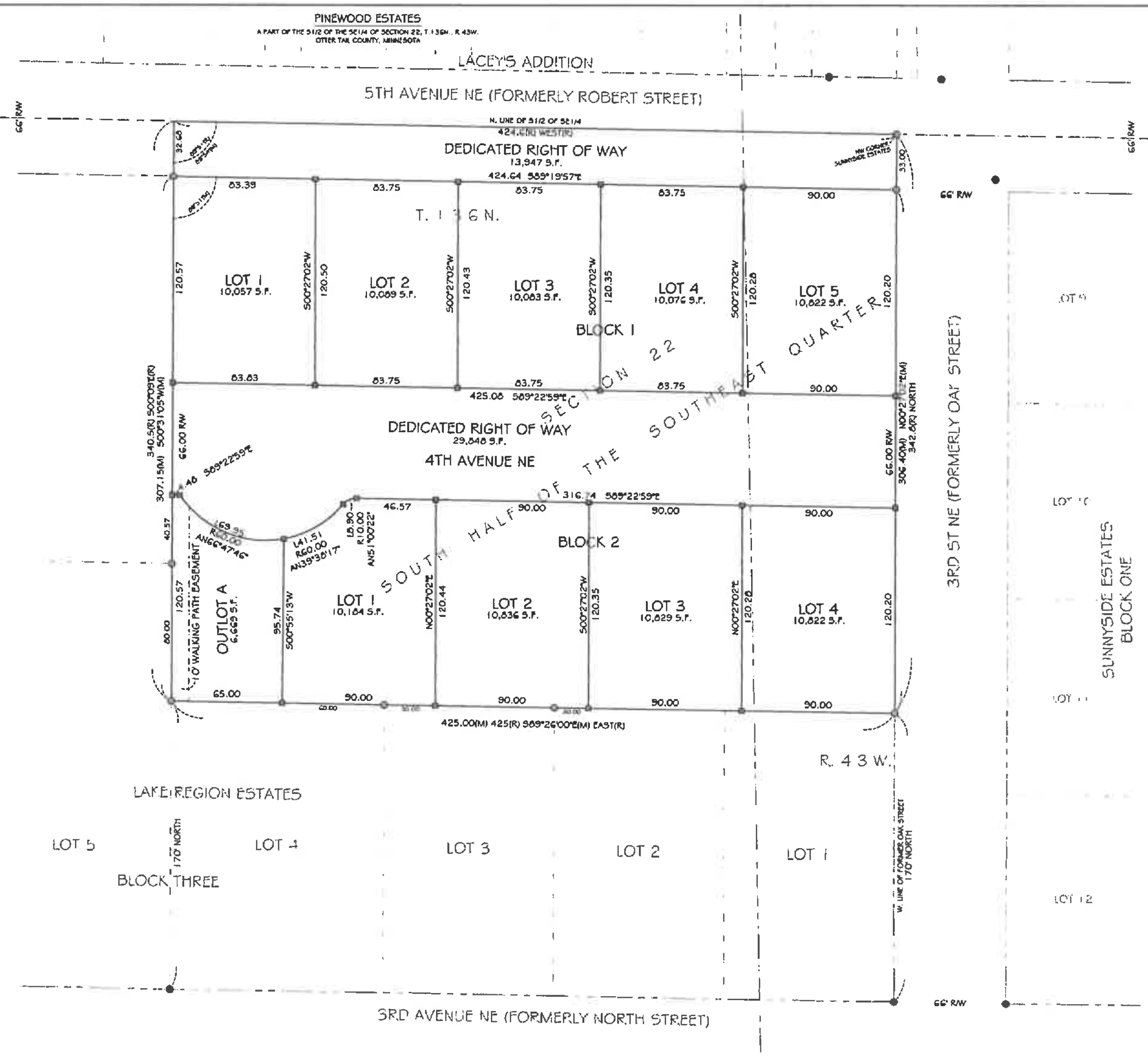
____
Jack A. Rosenthal
Professional Land Surveyor
Minnesota License No. 50732

STATE OF MINNESOTA
COUNTY OF OTTER TAIL

The foregoing surveyor's certificate was acknowledged before me, a Notary Public, this _____, day of ____________, 2024, by Jack A. Rosenthal, Minnesota Licensed Surveyor No. 50732.

____
Notary Public of Minnesota

My Commission Expires ________________



BoundaryPRO

CLIENT PROPERTY
ADJOINING (FOR REFERENCE)
SECTION LINE
RIGHT OF WAY
PROPOSED EASEMENT
MONUMENT SET
MONUMENT FOUND

PROJECT NO.: T136R43S22.41 | CLIENT NAME: OTC CDA

9

Library Board Meeting
Agenda
December 4, 2023 6pm
Levorsen Meeting
Pelican Rapids Public Library

1. Approval of the agenda
2. Election of Officers
   a. Sue Seifert .... 2023 2024 2024 (3rd Term)
   b. Cheryl Brenna .... 2021 2022 2023 (2nd Term)
   c. Kevin Ballard .... 2023 2024 2025 (1st Term)
   d. Judy Tabbut 2022 2023 2024 (1st term)
   e. Kathy Knudsen Olson 2024 2024 2026 (1st Term
3. Approval of the December Minutes
4. Approval of the bills (Kevin)
5. Financial reports: (Annie)
   a. Set 2024 budget
   b. Review of the CDs
   c. Room rent review
   d. Legacy funding review
6. Friends Update
7. Director's Report
8. Chairman's discussion
   a. Council Report
9. February , 2024 6pm 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

December 4, 2023, 6PM

Present: Dave, Cheryl, Kevin, Judy, Annie

Attending Virtually: Sue

Absent: Kathy

Approval of the agenda:

Motion to approve agenda-Cheryl, Second-Kevin

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Approval of the November minutes:

Motion to approve minutes-Dave, Second- Cheryl

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Approval of the bills:

Motion to approve bills-Kevin, Second-Judy

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Financial Reports:

Received 1st quarter of second half of non-resident reimbursement.

Friends Update: no report

Directors Report:

Re-elected Wayne Runningen, Viking Library Representative, one year term.

Motion to approve-Dave, Second-Sue

Roll Call:

Aye: Dave,Kevin, Judy, Sue, Cheryl

All approved, passed

Approval of 2024 Holiday Hours with exception,

(change wording of holiday pay to paid for holiday)

Motion to approve-Cheryl, Second-Kevin

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Long Range Plan:

Motion made to approve-Cheryl, Second-Judy

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Chairman Discussion:

No City Council report.

2024 Budget to be approved by City Council at December 12th meeting.

Tentative date set by Library Board to meet as needed by results of City Council budget decision, date December 19th at 5PM at Levorsen Meeting Room.

Motion to approve tentative date-Cheryl, Second-Sue

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Change next monthly meeting from January 1st to January 8th, 6PM at Levorsen Meeting Room:

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Adjourn:

Motion made to adjourn meeting: Cheryl, Second-Sue

Roll Call:

Aye: Dave, Kevin, Judy, Sue, Cheryl

All approved, passed

Respectfully submitted by Cheryl

11

RESOLUTION 2024-01
CITY OF PELICAN RAPIDS, MINNESOTA
REQUIRED RESOLUTION PROVISIONS FOR OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM

WHEREAS, the City of Pelican Rapids, MN has identified a proposed project within the City that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purposes and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

NOW THEREFORE BE IT RESOLVED that the City of Pelican Rapids approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Otter Tail County CDA, Brent E. Frazier, the *Mayor of the City of Pelican Rapids*, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the council this 9th day of January 4, 2024.

SIGNED:	WITNESSED:
____________________	____________________
Mr. Brent E. Frazier	Ms. Danielle Harthun
Mayor	City Clerk-Treasurer

2023 positions:

President - Brent E Frazier

Vice President - Ryan Binek

Secretary - Danielle Harthun

Treasurer - Lana Grefsrud

Assistant Treasurer - Lance Roisum

Members - Kevin Ballard, Arianna Zavalla

2024 positions:

President- Ryan Binek

Vice President- Brent Frazier

Secretary- Danielle Harthun

Treasurer- Lana Grefsrud

Assistant Treasurer- Lance Roisum

Members- Kevin Ballard, Arianna Zavalla

CEDA
Community and Economic Development Associates

1500 South Hwy 52

PO Box 483

Chatfield, MN 55923

Phone - 507.867.3164

www.cedausa.com

Historic City Hall Future Use- Update
Community Members Surveyed: 30

1. **What do you enjoy about this building?**
- The preservation of the building
- The warm atmosphere
- The ability to have meetings in the space
- Great finished public bathrooms

2. **Should the current use of HCH continue? Why or Why not?**
- No, not currently used enough for the cost of the building
- No, the building is closed during business hours during the Fall/Winter/Spring months
- No, the building could be leased out or sold to a business
- No, the city should have it open all year round
- No, not much use of the building for meetings, people use it for a bathroom
- Yes, the building was donated to be preserved and maintained the way it is now

3. **What is the downtown area lacking?**
- Coffee Shop
- Burger Joint
- Tap House
- Contemporary Retail

Recommendations on building use:

I recommend the following three uses of the building based off community input, demand, trends, and opportunities.

1. Lease the main floor of the building out for commercial use. Formal RFP process to the public accepting business plans and bids. Maintain ownership and control over future use of the building while providing the community an opportunity for high demand commercial space.

CEDA
Community and Economic Development Associates

1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164

www.cedausa.com

2. Consider opening HCH on a full time business hour basis to provide an open area for residents and community visitors to gather. Analyze and update the seating arrangement in the area, and have light beverages available to all visitors.

3. Ask the Parks Board to oversee the building and strategize on ways to update the current meeting policy of HCH to allow more usage from private meetings and future events.

CEDA
Community and Economic Development Associates

Jordan Grossman
Community and Business Development Specialist
Community and Economic Development Associates

m: (701) 219-3718

e: jordan.grossman@cedausa.com
w: www.cedausa.com

Community and Economic Development Associates

Pelican Rapids Housing Study Proposal

1. Overview

Community and Economic Development Associates (CEDA) proposes to coordinate, facilitate, and draft a Housing Study for Pelican Rapids, Minnesota.

A Housing Study, or Housing Needs Assessment, is a comprehensive assessment of needs regarding the community's housing market. It involves the compilation and evaluation of a multitude of elements, including:

- Demographic Analysis
- Economic Analysis
- Housing Analysis
- For-Sale Market Analysis
- Rental Market Analysis
- Government Policies & Incentives
- Input of area stakeholders & residents

The assessment also provides recommendations on how to achieve certain housing goals and recommendations on potential housing policy initiatives that would benefit the designated housing market.

A variety of resources will be utilized to obtain information for the Housing Study. Data is gathered from the most current year available. CEDA will collect and analyze data including:

- U.S. Census Bureau
- American Community Survey
- ESRI & GIS
- Records and data from the City
- Records and data from the County
- Minnesota State Demographer
- Interviews with City officials and staff, community leaders, housing stakeholders, and other applicable parties
- Local, regional, state, and federal housing agencies
- Rental property owners/manager surveys
- Housing condition survey

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2. Scope of Work

The scope of work for the project's duration can be broken down into specific sections. Each of which takes place at certain points during the project's timeline. The details of each section are outlined below:

2.1 Review & Strategy

- **Kickoff Meeting:** An opening meeting with Pelican Rapids staff and/or boards and commissions can be held to go through the project's details and timeline. Tours of specific areas can follow and all applicable present data regarding the City and its housing will be reviewed and collected.

- **Identification of the Study Area:** The foundation of the analysis is the establishment of the Primary Study Area (PSA). The PSA is the geographic area from which demographic and economic factors influence housing needs. This typically includes the prominent areas around the city including townships, nearby micropolitan areas, and other Greater Minnesota cities. The importance for research into surrounding areas is due to the frequent occurrence of influences to a housing market that come from sources outside of the community.

- **Formation of Stakeholders, a Community Engagement Plan (CEP), and/or a Housing Committee:** Stemming from initial meetings and introductions to the community, recommendations should be placed towards appropriate stakeholders to receive input and strategize throughout the process. These stakeholders can be contacted individually or collectively as a "Housing Committee", if desired. Examples of participants could include elected officials, City staff, community groups, business owners, real estate professionals (contractors, builders, agents etc.), and general residents (seniors, young adults, etc.).

  From these identified personnel, collaboration will commence towards reviewing the local housing market, trends, and demand. This section within the process creates a survey to be sent out to the community to fulfill the CEP. Data gathered from the survey will aid in the input towards desired needs and issues towards housing going forward.

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2.2 Current Conditions

- **Population Trends:** Social profiles will be created for the PSA. The profiles provide in-depth details about the community, market area, and will give projections. This section will include data and trends on the population, households, age, education, and race.

- **Housing Trends:** This section will cover important housing related factors and provide projections. Topics will include data and trends on occupancy, age of inventory, unit mix, the rental market, and for-sale information.

- **Economic Trends:** Economic profiles will also provide in-depth details on the highlighted geography and address income, employment, commute, and industry.

- **Rental Housing Trends:** A rental housing survey will be conducted for all multi-family units within the City, and any known rental housing stakeholders. This will include data on average monthly rates, vacancy rates, and unit mix.

- **Market Rate Trends:** This section will cover recent home sales, average home values, vacancy rates, and foreclosure activity.

- **Housing Conditions Trends:** A windshield survey of the community will be conducted to show the condition of the housing stock. This section provides neighborhood level assessments to focus potential rehabilitation efforts.

- **Survey Data & Analysis:** The survey data and stakeholder input will be present throughout each appropriate section where information compiled relates. Analysis of the data will aid in identifying recommendations at the conclusion of the report.

2.3 Issues & Needs

Throughout the project the data researched and compiled will uncover themes of common issues facing the community. The identified needs will be analyzed to circumvent their continuation and be formed into opportunities for remediation.

2.4 Conclusions & Recommendations

The conclusions will summarize the depth of the market for additional housing within the community. The Conclusions will include recommendations for the types of housing developments that should be pursued and supported, as well as the number of units of housing that will be needed in the short, medium, and long-term.

Finally, recommendations as to the types of programs the City should consider will follow. This section will cover current housing policies available locally and regionally. Additionally, it will include information on housing tools available from the local, state, and federal levels. Incentive related topics such as parking, public transit, shopping, amenities, public safety, recreational facilities, and natural resources will be evaluated to determine how they affect potential demand for housing in the area.

3. Project Budget and Schedule

CEDA remains flexible in amending or modifying the timeline to meet the needs of the community. The project schedule, and whether any modifications are needed, can be discussed at any time. The ideal start date of this timeline would be (April, 2024), with a completion date by the end of (November, 2024). Taking approximately 8 months to complete depending upon the exact start date.

Reporting will be conducted at the end of each section, or on a as needed basis. Reports will include summaries of work in progress, completed, and updates to information.

The proposed budget for the services to be completed by CEDA is a not-to-exceed fee of $14,750 due upon completion of the project.

Optional Site Analysis

CEDA's goal in planning is to help communities pursue development opportunities. In instances where a community has available land that could be used to develop new housing, or the adaptive reuse of existing structures, site-specific analysis can be added as an additional service. Upon selection of this proposal, CEDA can work with the community to provide an estimate for this additional scope of work.

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Development Associates

4. Description of Organization

CEDA is a 501c3 non-profit organization first established in 1986. The organization serves all Greater Minnesota, Northeast Iowa, and Western Wisconsin with their community development and economic needs. Notable initiatives range from its Community Support Program, to grant writing, to planning and development. With over 100 years of combined experience in the economic and community development field, CEDA strives for aiding communities and projects alike. For more info on CEDA as an organization, inquirers can contact info@cedausa.com.

5. Planning Department Staff

Annie Nichols has been with CEDA for over five years. She is committed to helping municipalities find success, and takes pride in finding solutions for communities that fit their unique needs. As the Director of Planning for CEDA, her goals include raising awareness towards the benefits of planning for the years ahead and relaying accurate and relevant data to the communities she works with.

Annie is currently studying for her Masters Degree in Public Administration from Minnesota State University, Mankato and holds a Bachelor of Arts Degree in Planning and Community Development, and Political Science from St. Cloud State University.

Annie can be reached by phone or email at 651-338-1816 or annie.nichols@cedausa.com.

The CEDA team also provides additional support to the Planning Department. Team members are brought in to support planning efforts, as needed, to ensure successful project completion, and access to relevant resources based on the community's specific needs.

6. References

- Swift County, Minnesota - Housing Study
- Pine Island, Minnesota - Comprehensive Plan

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LAYDOWN YARD LEASE

THIS LEASE AGREEMENT (hereafter "Lease") is entered into on ______________, 20___,by and between **City of Pelican Rapids** (hereafter "Lessor") and **Otter Tail Power Company**, a Minnesota corporation (hereafter "Lessee"). In consideration of the covenants and promises made herein, the parties agree as follows:

1. Leased Premises. Lessor hereby leases and Lessee hereby accepts and rents one (1) acre on the premises located in that part of the **North Half of the Northeast Quarter of Section 22, Township 136 North, Range 43 West**, (hereafter the "Property"), situated on land in the County of Otter Tail, State of Minnesota, described as follows:

   That part of the southerly 400 feet of the North Half of the Northeast Quarter of Section 22, Township 136 North, Range 43 West, Ottertail County Minnesota, lying South of Trunk Highway No. 59, which lies west of the following described line: Beginning at the Southeast corner of the North Half of the Northeast Quarter; thence westerly 1258 feet to the point of commencement; thence running North at a right angle to the last line and on a line parallel with the east line of said Section 22, to the southerly right of way line of Trunk Highway No. 59; containing 4.43 acres, more or less.

   (hereafter the "Leased Premises"). The location of the agreed upon one (1) acre for rent is shown on the attached **Exhibit A.**

2. Term. The term of this Lease shall commence on **January 1, 2024**, terminating on **December 31, 2025**, unless sooner terminated under the provisions of this Lease. Or extended month to month thereafter the terminating date.

   Lessee reserves the right to terminate this Lease for convenience upon thirty (30) days prior written notice to Lessor

3. Rent. Lessee agrees to pay to Lessor as rent for the Leased Premises the lump sum of **$7,200.00** for the term of the lease. The parties agree that if the term of the lease is extended on a month-to-month basis thereafter payment shall be **$300.00** per month, payable in advance of or on the 5th day of each month.

4. Use of Leased Premises. Lessee agrees during the term of this Lease to use and occupy the Leased Premises for the purpose of operating a transmission line material laydown yard, or such other use authorized by Lessor. No part of the Leased Premises shall be used for a purpose which is illegal.

5. Fixtures. Lessee may, at any time within 30 days after termination of the Lease hereof and at its own expense, remove from the Leased Premises, fixtures, and equipment that Lessee may have stored or installed upon said Leased Premises; provided, however, that Lessee shall repair at its sole cost and expense any damage caused by such removal. Lessor shall retain as the Lessor's property all such fixtures not so removed within 30 days after the termination of the Lease.

6. Condition of Premises. Lessee has examined and knows the condition of the Leased Premises and agrees that it is suitable for Lessee's needs and is in good repair and condition.

7. Repairs. Lessee, during the term of this Lease, shall, at its expense, make all repairs as shall be reasonably necessary to keep said Leased Premises in good condition and repair. Lessor shall be responsible for the expense of major repairs; specifically, those of a nature to be covered by the Lessor's insurance policy, or damage caused to the real estate by vandalism, wind or fire. Lessee further agrees that all damage or injury done to the Leased Premises by Lessee or its licensees, shall be repaired by the Lessee at its expense. Lessee agrees, at the expiration of this Lease or upon the earlier termination thereof, to quit and surrender said Leased Premises in good condition and repair, except for reasonable wear and tear and damage by act of God or fire or other causes beyond the control of Lessee.

8. Alterations and Modifications. Lessee shall obtain the written approval of Lessor prior to making any alterations or modifications to the Leased Premises. All approved and completed alterations or modifications should become part of the Leased Premises and title thereto shall vest in Lessor. The alterations or modifications undertaken by Lessee shall be performed and completed in a workman-like manner, in conformity with all applicable codes and at Lessee's expense. Lessee agrees to pay any and all workmen and contractors in a timely manner and indemnify Lessor from any liens being placed on the Property as a result of said work.

9. Subordination. Lessee's rights under this Lease are and shall always be subordinate to the lien of any mortgage or mortgages now or hereafter placed upon the Property of which the Leased Premises are a part, and to all advances hereafter made from time to time upon the security thereof; provided, however, that as long as the Lessee is not in default under the terms of this Lease, Lessee may continue in possession of the Leased Premises in accordance with the terms hereof.

10. Subletting and Assignment. Lessee shall not have the right to assign this Lease or sublet the premises or any portion thereof without the written consent of Lessor, with any rents to be paid Lessor up to the amount of Lessee's monthly rent obligation to Lessor.

11. Taxes. Lessor shall pay and be responsible for all real property taxes and assessments for public improvements levied on the Leased Premises during the term of this Lease.

12. Insurance. Lessee shall, at its own cost and expense, maintain general commercial liability insurance, insuring against claims for bodily injury, death or property damage occurring in or about the Leased Premises, with limits of at least $2,000,000.00 for bodily injury and property damage. In the event the Leased Premises shall be damaged or destroyed by fire or other casualties so insured against, Lessee shall claim no interest in the insurance settlement arising out of any such loss with respect to the insurance coverage purchased by Lessor in accordance with the foregoing. Lessee will execute all documents required by Lessor or any insurance company or companies that may be necessary for use in connection with settlement of such loss on the Leased Premises.

Lessee may make claim on any policy of insurance that it shall carry with respect to fire or other casualty for inventory or equipment which Lessee owns or leases on the Leased Premises, and Lessor shall have no obligation to insure or indemnify Lessee for loss or damage to property of the Lessee.

13. Waiver of Subrogation. Lessor and Lessee hereby release each other from and covenant that neither shall be liable to the other, the other's insurance carrier or carriers, or anyone claiming under or through the other for all liability for loss or damage whatsoever occasioned to property owned by said parties, which is caused by or might be incident to or may be the result of fire or any other casualty against loss for which either party is covered by fire, extended coverage or other insurance policies, to the extent of such coverage, regardless of the cause or origin of such loss or damage, specifically including the negligence of the other party, the other's agents, employees, invitees or guests; provided, however, that this waiver shall apply only when it will not exclude or reduce any benefits which would otherwise be payable under any policy of insurance.

14. Destruction of Premises. If the Leased Premises are damaged or destroyed by fire or other casualty so as to make the Leased Premises untenable, and if such damage or destruction cannot be repaired within 60 days of the date of such damage or destruction, either Lessor or Lessee shall have the right to cancel and terminate the Lease as of the date of such damage or destruction by giving to the other party written notice of an intention to do so within 90 days after the date of such damage or destruction. If such notice is not given or if the damage can be repaired within 60 such days, Lessor may, at Lessor's sole expense, restore the Leased Premises to as near the condition which existed immediately prior to such damage or destruction as reasonably possible provided, however, that in the event the Leased Premises are not so restored within 60 such days, excluding from said period loss of time caused by delays beyond Lessor's control, either party may, upon the expiration of said 60-day period by notice to the other party, terminate this Lease as of the date of damage or destruction.

15. Lessor's Access to Leased Premises. Lessee shall allow Lessor and/or Lessor's agents or employees reasonable access to the Leased Premises during normal working hours.

16. Snow Removal and Access Maintenance. Lessee shall be responsible for all snow removal from the area providing access to the Leased Premises.

17. Indemnification. Lessee agrees to indemnify and hold Lessor harmless from any and all liability arising from Lessee's use of the Leased Premises or resulting from any repair or alterations which Lessee may make upon the Leased Premises. Lessee also agrees to indemnify and hold Lessor harmless as a result of any claim, loss, damage, liability, or expense arising out of or resulting from any affirmative act, negligence, or omission of the Lessee or its agents, contractors, subcontractors, or employees. Lessor agrees to indemnify and hold Lessee harmless as a result of any claim, loss, damage, liability, or expense arising out of or resulting from any affirmative act, negligence, or omission of the Lessor or his agents, contractors, subcontractors, or employees.

18. Signs. It is agreed that Lessee may install and maintain upon the Leased Premises suitable signs, and that the Lessee shall have the right to remove all such signs installed at Lessee's expense from the premises within 30 days after the termination of the Lease, provided that said removal be accomplished without damage to the building. Provided, however, that no signage may be painted on the windows of the Leased Premises.

19. Notice. All communications, demands, notices, or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or mailed and addressed to the other party to the address set forth next to that party's signature at the end of this Lease. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the tenth day after the giving of notice, the newly designated address shall be that party's address for the purposes of all communications, demands, notices, or objections permitted or required to be given or served under this agreement.

20. Surrender and Holding Over. Lessee shall surrender the Leased Premises to Lessor on expiration of this Lease, at the expiration of any renewal thereof, or termination of the Lease as provided herein. Lessee shall not make any claim in the Leased Premises against the interest of Lessor, and, if Lessee holds the Leased Premises after termination of the Lease, Lessee shall be deemed to be occupying the Leased Premises as a tenant from month to month, subject to all the conditions, provisions, and obligations of this Lease insofar as they can be applicable to a month-to-month tenancy.

21. Default. In the event default is made by Lessee in payment of said rent herein specified, or any part thereof, and such default shall continue for 10 days after written notice by Lessor to Lessee to pay the same, or if Lessee defaults in the prompt and full performance of any other provision of this Lease and if such default continues for a period of 30 days after receipt by Lessee of a written notice from Lessor specifying such default, then Lessor may, without further notice or demand, at her option, enter the premises and take full and absolute possession thereof, without such reentry causing a forfeiture of the rent to be paid or the covenants to be performed by Lessee hereunder, and, in such case, Lessor may thereafter lease or sublease the premises for such rent as Lessor may reasonably obtain, crediting Lessee with the rent so obtained after deducting the cost Lessor reasonably incurs by such reentry, leasing or subleasing. Alternatively, the Lessor, at Lessor's option, may terminate this Lease and reenter and take full and absolute possession of the Leased Premises free from any further right or claim by Lessee. Provided, however, that if such default by Lessee can be cured by the payment of money, Lessor, at Lessor's election, may spend such money as is reasonably necessary to cure such default and thereafter charge the amount so spent as additional rental due hereunder. Provide further, that Lessee shall have the right to retrieve personal property stored at the site and belonging to Lessee, its agents, contractors, subcontractors, or employees.

22. No Partnership, Joint Venture, or Fiduciary Relationship Created Hereby. Nothing contained in this Lease shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between Lessor and Lessee, it being understood that the sole relationship created hereby is one of landlord and tenant.

23. Cumulative Rights. No right or remedy herein conferred on or reserved to Lessee or Lessor is intended to be exclusive of any other right or remedy provided by law, but each shall be cumulative in and in addition to every other right or remedy given herein or elsewhere or hereafter existing at law or in equity or by statute.

24. Attorneys' Fees. If any action at law or in equity shall be brought in court to recover any rent under this Lease or for or on account of any breach of or to enforce or interpret any of the covenants, terms, or conditions of this Lease or for the recovery of the possession of the premises, the prevailing party shall be entitled to recover from the other party as part of the prevailing party's costs its reasonable attorneys' fees, the amount of which shall be fixed by the court and shall be made a part of any judgment or decree rendered.

25. Successors and Assigns. Except as otherwise specifically provided for herein, this Lease shall be binding on and shall inure to the benefit of the parties hereto and their respective assigns, executors, heirs, personal representatives, and successors.

26. Amendment, Modification, or Waiver. No amendment, modification, or waiver of any condition, provision, or term of this Lease shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.

27. Severable Provisions. If any provision, section, sentence, clause, phrase, and word herein is illegal or invalid for any reason whatsoever, it shall be severable, and its illegality or invalidity shall not affect the validity of the remainder of this Lease.

28. Entire Agreement. This Lease contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to the subject matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise, have been made by either party hereto to the other unless expressly stated in this Lease or unless mutually agreed to in writing between the parties hereto after the date hereof, and neither party has relied on any verbal representations, agreements, or understandings not expressly set forth herein.

29. Captions, Headings, or Titles. All captions, headings, or titles in the paragraphs or sections of this Lease are inserted for convenience of reference only and shall not constitute a part of this Lease as a limitation of the scope of the particular paragraphs or sections to which they apply.

30. Reference to Gender. Where appropriate, the feminine gender may be read as the masculine gender or the neuter gender; the masculine gender may be read as the feminine gender or the neuter gender; and the neuter gender may be read as the masculine gender or the feminine gender.

31. Minnesota Law. This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota.

32. Signatures in Counterpart. The Parties agree that this Lease may be executed in two or more counterparts, each of which when so executed shall be deemed an original, but all of which counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

Lessor's address:
City of Pelican Rapids
PO Box 350
Pelican Rapids, MN 56572

____
Name:
Title (if applicable):

Lessee's address:

P.O. Box 496
Fergus Falls, MN 56538-0496

OTTER TAIL POWER COMPANY

____
Land Specialist, Land Rights and Permitting

Form Revised 8/2022

EXHIBIT A


Otter Tail County
Visit the County Website
Give Feedback
Report an Error
Find by Parcel, Name, Addr
Measurement
Acres
Measurement Result
1 Acres
Clear
INDUSTRIAL PARK DR
N BROADWAY
76000220006002
76000220006003
76000220006001
1201

209 S 19th Street • Suite 555
Omaha, NE 68102

PeopleService INC.
Water & Wastewater Professionals

Local: 402-344-4800
Fax: 402-344-4799

14

December 13, 2023

Mayor Brent Frazier
City of Pelican Rapids
315 N. Broadway
Pelican Rapids, Minnesota 56572

Dear Mayor Frazier,

Pursuant to Paragraphs 1.4 and 4.2 of the Operations and Maintenance Agreement dated October 26, 2022 between the City of Pelican Rapids, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount and the monthly compensation the City of Pelican Rapids, Minnesota pays for our services are to be adjusted each January 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between June of 2022 and June of 2023 plus one percent (1%). The CPI-U is the Federal Government's measure of inflation.

The change to the CPI-U (inflation) was a positive 3.0% making the total adjustment 4.0%. Thus, effective January 1, 2024, the City of Pelican Rapids's maximum annual maintenance/repair (non-capital) expenditure amount will be increased from $17,917 to $18,634 and the monthly compensation will be increased from $22,457 to $23,355.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to the address shown at the top of this letter. By doing so, you acknowledge receipt of this letter and the adjustment and increase in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don't hesitate to contact either Greg Stang, our Region Manager for your area, or myself.

Yours truly,

Chad A. Meyer
President

Acknowledged:
CITY OF PELICAN RAPIDS, MINNESOTA

By: ______________________________
Mayor

Dated: ____________________

USE AGREEMENT

This Use Agreement (the "Agreement") is made and entered into on ______________________ (the "Effective Date") by and between Independent School District No. 548, Pelican Rapids, Minnesota (the "District") and the City of Pelican Rapids (the "City)"

Recitals

A. The District is constructing a multi-use building (the "Building") located on the District's Property as shown on the attached Exhibit A.

B. The City has agreed to contribute $150,000.00 to the District to be used for the Building in exchange for the terms and conditions contained in this Agreement.

Agreement

1. The City shall contribute $150,000.00 to the District to be used for the Building on the following schedule: the City shall contribute $30,000.00 to the District, on or before March 1, 2024, the City shall contribute $30,000.00 to the District, on or before December 31, 2024, the City shall contribute $30,000.00 to the District, on or before December 31, 2025, the City shall contribute $30,000.00 to the District, and on or before December 31, 2026, the City shall contribute $30,000.00 to the District on or before December 31, 2027. The contributions are made in exchange for the terms and conditions contained in this Agreement. By contributing any money to the District, the City acknowledges, agrees, and understands that it has no right, title, and/or interest in or to the Building or any other real property and/or personal property owned by the District except as set forth in this Agreement.
2. The term ("Term") of this Agreement shall begin on the Effective Date and shall continue for a period of 10 years. After the Term, this Agreement shall continue until terminated by either the District or the City upon either party providing at least 60 days' written notice to the other party to terminate this Agreement and the termination shall be effective on the date specified on the notice provided it is at least 60 days after the notice. This Agreement may be terminated by written agreement of the Parties at any time.
3. The City shall have use of the warming house and skating rink as set forth in this Agreement.
4. The City shall be responsible for setting up the skating rink, flooding the rink and providing the water/ice for the rink, removal of snow off the skating rink, maintenance and repair of the skating rink, and tear down and clean up of the skating rink in the spring of each year. The City shall name the District as an additional insured on its general commercial liability policy for its actions and activities as set forth in this Agreement.
5. The District shall provide a supervisor for the skating rink during hours set by the District, advertise the hours of the skating rink, store of skates in the warming house, provide access to the warming house during skating hours, provide access to restrooms during skating hours, and providing restroom supplies for the warming house restrooms. The District shall clean the warming house and restrooms on a regular schedule. The City acknowledges, agrees, and understands that the District shall have the sole discretion in setting the hours of the skating rink and warming house. The District shall be responsible for repair and maintenance of the Building. The warming

house and the Building shall not be accessible except during skating rink hours. In the event that the City makes any announcements, advertisements, marketing, etc. relating to skating rink hours, the City shall first obtain the District's written consent on any announcements, advertisements, marketing, etc. relating to the skating rink hours.

6. The District shall provide parking for the skating rink users on the District's property located near the Building for as long as this Agreement is in effect. The City acknowledges, agrees, and understands that the parking provided to the skating rink users shall be on a first-come, first-served basis and that there are no dedicated or reserved spots for the skating rink users.

7. Nothing contained in this Agreement will be deemed or construed by the parties hereto, or by any third party, to create the relationship of partnership or joint venture or a relationship of principal and agent, employer-employee, or master-servant between the parties and no provision contained herein will be deemed to create any relationship between the parties hereto other than the relationship of independent parties.

8. All notices must be in writing and served by personal service or by mail as set forth in this Section (or such different address as may be designated by such party in a notice to the other party, from time to time).

For the District
Independent School District No. 548
Attn: Superintendent
PO Box 642
Pelican Rapids, MN 56572

For the City
City of Pelican Rapids
Attn: City Administrator
PO Box 350
Pelican Rapids, MN 56572

9. This Agreement, including any exhibits attached hereto, comprises the entire agreement of the parties with respect to the subject matter set out in this Agreement and supersedes all prior communications, understandings, and agreements of the parties, whether written or oral, express or implied, regarding such subject matter. There are no representations, warranties, terms, conditions undertakings, or collateral agreements, express, implied, or statutory, between the parties. No change or modification of this Agreement is valid unless it is in writing and signed by both parties.

10. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party. The liability of each party shall be governed and subject to Minnesota Statutes Chapter 466, as amended, and other applicable law. This Section shall survive termination of this Agreement.

11. Any limit(s) of liability applicable to the parties shall not be added together or stacked for any purpose. The total aggregate liability of one or more of the parties or their respective officers or employees arising out of this Agreement shall not exceed the limits for any party as set forth in

Minnesota Statutes Chapter 466, as amended. The provisions of this Section shall not be construed to create, as between the parties, any right of indemnification.

12. The invalidity of any portion of this Agreement will not, and shall not, be deemed to affect the validity of any other provision herein. In the event that any provision of this Agreement is held or declared invalid, illegal, void, or otherwise unenforceable, the remainder of this Agreement shall remain valid and enforceable to the fullest extent permitted by law. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Upon a determination that a provision is invalid, illegal, void, or unenforceable, the parties agree to negotiate in good faith to modify this Agreement so as to accomplish their original intent as close as possible.

13. Each party acknowledges, represents, and warrants, by and through the duly authorized individual executing this Agreement that, (a) this Agreement was executed after the approval by the governing body of each party; (b) the parties have read and understood this Agreement, (c) the parties have all had reasonable opportunity to obtain independent legal counsel for advice and representation in connection with this Agreement, and (d) no party is relying on any promises or inducements not contained in this Agreement.

14. This Agreement, and any amendment, supplement, or schedule to this Agreement, may be executed in any number of counterparts, and may be executed using electronic signatures. The executed signature page(s) that form each counterpart may be joined together and attached to an original and together shall constitute one and the same instrument. Exchange of counterparts may be provided by electronic means.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

Independent School District No. 548

Printed Name________________________________
Title______________________________________
Signature___________________________________
Date______________________________________

City of Pelican Rapids

Printed Name________________________________
Title______________________________________
Signature___________________________________
Date______________________________________

EXHIBIT A

Hammers Construction Inc.

P.O. Box 148
Perham, MN 56573-0148
Ph : (218) 346-2195

Change Request

To: Scott DeMartelaere
Design Intent Architect
103 E Lincoln Ave
Fergus Falls, MN 56537

Number: 4
Date: 11/29/2023
Job: 23-073 PR Aquatics Center
Phone:

Description: Parking Lot Lighting

We are pleased to offer the following specifications and pricing to make the following changes:

Deduct for removing parking lot lights from electrical scope

The total direct cost to perform this work is .... $-4,433.64

Managment Fee	-$4,433.64	5.00%	$-221.68
		Total:	**$-4,655.32**

If you have any questions, please contact me at .

Submitted by: Hammers Construction, Inc

Approved by: ____________________
Date: ____________________

Hammers Construction Inc.
P.O. Box 148
Perham, MN 56573-0148
Ph : (218) 346-2195

Change Request

To: Scott DeMartelaere
Design Intent Architect
103 E Lincoln Ave
Fergus Falls, MN 56537

Number: 5
Date: 1/2/2024
Job: 23-073 PR Aquatics Center
Phone:

Description: Plumbing Changes

We are pleased to offer the following specifications and pricing to make the following changes:

Changing (3) floor drains to trench drains
Change water fountain from interior to exterior with different fountain
-Access Panel excluded at this time

The total direct cost to perform this work is $4,747.60

Management Fee	$4,747.60	10.00%	$474.76
		Total:	**$5,222.36**

If you have any questions, please contact me at .

Submitted by: Hammers Construction, Inc

Approved by: ____________________
Date: ____________________

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2024-01
AN ORDINANCE AMENDING 208.07, SUBD. 1
OF THE PELICAN RAPIDS CITY CODE

THE COUNCIL OF THE CITY OF PELICAN RAPIDS DOES ORDAIN:

SECTION ONE. That the Pelican Rapids City Code shall be amended as follows:

208.07 VACATIONS

Subdivision 1. Vacation Schedule. Regular, full-time employees shall accumulate paid vacation in accordance with the following schedule based on years of continuous service:

Years of Service	Hours of Vacation
0-1	40
2-5	80
6-8	120
9-11	160
12-14	176
15-17	192
18+	200

Each week of vacation shall consist of 40 hours vacation time. Regardless of whether or not an employee is working scheduled shifts of eight (8) hours, ten (10) hours or some other duration, an employee who takes a full week of vacation consisting of 40 hours vacation time shall be entitled to at least nine (9) consecutive days off, said days to be counted from the end of his last scheduled shift prior to the vacation time. For each additional consecutive 40 hours of vacation time taken by an employee, the employee shall be entitled to an additional seven (7) consecutive days off.

SECTION TWO. That this ordinance shall take effect and be in force on January 1, 2024.

Adopted this 9th day of January, 2024.

ATTEST:

By: ______________________ By: ______________________

Its: City Clerk Its: Mayor Frazier

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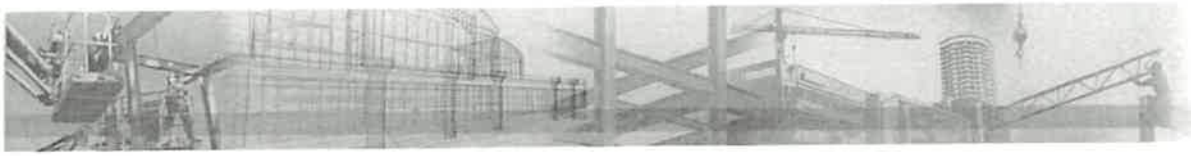
PO Box 148 • 44434 Harvest Ave, Perham, MN 56573 • (218) 346-2195
825 12th Ave NE • Suite D • West Fargo, ND 58075



HAMMERS CONSTRUCTION

Date 12/20/2023

Lance Roisum
City of Pelican Rapids
PO Box 350
Pelican Rapids, MN 56572

Regards: Pelican Rapids Aquatic Center

Mr. Roisum,

Attached is a pay request for December 2023. This request includes costs accrued for labor, materials, and equipment thus far on the project. Underground plumbing has been roughed in the building and continues in the walls with masonry. The tank cap has been poured and forms stripped. The masons continue to make progress on the exterior and foundation walls of the building.

If you have any questions on the invoice, please let me know.

Thank you,

Kelly Januszewski
Project Manager
Hammers Construction Inc.
Office: 218-346-2195
Cell: 218-457-4134
kellyj@hci-mn.com

REQUEST FOR PAYMENT

From:	Hammers Construction Inc. P.O. Box 148 Perham, MN 56573-0148	To:	City of Pelican Rapids 315 North Broadway PO Box 350 Pelican Rapids, MN 56572	Invoice: Draw: Invoice date: Period ending date:	129854 6 12/20/2023 12/25/2023

Contract For:

Request for payment:

Original contract amount	$4,961,980.00	
Approved changes	$15,642.92	
Revised contract amount		$4,977,622.92
Contract completed to date		$1,586,121.63
Add-ons to date	$0.00	
Taxes to date	$0.00	
Less retainage	$77,653.69	
Total completed less retainage		$1,508,467.94
Less previous requests	$1,315,842.59	
Current request for payment		$192,625.35
Current billing		$202,763.53
Current additional charges	$0.00	
Current tax	$0.00	
Less current retainage	$10,138.18	
Current amount due		**$192,625.35**
Remaining contract to bill	$3,469,154.98	

Project: 23073-0
PR Aquatic Center

Contract date:

Architect: [signature]

Scope: $192,625.35

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	15,642.92	
Total approved this Month		
TOTALS	15,642.92	
NET CHANGES by Change Order	15,642.92	

I hereby certify that the work performed and the materials supplied to date , as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Pelican Rapids relating to the above referenced project . I also certify that the contractor has paid all amounts previously billed and paid by the owner .

CONTRACTOR: Hammers Construction Inc.

By: [signature]

Date: 12/20/23

State Of MN

County Of Otter Tail

Subscribed and sworn to before me this 20 day of December , 2023

Notary Public Cheryl R Johnson

My commission expires : 1-31-2029

CHERYL R JOHNSON
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31 2029

REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center   Invoice: 129854   Draw: 6   Period Ending Date: 12/25/2023

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1	General Conditions	317,052.00	53,898.84	6,341.04		60,239.88	19.00	256,812.12	3,011.98
2	Performance & Payment Bond	33,048.00	33,048.00			33,048.00	100.00		
3	Demolition	33,480.00	25,110.00			25,110.00	75.00	8,370.00	1,255.50
4	Sitework	257,963.00	128,981.50	12,898.15		141,879.65	55.00	116,083.35	7,093.99
5	Concrete	355,450.00	177,725.00	17,772.50		195,497.50	55.00	159,952.50	9,774.89
6	Masonry	601,560.00	240,624.00	30,078.00		270,702.00	45.00	330,858.00	13,535.10
7	Metals	32,453.00	3,245.30			3,245.30	10.00	29,207.70	162.27
8	Woods & Plastics	74,322.00						74,322.00	
9	Moisture & Protection	314,460.00						314,460.00	
10	Openings	62,841.00	16,338.66			16,338.66	26.00	46,502.34	816.93
11	Finishes	77,279.00						77,279.00	
12	Specialties	55,956.00						55,956.00	
13	Furnishings	51,840.00						51,840.00	
14	Special Construction	2,174,796.00	652,438.80	108,739.80		761,178.60	35.00	1,413,617.40	38,058.93
15	Plumbing/HVAC	319,680.00	31,968.00	15,984.00		47,952.00	15.00	271,728.00	2,397.60
16	Electrical	199,800.00	19,980.00			19,980.00	10.00	179,820.00	999.00
CO01	CRs #1 - #3	15,642.92		10,950.04		10,950.04	70.00	4,692.88	547.50
	Totals	4,977,622.92	1,383,358.10	202,763.53		1,586,121.63	31.87	3,391,501.29	77,653.69

2024 APPOINTMENTS TO BOARDS AND AUTHORITIES

PLANNING COMMISSION (3 TERMS)

Steve Strand	2023 (Council Member)
John McMillen	2024 2025 2026 (2nd Term)
Harold Holt	2023 2024 2025 (1st Term)
Rudy Martinez	2023 2024 2025 (1st Term)
John Waller III, Chairperson	2022 2023 2024 (2nd Term)
Kim Haugrud	2022 2023 2024 (1st Term)

City Clerk Danielle Harthun, Secretary, Ex-Officio Member

PARK BOARD (3 terms)

Judith Engebretson	2024 2025 2026 (3rd Term)
Kate Martinez-Chairperson............................	2022 2023 2024 (2nd Term)
Rudy Butenas	2024 2025 2026 (3rd Term)
Amber Lindberg	2022 2023 2024 (2nd Term)
Amy King	2022 2023 2024 (2nd Term)
Adam Satterlie..	2023 2024 2025 (2nd Term)

Administrator Lance Roisum, Street Superintendent Brian Olson, Ex-Officio Members

MUNICIPAL EMERGENCY & DISASTER

Municipal Emergency Operations....................	Brent Frazier
Intelligence & Safety Service.........................	Steve Strand
Congregate Care, Shelters, Health....................	Curt Markgraf
Manpower, Supply, Transportation....................	Steve Foster
Engineering, Sanitation................................	Kevin Ballard
Disaster Manager..	Lance Roisum

COUNCIL PORTFOLIOS

Water, Sewer, Lights, Airport.........................	Steve Foster
Streets, Equipment, Fire Department................	Steve Strand
Storm Drain, Building, Ambulance & Library......	Kevin Ballard
Solid Waste, Licenses, Recreation, Police...........	Curt Markgraf
Personnel, Police, Liquor Store	Brent E. Frazier
Acting Mayor..	Steve Foster

LIBRARY BOARD (3 terms)

Sue Seifert	2023 2024 2025 (3rd Term)
Cheryl Brenna	2024 2025 2026 (3rd Term)
Kevin Ballard, Council Rep	2023 2024 2025 (1st Term)
Judy Tabbut (11/2022)	2022 2023 2024 (1st Term)
Kathleen Knuteson-Olson....................	2024 2025 2026 (1st Term)

Library Director Annie Wrigg, Ex-Officio Member

2024 APPOINTMENTS TO BOARDS AND AUTHORITIES

ECONOMIC DEVELOPMENT AUTHORITY

PRESIDENT..	Ryan Binck
VICE PRESIDENT..................................	Brent Frazier
TREASURER...	Lana Grefsrud
SECRETARY...	Danielle Harthun
MEMBERS	Kevin Ballard & Arianna Zavala
CEDA REPRESENTATIVE......................	Jordan Grossman

BIRDING TRAIL ADVISORY COMMITTEE

Wayne Runningen
Brent E. Frazier
Lance Roisum

HISTORIC CITY HALL REPRESENTATIVE

Wayne Runningen

12/27/2023

2024 CITY FEE SCHEDULE

CHARGES FOR SERVICES
All Minimum of one hour charges

State Senate District 8
State Legislative District 8A
Federal Legislative District 7
2020 Census – 2577

Machine with man (Loader, Grader, Sweeper, Mower, Bobcat, Snowplow, Sprayer, JD Tractor)	$125 per hour (101-34300)
Sewer Jetter with 2 men	$150 per hour (101-34300)
Sand	$25 per yard (101-34300)
Water	$25 per 1-1000 gal load plus $1.84 tax $35 per 1001-3000 gal loads plus $2.58 tax $40 per 3001-5000 gal loads plus $2.95 tax $50 per 5001 plus gal loads plus $3.69 tax (601-37165) (101-20860 - tax)
Tar Break up Fee	$500 Deposit (101-34300) Actual costs when final bill received
NSF Fee	$30 (101-35000, 601-35000)
Water Connection	$30 (601-37150)
Utility 2nd Notice Delivery Fee	$25 (601-35000)
Frost Plate	$20 (601-49430-220)
Water and Sewer Hook up to Street	$135.00 (601-37150-$30, 602-37150-$5, 601-37150-$100)
Lawn Watering Meter (reimburse actual meter cost)	
¾" with Connector Spuds	$310 (601-49430-500, 602-49450-500)
1" with Connector Spuds	$486 (601-49430-500, 602-49450-500)
Mobile Home Deposit	$50 (601-37175)
Administrative Penalty	$50 (101-35000)
Fire Calls	$500/first hour, $200 additional hour (101-34200)
Training Burns	$400 smaller structure, $600 larger $300 Escrow Funds(101-34205)
Open Burning Permit (Native Prairie Grass)	$25 (101-32000)

1/5/2023

Open Burn Permit (New One)	$30 (101-32000)
Campground (Public Showers)	$15 Tent Camping or no Electricity $20 Electricity 30 amp(10 sites) (101-38910) (101-20860)
RV Waste Disposal	$8 (602-49450-210)
(Conditional) Special Use Permit	$200 Non-refundable (101-32215)
Rezone	$200 Non-refundable (101-32215)
Variances	$200 Non-refundable (101-32215)
Street Vacation	$200 Non-refundable (101-32215)
Dog/Cat License Dangerous Dog/Cat	$6/year desexed, $24/year intact (101-32240) $500/year (101-32240)
Pigeon License	$10/year (101-32000)
Vehicle Impound	$7 per day
Animal Impound Fee	$25 1st Offense, $75 2nd Offense, $150 3rd Offense (101-35210) plus License Fee (101-32240) & Boarding $10 feeding $20 Housing (101-32245)
Parking Ticket (Regular)	$25 (101-35102)
Water Restriction Penalty	$50 (601-35000)
Storm Water Discharge Fee	$25/year (602-37150)
Cigarette License	$25/year (101-32000)
Business License	$10/year (101-32000)
Plumbers Registration	$5/year (101-32000)
Club On Sale	$400/year (101-32115)
Regular On Sale	$1,250/year (101-32115)
Sunday On Sale	$150/year (101-32115)
Wine On Sale	$120/year (101-32115)
Wine On Sale with Strong Beer	$240/year (101-32115)
Malt Liquor	$120/year (101-32115)
Temporary 3.2% Malt Liquor	$5/day (101-32115)

Maps	$6 a set (101-34105) no tax
Zoning/Construction Permits	$30 (101-32210)
Sign Permit	$30 (101-32210)
Demo Permit Fee	$25 (101-32210)
Rental Housing License Application	$20 (101-38700)
Inspections	$45 per unit (101-38700) effect 9/1/22
Re-inspection	$45 per unit (101-38700) effect 9/1/22
No Show for Inspection	$45 per unit (101-38700) effect 9/1/22
Reinstatement Fee (1002.12 Subd 1)	$40 per unit (101-38700)
Rental Housing License Penalty Fee	$100 plus $10 each additional week (101-38700)
Rental Water Test	$70 (601-37125-$50, 601-37125-$20)
Copy of Video Meetings to DVD	$10