PELICAN RAPIDS

CITY COUNCIL AGENDA February 8, 2024

Tuesday, February 13, 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. Additions / Deletions to Agenda (*City Council or City Staff Only)*

4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
   a) Approval of Council Minutes – January 30, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Financial Report
   e) Pelican Rapids Pool Committee Minutes (In Packet)
   d) Certify Unpaid Utility Bills to Property Taxes
      - Parcel: 76000990107000
        Amount: 391.69
      - Parcel: 76000990162000
        Amount: 362.71
   e) Administrative Penalty
      - Parcel: 760009904400
        Amount: $50.00

5. Fire Department – Shad Hanson
   - 2023 Report (In Packet)
   - Wildland 2
   - Township Meeting March 6, 2024

6. Small Cities Development Program Public Hearing At 5 PM – OTC HRA – Mitch Henry & Tanya Westra

7. Police Purchase Approvals – Todd Quaintance
   - Body Squad Cameras (In Packet)
   - Evidence Lockers (In Packet)
   - Squad Computers(In Packet)

8. Apex Engineering Projects – Bob Schlieman (In Packet)

9. OTC Pinewood Estates Development Agreement – Amy Baldwin (In Packet)

10. Street And Park Report – Brian Olson

11. Library Report (In Packet)
12. Administrator Report
13. Mayor Report
14. Adjourn

January 30, 2024 Council Meeting Minutes

Roll Call of Members

Mayor Frazier called the regular city council meeting to order at 4:30 pm on Tuesday, January 30, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Kevin Ballard, Curt Markgraf, Steve Foster, and Mayor Brent Frazier.

Welcoming Remarks and Announcements

Mayor Frazier welcomed everyone in attendance and those attending via Zoom. He highlighted the availability of council meetings on YouTube and Cable Channel 14 and provided announcements about upcoming events and meetings.

Pledge of Allegiance

Attendees stood for the Pledge of Allegiance.

Citizen's Comments

Mayor Frazier inquired if there were citizen's comments; none were made, so the meeting proceeded to the next item.

Additions / Deletions to Agenda

Mayor Frazier listed additional items for the agenda, including No. 4g Pelican Pin'Em Gambling Permit, No. 5 Friendship Festival, and No. 19 EDA Updates. No further additions or deletions were proposed.

"Motion to approve the agenda with additions." The motion was carried unanimously, with Foster moving and Ballard seconding it.

Approval of Consent Agenda

The consent agenda included various approvals such as council minutes, accounts payable listings, utility and liquor store reports, and other items. Several council members raised questions regarding specific bills and their relevance to the current discussion.

"Motion to approve the consent agenda." The motion was carried unanimously, with Ballard moving and Markgraf seconding it.

Sherin Park Request - Pelican Fest, Car Show and Friendship Festival Committees

Representatives from Pelican Fest and Car Show Committees requested use of Sherin Park and suggested discounted rental because of the street project for holding the events on July 11-12.The Council discussed the logistics and the past precedent of supporting such events.

"Motion to approve rental of Sherin Park for Pelican Fest and the Car Show at a discounted rate." The motion was carried unanimously, with Strand moving and Markgraf seconding it.

Friendship Festival requested the use of Sherin Park at a discounted rate due to the road project.

"Motion to approve rental of Sherin Park for Friendship Festival half price for 2024." The motion was carried unanimously, with Ballard moving and Foster seconding it.

Dam Removal Pay Request No. 7 for Rachel Contracting and Houston Engineering

An overview of the final pay request was provided, including various expenses for the pedestrian bridge, dam removal and storm sewer. Clarification was sought on the costs and reimbursements involved.

"Motion to approve the final payment of $161,641.93 to Rachel Contracting and payment to Houston Engineering for $10,834.55." The motion was carried unanimously, with Foster moving and Strand seconding it.

Approve Hire of Officer E. Pray Upon Processing Background

The Chief of Police requested Council approval to hire Officer E. Pray, pending the successful completion of a background check and other pre-employment conditions.

"Motion to approve the hire of Officer E. Pray upon successful completion of all pre-employment conditions at Step 1 ($29.32)." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

Fire Department Request - Shad Hanson

The discussion centered on the request for the Fire Department to obtain security cameras for the equipment housed at the facility. Clarification was sought as to why the cameras were needed, and details of the current and proposed camera systems were provided. The funds will come from capital or the public safety funds the city received at the end of 2023.

"Motion to approve $6,570 for security cameras from S & S Security, LLC. for the fire department." The motion was carried unanimously, with Ballard moving and Foster seconding it.

EDA Updates

Jordan updated Council on the events of the January 2024 EDA meeting. The EDA and Pelican Rapids: Find Your Path is hosting the Small Business Development Center (SBDC) on February 8, 2024 at 4:00pm. The public is invited to come and hear about the services SBDC provides. The EDA would like to contribute $500 to SBDC for coming to Pelican Rapids and another $500 for meeting supplies. The EDA has been meeting at area businesses and would like a small budget of $600 to pay for costs associated with the meeting and to give back to the business.

"Motion to approve the EDA expenses." The motion was carried unanimously, with Foster moving and Ballard seconding it.

Historic City Hall Update

Jordan informed Council of interest from potential businesses in leasing the Historic City Hall space. A motion to advertise the space was put forward, and discussion ensued regarding the ramifications for current activities, including staffing and tourist information services. The RFP's will be reviewed by the EDA, and then brought before the Council.

"Motion to advertise the lease of Historic City Hall space." The motion was carried unanimously, with Foster moving and Strand seconding it.

"Motion to terminate the agreement with Otter Tail Lakes Country Association for staffing HCH." The motion was carried unanimously, with Ballard moving and Strand seconding it.

January 30, 2024 Council Meeting Minutes

Highway 59/108 Assessments

The need for a work session to go over the assessments related to the 2024 Complete Streets Project was brought up, given the absence of the City Engineer. Council agreed on a date for a separate work session to better understand the impacts of the assessments. Council also passed a resolution calling for a special assessments hearing for the 2024 project.

The Council scheduled a work session for February 12, 2024 at 4:30 PM to discuss Highway 59/108 assessments.

Motion by Strand, seconded by Foster to introduce Resolution 2024-03 entitled; **RESOLUTION 2024-03 RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT FOR BROADWAY (TRUNK HIGHWAY 59), 1ST AVENUE NW (TRUNK HIGHWAY 108), 1ST AVENUE NE, WEST MILL AVENUE (COUNTY STATE AID HIGHWAY 96) AND EAST MILL AVENUE (TRUNK HIGHWAY 108).** (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed unanimously and resolution declared duly adopted.

2nd Ave SE Drainage Improvements

The proposed drainage improvement project near Pelican Pete's Towing was discussed with the intention of solving existing water accumulation issues. Apex Engineering's plans were reviewed, and the Council moved to authorize advertising for bids.

"Motion authorizing advertising for bids for the 2nd Avenue Southeast drainage improvement project." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

In Control Automation and Cybersecurity Service Plan Proposal

The Council reviewed the increased costs associated with the Automation and Cybersecurity Service Plan Proposal for water and wastewater plants. An explanation was provided on the necessity of the additional costs and that it would be split between the water and sewer funds.

"Motion to approve the increased cost of the Automation and Cybersecurity service plan proposal with In Control, Inc." The motion was carried unanimously, with Markgraf moving and Ballard seconding it.

Pelican Rapids Aquatic Center DEED Grant Agreement

The Council discussed the grant agreement for the aquatic center project, including the provisions laid out in the state-funded project agreement.

"Motion to approve the grant agreement and the declaration for the Pelican Rapids Aquatic Center." The motion was carried unanimously, with Ballard moving and Markgraf seconding it.

Downtown Safety Concerns

Council member Steve Strand expressed concerns over the safety of the downtown area due to ice and hard-packed snow. Discussion followed regarding the responsibilities of both the city and business owners in maintaining clear and safe walkways.

Meter Deposit Discussion

The Council revisited the conversation about utility meter deposits. Information was provided on the current number of deposits held, those without a clear recipient, and the administrative effort involved in managing them. No motion was made regarding changes to the current policy.

Administrator Report

Administrator Roisum reported that since the last city council meeting he worked with Clerk and Mayor to set city council agenda and prepped for the meeting, attended an EDA and EDC meeting, attended a department head meeting, reviewed the state grant agreement from DEED for the pool project and worked with City Attorney Forsgren to draft the declaration needed, Farmer's Elevator easements for the 2024-25 project detour have been completed and recorded, researched HCH usage and associated contracts, worked with condo association to explore new options for insurance, interviewed a candidate for the open full-time police officer position, researched with Chief Quaintance the possibility of a SRO position, worked with Wes Keller of Houston Engineering on the final pay request for the River Restoration Project and sent in the final reimbursement request to the DNR, met with Mentor Group, contacted Jeff Iverson of In-Control about the increased cost in the automation and cybersecurity service plan for the water and wastewater controls, attended a safety committee meeting and discussed the need for an Emergency Response Guide for different emergency situations, met with Tricorne Audio about the possibility of web cams for the 2024-25 project, worked with Arvig to get a plan for phone and internet at the pool, met with City Engineer Bob Schlieman about assessments for the 2024-25 project and the 2nd Ave SE drainage improvement project, met with Amy Baldwin and Kevin Currie from Otter Tail County and Schlieman about the Pinewood Estates development, talked with Julie Ramer of Explore MN about the city's agreement with them and HCH.

Mayor Report

Frazier reported since the last meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profit organizations, attended a "Conversations with Area Mayors Conference" at West Central Initiative in Fergus Falls, MN on January 16 to discuss funding opportunities for projects, telephone conversation on January 22 with Annie Nichol of CEDA who will be lead person on the Pelican Rapids Housing Study, attended a Zoom meeting on January 23 with Administrator Roisum and Police Chief Quaintance regarding the League of Minnesota Cities and law enforcement, met on January 25 with Olivia Olson of Minnesota Extension Office in Fergus Falls who is working on agriculture and food opportunities in Otter Tail County and met with Administrator Roisum on January 29 to plan the agenda for this council meeting.

Adjourn

The meeting concluded at 5:48 pm with a motion to adjourn.

"Motion to adjourn." The motion was carried unanimously, with Strand moving and Ballard seconding it.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

02/13/24 - Bill Listing

Vendor Name	Comments	Amount
APEX ENGINEERING GROUP	ENGINEERING SERVICES	$10,873.50
ARAMARK	PK, STR; LINEN SERVICE	$265.28
BALLARDS SANITATION, INC.	ALL; GARBAGE SERVICE	$245.84
BELL BANK CREDIT CARD	ALL; SUPPLIES	$361.10
BIG JOHNS PELICAN PIZZA	ADMIN; SAFTEY COMMITTEE MEETING	$56.12
CULLIGAN OF DETROIT LAKES	STR, CH; WATER	$43.00
ESRI	SWR, WTR; ANNUAL SUBSCRIPTION	$500.00
GALLS	PD; UNIFORMS	$196.85
GOPHER STATE ONE CALL	SWR, WTR; JAN LOCATES	$83.75
HAWKINS, INC	WWTF; FERRIC	$12,390.88
HILLBILLY LASER	EDA; PROMO BANNER	$179.00
IDEAL SERVICE, INC	WWTF; REPLACE VDF BLOWER 1	$12,061.18
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	$150.00
LAKES COUNTRY SERVICE CO-OP	ALL; COMMUNCATIONS	$177.15
LARRYS SUPER MARKET	FD; DRINKING WATER	$322.75
LREC	SGN. AIR; UTILITIES	$326.05
MARCO	ALL; COPIES/PRINTING	$317.41
MIDWEST TREE & MAINTENANCE	STR; TREE REMOVAL	$861.88
MN DEPT OF PUBLIC SAFETY EPCRA	ALL; HAZ MAT FEE	$325.00
NAPA	ALL; SUPPLIES	$447.75
NETWORK CENTER, INC	ADMIN; COMP SERVICE	$114.00
OK TIRE STORES	PK; TIRES	$1,051.80
OTTERTAIL POWER	ALL; UTILTIES	$18,266.22
PARK REGION CO OP	FD; FUEL	$128.97
PELICAN RAPIDS ARCO	ALL; FUEL	$1,759.73
QUADIENT	RENT; POSTAGE	$394.86
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	$658.35
SNS AUTO SUPPLY	STR; SUPPLIES	$113.78
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	$538.65
STRAND HARDWARE	ALL; SUPPLIES	$410.60
STREICHERS	PD; UNIFORMS	$270.00
TASC	ALL COBRA ADMIN FEE	$18.17
TEAM LABORATORY CHEMICAL	FD; CLEANING SUPPLIES/PAPER	$1,429.50
VERIZON WIRELESS	ALL; COMMUNCATIONS	$394.30
VILLAGE FAMILY SERVICE	EAP CONTRACT	$1,500.00
		$67,233.42

CITY OF PELICAN RAPIDS

02/13/2024 - Bill Listing

Vendor Name	Comments	Amount
ARTISAN BEER COMPANY	BEER	$32.59
BELLBOY CORPORATION	LIQUOR	$7,800.55
BERGSETH BROS. CO. INC	BEER	$10,368.35
BEVERAGE WHOLESALERS, INC	N/A	$10,371.00
BREAKTHRU BEVERAGE	LIQUOR	$3,486.70
CITY OF ERHARD	ADVERTISING	$1,200.00
JOHNSON BROTHERS LIQUOR CO	WINE & LIQUOR	$7,298.66
OTTERTAIL POWER	UTILITY SERVICES	$870.42
PHILLIPS WINE & SPIRITS	LIQUOR & WINE	$2,673.66
		$44,101.93

Vendor Name	Purpose	Amount	Account #
Arvig	phone& fax	$135.95	21145500320
Ballard Sanitation	Utilities	$67.81	21145500380
Bell Bank remittance	toner	$221.59	21145500200
Bell Bank remittance	paper towels	$45.04	21145500401
Bell Bank remittance	recpiept paper	$59.30	21145500210
Cengage Learning	large print books	$236.16	21145500435
hillyard	paper towels for dispensers	$192.86	21145500200
~~Great Plains natural Gas~~	~~utilities~~	~~$147.31~~	~~21145500380~~
Hoopla Digital	January 2024 usage	$847.09	21145500440
Ingram	books	$1,053.04	21145500435
Liberty Business	Jan copy contract	$103.07	21145500200
Otter Tail Power	utilities	$602.06	21145500380
Viking Library System	summer reading guide	$12.75	21145500455
Wrigg, Annie	cell phone	$78.72	21145500320
		should be 78.75	
Total		**$3,802.75** 8	

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Pelican Rapids Pool Committee

November 1, 2022

The meeting was called to order at 4:05 pm. Committee members in attendance were Amy King, Kate Martinez, Deysi Berrigan, Efrain Franco, Don Perrin, Jackie Larson, Mark Dokken and City Administrator Don Solga.

There were no additions or deletions to the agenda.

Previous minutes from 1-10-22 were approved with one correction of the date to reflect January 10, 2022. Motion was made by Mark and seconded by Kate to accept the minutes with the correction.

The committee reviewed and discussed an updated design concept proposed by Design Intent. The committee had asked for a redesign proposal to fit several requirements; cost under $4 million, keeping specific features, etc. Design Intent gave a proposed redesign rendering along with estimated costs for a redesigned facility. The committee discussed a few small updates to the concept. Amy will work with Scott at Design Intent. The committee recommends moving forward with the new design proposal and asking Design Intent to present to the city council on the new concept at one of the next two council meetings. Amy will coordinate with Scott which meeting would work to present the updated plan.

The committee also discussed a fundraising opportunity and felt that it is important to solidify new designs before moving forward with organized fundraising to not mislead the public.

The meeting was adjourned at 5:02 pm.

Minutes respectfully submitted,

Amy King

Amy King, Secretary

5b

FIRE CALL REPORT 2023

	CALLS	MAN HOURS
City of Erhard	1	9
Dunn	21	361
Erhards Grove	7	146
Lida	7	109
Maplewood	2	26
Norwegian Grove	5	78
Pelican	7	93
Scambler	2	51
Tansem	5	79
Trondhjem	0	0
TOTAL RURAL CALLS	**57**	**952**
City of Pelican Rapids	22	292
Mutual Aid	4	222
2023 TOTALS	**83**	**1466**

2017 MUTUAL AID CALLS

Number	Name	:cati	Type	Hours	Active Men	Standby Men	Active Hours	Standby Hours
MA1	W/UNDERWOOD		WILDLAND	1	12	0	12	0
MA2	W/ROTHSAY		WILDLAND	2	15	0	30	0
MA3	W/ LAKE PARK		HAY FIRE	10	15	0	150	0
MA4	W/ AUDOBON		STRUCTURE FIRE	2	15		30	0
SUB TOTALS				15			222	0
TOTAL MAN HOURS FOR MUTUAL AID								222

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BAYCOM

A Lifeline in the Moments that Matter

SAM COLUCCI
9494 HEMLOCK LANE N
MAPLE GROVE, MN 55369
PHONE: 920-544-4311
FAX: 920-468-8615
scolucci@baycominc.com

PELICAN RAPIDS POLICE DEPARTMENT
CHIEF TODD QUAINTANCE
315 NORTH BROADWAY
PELICAN RAPIDS, MN 56572
1/22/2024
218-863-1351
PRChief@loretel.net

QUOTE NO. SC20240122B

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Minnesota State Contract Number 179907		
2	**Panasonic Toughbook FZ-55** Intel Core i5-1145G7 (up to 4.4GHz) vPro Processor 14" FHD 1000 NIT Gloved Multi Touch Display 16GB SDRAM 512GB Opal Solid State Drive Wi-Fi 6, Bluetooth Ethernet NIC 10/100/1000 Windows 10 Pro (Windows 11 Downgrade) Emissive Backlit Keyboard Infrared Webcam with Privacy Cover Standard Battery and AC Power Adapter 3 Year Preferred (Parts & Labor) Warranty	$2,483.00	$4,966.00
	OPTIONS:		
	Extend Preferred Warranty to 4 Years: $189.00 each		
	Extend Preferred Warranty to 5 Years: $317.00 each		
	Upgrade Warranty to 3 Year Protection Plus (No Fault): $265.00 each		
	Upgrade Warranty to 4 Year Protection Plus (No Fault): $449.00 each		
	Upgrade Warranty to 5 Year Protection Plus (No Fault): $705.00 each		
	Add 4G LTE w/ Satellite GPS: $257.00 each		
	Add 4G LTE w/ Satellite GPS & Dedicated GPS: $430.00 each		
	Upgrade to i7-8665U 1.9GHZ Processor: $305.00 each		
	Add 16GB Additional Memory: $359.00 each		
2	Vehicle Docking Station: $607.00 each	$607.00	$1,214.00
2	Vehicle Docking Station Power Supply: $152.00 each	$152.00	$304.00
	Desktop Docking Station (1 HDMI Port): $297.00 each		
	Desktop Docking Station (2 HDMI Ports): $385.00 each		

EQUIPMENT COST:	$6,484.00
SHIPPING:	Included
TAX:	Exempt
TOTAL:	**$6,484.00**

Payment Terms: Net 30 Days
Quotation Good for 90 Days
We impose a surcharge of 2% on credit card purchases over $1,000.00 which is not greater than our cost of acceptance.
Your signature is an agreement to purchase and an acceptance of Baycom's Terms & Conditions (http://terms.baycominc.com)

Approved By: ______________________________ / ______________
AUTHORIZED CUSTOMER SIGNATURE DATE

All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions, Please Contact Sam Colucci at 920-544-4311

SchoolLockers.com
A div. of Jorgenson Industrial Companies
STRONG on Customer Service Since 1967

QUOTE

QUOTE # SQ090341

*Quote is good for 14 days **Date: 02/07/2024**

Your One Stop Shop for All Your Locker Needs
New and Used Lockers Worldwide

Payments: 2895 South 300 West, Salt Lake City, UT 84115
Warehouse: 101 Johnston Cir Palmetto, GA 30268
Gregg Lowry: 801-214-7334
Sales: 801-214-7333 | 877-952-0151

Bill To:

Pelican Rapids Police Department
Todd Quaintance
315 N Broadway
Pelican Rapids, MN 56572
P: +1 218-863-7076

Ship To:

Pelican Rapids Police Department
Todd Quaintance
315 N Broadway
Pelican Rapids, MN 56572
P: +1 218-863-7076

Customer ID	PO#	Shipping Method	Prepared By	Terms
PELICA7076		ESTES FREIGHT	GREGG	NET 30 O.A.C.

FOB: Origin, Freight Prepaid & Add **Delivery Estimate:** Will Ship within 2-3 business weeks

QTY	UOM	Item #	Description	Unit Price	Ext Price
9	EACH	1754MK401	Built In Spring Bolt Key Lock with Master Key Control. Keyed to Master Key 401 *All locks Keyed Alike*	12.20	109.80
2	EACH	6LZLK401	Master Key 401 for Built-in Key Locks	5.95	11.90
1	EACH	100039130	Signature, 2T, 15" W, 18" D, 36" H, 78" TH, 1W, Louvered, 6" Legs, Gray *Unassembled* *With legs* *# plates 1-2 (loose)*	171.95	171.95
1	EACH	100217744	Signature, 1T, 15" W, 18" D, 72" H, 78" TH, 1W, Louvered, 6" Legs, Gray *Unassembled* *With legs* *# plate 3 (loose)*	160.95	160.95
1	EACH	100049216	Signature, 6T, 12" W, 18" D, 12" H, 78" TH, 1W, Louvered, 6" Legs, Gray *Unassembled* *With legs* *# plates 4-9 (loose)*	171.95	171.95

Subtotal	$626.55
Tax	$72.76
Adjustments	-$0.00
Freight	360.00
Total	**$1,059.31**

If you have any questions, please call Gregg at 801-214-7334 or email gregg@jorgensoncompanies.com

Versaterm

Versaterm Public Safety US, Inc.
1 North MacDonald, Suite 500
Mesa, Arizona USA
85201

Company Information

Prepared By	Dylan Simkin	Email	dylan.simkin@versaterm.com
Quote Name	Pelican Rapids Police Department (MN) - VL Body Dash - 3shrd_3shrd	Quote Number	00003746
Created Date	2024-01-17	Expiration Date	2024-03-31

Customer Information

Contact Name	Todd Quaintance	Phone	218-863-1352
Title	Chief	Email	prchief@loretel.net
Account Name	Pelican Rapids Police Department (MN)	Bill To	P.O. Box 350 Pelican Rapids MN 56572 USA

Quote Line Items

Product	Product Code	Billing Type	Quantity	Sales Price	Total Price
Pooled Body Camera		Recurring	3.00	USD 960.00	USD 2,880.00
Flic Bluetooth Remote Activation		One-Time	6.00	USD 30.00	USD 180.00
Magnet Pouches		One-Time	3.00	USD 60.00	USD 180.00
Implementation and Training Fee per Body Camera	Both subject to a soft $500 minimum	One-Time	3.00	USD 50.00	USD 150.00
Pooled Car Dual Dash Camera		Recurring	3.00	USD 1,200.00	USD 3,600.00
Dash Camera Hardware- Dual		One-Time	3.00	USD 675.00	USD 2,025.00
Implementation and Training Fee per Dash Camera	Both subject to a soft $500 minimum	One-Time	3.00	USD 100.00	USD 300.00

Totals

Quote Currency	USD	Discount	0.00%
Net Terms	Net 30	Subtotal	USD 9,315.00
		Grand Total	USD 9,315.00

Terms and Conditions

TERM:
The products and services listed under this quote shall be governed by the existing agreement(s) as between Customer and Versaterm Public Safety US, Inc.

By signing this quote, the Customer is hereby bound to the service for the period described and/or to purchase the products listed for the grand total stated herein. A signed quote transmitted through email is valid and binding even if an original paper document bearing the customer's original signature is not delivered.

Quote Acceptance

This quote does not include any applicable taxes.

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Apex Engineering Group

Water | Transportation | Municipal | Facilities

Council Meeting Agenda

Trunk Highway 59 and 108 Complete Streets
2nd Avenue SE Drainage
Pinewood Estates Development

City of Pelican Rapids

February 13, 2024 | 4:30 p.m. | Pelican Rapids City Hall

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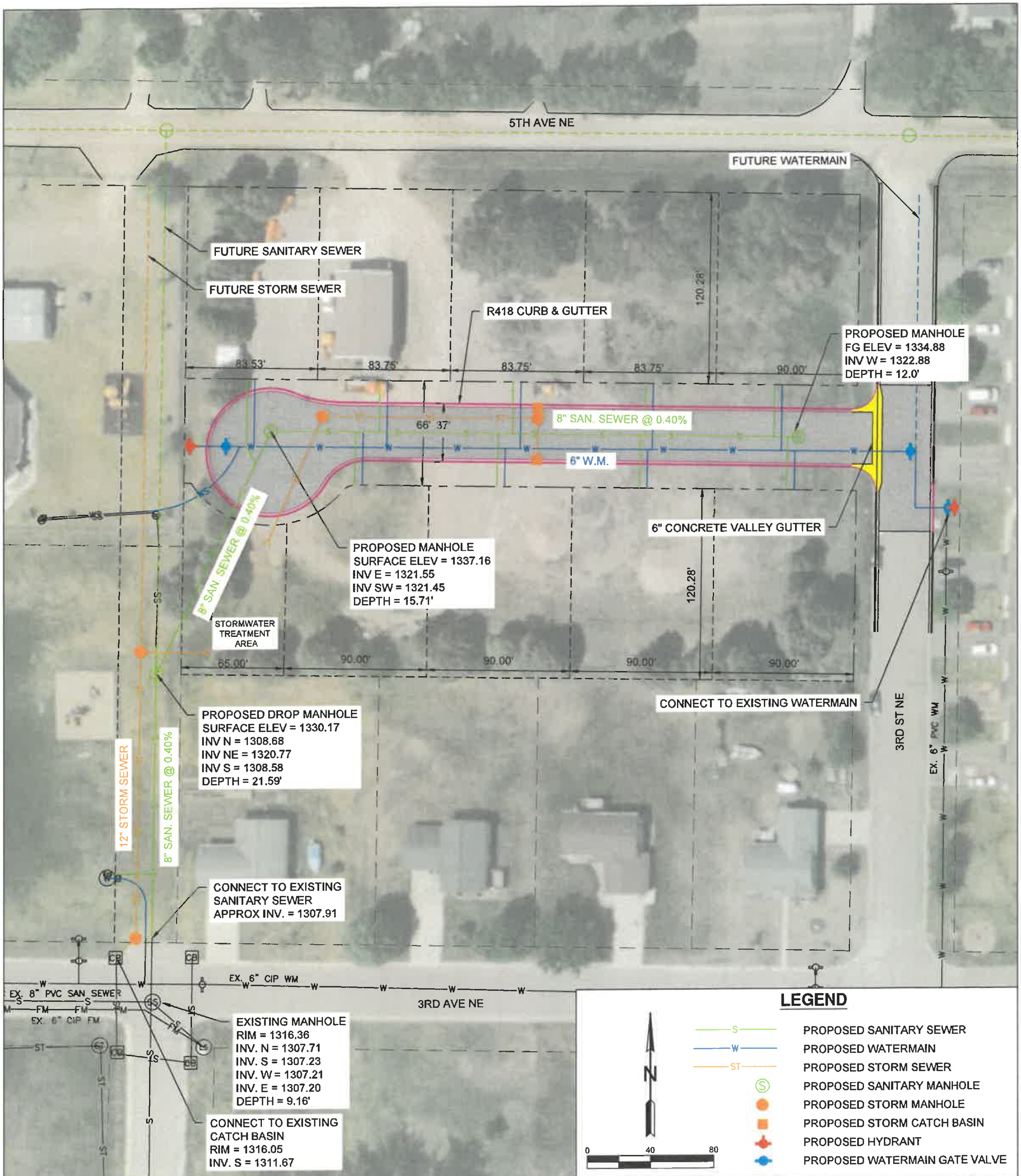
1. **Trunk Highway 59 and 108 Complete Streets**
   A. Construction bids were received by MnDOT on January 26, 2024
   B. A public hearing is scheduled for 5:30 p.m. on Monday, February 26th at the Fine Arts Auditorium within the Pelican Rapids High School
   C. Construction is anticipated to commence this spring

2. **2nd Avenue SE Drainage**
   A. Construction bids are anticipated to be received on March 6, 2024

3. **Pinewood Estates Development**
   A. An exhibit showing proposed underground utility and surface improvements related to the proposed Pinewood Estates Development is attached
   B. It is anticipated an agreement between the City of Pelican Rapids and Otter Tail County will be executed regarding project related responsibilities
   C. A Task Order is attached for Apex to complete design related services
   D. It is anticipated the design documents will include provisions to obtain cost information to install a portion of the proposed sanitary sewer at an increased depth so it could be extended in the future to serve 5th Avenue NE



Apex Engineering Group

PINEWOOD ESTATES

PROPOSED STREET & UTILITIES SANITARY SEWER OPTION NO. 3

Date: February 7, 2024 Drawn By: BLV

L:\Projects\2023\23.594.0121 - OTCCDA - Pelican Rapids HRA Development\Preliminary\Drawings & Exhibits\240125 - Sewer Options.dwg

SUGGESTED FORM OF
TASK ORDER

This is Task Order No. 7
consisting of 4 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated February 28, 2017 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a.	Effective Date of Task Order:	February 13, 2024
b.	Owner:	City of Pelican Rapids, Minnesota
c.	Engineer:	Apex Engineering Group, Inc.
d.	Specific Project (title):	Pinewood Estates Development
e.	Specific Project (description):	Underground Utility, Drainage, and Surface Improvements for Pinewood Estates Development

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:

- ~~Study and Report Phase (Exhibit A, Paragraph A1.01)~~
- Preliminary Design Phase (Exhibit A, Paragraph A1.02)
- Final Design Phase (Exhibit A, Paragraph A1.03)
- Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- ~~Construction Phase Services (Exhibit A, Paragraph A1.05)~~
    - ~~including Resident Project Representative (RPR) services (A1.05.A.2)~~
- ~~Post-Construction Phase Services (Exhibit A, Paragraph A1.06)~~
- ~~Commissioning Phase Services (Exhibit A, Paragraph A1.07)~~
- ~~Other Services (Exhibit A, Paragraph A1.08)~~

B. Resident Project Representative (RPR) Services

If the scope of services established in Paragraph 2.A above includes RPR services, then Exhibit D of the Agreement is expressly incorporated in this Task Order by reference.

C. Designing to a Construction Cost Limit ***(Does Not Apply)***

D. Other Services

Engineer shall also provide the following services:

- Geotechnical investigation services

E. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)		
a. Study and Report Phase (A1.01)	N/A	Hourly Rates
b. Design Phase and Bidding Phase (A1.02 - A1.04)	$28,900	Hourly Rates
c. Construction Phase (A1.05)	TBD *	Hourly Rates
d. Resident Project Representative (A1.05.A.2)	TBD *	Hourly Rates
e. Post-Construction Phase (A1.06)	TBD *	Hourly Rates
f. Commissioning Phase (A1.07)	TBD *	Hourly Rates
g. Other Services (see A1.08 and 2.D above)	$7,500	Hourly Rates
TOTAL COMPENSATION (lines 1.a-g)	**$36,400**	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	Hourly Rates

TBD * - Payment amounts for 1c, 1d, 1e, 1f, and 1g in the above table shall be determined once final design is complete and shall be included in a separate Task Order.

Services and fees in the above table do not include securing property/easements deemed necessary to construct proposed improvements.

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. Anticipated Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall generally meet the following schedule:

a. Study and Report Phase Services	Not Applicable
b. Design and Bidding Phase Services	February 2024 – May 2024
c. Construction Phase Services	To Be Determined
d. Resident Project Representative Services	To Be Determined
e. Post Construction and Commissioning Phase Services	To Be Determined
f. Other Services	To Be Determined

7. Consultants retained as of the Effective Date of the Task Order: Braun Intertec

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: None

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is February 13, 2024.

OWNER: City of Pelican Rapids, MN	ENGINEER: Apex Engineering Group, Inc.
By: ______________________	By: [signature]
Print Name: Brent E. Frazier	Print Name: Robert C. Schlieman, PE

Title:	Mayor	Title:	Vice President
		Engineer License or Firm's Certificate No. (if required):	45864
		State of:	Minnesota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:		DESIGNATED REPRESENTATIVE FOR TASK ORDER:	
Name:	Lance Roisum	Name:	Robert C. Schlieman, PE
Title:	City Administrator	Title:	Project Manager
Address:	315 North Broadway Pelican Rapids, MN 56572	Address:	920 McKinley Avenue Detroit Lakes, MN 56501
E-Mail Address:	pradmin@loretel.net	E-Mail Address:	Bob.Schlieman@ApexEngGroup.com
Phone:	218-863-7076	Phone:	218-844-2585

9

AGREEMENT FOR PINEWOOD ESTATES DEVELOPMENT
CITY OF PELICAN RAPIDS/OTTER TAIL COUNTY

THIS AGREEMENT made and entered on the last day of execution below, between the County of Otter Tail, Minnesota, referred to herein as "County", and the City of Pelican Rapids, Minnesota, referred to herein as "Municipality".

WITNESSETH:

WHEREAS, the County desires to make underground utility (sanitary sewer collection; water distribution; and storm sewer collection, conveyance, and treatment) and surface (clearing, site grading, street, and curb and gutter) improvements required to develop lots to accommodate single-family structures within the Pinewood Estates Plat within the corporate limits of the Municipality; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and other good and valuable consideration, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the rights and obligations of the parties with respect to making underground utility and surface improvements for developing the Pinewood Estates Plat.

2. Recitals. The recitals set forth in the whereas clauses above are incorporated by reference as if fully set forth herein.

3. Scope of Work. The County and Municipality shall coordinate the preparation of plans and construction for: making underground utility and surface improvements for developing the Pinewood Estates Plat within the Municipality.

4. Responsibilities of County:

a. County shall review and approve all preliminary plans, specifications and bid documents provided by the Municipality.

b. County shall pay for the following project costs:

1) 100 percent of all construction costs for making underground utility and surface improvements required to develop lots to accommodate single-family structures within the Pinewood Estates Plat

2) 100 percent of all engineering and other professional services costs related to making underground utility and surface improvements required to develop lots to accommodate single-family structures within the Pinewood Estates Plat

5. Responsibilities of Municipality:

a. The City shall contract with a registered professional consulting engineer for preparation of plans, specifications and bid documents.

b. Review preliminary plans, specifications and bid documents with County. Direct revision of plans, specifications and bid documents as required.

c. Submit final plans, specifications and bid documents to County for approval.

d. Conduct bid opening.

e. Contract with consulting engineer for construction administration, construction staking, and construction observation services and provide such additional engineering services as may be required.

f. Municipality shall pay for the following project costs:

1) 100 percent of all construction costs related to underground utility and surface improvements not required to develop lots to accommodate single-family structures within the Pinewood Estates Plat which are over and above the construction costs, plans, specifications, and bids approved by the County, and voluntarily at the direction of the Municipality.

2) 100 percent of engineering and other professional services costs related to underground utility and surface improvements not required to develop lots to accommodate single-family structures within the Pinewood Estates Plat which are over and above the construction costs, plans, specifications, and bids approved by the County, and voluntarily at the direction of the Municipality.

6. Payment of Costs.

a. Municipality shall account for and administer payment of all project design costs, project administration, construction engineering and construction costs. County shall reimburse Municipality for its share of all costs associated with project design, project administration, construction engineering and construction costs, as identified in paragraph 4, above.

b. Municipality shall provide County a monthly invoice for its share of projects costs, detailing the total costs paid by Municipality to date and the portion to be reimbursed by County.

Payment to Municipality shall be made by County within thirty (30) days of receipt of an invoice from Municipality.

7. Termination. This Agreement may be terminated by the County or Municipality upon seven (7) days written notice should either party fail substantially to perform in accordance with the terms of this Agreement. In the event of termination, the County or Municipality shall be compensated for all services performed and costs paid or incurred to the termination date per the terms of this agreement. All provisions of this Agreement allocating responsibility or liability between the County and Municipality shall survive the completion of the project hereunder and/or the termination of this Agreement. In the event there are any contracts or sums of money owed associated with this Agreement as of the date of termination, the County shall be responsible for its share of said contracts or sums of money, and the County shall indemnify and hold the Municipality harmless from the same.

8. Notice. Any notices to be given under this Agreement shall be given by enclosing the same in a sealed envelope, postage prepaid and depositing the same in the United States Postal Service, addressed to:

For the County:

Community Development Director
Otter Tail County Community Development Agency
520 West Fir Avenue
Fergus Falls, MN 56537

For the Municipality:

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

9. Records. The Municipality shall make available for review and copying, at reasonable times upon request by the County, any documents, records, memoranda or other such items relating to the project in the Municipality's possession. The Municipality shall specifically keep concise records verifying any work for which compensation is requested or any other extraordinary or miscellaneous expenses arising out of the performance of this Agreement. The Municipality shall keep detailed records pertaining to any controversies, disputes or problems, which affect or could affect the quality or acceptance of the work by County.

10. Reuse of Documents. Drawings and specifications are and shall remain the property of the Municipality whether the project for which they are made is executed or not. The County shall be permitted to retain copies, including reproducible copies of drawings and specifications for information and reference in connection with the County's use and occupancy of the project and for use in any future construction.

11. Insurance. The County and Municipality agree that they will, at all times during this Agreement, be prepared to meet the statutory limits for municipal liability. Any insurance costs incurred shall be the costs and expenses of the insured party and shall not be included as a cost of the project or reimbursed in any way by the other party.

12. Controlling Law. This Agreement shall be governed by the applicable laws of the State of Minnesota.

13. Successors and Assigns. The County and Municipality respectfully bind themselves, their partners, successors and assigns and all legal representatives of such party with respect to all covenants of this Agreement. Neither the County nor Municipality shall assign, sublet or transfer any interest in this Agreement without written consent of the other.

14. Equal Employment and Nondiscrimination. In connection with the work under this Agreement, the County and Municipality agree to comply with the applicable provisions of federal and state equal employment opportunity and nondiscrimination statutes and regulations.

15. Changes. Except as provided herein, the parties agree that no change or modification to this Agreement or any attachments hereto shall have any force or effect unless the change is reduced to writing, dated and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as for this Agreement.

16. Severability. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or nonenforceability would cause the Agreement to fail its purpose. One or more waivers by covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

17. Entire Agreement. This Agreement, including all exhibits, constitutes the entire Agreement between the County and the Municipality and supersedes all prior written or oral Agreements. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, purchase order or agreement purporting to modify, vary, supplement or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

18. Effective Date. The Agreement shall be effective upon execution by the parties.

OTTER TAIL COUNTY

BY ______________________________
County Board Chair

DATE __________________

ATTEST _________________________
County Board Clerk

DATE __________________

CITY OF PELICAN RAPIDS

BY ______________________________
Mayor

DATE __________________

ATTEST _________________________
City Clerk

DATE __________________

11

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 2025 (3rd Term)
    b. Cheryl Brenna .... 2024 2025 2026 (3rd 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.

Library Board Meeting
Agenda
February 5, 2024 6pm
Levorsen Meeting
Pelican Rapids Public Library

1. Approval of the agenda
2. Approval of the January Minutes
3. Approval of the bills (Kevin)
4. Financial reports: (Annie)
   a. Edit 2024 budget line item advertising
5. Friends Update
6. Foundation 2024 request
7. Erin Smith, Viking Library System Administrator
8. Director's Report
9. March 4, 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.

		Actual YTD	2024 YTD	Budget 2024	Difference
Income					
Beginning balance					$0.00
City Funding	34761		$20,185.42	$242,225.00	-$20,185.42
Non-resident reimbursement	34762		$3,958.33	$47,500.00	-$3,958.33
Copies	34763		$283.33	$3,400.00	-$283.33
Coffee Bar	34764		$0.00	$0.00	$0.00
Fines	35103		$0.00		$0.00
Interest	36210	$28.00	$0.00		$28.00
Donations	34765		$1,433.33	$17,200.00	-$1,433.33
Legacy Funding	34767		$0.00		$0.00
Refunds	34766		$41.67	$500.00	-$41.67
General Fund Transfer	39201		$0.00		$0.00
Savings account transfer			$0.00	$0.00	$0.00
Total Income		**$28.00**	**$25,902.08**	**$310,825.00**	-$25,874.08
Expenses					
Staff salaries	100	$14,653.26	$15,678.60	$188,143.24	$1,025.34
Overtime	105		$0.00		$0.00
Pension	120	$1,098.99	$1,175.90	$14,110.74	$76.91
Staff medical insurance	130	$730.32	$916.67	$11,000.00	$186.35
FICA	122	$1,098.92	$1,199.41	$14,392.96	$100.49
Office supplies	200	$177.25	$270.00	$3,240.00	$92.75
Education	208		$144.00	$1,728.00	$144.00
Coffee Bar Supplies	209		$0.00	$0.00	$0.00
Library supplies	210	$473.96	$117.00	$1,404.00	-$356.96
Auditing	301		$81.00	$972.00	$81.00
Legal fees	304		$18.00	$216.00	$18.00
Phone/fax/security	320	$217.99	$279.00	$3,348.00	$61.01
Travel	331		$36.00	$432.00	$36.00
Advertising	340		$54.00	$648.00	$54.00
Building Insurance	360		$725.44	$8,705.26	$725.44
Utilities	380	$662.41	$1,158.33	$13,900.00	$495.92
Building expenses	401	$2,320.28	$1,100.00	$13,200.00	-$1,220.28
Books	435	$3,367.80	$1,350.00	$16,200.00	-$2,017.80
Audio visual materials	440	$829.00	$950.85	$11,410.20	$121.85
Software	445		$90.00	$1,080.00	$90.00
Periodicals	450		$180.00	$2,160.00	$180.00
Children's services programm	455		$58.33	$700.00	$58.33
VLS sub./Hot Reads	460		$0.00		$0.00
Automations-yearly fees	465		$288.00	$3,456.00	$288.00
Equipment/Capital Outlay	500		$0.00		$0.00
			$0.00		$0.00
Afterschool Programing			$0.00		$0.00
Refunds	470		$9.00	$108.00	$9.00
Savings account			$0.00		$0.00
Operating expenses Total		**$25,630.18**		**$310,554.40**	
Difference		**-$25,602.18**		$270.60	

Pelican Rapids Public Library Board Meeting January 8, 202 6pm

Present: Dave, Cheryl, Judy, Kevin, Kathy, Annie, Sue
Attending Virtually: Judy
Absent:

Approval of the agenda

Roll call:

Aye: Judy, Kevin, Cheryl, Sue Kathy

Nay: Judy, Kevin, Cheryl, Sue Kathy

Approval of the Dec Minutes

Roll call:

Aye: Judy, Kevin, Cheryl, Sue Kathy

Nay: Judy, Kevin, Cheryl, Sue Kathy

Approval of the bills (Kevin)

Roll call:

Aye: Judy, Kevin, Cheryl, Sue Kathy

Nay: Judy, Kevin, Cheryl, Sue

Financial reports: (Annie)

Roll call:

Aye: Judy Kevin Cheryl Sue Kathy

Nay: Judy, Kevin, Cheryl, Sue Kathy

Friends Update

Director's Report

Next meeting January 1 6pm Levorsen Meeting Room

Adjourn:

Roll call:

Aye: Judy, Kevin, Cheryl Sue Kathy

Nay: Judy, Kevin, Cheryl, Sue

Pelican Rapids Library Board meeting January 8, 2024

Chairwoman Cheryl Brenna called the meeting to order.

New officers are :

Cheryl Brenna, chair

Sue Seifert, vice-chair

Kevin Ballard, bill checker

Kathy Knuteson-Olson will become the new secretary.

All members were present with Judy Tabbut attending virtually.

The new secretary needs to remember to record who made a motion and who seconded. The motion to approve the agenda was unanimous.

The approval of the minutes was unanimous.

The approval of the bills was unanimous.

The Financial report was given my Annie, and the motion to approve the 2024 budget was unanimous.

Discussions:

Annie reported about the threats to libraries in the country along with schools, hospitals and government buildings.

The library continues to have problems with lack of increased yearly funding and the city's views that cola raises should be taken out of the library budget. This cannot be sustained long term.

The meeting rooms and small study rooms were discussed with capacity limits and cost to parties that hold events was outlined.

Legacy Funding review: This can be used for arts and cultural programs, The total cost cannot exceed $2,000. These can to obtained with help from the Viking Library system.

Hoopla is one of the most popular programs we offer. Last year the library paid $9,217.55 on this service. Annie asked for $7,000 in Foundation funding to keep up with the demand this coming year. She also reported that some libraries are limiting the use to a $1,000.00 limit per month and only taking 4 checkouts instead of 5.

The certificates of deposit in Bell Bank t held by the library were discussed, and the restrictions on the use of such funds was pointed out. The Toso funds were used for items like gps devices, MN history projects, snow shoes, life jackets and replacement of those items.

The Carlson money was used to update the online newspapers until 1977 for people to research online.

The Kittelson funding is reserved for Infrastructure

Sue made a motion for the meeting to be adjourn, Kathy seconded. The next meeting will be held Feburary 5, at 6:00 p.m.