



PELICAN RAPIDS

CITY COUNCIL AGENDA

March 8, 2024

Tuesday, March 12, 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 – February 27, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Police Chief Report (In Packet)
5. APEX Engineering Projects – Bob Schlieman (In Packet)
 - Resolution No. 2024-05 Resolution Supporting Award of Construction Contract For Highway 59 and 108 Reconstruction Project
6. Pelican River Proposed Rock Riffle – DNR Howard Fulhart (In Packet)
7. Street And Park Report – Brian Olson
8. PRAC Pay Request (In Packet)
 - Pay Request #8 To Hammers Construction For \$388,940.82
9. Library Report (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

February 27, 2024 Council Meeting Minutes

Call to Order

Roll Call of Members

Mayor Frazier called the regular city council meeting to order at 4:30 pm on Tuesday, February 27, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Kevin Ballard, Steve Foster, and Mayor Brent E. Frazier noting the absence of council member Curt Markgraf.

Welcoming Remarks

The Mayor welcomed all attendees, including those joining via Zoom, and noted the meetings are available on YouTube and local cable Channel 14 and provided announcements about upcoming events and meetings.

Pledge of Allegiance

Attendees stood for the Pledge of Allegiance.

Citizen's Comments

No citizens came forward for comments.

Additions / Deletions to Agenda

There were no additions or deletions made to the agenda.

"Move to approve the agenda as presented." Motion carried, by Ballard, seconded by Strand.

Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, work session minutes, accounts payable listing, park board minutes, utilities report, and liquor store report was presented and approved.

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

THC Discussion

A discussion ensued regarding the sale of THC at the Liquor Store following the expiration of Otter Tail County's moratorium, making it legal to sell THC around the county. Three businesses in Pelican Rapids are registered to sell, with no current fee requirement. Uncertainties remain around state management for cannabis product sales. Representatives from the local liquor store shared their ongoing sales experience with THC products, and future state regulatory directions were discussed.

City Hall Computer Server

It was reported that the current server, dating from around 2011, is outdated and causing issues with Banyon software. Two replacement options were considered: brand new or refurbished. It was recommended to choose a refurbished server with a five-year warranty, anticipated to cost around \$4,000.

"I move to approve a refurbished server for up to \$5,000." Motion carried, by Strand, seconded by Foster.

Pool Security Cameras

The need for security cameras at the new pool facility was discussed. An estimate was presented for three cameras to be installed, with a cost of \$3,005. The council debated the need and, citing

February 27, 2024 Council Meeting Minutes

security for after-hours and incidents during operational hours, approved the purchase and installation of the cameras.

"I move to approve." Motion carried, by Strand, seconded by Ballard.

Resolution 2024-03

Resolution 2024-03 was presented **RESOLUTION ORDERING IMPROVEMENT REGARDING BROADWAY (TRUNK HIGHWAY 59), 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.)

"I move to adopt Resolution 2024-03." Motion passed and resolution declared duly adopted, by Strand, seconded by Foster.

Contract for Household Hazardous Waste Day, August 7, 2024 10:00 am to 2:00 pm

An annual contract for the Household Hazardous Waste Day event was discussed, outlining the city's responsibilities on the day including the provision of personnel and food. The event's logistical details and associated costs were presented.

"Move to approve the contract for household hazardous waste." Motion carried, by Ballard, seconded by Foster.

Administrator Report

The Administrator reported since the last council meeting he has worked with Clerk and Mayor to set city council agenda and prepped for the council meeting, attended a department head meeting, attended an EDC meeting, met with DEED representatives and went over the process of requesting reimbursement funds for the pool constructions costs; started preparing for the DEED monitoring visit of the pool project which is Thursday the 29th; attended the Otter Tail County Housing Convening; worked with Matt from Lakes Country Service Cooperative on the city hall computer server; attended Strategic Planning training by Dave Bartholomay with the Mayor hosted by LCSC; researched THC regulations and reached out to Jody Lien from Otter Tail County Public Health and the League of Minnesota Cities for guidance; and attended the public hearing for the Hwy 59/108 improvements.

Mayor Report

The Mayor reported since the last meeting he; spoke to residents at Riverfront Manor on February 11 regarding projects and planned events in Pelican Rapids, attended the Pelican Rapids Fire Department Relief Association Meeting with Clerk Harthun at the Fire Hall on February 20, attended the Otter Tail County Housing Convening Zoom Meeting at city hall with the Administrator and CEDA Rep Grossman on February 21, attended the Lakes Country Service Cooperative seminar on February 22 with the Administrator entitled "Improving Your Organization With Strategic Planning," worked at the City of Pelican Rapids booth of the Red River Valley Home & Garden Show on February 23 & 25 at the Fargodome, attended the 2024 Complete Streets Project Assessments Meeting at the Pelican Rapids School on February 26 and met with the Administrator on February 26 to plan the agenda for today's council meeting.

Adjourn

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 5:04 pm.

"We have a motion to adjourn." Motion carried, by Strand, seconded by Ballard.



Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

03/12/2024 – City Bill Listing

Vendor Name	Comments	Amount
ALEX AIR APPARATUS 2 LLC.	FD; SUPPLIES	\$90.00
ARAMARK	PK; STR; LINEN SERVICE	\$132.64
ARCO	ALL; FUEL	\$1,014.34
BALLARDS SANITATION, INC.	ALL; GARBAGE SERVICE	\$245.83
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$613.24
COOPERS TECHNOLOGY GROUP, INC	ALL; OFFICE SUPPLY	\$243.67
EGGE CONSTRUCTION INC	STR; BLADING	\$330.00
GALLS	PD; UNIFORMS	\$875.52
GERALD N. EVENSON, INC	STR; SUPPLIES	\$205.28
GOPHER STATE ONE CALL	SWR; SERVICE	\$2.70
HAWKINS, INC	WWTF; FERRIC	\$12,264.40
HOME BUILDERS ASSOCIATION	EDA; SUPPLIES	\$48.00
KJ RENTALS, LLC	CH; PD; GARAGE RENTAL FEB	\$500.00
KREKELBERG LAW FIRM CITY	PD; PROSECUTING FEES	\$645.00
KRUMP, ONNALEE	PD; UNIFORMS	\$21.00
LARRYS SUPER MARKET	EDA; SUPPLIES	\$13.46
LEAGUE OF MN CITIES	CLK; TRAINING	\$60.00
MARCO	ALL; COPIES/PRINTING	\$318.06
MN DEPT OF HEALTH	WTR; QRTLY CONNECTION FEE	\$1,844.00
NAPA	STR; SUPPLIES	\$506.38
NELSON AUTO CENTER, INC	PD; REPAIRS	\$1,843.89
OTC SHERIFF DEPT	PD; EDUCATION	\$800.00
OTTERTAIL POWER	ALL; UTILITIES	\$19,236.19
PRO HYDRO TESTING	FD; SUPPLIES	\$364.09
QUADIENT	ALL; POSTAGE	\$1,194.65
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$526.52
SBDC AT M STATE FOUNDATION	EDA MEETING CONTRIBUTION	\$500.00
STRAND HARDWARE	ALL; SUPPLIES	\$168.86
STREICHES	PD; SUPPLIES	\$1,506.03
TEAM LABORATORY CHEMICAL	LAG; MEGA BUGS	\$1,950.00
ULINE	PD; SUPPLIES	\$292.43
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$484.33

TOTAL: \$48,840.51

CITY OF PELICAN RAPIDS

03-12-2024 LIQUOR STORE Bill Listing

Vendor Name	Comments	Amount
ARTISAN BEER COMPANY	BEER	\$97.80
BELL BANK CREDIT CARD	REPAIRS	\$17.99
BERGSETH BROS. CO. INC	BEER	\$7,430.50
BEVERAGE WHOLESALERS, INC	BEER	\$5,000.82
BREAKTHRU BEVERAGE	LIQUOR	\$5,940.27
DS BEVERAGES, INC	CREDIT	\$1,484.67
JOHNSON BROTHERS LIQUOR CO	WINE/LIQUOR	\$9,460.42
OTTERTAIL POWER	UTILITIES	\$754.92
PHILLIPS WINE & SPIRITS	LIQUOR	\$483.30
SOUTHERN GLAZERS	LIQUOR	\$2,686.37
VER-TECH, INC	MAINTENANCE	\$144.10
TOTAL		\$33,501.16

Vendor Name	Purpose	Amount	Account #
✓ Arvig	phone& fax	\$162.84	21145500320
✓ Amazon Business	Books for summer reading	\$196.97	21145500455
✓ Ballard Sanitation	Utilities	\$67.81	21145500380
✓ Bell Bank remittance	copy paper	\$216.20	21145500200
✓ Bell Bank remittance	tape	\$49.93	21145500200
✓ Cengage Learning	large print books	\$341.87	21145500435
✓ League Of MN Cities	work comp insurance	\$214.00	21145500360
✓ Lakes Country Service Coop	health and safety contract	\$733.60	21145500208
✓ Hoopla Digital	February 2024 usage	\$840.57	21145500440
✓ Ingram	books	\$245.54	21145500435
✓ Liberty Business	Feb copy contract & overages	\$381.06	21145500200
✓ Otter Tail Power	utilities	\$512.48	21145500380
✓ Wrigg, Annie	cell phone	\$78.72	21145500320
✓ Wrigg, Annie	Milage to MLD	\$30.13	21145500331
✓ USPS	PO Box rental	\$100.00	21145500200
✓ City Billing	postage	\$5.16	21145500200
Total		\$4,176.88	

78.75

4,179.91
KLBCheryl Brenna
3/4/2024

Pelican Rapids Police Department

February 2024

page 1 of 2

Accident-1050-MV-Rec Veh	1
911 Hangup Calls	5
Alarm-Burglary	1
Animal Call	3
Assault Report	1
Assistance-Public	8
Assistance	3
Attempt To Locate	1
Child Abuse/Neglect	1
Civil Dispute	1
Child Custody Issues	1
Danco Violation	2
Death Investigation	1
Disturbance	3
Driving Complaint	2
EMS-Injury Accident	1
EMS-Medical	9
EMS-Transport	1
Fire-Alarm	1
Fire Call-Other	2
Harassment/Stalking	1
Lost & Found	1
Nuisance	3
OFP Violation	1
Other Calls For Service	3
Parking Comp/Privileges	3
Extra Patrol	1
Road/Street Hazard	1
Scam	1
School-Threats/Viol-Guns	1
Suspicious Activity	2
Terroristic Threats	2
Theft/Fraud Rep	2
Vehicle Theft	1
Traffic Stop Citation	1
Trespassing	1
Warning-Traffic	6
Welfare Check	3
Total Calls -->	82

Pelican Rapids Police Department

February 2024

page 2 of 2

Squad Mileage Report-

2203

Equipment update-

- New squad computers should arrive 3rd week of March
- New squad camera/body camera should arrive around April 1
- Evidence lockers should arrive within next week
- Most evidence supplies are arriving
- I will have a few more requests/discussion issues on equipment for 2nd meeting.
- Received donation of 2 mobile fire suppression systems from Mason group.

Squad Issues-

- Squad repairs continue-Squad 103 has had numerous repairs- When this fix is completed should be a total of about \$4100.00 repairs in last month.

Policies-

I will be bringing a bodycamera/squad camera policy to the council for review at 2nd meeting.

Employment-

Still in process of hiring officer(background investigation) that was approved last meeting.

SIDE NOTE

-Sorry for missed meeting- I will be at second meeting to answer questions on report

Council Meeting Agenda

Trunk Highway 59 and 108 Complete Streets

2nd Avenue SE Drainage

Pinewood Estates Development

City of Pelican Rapids

March 12, 2024 | 4:30 p.m. | Pelican Rapids City Hall

1. Trunk Highway 59 and 108 Complete Streets

- A. Construction bids were received by MnDOT on January 26, 2024
- B. A public hearing was held at 5:30 p.m. on Monday, February 26th at the Fine Arts Auditorium within the Pelican Rapids High School
- C. Current estimated project budget information for the City's portion of the project is included below (includes construction, professional services, contingencies, and financing)
 - City cost without MnDOT/grant funding: \$7,988,230
 - Minus \$123,690 for MnDOT Aesthetics
 - Minus \$550,000 for TA grant
 - Minus \$370,900 for AT grant
 - City cost with MnDOT/grant funding: \$6,943,640
 - \$6,286,860 is anticipated to be eligible for PFA funding
 - \$656,780 is anticipated to not be eligible for PFA funding
- D. If the City wishes to support MnDOT in moving ahead with the construction of the project adopting a Resolution Supporting Award of Construction Contract should be considered
- E. A Task Order No. 8 is attached which includes services to be provided by Apex during construction

2. 2nd Avenue SE Drainage

- A. Construction bids were received on March 6, 2024
- B. Six (6) bids were received with the low bid being submitted by Feldt Plumbing and Excavating of Detroit Lakes, MN in the amount of \$81,402.00
- C. The as bid estimated project cost is around \$115,000 and will depend on construction related services required
- D. The City has sixty (60) days to award a construction contract
- E. The City should continue to work towards securing all easements required prior to awarding a construction contract

3. Pinewood Estates Development

- A. An exhibit showing proposed underground utility and surface improvements related to the proposed Pinewood Estates Development is attached
- B. Apex is nearing the completion of design services
- C. If the City wishes to move forward it is recommended authorization be given to advertise for construction bids

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order No. 8
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: | March 12, 2024 |
| b. | Owner: | City of Pelican Rapids, Minnesota |
| c. | Engineer: | Apex Engineering Group, Inc. |
| d. | Specific Project (title): | Highway 59 and 108 Reconstruction |
| e. | Specific Project (description): | Highway 59 and 108 Reconstruction |

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:

- PFA funding administration services (\$20,000.00)
- Final special Assessment administration services (\$10,000.00)

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)	Completed	Completed
b. Design Phase and Bidding Phase (A1.02 - A1.04)	Completed	Completed
c. Construction Phase (A1.05)	\$230,000	Hourly Rates
d. Resident Project Representative (A1.05.A.2)	\$540,000	Hourly Rates
e. Post-Construction Phase (A1.06)	\$10,000	Hourly Rates
f. Commissioning Phase (A1.07)	NA	Not Applicable
g. Other Services (see A1.08 and 2.D above)	\$30,000	Hourly Rates
TOTAL COMPENSATION (lines 1.a-g)	\$810,000	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	Hourly Rates

Based on 12 month construction duration (6 months in 2024 and 6 months in 2025)

Services and fees in the above table do not include construction materials testing services

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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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 | Has Been Completed |
| b. Design and Bidding Phase Services | Has Been Completed |
| c. Construction Phase Services | March 2024 – October 2025 |
| d. Resident Project Representative Services | April 2024 – October 2025 |
| e. Post Construction and Commissioning Phase Services | October 2025 – July 2026 |
| f. Other Services | April 2025 – December 2026 |

7. Consultants retained as of the Effective Date of the Task Order: None

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 March 12, 2024.

OWNER: City of Pelican Rapids, MN

ENGINEER: Apex Engineering Group, Inc.

By: _____

By:  _____

Print Name: Brent E. Frazier

Print Name: Robert C. Schlieman, PE

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

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

Task Order Form

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Water | Transportation | Municipal | Facilities

Bid Tabulation

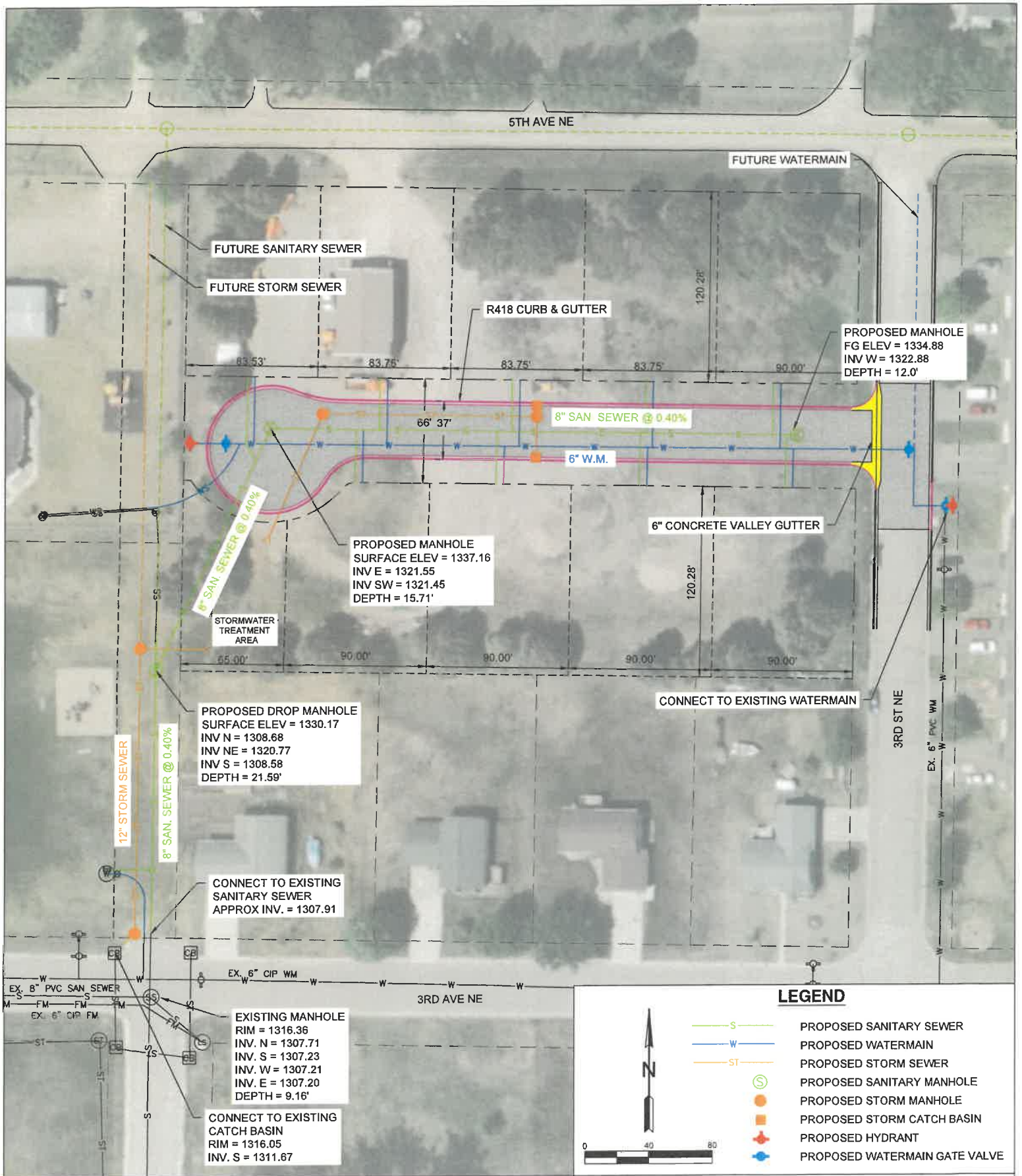
2nd Avenue SE Drainage Improvements

City of Pelican Rapids, MN

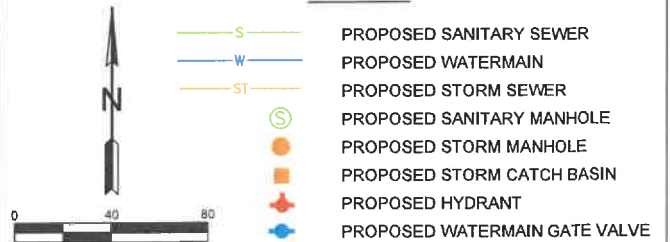
March 6, 2024 | 2:00 PM | Office of the Pelican Rapids City Administrator; 315 North Broadway, Pelican Rapids, MN

Apex Project No. 23.189.0204

Planholder	Bid Bond	Acknowledged Addendum(s)	Unit Bid Price
Feldt Plumbing LP	Yes	Yes	\$81,402.00
Gladen Construction Inc.	Yes	Yes	\$110,195.95
Kuechle Underground Inc.	Yes	Yes	\$134,737.00
Land Pride Construction	Yes	Yes	\$169,800.00
Sellin Brothers, Inc.	Yes	Yes	\$117,308.00
Williams Excavation LLC	Yes	Yes	\$121,343.95



LEGEND



PINEWOOD ESTATES

PROPOSED STREET & UTILITIES SANITARY SEWER OPTION NO. 3

Date: February 7, 2024

Drawn By: BLV

RESOLUTION NO. 2024-05
CITY OF PELICAN RAPIDS, MINNESOTA
RESOLUTION SUPPORTING AWARD OF CONSTRUCTION CONTRACT
FOR HIGHWAY 59 AND 108 RECONSTRUCTION PROJECT

WHEREAS, pursuant to the improvement of the following areas:

- Broadway (Trunk Highway 59) from a point approximately 200 feet south of 5th Avenue South to a point approximately 2,000 feet northeast of County State Aid Highway No. 9
- County State Aid Highway 9 from Broadway (Trunk Highway 59) to a point approximately 1,000 feet north of Broadway (Trunk Highway 59)
- 1st Avenue NW (Trunk Highway 108) from a point approximately 150 feet west of 9th Street NW to Broadway (Trunk Highway 59)
- 1st Avenue NE from Broadway (Trunk Highway 59) to a point approximately 200 feet east of Broadway (Trunk Highway 59)
- West Mill Avenue (County State Aid Highway 96) from a point approximately 200 feet west of Broadway (Trunk Highway 59) to Broadway (Trunk Highway 59)
- East Mill Avenue (Trunk Highway 108) from Broadway (Trunk Highway 59) to a point approximately 100 feet east of Anne Lane

by making improvements to the sanitary sewer collection system, water distribution system, storm sewer collection system, street, curb and gutter, sidewalk and/or multiuse paths, retaining walls, boulevards, and adjoining driveways, construction bids were received by the Minnesota Department of Transportation.

AND WHEREAS, it appears that Landwehr Construction, Inc. of St. Cloud, Minnesota is the lowest bidder,

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

1. The City Council supports the Minnesota Department of Transportation in awarding a construction contract to Landwehr Construction, Inc. of St. Cloud, MN pursuant to making improvements to the following areas:

- Broadway (Trunk Highway 59) from a point approximately 200 feet south of 5th Avenue South to a point approximately 2,000 feet northeast of County State Aid Highway No. 9
- County State Aid Highway 9 from Broadway (Trunk Highway 59) to a point approximately 1,000 feet north of Broadway (Trunk Highway 59)
- 1st Avenue NW (Trunk Highway 108) from a point approximately 150 feet west of 9th Street NW to Broadway (Trunk Highway 59)
- 1st Avenue NE from Broadway (Trunk Highway 59) to a point approximately 200 feet east of Broadway (Trunk Highway 59)
- West Mill Avenue (County State Aid Highway 96) from a point approximately 200 feet west of Broadway (Trunk Highway 59) to Broadway (Trunk Highway 59)
- East Mill Avenue (Trunk Highway 108) from Broadway (Trunk Highway 59) to a point approximately 100 feet east of Anne Lane

Adopted by the City Council this 12th day of March, 2024.

Ms. Danielle Harthun, City Clerk

Mr. Brent E. Frazier, Mayor

Pelican River - 1st St. Barrier – Proposed Rock Riffle





Date 02/21/2023

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 February 2024. This request includes costs accrued for labor, materials, and equipment thus far on the project. Underground plumbing is complete in the building and continues in the walls with masonry. The mechanical/pump room floor has been poured and interior block walls started. Exterior CMU walls have been completed and water proofing applied. Wood framing has started with trusses being set, and the roofing and siding materials delivered site. Foamboard insulation is currently being installed around the exterior block walls of the mechanical/pump room. Stainless steel railing and ladder for pump room to be delivered next week.

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: 129911
Draw: 8
Invoice date: 2/22/2024
Period ending date: 2/25/2024

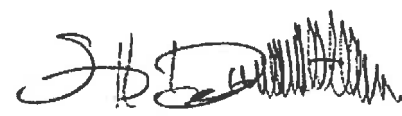
Contract For:

Request for payment:

Original contract amount	\$4,961,980.00	
Approved changes	\$16,209.96	
Revised contract amount		\$4,978,189.96
Contract completed to date		\$2,267,519.10
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$111,723.58	
Total completed less retainage		\$2,155,795.52
Less previous requests	\$1,766,854.70	
Current request for payment		\$388,940.82
Current billing		\$409,411.40
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$20,470.58	
Current amount due		\$388,940.82
Remaining contract to bill	\$2,822,394.44	

Project: 23073-0
PR Aquatic Center

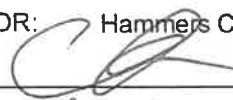
Contract date:

Architect:  03/01/2024

Scope: \$388,940.82

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	20,865.28	-4,655.32
Total approved this Month		
TOTALS	20,865.28	-4,655.32
NET CHANGES by Change Order	16,209.96	

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.

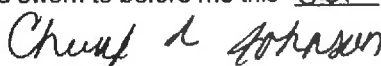
State Of MN

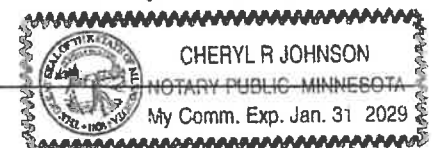
County Of Otter Tail

By: 

Subscribed and sworn to before me this 22 day of February, 2024

Date: 2/22/24

Notary Public 
My commission expires: 1-31-2029



REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center

Invoice: 129911

Draw: 8

Period Ending Date: 2/25/2024 Detail Page 2 of 2 Pages

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	69,751.44	88,774.56		158,526.00	50.00	158,526.00	7,926.29
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	141,879.65			141,879.65	55.00	116,083.35	7,093.99
5	Concrete	355,450.00	195,497.50	17,772.50		213,270.00	60.00	142,180.00	10,663.52
6	Masonry	601,560.00	300,780.00	90,234.00		391,014.00	65.00	210,546.00	19,550.70
7	Metals	32,453.00	3,245.30	12,981.20		16,226.50	50.00	16,226.50	811.33
8	Woods & Plastics	74,322.00	7,432.20	29,728.80		37,161.00	50.00	37,161.00	1,858.05
9	Moisture & Protection	314,460.00	47,169.00	94,338.00		141,507.00	45.00	172,953.00	7,075.35
10	Openings	62,841.00	18,852.30	6,284.10		25,136.40	40.00	37,704.60	1,256.82
11	Finishes	77,279.00	3,863.95			3,863.95	5.00	73,415.05	193.20
12	Specialties	55,956.00	5,595.60			5,595.60	10.00	50,360.40	279.78
13	Furnishings	51,840.00						51,840.00	
14	Special Construction	2,174,796.00	913,414.32			913,414.32	42.00	1,261,381.68	45,670.72
15	Plumbing/HVAC	319,680.00	57,542.40	12,787.20		70,329.60	22.00	249,350.40	3,516.48
16	Electrical	199,800.00	23,976.00	55,944.00		79,920.00	40.00	119,880.00	3,996.00
CO01	CRs #1 - #3	15,642.92	10,950.04			10,950.04	70.00	4,692.88	547.50
CO02	CO02 CR# 4-5	567.04		567.04		567.04	100.00		28.35

Totals	4,978,189.96	1,858,107.70	409,411.40		2,267,519.10	45.55	2,710,670.86	111,723.58
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**Library Board Meeting
Agenda
March 4, 2024 6pm
Levorsen Meeting
Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the February Minutes
3. Approval of the bills (Kevin)
4. Financial reports: (Annie)
5. Friends Update
6. Foundation 2024 request update
7. Director's Report
8. April 1, 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 Library Board Meeting February 7, 2024

Chairwoman Cheryl Brenna was absent. Vice Chair Sue Seifert called the meeting to order. All other members were present with Judy attending virtually.

Both Judy and Kevin wanted to amend the agenda to discuss safety and budget concerns. Kevin made the motion and Sue seconded it. It passed by all attending members.

The approval of the minutes was unanimous with all attending members. Kevin made the motion and Sue seconded it.

The approval of the bills was unanimous by all attending members.

Kevin, who has worked on security for big events for many years, wanted to look again at safety in the library for staff and patrons after recent threats to libraries, schools, hospitals and public buildings. He was worried about the east door being open during library hours. This is a blind entry for staff. Kathy agreed with him. Annie brought up that they will use that door during the primary elections. A motion was made to lock that

door during library hours with the exception of elections. Kathy made the motion with Sue as a second. Motion passed.

Kathy asked the city administrator, who was at the meeting, about there being a safety policy with the whole city, and he indicated that was in process.

Judy wanted to talk about the budget for next year. Annie and Sue told the board that the budget was approved at the last meeting. Judy was alarmed by how much red there was in the report and wanted there to be cuts and had some ideas. After some discussion, it appeared that there was a math error in the report. Advertising was \$648.00, not \$64,800.00. Judy then withdrew her recommendations. There was a motion then to approve the corrected budget. The budget was approved with this correction. Judy made the motion and Kevin added the second. Motion passes.

New Friends of the Library contact is Deb Hauge. Kathy and Annie helped her with the presentation of the Friends agenda.

There was discussion on the Foundation, especially around the cost of Hoopla, which is very expensive but many patrons use. This is a problem for all of the libraries in the area. Starting in March, Annie would like to keep the cost at \$850.00 a month, and ask the Foundation for funding to maintain that amount. Sue moved and it was seconded to approve a request from Foundation for \$11427.63 and Content DM and Hoopla.

Other discussions and information:

Nanette made bingo sheets for winter reading and ordered incentives and prizes for the program. This will be paid for by the grant from The Dollar General that Joyce Burnham of the Friends wrote.

The letters to the area townships are going out before the final report of 2023 is done. Kevin asked if Annie visits the township meetings, and she does not.

The building continues with maintenance issues. The cold air return had to be rerouted due to freezing taking place but no damage to pipes was found. The HVAC guy came out on Monday and made a short time fix.

Elections are coming and the library has several townships setting up there.

Erin Smith gave a presentation on roles of library board members, community support and open meeting laws.

Kevin made a motion to adjourn and KKO seconded. Motion passed.

The next board meeting will be held on March 4, 6pm.

Submitted by Kathy Knudsen-Olson

Amended minutes respectfully submitted by Sue Seifert,
Secretary Pro Tem

Pelican Rapids Public Library Board, Mar 4, 2024

Present: Cheryl, Sue, Kevin, Annie, Judy, Deb Hauge (for Friends)

Meeting called to order at 6:00pm

Kevin moved to approve agenda. Sue seconded. Roll call: Judy - Y, Kevin- Y, Cheryl-Y, Sue - Y

Correction to minutes submitted as amended.

Kevin moved to pay bills, Cheryl seconded. Motion passed. Judy - Y, Kevin- Y, Cheryl-Y, Sue - Y

Kevin moved to approve minutes as corrected. Cheryl seconded. Passed. Judy - Y, Kevin- Y, Cheryl-Y, Sue - Y

Sue moved to approve bills. Cheryl seconded. Passed. Judy - Y, Kevin- Y, Cheryl-Y, Sue - Y

Financial report: First quarter transfer has been received. Toso CD came due, and rolled over for Aug 2024. Kevin moved to accept, Sue seconded. Passed. Judy - Y, Kevin- Y, Cheryl-Y, Sue - Y

Friends update: private donations need to be in by end of March. Approval for garden spot must go through the city, Sheri will be working on a plan and work keep the project moving forward. Summer reading grants have been secured through Dollar General. Working to get lists of activities and look for volunteers seeking to bring new people on board. An ad for Lakes and Lifestyle magazine was approved. Workshop for homemade books to be held May 16th. Planning a tie dye workshop Mar 9. Multicultural committee helping with tie dye project at beginning of summer.

Foundation request update: our request was entered for \$11,427.63

Director's report:

Discussion regarding locking east entrance: Staff have monitored patron use of east entrance: 20-30 per hour use this entrance. When east door is locked, the meeting room door ends up propped open - concern for that door icing open, and then properly not locking. Staff have no strong opinion either way. The door is NOT unlocked on Fri or Sat. Door is usually unlocked only M-Th, 10-5 and never when only one staff member is in the building. Discussion of replacing security cameras (all cable is already present leaving only cameras and software to replace) and may discuss at future date. Discussion of importance of

making clear to staff that being fully aware of surroundings is crucial. Sue moved to reconsider the locking of door, and rescind previous meeting plat to lock PROVIDED there is staff training about the necessity of self awareness for patron and staff safety. Topic will be revisited. Cheryl seconded. Judy - abstain, Kevin - N, Cheryl - Y, Sue - Y. Passed.

Annual report:

Hoopla was closed out at 9:40 on the 3-1-2024, which was the first day of the with the new cap on spending. We will look at this again after more data is available next month.

Sue moved to adjourn, Cheryl seconded. Judy – Y, Kevin – Y, Cheryl- Y, Sue -Y.

Next meeting Apr 1, 2024, 6pm.

Respectfully submitted by Sue Seifert, Secretary Pro Tem

		Actual YTD	2024 YTD	Budget 2024	Difference
Income					
Beginning balance					\$0.00
City Funding	34761	\$60,556.25	\$40,370.83	\$242,225.00	\$20,185.42
Non-resident reimbursement	34762		\$7,916.67	\$47,500.00	-\$7,916.67
Copies	34763	\$943.63	\$566.67	\$3,400.00	\$376.96
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	\$940.00	\$2,866.67	\$17,200.00	-\$1,926.67
Legacy Funding	34767		\$0.00		\$0.00
Refunds	34766		\$83.33	\$500.00	-\$83.33
General Fund Transfer	39201		\$0.00		\$0.00
Savings account transfer			\$0.00	\$0.00	\$0.00
Total Income		\$62,467.88	\$51,804.17	\$310,825.00	\$10,663.71
Expenses					
Staff salaries	100	\$28,764.69	\$31,357.21	\$188,143.24	\$2,592.52
Overtime	105		\$0.00		\$0.00
Pension	120	\$2,157.35	\$2,351.79	\$14,110.74	\$194.44
Staff medical insurance	130	\$1,460.63	\$1,833.33	\$11,000.00	\$372.70
FICA	122	\$2,156.38	\$2,398.83	\$14,392.96	\$242.45
Office supplies	200	\$694.77	\$540.00	\$3,240.00	-\$154.77
Education	208		\$288.00	\$1,728.00	\$288.00
Coffee Bar Supplies	209		\$0.00	\$0.00	\$0.00
Library supplies	210	\$533.26	\$234.00	\$1,404.00	-\$299.26
Auditing	301		\$162.00	\$972.00	\$162.00
Legal fees	304		\$36.00	\$216.00	\$36.00
Phone/fax/security	320	\$432.69	\$558.00	\$3,348.00	\$125.31
Travel	331		\$72.00	\$432.00	\$72.00
Advertising	340		\$108.00	\$648.00	\$108.00
Building Insurance	360		\$1,450.88	\$8,705.26	\$1,450.88
Utilities	380	\$1,332.28	\$2,316.67	\$13,900.00	\$984.39
Building expenses	401	\$2,635.32	\$2,200.00	\$13,200.00	-\$435.32
Books	435	\$4,657.00	\$2,700.00	\$16,200.00	-\$1,957.00
Audio visual materials	440	\$1,676.09	\$1,901.70	\$11,410.20	\$225.61
Software	445		\$180.00	\$1,080.00	\$180.00
Periodicals	450	\$68.97	\$360.00	\$2,160.00	\$291.03
Children's services program	455	\$12.75	\$116.67	\$700.00	\$103.92
VLS sub./Hot Reads	460		\$0.00		\$0.00
Automations-yearly fees	465		\$576.00	\$3,456.00	\$576.00
Equipment/Capital Outlay	500		\$0.00		\$0.00
			\$0.00		\$0.00
Afterschool Programing			\$0.00		\$0.00
Refunds	470		\$18.00	\$108.00	\$18.00
Savings account			\$0.00		\$0.00
Operating expenses Total		\$46,582.18		\$310,554.40	
Difference		\$15,885.70		\$270.60	

2023 Minnesota Public Library Annual Report

This report reflects the library's data covering January 1 through December 31, 2023, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2023.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. In the case of a single-location library, the library is both the administrative entity and the outlet. The totals for the administrative entity are presented first, followed by separate reports for each outlet.

CONTACT INFORMATION

G01) Library Name	Pelican Rapids Public Library
G02) Regional System/Sequence Number	V0950
G03) Regional Public Library System	VLS
G04) Street Address	25 West Mill Avenue
G05) Location is a change from 2022 Data	No
G06) City	Pelican Rapids
G07) ZIP Code	56572
G08) Mailing Address	PO Box 371
G09) City	Pelican Rapids
G10) ZIP Code	56572
G11) County	Otter Tail
G12) Phone	218-863-7055
G13) Library Web Address	https://www.vikinglibrarysystem.org/client/en_US/pr
G14) Director's Name	Annie M Wrigg
G15) Director's Phone	218-863-7055
G16) Director's Extension	none
G17) Director's E-mail Address	awrigg@prpubliclibrary.org

Report Filer

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

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
G26) Did the legal service area boundary change?	No

Interlibrary Loan

Data Element	2023 Data	2022 Data
P11) ILL Provided to Other Libraries	6,529	6,379
P12) ILL Received from Other Libraries	3,903	3,305

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	2023 Data	2022 Data
P82) In-Person Programs for Ages 0-5	32	32
P83) In-Person Programs for Ages 6-11	8	8
P84) In-Person Programs for Young Adults	9	
P85) In-Person Programs for Adults	2	
P86) In-Person Programs for All Ages	0	0
P75) Total Onsite In-Person Programs	51	52
P81) Total Offsite In-Person Programs	0	0

In-Person Program Attendance

Data Element	2023 Data	2022 Data
P105) Attendees at In-Person Programs for Ages 0-5	288	64
P106) Attendees at In-Person Programs for Ages 6-11	256	193
P107) Attendees at In-Person Programs for Young Adults	60	
P108) Attendees at In-Person Programs for Adults	63	
P109) Attendees at In-Person Programs for All Ages	0	0
P98) Total Onsite Attendance	667	340
P104) Total Offsite Attendance	0	0

Live Virtual Programs

Data Element	2023 Data	2022 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	0
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	0
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	0

Live Virtual Attendance

Data Element	2023 Data	2022 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	0
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	0
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	0

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Reading program
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	2023 Data	2022 Data
H08) Weekly Hours of Regular Service	46.00	46.00
H16) Weekly Hours of Limited Service	0.00	0.00
H18) Weekly Hours of Curbside Service	46.00	46.00
H12) Annual Public Service Hours	2,292	2,247

FACILITIES

Data Element	2023 Data	2022 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	0	0
F12) Staff Internet Computers	6	6
F13) Public Internet Stationary Computers	10	10
F14) Public Internet Mobile Devices for Onsite Use	2	2
F15) Total Public Internet Computers/Devices	12	12
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	521	443

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2023 Data	2022 Data
S01) Total ALA/MLS Librarian FTE	1.00	1.00
S02) Total Other Librarian FTE	1.00	1.00
S03) Total Librarian FTE	2.00	2.00
S04) Total Other Staff FTE	1.64	1.85
S05) Total Paid Staff FTE	3.64	3.85

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director	\$0.00	\$0.00
S07) Library Director	\$29.32	\$38.11
S08) Assistant Director	\$0.00	\$0.00
S09) Branch Manager	\$0.00	\$0.00

POLICIES/PLANS

Data Element	2023 Data	2022 Data
D01) Strategic Plan	2023	2017
D02) Disaster Plan	2010	2010
D03) Policy Manual	2006	2006
D04) Records Retention Schedule	None	None
D05) Building Accessibility Plan	None	None
D06) Technology Plan	None	None
D07) Internet Acceptable Use Policy	2006	2006
D09) Collection Development Policy	2022	[new in 2023]
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2023 Data	2022 Data
Adult Basic Education	Yes	Yes
Adult Literacy Organization	Yes	Yes
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	Yes	Yes
Service to Homebound	No	No
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	No	No
Youth Development Organization	No	No
Arts Organization	No	No
Disability Organization	No	No
Homeschool Organization	No	No
Veterans Organization	No	No
Social Services Organizations	No	No
Other	none	none

Community Partnerships

Data Element	2023 Data	2022 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Data Element	2023 Data	2022 Data
FEDERAL		
R67) Did your library receive ARPA funding in 2023?	No	No
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$34,823	\$37,507
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$34,823	\$37,507
R29) Total Regional and Other Operating Revenue	\$34,823	\$37,507
R30) Total Operating Revenue	\$273,977	\$276,468

Operating Expenditures

Data Element	2023 Data	2022 Data
Personnel Expenditures		
E01) Salaries & Wages	\$185,594	\$161,360
E02) Employee Benefits	\$36,415	\$31,533
E03) Total Personnel Costs	\$222,009	\$192,893
Collection Expenditures		
E04) Print Materials	\$24,249	\$22,176
E05) Electronic Materials Electronic Books (E-books)	\$0	\$0
E06) Electronic Collections	\$9,218	\$7,274
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$9,218	\$7,274
E09) Other Materials - Audio & Video Physical Materials	\$2,340	\$3,292
E10) Other Materials - Other Physical Materials	\$0	\$0
E11) Other Materials Expenditures Total	\$2,340	\$3,292
E16) Physical Materials Expenditures Total	\$26,589	\$25,468
E12) Total Collection Expenditures	\$35,807	\$32,742
Other Operating Expenditures		
E13) Other Operating Expenditures	\$51,587	\$49,711
E14) Total Operating Expenditures	\$309,403	\$275,346
E15) Expenditures Equal To or Less than Income?	No	Yes

In-Kind

Data Element	2023 Data	2022 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$0	\$0
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$0	\$0
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

Comments

Is there anything you would like to add that is not reflected in the rest of the report?

There was an extreme difference between the revenues and the expenses. There was an COLA increase from the city effective January 01, 2023 that wasn't funded from the city. The Library Board voted to run with a budget that was in a deficit. There was a wage study that was implemented in August of 2023 where all staff received an increase. Two staff members also received the next step on the newly adjusted pay scale within 2023. The staffing costs were the majority of the shortfall in 2023.

2023 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2023, unless otherwise specified.

CONTACT INFORMATION

G01m) Library Name	Pelican Rapids Public Library
G02m) Regional System/Sequence Number	V0950
G03m) Regional Public Library System	VLS
G05m) Location is a change from 2022 Data	No
G04m) Street Address	25 West Mill Avenue
G06m) City	Pelican Rapids
G07m) ZIP Code	56572
G12m) Phone	218-863-7055
G08m) Mailing Address	PO Box 371
G09m) City	Pelican Rapids
G10m) ZIP Code	56572
G11m) County	Otter Tail

VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01m) Population of the Legal Service Area	4,702	4,659
P02m) Registered Users – Residents	2,724	2,637
P03m) Registered Users – Reciprocal	306	300
P04m) Total Registered Users	3,030	2,937
P06m) Visits	27,405	23,883
P07m) Reference Transactions	6,339	5,762
P59m) Contactless Visits	21	46
P08m) Public Internet Computer Sessions	1,664	1,274
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	1,558	2,723

CIRCULATION

Data Element	2023 Data	2022 Data
P13m) Children’s Circulation	7,599	8,345
P14m) Adult Circulation	14,732	14,997
P15m) Physical Circulation (No Age Designation)	349	335
P16m) Total Physical Circulation	22,680	23,677

FULL-TIME-EQUIVALENT STAFF

Data Element	2023 Data	2022 Data
S01m) ALA/MLS Librarian FTE	1.00	1.00
S02m) Other Librarian FTE	1.00	1.00
S03m) Total Librarian FTE	2.00	2.00
S04m) Other Staff FTE	1.64	1.85
S05m) Total Paid Staff FTE	3.64	3.85

VOLUNTEERS

Data Element	2023 Data	2022 Data
O16m) Number of Teen Volunteers	0	0
O17m) Number of Adult Volunteers	2	2
O18m) Number of Teen Volunteer Hours	0	0
O19m) Number of Adult Volunteer Hours	92	65
O20m) Total Number of Volunteers	2	2
O21m) Total Number of Volunteer Hours	92	65

PUBLIC SERVICE HOURS**Number of Weeks Open to the Public**

Data Element	2023 Data	2022 Data
H13m) Weeks Closed Due to COVID-19	0	0
H15m) Weeks of Regular Service	52	52
H14m) Weeks of Limited Service	0	0
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2023 Data	2022 Data
H08m) Weekly Hours of Regular Service	46.00	46.00
H16m) Weekly Hours of Limited Service	0.00	0.00

Annual Hours Open to the Public

Data Element	2023 Data	2022 Data
H12m) Annual Public Service Hours	2,292	2,247
H20m) Non-Staffed Service Hours at this Location?	No	[new in 2023]

Curbside Service

Data Element	2023 Data	2022 Data
H17m) Weeks of Curbside Service	52	52
H18m) Weekly Hours of Curbside Service	46.00	46.00

LIBRARY FRIENDS

106/106m) Does This Library Have a Friends Group?	Yes
107/107m) Friends Group Name	Pelican Rapids Friends of the Library

ANNOTATIONS

P71m), Onsite In-Person Programs Intended for Ages 6-11

Eight weeks of summer reading program are held each year.--2024-02-21

P93m), Attendees at Onsite In-Person Programs for Ages 0-5

Story time attendance is increasing in the post covid days and word of mouth discussions. Caregivers are attending with their little ones.--2024-02-21

P94m), Attendees at Onsite In-Person Programs for Ages 6-11

Summer reading programs were attended by two groups from the school this summer and increased the attendance.--2024-02-21

P95m), Attendees at Onsite In-Person Programs for Young Adults

The teen book club has gained popularity and thus attendance has increased.--2024-02-21

C04m), Multi-format Materials

Fill your time kits, adult special collection materials, other themed kits--2024-02-21

C05m), Other Physical Materials

life jackets = 30

Snowshoes = 27

park passes = 2--2024-02-21



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