



PELICAN RAPIDS

CITY COUNCIL AGENDA

April 26, 2024

Tuesday, April 30, 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 – April 9, 2024
 - b) Approval of Accounts Payable Listings
 - c) Approval of Park Board Minutes
 1. February 12, 2024 (In Packet)
 2. March 18, 2024 (In Packet)
 - d) Staff Reports
 1. Liquor Store Report (In Packet)
 2. Utility Report – March 2024 (In Packet)
 - e) Pelican Rapids Chamber of Commerce Gambling Permit – July 13, 2024 – (Pelican Fest)
EL Peterson Park
5. Tax Abatement – Public Hearing 4:30 pm
 - Resolution No. 2024-07 Approving Property Tax Abatements (In Packet)
6. Industrial Parking Lot – Gerry Henry
7. West Central Initiative – Rick Schara
8. Pelican Fest – Lana Grefsrud
9. Fire Department – Shad Hanson (In Packet)
 - New Trailer
10. Apex Engineering – Pinewood Estates Development – Bob Schlieman (In Packet)
11. Downtown Tree Lighting Conduit
12. EDA Update – Jordan Grossman
 - By-Laws (In Packet)
 - HCH Update – Proposal (In Packet)
 - MWC Advertising Proposal (In Packet)
 - Business Mini Grant Program (In Packet)
 - Find Your Path Payment Request

13. Police – Todd Quaintenance
 - Mobile Video Recorders Policy (In Packet)
 - Portable Video Recorders Policy (In Packet)
 - Discussion Topic – Parking Fines
 - Discussion Topic – Outdoor Siren
14. Beer Truck Ordinance Discussion
15. PRAC Pay Request (In Packet)
 - Pay Request #9 To Hammers Construction - \$230,172.08
16. Council Chamber Meeting Room Policy (In Packet)
17. Administrator Report
18. Mayor Report
19. Adjourn

April 9, 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, April 9, 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 E. Frazier.

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

Gerry Henry addressed Council about a longstanding easement claim issue on 1 Industrial Drive, related to his heavy-duty construction equipment company located in the industrial park. He outlined the history of his company's property access through an easement, providing a narrative of his interactions with city representatives regarding the matter. The Council took note of Mr. Henry's concerns. Bryan Schiroo, Foreman for Attachments International, spoke on the implications of property access and suggested potential rescinding of the property sale of 1 Industrial Park Drive, raising concerns about the exclusion of parties from the purchase opportunity and the accuracy of provided information.

Additions / Deletions to Agenda

No. 14 City Hall Window was added to the agenda.

"Move to approve the agenda with the addition." Motion carried, by Strand, seconded by Ballard.

Approval of Consent Agenda

The consent agenda consisting of the approval of council minutes, accounts payable listing, financial reports, a police chief report, upcoming meetings, plumber registrations, and to certify unpaid utility bill.

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

Ace Hardware Parking Lot/City Alley – Matt Strand

Matt Strand discussed Ace Hardware's upcoming parking lot project and expressed concerns about the current state of the city alley adjacent to it. He proposed options including the city paving the alley with concrete or giving the alley to him to and he will pay for paving the alley.

"There was a motion in the discussion to sell the alley to Matt Strand with easements, but it failed with a no vote." Motion by Steve Foster, seconded by Brent Frazier. (Nay: Strand, Ballard, Markgraf)

"There was a subsequent motion to keep the alleyway city-owned and the city will cover the paving costs." Motion by Ballard, seconded by Markgraf "The Council approved the motion to cover the paving costs and retain ownership of the alley adjacent to Ace Hardware's parking lot." Motion carried. (Nay: Foster, Frazier)

Apex Engineering Projects – Bob Schlieman

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Bob Schlieman of Apex Engineering gave an update on local engineering projects, including anticipated construction start dates and bid openings. He also requested approval of project-related contracts and task orders.

"The Council approved the awarding of a construction contract to Feldt Plumbing and Excavating for \$81,402 for the 2nd Avenue SE Drainage project." Motion by Strand, seconded by Ballard. Motion carried.

"Additionally, the Council approved the Apex Engineering Task Order No.9 related to construction services for \$14,800." Motion by Ballard, seconded by Foster. Motion carried.

Resolution 2024-06; State of Minnesota Active Transportation Program Grant

Resolution 2024-06 was presented; **Active Transportation Program Grant Agreement Resolution Grant Terms and Conditions MNDOT Grant Agreement No. 1056537 SP NO. 056-090-015** (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

"I move to adopt Resolution 2024-06." Motion passed and resolution declared duly adopted, by Markgraf, seconded by Ballard.

Street & Parks Report – Brian Olson

Brian Olson reported on the various activities within Street and Parks, including spring sweeping, preparations related to the 2024 Complete Streets project and the upcoming closure no parking signs for the detour routes. The discussion extended to campground openings and staffing needs for lifeguards due to the new pool. Olson requested approval for the hiring of summer parks maintenance workers and a new individual for mowing services.

"Approval was granted for hiring summer help, including Brandon Heaton and Brody Setter for park maintenance at \$15.00 an hour, and Dennis Heruth at \$20.00 an hour for mowing." Motion by Strand, seconded by Markgraf. Motion carried.

Lakes Trees, LLC. Lien Request

The Council considered the lien request from Lakes Trees LLC to take out a mortgage on recently purchased property from the city, which was granted on the stipulation that written consent from the city was obtained first.

"The Council granted written consent for Lakes Trees LLC to take out a loan for building development." Motion by Foster, seconded by Strand. Motion carried.

City Hall Window Request- Administrator Roisum

Administrator Roisum asked Council to consider putting a window in the City Administrator's Office. The cost would be \$3,000 and there are left over funds from the Clerk-Treasurer's capital account.

"Motion to approve." Motion carried, by Strand seconded by Markgraf.

Library Report

Library Report was included in the Council Packet for Council.

Administrator Report

Administrator Roisum reported since the last city council meeting he has; worked with the Clerk and Mayor to set the agenda and prepped for the council meeting, attended the annual meeting of the 315 N Broadway Condominium Association; met with Apex Engineering and Otter Tail County about the Pinewood Estates Development, attended a pool construction meeting, met with Apex

April 9, 2024 Council Meeting Minutes

Engineering about the 59/108 project utilities, attended the Otter Tail County community check-in with CEDA Rep Grossman and Mayor Frazier, attended the 59/108 Preconstruction Meeting in Detroit Lakes, presented information about the 59/108 project to residents at Riverfront Manor, worked with LCSC Information Technology to replace the City Hall server, moved computers for the office, got the downtown web cams set up for the road construction, worked on City Hall meeting room policy, met with Matt Strand from Ace Hardware about their new parking lot and the adjacent city alley, created a more detailed in town detour map for Stage 1A of the 59/108 project.

Mayor Report

Mayor Frazier reported since the last city council meeting he; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, conducted a "Conversations with the Mayor" session at Historic City Hall on March 27, attended a Condominium Meeting with Administrator Roisum and two members of Vertin Funeral Home at City Hall on March 28, attended an Otter Tail County Housing Summit Zoom Meeting on April 3 with Administrator Roisum and CEDA Rep Grossman at City Hall, attended a 2024 Pelican Rapids Complete Streets Project Pre-Construction Meeting with Administrator Roisum and Superintendent Olson on April 4 at MnDOT Region 4 Headquarters in Detroit Lakes, set-up the City of Pelican Rapids booth for the Pelican Rapids Showcase event at the Pelican Rapids High School with Administrator Roisum on April 5 and worked this same event on April 6, met with Administrator Roisum on April 8 to plan the agenda for this council meeting. The Mayor also announced he would be the 2024 Pelican Rapids Complete Streets Project Public Information Coordinator (business liaison) between the contractor, Landwehr Construction, and the community.

Adjourn

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 5:34 pm.

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



Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

04/30/2024 – City Bill Listing

Vendor Name	Comments	Amount
A1 LOCK & KEY	IMPOUND KEY	\$293.37
APEX ENGINEERING GROUP	ENGINEERING SERVICES	\$29,737.50
ARAMARK	PK, STR; MAINTENANCE LINEN	\$132.64
ARVIG	ALL; COMMUNICATIONS	\$1,852.95
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$2,677.03
BIG JOHNS PELICAN PIZZA	ADMIN; SAFETY COMMITTEE SUPPLIES	\$59.23
COOPERS TECHNOLOGY GROUP, INC	ALL; OFFICE SUPPLIES	\$208.95
DEPARTMENT OF EMPLOYMENT & ECO	FD; UNEMPLOYMENT	\$86.22
EGGE CONSTRUCTION INC	STR; MAINTENANCE BLADE	\$2,326.50
FERGUSON WATERWORKS	WTR, SWR; REPAIRS & GASKETS	\$2,204.46
GALLS	PD; UNIFORMS - GEAR	\$486.48
GPNG	ALL; UTILITIES	\$2,069.54
HAWKINS, INC	WTP, SWR; CHEMICALS	\$21,313.11
HILLBILLY LASER	FD; OPERATING SUPPLIES	\$154.00
KJ RENTALS, LLC	PD, CH; GARAGE RENTAL	\$500.00
KREKELBERG LAW FIRM	PD; PROFESSTIONAL SERVICES	\$1,560.00
KREKELBERG LAW FIRM CITY	GENERAL LEGAL	\$3,633.65
LAKES COUNTRY SERVICE CO-OP	ALL; COMMUNICATIONS & SERVER	\$4,659.17
LAW ENFORCEMENT SEMINORS, LLC	PD; EDUCATION	\$425.00
MAC QUEEN EQUIPMENT, INC	STR; MAINTENANCE SUPPLIES	\$379.53
MSTATE MRHD	FD; EDUCATION	\$360.00
NAPA	STR; REPAIR PARTS	\$217.56
NELSON AUTO CENTER, INC	PD; CAR REPAIR	\$2,188.60
NORTHLAND TRUST SERVICES INC	2024 BOND INTERESTS PAYMENTS	\$117,908.13
OTC AUDITOR/TREASURER	ALL; SOLID WASTE, TAXES	\$4,070.00
OTTERTAIL POWER	SEAS; UTILITIES	\$29.80
PELICAN RAPIDS PRESS	PUBLICATIONS	\$2,055.59
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$23,355.00
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$870.49
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$957.60
STREICHERS	PD; EDUCATION 9MM PRACTICE	\$294.67
TASC	ANNUAL RENEWAL FEE	\$217.43
TEAM LABORATORY CHEMICAL	LAG; MEGA BUGS	\$1,375.00
VERIZON WIRELESS	PD; JETPACS	\$120.03
		\$228,779.23

CITY OF PELICAN RAPIDS

04/30/24 Liquor Store Bill Listing

Vendor Name	Comments	Amount
ARTISAN BEER COMPANY	THC	\$1,104.30
ARVIG	COMMUNICATION	\$186.01
BERGSETH BROS. CO. INC	THC	\$16,067.41
BEVERAGE WHOLESALERS, INC	BEER	\$10,543.29
BREAKTHRU BEVERAGE	LIQUOR/WINE/MIX	\$6,580.05
DACOTAH PAPER CO	BAGS	\$166.67
DS BEVERAGES, INC	BEER	\$15,264.80
GPNG	UTILITIES	\$35.32
JOHNSON BROTHERS LIQUOR CO	LIQUOR/WINE	\$4,585.49
PHILLIPS WINE & SPIRITS	LIQUOR	\$736.82
SOUTHERN GLAZERS	LIQUOR	\$3,629.51
VIKING COCA-COLA BOTTLING CO	POP/MIX	\$315.20
Total		\$59,214.87

2/12/2024

The meeting was called to order at 4:00 PM by Kate. Present were Kate, Adam, Brian, Rudy, Judi, and Amy.

Deletions were number 11, lights on Pete

The August minutes were approved as written.

Discussion on the Oktoberfest Grant. We still have not received the swing we ordered from last year's grant money. Brian will follow up on this. We also do not yet have the sign for the peace trail from Lana Grefsrud. Brian will follow up. The park board decided to request new Christmas lights for the downtown area in this year's grant request. Amy will talk to Doug Bruggeman regarding future plans for Peteyville and if downtown will be incorporated.

Luminary Walk. We will cancel this for this year as there is no snow to support the luminaries.

Memorial Trees. Brian reports that we have about 12 trees going in from this project. Also, at this time there is no more room in Veterans Park for more trees. Any additional memorial trees at this time will not be added until 2025.

NW Park name. Kate continues to work on this at elementary school. The kids are enjoying the process. One will be picked by the end of the school year.

Thank you sign at NW Park. Lana has it made and will be going up in spring.

Trees in Thompson Park. There are about 20 trees to be planted here. Existing shrubs will be replaced with trees for much needed shade. Andrew Johnson has communicated with Amy regarding the Lions project for providing trees. It is unclear at this time if they plan to donate these or are expecting payment. Kate will talk to Andrew regarding this. The lions club has also requested a water hydrant at the park so they can water the trees. There is a sprinkler system there and Brian will follow up on water request.

Swimming pool update. Construction continues. At this time it looks as if the pool will be able to open in July. Some discussion was held regarding how to staff the pool when it opens.

Next meeting date will be March 18, 2024. It will be at 4:00 PM at the HCH.

Submitted by Judith Engebretson, recorder

Park Board Minutes

March 18, 2024

The meeting was called to order by Kate at 4:00 PM. Present were Kate, Judi, Adam, Rudy, Amy, and Brian.

Items 6,8, and 9 were deleted from the agenda

Minutes from the February meeting were approved.

Oktoberfest Grant was discussed. As the streets will be torn up through this year and next the decision to request street lights was put on hold. Rather a decision was made to pursue playground equipment for Thompson Park.

Playground surface was discussed. The cost of the existing type of material at Peterson park has risen significantly. Brian brought up the possibility of using a pressed wood shaving product that is approved by the ADA instead and doing NW park, Peterson, and Thompson for the price of the poured surface in Peterson only. The park board requested that the area left under the swings in Peterson Park be reduced to be able to keep the same material there. Additionally to do the NW Park with the wood chip product with the remaining money this year. Then wait until next year, after playground equipment is installed at Thompson Park to do that one. Brian will discuss with the council.

North West Park name. Kate informed us that she will get the end results in by the end of the week.

The next meeting is set for April 15, 2024 at 4PM at City Hall.

Submitted by Judith Engebretson, recorder

CITY OF PELICAN RAPIDS

Liquor Store - March 2024

Bal Sht	Current Bal Sht Descr	Balance
10100	Wells Fargo (1957)	(\$372,195.73)
10114	MN 9650 - LS	\$93,350.12
10140	Credit Cards	\$2,033.93
10143	MN National Bank (0524 LS)	\$160,760.62
10146	Bell Bank City (0102)	\$467,068.52
10148	Bell Bank LS (0136)	\$38,444.41
10149	Bell Bank LS Save (0185)	\$306,863.13
10200	Petty Cash	\$1,000.00
13910	Deferred Outflows-Pension	\$31,337.00
14211	Inv - Liquor & Wine	\$210,224.21
14212	Inv - Beer	\$44,174.28
14213	Inv - Ice	\$3.26
14214	Inv - Pop/Mix/Bar Supplies	\$2,814.05
14215	Inv - NA Beer & Wine	\$881.96
14217	Inv - THC	\$1,237.82
15500	Prepaid Insurance	\$1,776.88
16100	Fixed Asset-Land	\$96,588.00
16130	Accum. Depr. Land	(\$9,408.25)
16160	Land Improvements	\$13,333.63
16200	Fixed Asset-Buildings	\$562,782.00
16230	Accum Depr. Building	(\$178,258.88)
16400	Fixed Asset-Equip/Machinery	\$11,255.42
16430	Accum Deprec-Equipment	(\$5,448.50)
ASSETS		\$1,480,617.88
20200	Accounts Payable	(\$39,060.12)
20850	Sales & Use Tax - LS	(\$9,142.81)
21600	Accrued Wages & Salaries Payab	(\$3,343.55)
23600	Compensated Absences Pay NC	(\$4,885.05)
23900	Other Long-term Liabilities	(\$141,240.00)
23910	Deferred Inflows-Pension	(\$350.00)
LIABILITIES		(\$198,021.53)
25300	Fund Balance	(\$1,285,420.23)
27200	Unreserved Retained Earn-	<u>\$2,823.88</u>
EQUITY		(\$1,282,596.35)

CITY OF PELICAN RAPIDS

Liquor Store Profit & Loss

March 2024

Account Descr	March	March	Difference	2024	2023	YTD		
		2024 Amt	2023 Amt	to LY		YTD Amt	YTD Amt	Difference
R Revenue								
R 609-34766 Refunds &		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
R 609-34950 Other Revenues		\$18.00	\$24.00	(\$6.00)		\$50.00	\$60.00	(\$10.00)
R 609-36210 Interest Earnings		\$737.27	\$681.52	\$55.75		\$2,033.20	\$1,868.89	\$164.31
R 609-37811 Liquor & Wine Sales		\$32,663.14	\$35,166.03	(\$2,502.89)		\$100,188.64	\$105,036.87	(\$4,848.23)
R 609-37812 Beer Sales		\$51,971.21	\$60,103.74	(\$8,132.53)		\$165,839.66	\$168,592.62	(\$2,752.96)
R 609-37813 Ice Sales		\$246.00	\$1,043.07	(\$797.07)		\$833.00	\$1,564.07	(\$731.07)
R 609-37814 Pop/Mix/Misc Sales		\$1,320.59	\$1,406.83	(\$86.24)		\$3,908.86	\$3,994.23	(\$85.37)
R 609-37815 NA Beer/Wine Sales		\$339.47	\$449.77	(\$110.30)		\$1,006.81	\$1,118.23	(\$111.42)
R 609-37817 Gift Cards Sold		\$0.00	\$164.00	(\$164.00)		\$170.00	\$309.00	(\$139.00)
R 609-37829 THC SALES		\$1,705.11	\$0.00	\$1,705.11		\$1,619.57	\$0.00	\$1,619.57
R 609-37940 Cash Short/Long		\$0.19	\$0.12	\$0.07		(\$0.02)	(\$0.73)	\$0.71
R Revenue		\$89,000.98	\$99,039.08	(\$10,038.10)		\$275,649.72	\$282,543.18	(\$6,893.46)
E Expenditure								
E 609-49750-100 Wages and		\$11,799.32	\$10,825.54	\$973.78		\$38,861.15	\$33,533.70	\$5,327.45
E 609-49750-105 Overtime		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-120 Employer Contrib		\$884.96	\$811.90	\$73.06		\$2,898.05	\$2,505.93	\$392.12
E 609-49750-122 FICA		\$794.47	\$737.09	\$57.38		\$2,647.92	\$2,292.16	\$355.76
E 609-49750-130 Employer Paid		\$3,074.02	\$2,868.52	\$205.50		\$9,567.20	\$8,609.09	\$958.11
E 609-49750-140 Unemployment		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-200 Office Supplies		\$54.26	\$6.35	\$47.91		\$380.03	\$159.23	\$220.80
E 609-49750-208 Education		\$0.00	\$0.00	\$0.00		\$733.60	\$0.00	\$733.60
E 609-49750-210 Operating		\$524.20	\$151.18	\$373.02		\$1,129.50	\$561.65	\$567.85
E 609-49750-220 Repair/Maint		\$162.09	\$0.00	\$162.09		\$186.48	\$49.64	\$136.84
E 609-49750-230 Banking Charges		\$28.00	\$31.34	(\$3.34)		\$84.00	\$88.90	(\$4.90)
E 609-49750-231 Credit Card Fees		\$2,021.25	\$3,332.68	(\$1,311.43)		\$6,975.95	\$11,789.62	(\$4,813.67)
E 609-49750-251 Liquor & Wine		\$35,079.78	\$4,220.42	\$30,859.36		\$80,363.36	\$52,902.47	\$27,460.89
E 609-49750-252 Beer Costs		\$49,406.31	\$35,952.68	\$13,453.63		\$150,446.47	\$137,862.08	\$12,584.39
E 609-49750-253 NA Beer/Wine		\$358.91	\$456.81	(\$97.90)		\$815.24	\$980.80	(\$165.56)
E 609-49750-254 Pop/Mix/Bar		\$960.86	(\$386.45)	\$1,347.31		\$2,886.71	\$305.47	\$2,581.24
E 609-49750-257 Ice Costs		\$351.79	\$140.15	\$211.64		\$698.85	\$5,298.15	(\$4,599.30)
E 609-49750-259 THC Costs		\$1,581.41	\$0.00	\$1,581.41		\$1,088.13	\$0.00	\$1,088.13
E 609-49750-260 Gift Cards Used		\$0.00	\$269.75	(\$269.75)		\$328.06	\$566.93	(\$238.87)
E 609-49750-300 Professional Svcs		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-301 Auditing Services		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-320 Communications		\$186.75	\$186.43	\$0.32		\$560.25	\$558.73	\$1.52
E 609-49750-330 Freight Expense		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-331 Travel Expenses		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-340 Advertising		\$0.00	\$0.00	\$0.00		\$1,450.00	\$1,054.28	\$395.72
E 609-49750-360 Insurance & Bond		\$0.00	\$0.00	\$0.00		\$5,108.00	\$5,264.39	(\$156.39)
E 609-49750-380 Utility Services		\$1,430.68	\$950.17	\$480.51		\$3,138.34	\$2,892.45	\$245.89
E 609-49750-400 Repairs & Maint		\$106.27	\$221.22	(\$114.95)		\$293.05	\$421.91	(\$128.86)
E 609-49750-405 Depreciation		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-432 Uncollectable		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-433 Dues, Fees,		\$0.00	\$250.00	(\$250.00)		\$20.43	\$250.00	(\$229.57)
E 609-49750-500 Capital Outlay		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-609 Principle		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
E 609-49750-610 Interest		\$0.00	\$0.00	\$0.00		(\$69.99)	\$0.00	(\$69.99)
E 609-49750-700 Transfers		\$15,546.94	\$0.00	\$15,546.94		\$15,546.94	\$0.00	\$15,546.94
E Expenditure		\$124,352.27	\$61,025.78	\$63,326.49		\$326,137.72	\$267,947.58	\$58,190.14

Date: April 17, 2024

To: City of Pelican Rapids

From: Dennis Dalager, Calvin Miller, Operators

O & M Report: March 2024

DEADLINE FOR YOU TO COMPLETE THE LEAD SERVICE LINE (LSL) INVENTORY IS OCTOBER 16, 2024

Water Operation & Maintenance

- All necessary tests have been done for the water side including weekly filter tests for iron and manganese to see how well the filters are working.
- Well depth checks have been done.
- Fluoride report sent to MDH.
- Changed chlorine tanks as needed.
- Chlorine concentration checked daily.
- Rotated well sequence.

Wastewater Operation & Maintenance

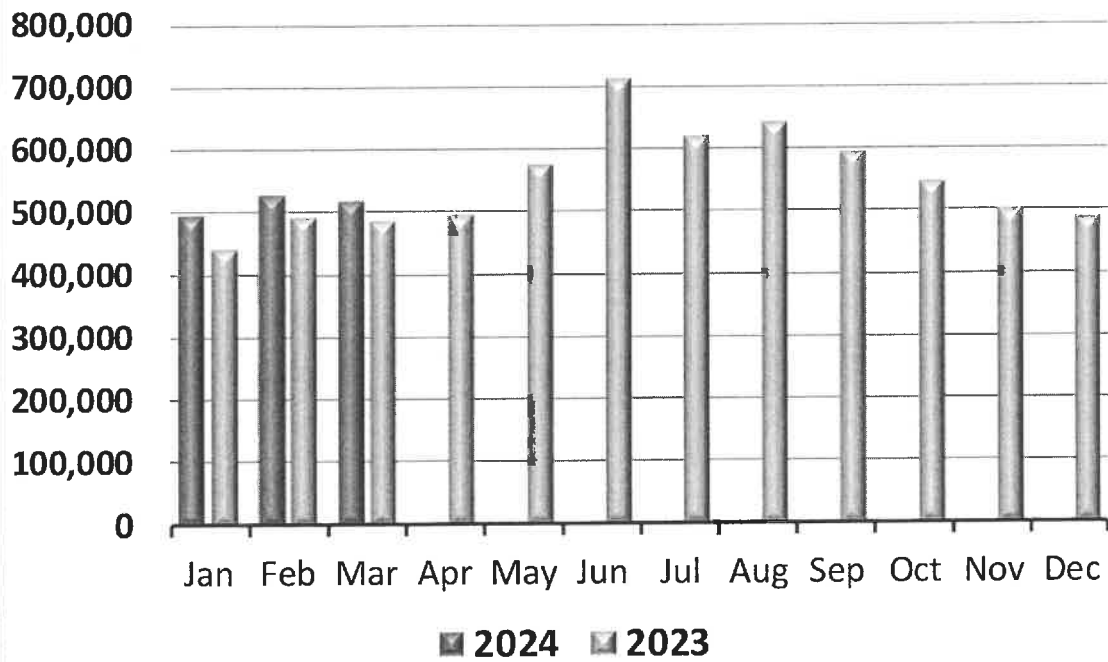
- No update on the clarifier as of 4/17/2024 waiting on parts.
- Found the air dryer in the RAS/WAS building is not operational since the PLC upgrade and running WAS pumps properly with valve sequence. Valves are starting to stick due to moisture in lines.
- Collected daily and weekly samples, sent in required samples to lab.
- Ran Generator two times.
- Daily checks of plant and lift stations.
- Recording all findings on DMR
- Weekly pond checks.
- Have been transferring primary pond up to secondary pond for two to three days a week. The ponds are turning over to a greenish brown instead of a diluted blood red color.

PeopleService INC.

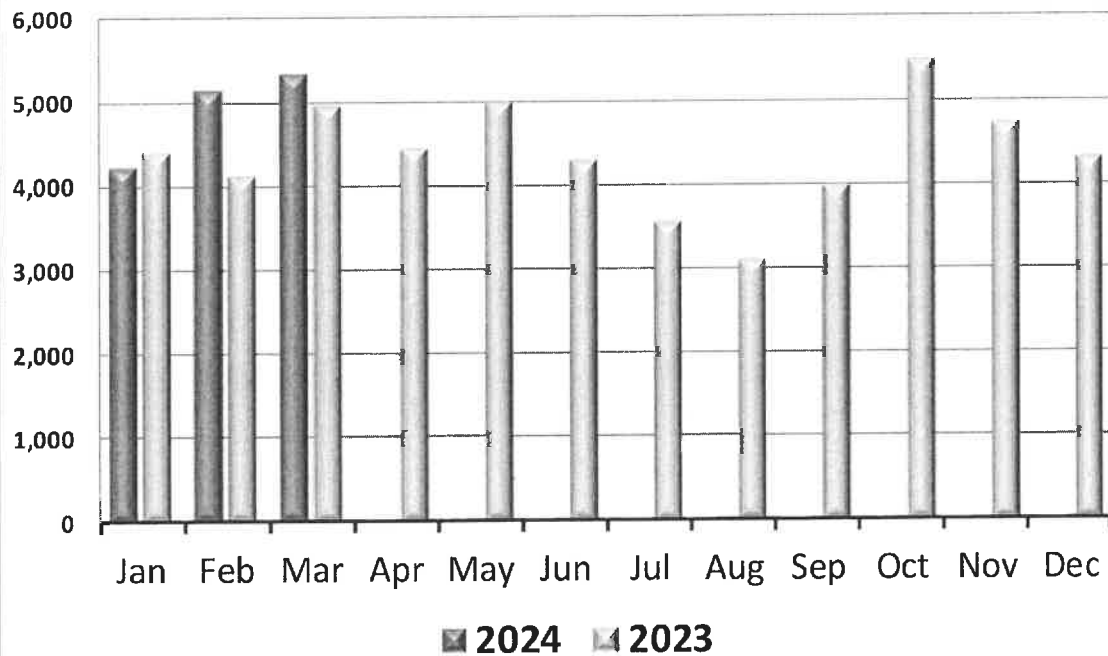
Water & Wastewater Professionals

		March-24	February-24	March-23
Water	Units			
Average Daily Pumped	gallons	519,709	526,558	485,000
Maximum Daily Pumped	gallons	755,000	687,000	602,000
Total Monthly Pumped	gallons	16,111,000	15,267,000	15,040,000
Average Daily Fluoride Conc.	mg/L	0.78	0.84	1.30
Fluoride used	gallons	231.00	121.00	273.00
Total Chlorine Residual	mg/L	0.73	0.69	0.51
Chlorine used	lbs	476.00	376.00	451.00
Phosphorus				
Phos Influent	mg/L	10	11	12
Phos Effluent	mg/L	0.40	0.40	1.00
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/YTD	59.20	0.00	112.70
Phos Effluent Loading Permit Limit	kg/YTD	1,257.60	1,257.60	1,257.60
Chemical Used	gallons	5,312.00	5,117.00	4,956.00
Total Chloride	mg/L	581.00	546.00	574.00
Effluent Flow				
Average Daily	gallons	437,000	0	460,000
Maximum Daily	gallons	499,000	0	535,000
Total Monthly	gallons	13,534,000	12,057,000	14,254,000
Precipitation Monthly Total	Inches	0.38	0.33	1.30
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$18,634.00	\$10,993.00	59%	25%
Total	\$18,634.00	\$10,993.00	59%	25%

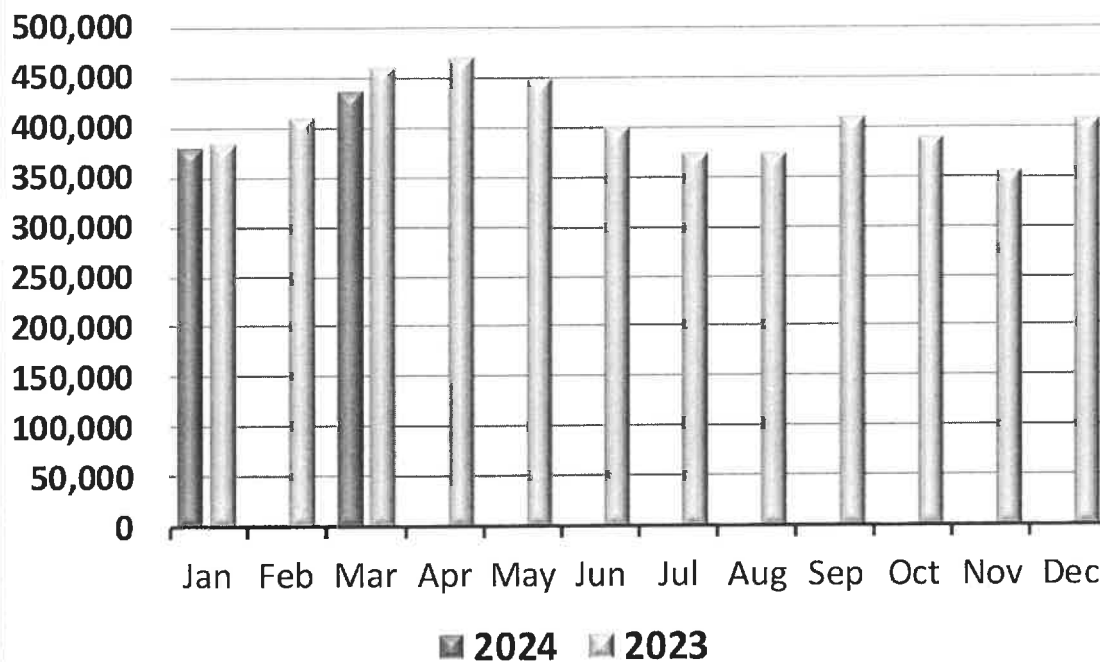
Average Daily Water Pumped - In Gallons



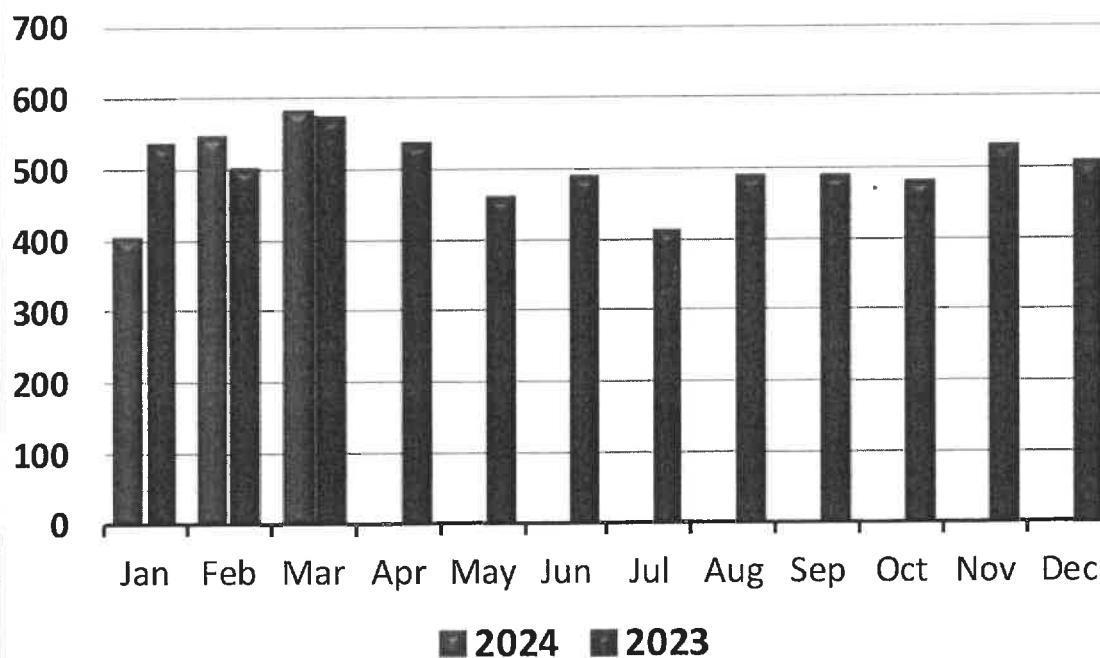
Monthly Total of Chemical used - In Gallons



Average Daily Wastewater Pumped - In Gallons



Total Monthly Chloride



EXTRACT OF MINUTES OF A MEETING
OF THE CITY COUNCIL OF THE
CITY OF PELICAN RAPIDS, MINNESOTA

HELD: APRIL 30, 2024

Pursuant to due call and notice thereof, a meeting of the City Council of the City of Pelican Rapids, Otter Tail County, Minnesota, was duly called and held at the City Hall in said City on Tuesday, the 30th day of April, 2024, at 4:30 p.m.

The following members were present: Strand, Ballard, Markgraf, Foster, Frazier

and the following were absent: None

Member [REDACTED] introduced the following resolution and moved its adoption:

RESOLUTION NO. 2024-07 APPROVING PROPERTY TAX ABATEMENTS

BE IT RESOLVED by the City Council (the "Council") of the City of Pelican Rapids, Minnesota (the "City"), as follows:

1. Recitals.

(a) The City proposes to approve tax abatements in connection with the construction of a single family home (the "Project"). The City proposes to use the abatement for the Project provided for in Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Abatement Law"), from the property taxes to be levied by the City on Parcel Identification Number 76000990834000 (the "Tax Abatement Property").

(b) On this date, the Council held a public hearing on the question of the Abatement, (as defined below) and said hearing was preceded by at least 10 days but not more than 30 days prior published notice thereof at which all interested persons appeared and were heard.

(c) It is proposed that the City will enter into a Tax Abatement Agreement (the "Tax Abatement Agreement"), which provides for the use of tax abatements to finance the Project.

(d) The City proposes to approve tax abatements on a portion of the City's share of property taxes on the Tax Abatement Property in the amount of \$5,000 for a term of up to 5 years to finance a portion of the costs of the Project.

(e) The Abatement is authorized under the Abatement Law.

2. Findings for the Abatement. The City Council hereby makes the following findings:

(a) The tax abatement is the City's share of real estate taxes which relate to the Project being constructed on the Tax Abatement Property and not the real estate taxes that relate to the value of the land (the "Abatement").

(b) The Council expects the benefits to the City of the Abatement to be at least equal or exceed the costs to the City thereof.

(c) Granting the Abatement is in the public interest because it will increase the tax base in City.

(d) The Tax Abatement Property is not located in a tax increment financing City.

(e) In any year, the total amount of property taxes abated by the City by this and other resolutions and agreements, does not exceed the greater of ten percent (10%) of the net tax capacity of the City for the taxes payable year to which the abatement applies or \$200,000, whichever is greater. The City may grant other abatements permitted under the Abatement Law after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Limit the allocation of the Abatement limit to such other abatements is subordinate to the Abatement granted by this resolution.

3. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for up to 5 years anticipated to commence for taxes payable 2025 and shall not exceed \$5,000. The City reserves the right to modify the commencement date but the abatement period shall not exceed 5 years.

(b) The City will provide the Abatement as provided in this resolution.

(c) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

4. Approval of Tax Abatement Agreement.

(a) The Council hereby approves a Tax Abatement Agreement providing for payment of the Abatement in substantially the form submitted, and the Council Chair and Clerk of the Council are hereby authorized and directed to execute the Tax Abatement Agreement on behalf of the City.

(b) The approval hereby given to the Tax Abatement Agreement includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Tax Abatement Agreement. The execution of the Tax Abatement Agreement by the

appropriate officer or officers of the City shall be conclusive evidence of the approval of the Tax Abatement Agreement in accordance with the terms hereof

The motion for the adoption of the foregoing resolution was made by member [REDACTED] and duly seconded by member [REDACTED] and, upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF OTTER TAIL)

I, the undersigned, being the duly qualified and acting Clerk of the City of the City of Pelican Rapids, Minnesota (the "City"), DO HEREBY CERTIFY that attached hereto is a compared, true and correct copy of a resolution approving the abatement of property taxes by the City, duly adopted by the City Council of the City on April 30, 2024, at a regular meeting thereof duly called and held, as on file and of record in my office, which resolution has not been amended, modified or rescinded since the date thereof, and is in full force and effect as of the date hereof, and that the attached Extract of Minutes as to the adoption of such resolution is a true and accurate account of the proceedings taken in passage thereof.

WITNESS My hand this 30th day of April, 2024.

Clerk-Treasurer

PELICAN RAPIDS FIRE DEPARTMENT

FIRE HALL PHONE 218-863-5211 FAX 218-863-4800

E – Mail prfd@loretel.net

Shad Hanson Fire Chief

Box 350 Pelican Rapids MN 56572

4/23/2024

Asking to borrow up to \$5,000.00 to buy a trailer for a side x side. Once we sell the old trailer the relief association will reimburse the city for the remaining amount that we borrowed. This should all take place within 2 months.

Shad Hanson
Fire Chief
Pelican Rapids Fire Department

VISTO'S TRAILER SALES, INC

Phone: (701) 282-0229

1175 Main Ave East

West Fargo, ND 58078

Email:

sales@vistotrailers.com;emma@vistotrailers.com;johnnore@vistotrailers.com

**2024 Load Trail 83" X 14' Utility Trailer UE83147K**

Stock #: 318253

VIN #: 4ZEUT142XR1318253 Year: 2024

Manufacturer: Load Trail Width: 996" or 83'

Length: 168" or 14'

GVWR: 7000

Color: BLACK

URL: <https://www.vistotrailers.com/all-inventory?stock=318253>

Price \$ 4,195.00

Description

Check out this New Load Trail 83" X 14' Utility Trailer from Vistos Trailer Sales in West Fargo, ND. Stock # 318253

Standard Features:

- 2" x 3" Angle Frame
- 2 - 3,500 Lb Dexter Spring Axles (1 Elec FSA Brake)
- ST205/75 R15 LRC 6 Ply. (BLACK WHEELS)
- Coupler 2" A-Frame Cast
- Treated Wood Floor
- Smooth Plate Straight Fenders (weld-on)
- 4' Fold In Gate Tubing w/Exp. Metal
- 24" Cross-Members
- Jack 2000 lb.

Council Meeting Agenda

Pinewood Estates Development

City of Pelican Rapids

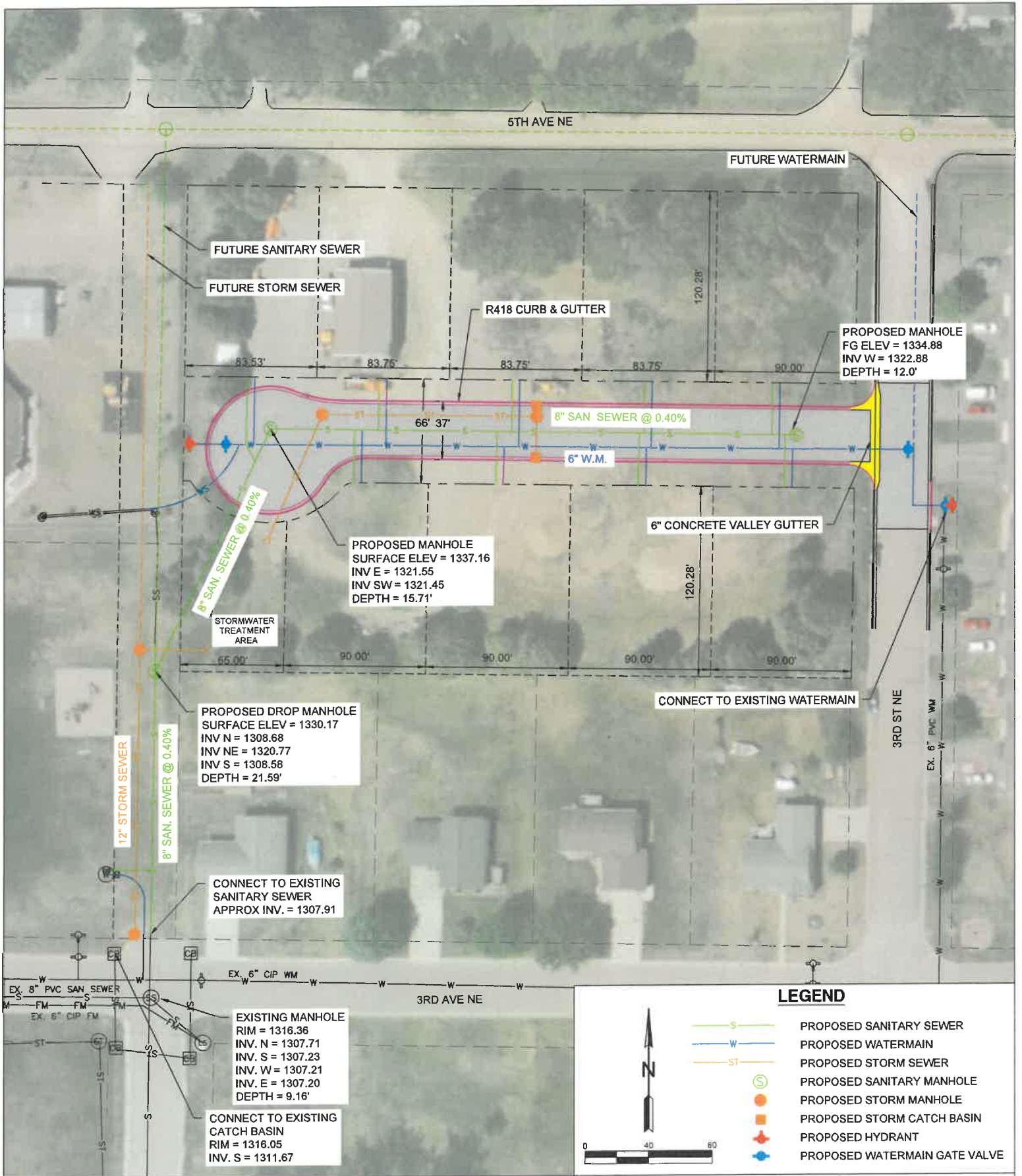
April 30, 2024 | 4:30 p.m. | Pelican Rapids City Hall

1. Pinewood Estates Development

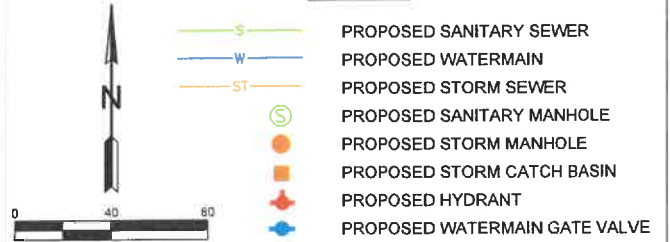
- A. Conceptual layout of proposed improvements is shown on the attached schematic
- B. Construction bids were received on April 17, 2024
- C. Six (6) bids were received with the low bid being submitted by Landwehr Construction, Inc. of St. Cloud, MN.
- D. A Bid Tabulation is attached with construction bids provided for the following
 - Base Bid Option 1 – includes shallow sanitary sewer not intended to serve 5th Ave NE in the future
 - Base Bid Option 2 – includes deep sanitary sewer intended to serve 5th Ave NE in the future
 - Additive Alternate No. 1 – site grading at the Pinewood Estates Development
- E. Estimated project budget information based on the low bid received for Base Bid Option 2 + Additive Alternate No. 1 is shown below which includes construction, professional services, and contingencies

Otter Tail County	City of Pelican Rapids	Total
\$739,000	\$44,000	\$783,000

- F. If the City wishes not to move ahead with Base Bid Option 1 + Additive Alternate No. 1 the estimated project budget is \$739,000 to be funded 100% by Otter Tail County
- G. If the City wishes to move forward with construction, consideration should be given to awarding a construction contract to Landwehr Construction, Inc. of St. Cloud, MN in the amount of \$739,000 or \$783,000.
- H. If the City wishes to move forward with construction, consideration should be given to approving the attached Task Order No. 10 which includes construction related engineering services to be provided by Apex
- I. A temporary construction easement will be required to reconnect water and sanitary sewer services for the building located at 317 1st Street NE as shown on the attached Exhibit A



LEGEND



PINEWOOD ESTATES

PROPOSED STREET & UTILITIES SANITARY SEWER OPTION NO. 3

Date: February 7, 2024

Drawn By: BLV

**SUGGESTED FORM OF
TASK ORDER**

This is Task Order No. 10
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: April 30, 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): 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:

- None

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)	\$22,500.00	Hourly Rates
d. Resident Project Representative (A1.05.A.2)	\$62,000.00	Hourly Rates
e. Post-Construction Phase (A1.06)	\$1,500.00	Hourly Rates
f. Commissioning Phase (A1.07)	\$0.00	Hourly Rates
g. Other Services (see A1.08 and 2.D above)	\$0.00	Hourly Rates
TOTAL COMPENSATION (lines 1.a-g)	\$86,000.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	Hourly Rates

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

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	May 2024 – October 2025
d. Resident Project Representative Services	May 2024 – June 2025
e. Post Construction and Commissioning Phase Services	July 2025 – October 2025
f. Other Services	Does Not Apply

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 April 30, 2024.

OWNER: City of Pelican Rapids, MN

ENGINEER: Apex Engineering Group, Inc.

By: _____

By: Robert C. Schlieman

Print Name: Brent E. Frazier

Print Name: Robert C. Schlieman, PE

Title: Mayor

Title: Vice President

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.

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Lance Roisum

Title: City Administrator

Address: 315 North Broadway
Pelican Rapids, MN 56572

E-Mail
Address: pradmin@loretel.net

Phone: 218-863-7076

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Robert C. Schlieman, PE

Title: Project Manager

Address: 920 McKinley Avenue
Detroit Lakes, MN 56501

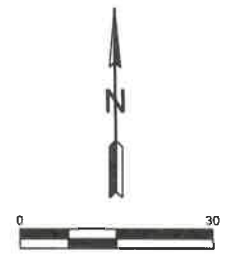
E-Mail
Address: Bob.Schlieman@ApexEngGroup.com

Phone: 218-844-2585

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.

317 NE 1ST ST
PRIMERA HECHOS 2:38 INC
PID: 76000220022002



PROPERTY BOUNDARY

NEW WATER AND SANITARY SERVICE CONNECTION
TO EXISTING WATER AND SANITARY SERVICE



LEGEND

-  TEMPORARY CONSTRUCTION EASEMENT BOUNDARY (3,750 SF)
-  PROPERTY BOUNDARY
-  RIGHT-OF-WAY BOUNDARY

**PINEWOOD ESTATES UTILITY AND
SURFACE IMPROVEMENTS**

**EXHIBIT A
PROPOSED TEMPORARY
CONSTRUCTION EASEMENT
317 NE 1ST ST**

10

**BYLAWS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PELICAN
RAPIDS, MINNESOTA**

ARTICLE I- THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Economic Development Authority of the City of Pelican Rapids, Minnesota" (which may sometimes be referred to as the "EDA" or the "Authority"), and its governing body shall be called the Board of Commissioners. The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. As required by Minnesota Statutes, Section 469.069, Subdivision 1, the Authority shall have an official seal, which shall be in the form depicted on Exhibit A.

Section 3. Office of Authority. The offices of the Authority shall be the Pelican Rapids City Hall.

ARTICLE II- OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice President, a Treasurer, an Assistant Treasurer and a Secretary. The President, the Vice President and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may be both President and Vice President simultaneously. The Assistant Treasurer and the Secretary need not be members of the Board. The city council shall approve members for the EDA. All offices shall be appointed by EDA board of commissioners.

Section 2. President. The President shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the President and the Secretary (the Vice President, in the Secretary's absence or incapacity) shall sign all contracts, deeds and other instruments made or executed by the Authority. All checks of the Authority shall be signed by the City Clerk and Mayor after city council approval. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. Secretary. The Secretary shall keep minutes of all meetings of the Board and shall maintain all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 5. Treasurer. The Treasurer shall monitor the care and custody of all funds of the Authority. All EDA orders and checks for payments of moneys shall be signed by the City Clerk and Mayor after City Council approval. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial conditions of the Authority. The Treasurer shall post a bond as required by Minnesota Statutes, Section 469.096, Subdivision 6. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 7. Vacancies. Should the office of President, Vice President, Treasurer, Assistant Treasurer or Secretary become vacant, the Board shall elect a successor at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer.

Section 8. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board.

ARTICLE III- MEETINGS

Section 1. Regular Meetings. The regular meetings of the Board shall occur according to a meeting schedule, if any, adopted or revised from time to time by resolution of the Board.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Board or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if at least four members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted and/or published as may be required by law.

Section 3. Quorum. The powers of the Authority shall be vested in the Board. Three Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the power of the Authority for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Board the following shall be the order of business:

1. Roll call.
2. Approval of the minutes of the previous meeting.
3. Bills and communications.
4. Reports.
5. Unfinished business.
6. New business.
7. Adjournment.

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 5. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may but need not be read aloud prior to vote taken thereon and may but need not be executed after passage.

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV- MISCELLANEOUS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only by resolution approved by at least three of the members of the Board.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Pelican Rapids, MN.

Adopted on_____, 2024.

Exhibit A

Form of Official Seal

Brew Haven

Contact information

(218) 731-4440

treethornton@live.com
40109 220th Ave
Pelican Rapids, MN 56572

To

Jordan Grossman, EDA
City of Pelican Rapids
PO Box 350
Pelican Rapids, MN 56572

Dear City of Pelican Rapids,

I am very pleased to enclose my business plan for Brew Haven coffee. Inside, you'll find all the information, including a project and financial plan with pricing estimates.

Thank you for considering my proposal. I am eager to hear your comments and answer any questions you may have.

Thank you for your time and attention,

Teresa Thornton
March 22, 2024

Brew Haven Business Plan

This document outlines the comprehensive business plan for Brew Haven, a prospective coffee shop aimed at providing high-quality coffee and tea beverages in Pelican Rapids, Minnesota. The plan covers the executive summary, business strategies, product offerings, financial projections, and marketing initiatives of the coffee shop, along with a detailed list of startup equipment cost estimates. Brew Haven will be a locally-owned, female-owned business filling a void in our community—providing a welcoming environment with an excellent brew.

Executive Summary

Pelican Rapids is in desperate need of a coffee shop...a place to gather, work, or simply relax. The specialty coffee market has grown considerably over the years. Consumers are demanding high quality coffee and tea beverages. The growth of independent coffee shops is continuously rising. These made-to-order beverages not only appeal to established coffee drinkers but to younger individuals who enjoy espresso-based drinks, such as lattes, and mochas, served both hot and iced. These espresso-based beverages are served with milk and flavored with different syrups. We will be in the business of helping our customers to relieve their daily stresses by providing peace of mind through great ambiance, friendly customer service, and products of consistently high quality. Brew Haven will not only provide an amenity to our community, it will also fill an expectation by many of those who would choose to move here or visit Pelican Rapids. In 2024, coffee shops are—for many—"must haves" in any community where they choose to live and work.

Business Plans

Brew Haven will concentrate on selling espresso-based drinks because of the popularity, increased profit margin, and higher sales of these items. We will also sell a variety of hot tea, and drip coffee. The coffee shop will consist of a coffee bar to prepare and serve drinks, an area dedicated to baked goods or food prep, and 26 interior seats, with plans of tables and additional seating outside.

Products

The primary products to be sold will be hot and cold coffee and tea drinks. Brew Haven has researched the coffee industry to find the best coffee available, while also looking for a local supplier that supports independent businesses. Our chosen supplier will supply our coffee products on a weekly basis to ensure freshness of product. In addition, Brew Haven will plan to serve freshly baked items from a local business. Future goals could include adding breakfast and or lunch items, from bagels and pastries to sandwiches, wraps, and soups.

Financing Needs

Brew Haven is seeking \$25,000 in short-term bank financing to cover the build of the space, purchase of equipment, and additional working capital. Mrs. Thornton will invest \$10,000 of her own cash. Borrowings will consist of a five-year term loan with a 9% interest rate. Brew Haven is working with West Central Small Business Development Center and will be looking into funding help from West Central Initiative and Amber Grants for women.

NOTE: We would ask for help getting through the impending road construction. It will be more challenging to start a new business without easy access to/from our coffee shop. This help could be in the form of reduced rent, marketing assistance, or other financial incentives.

Business Description

Brew Haven will be structured as a Limited Liability Corporation in the state of Minnesota. Brew Haven will specialize in delivering espresso-based drinks, drip coffee, and hot teas to the Pelican Rapids community, including its many businesses, and rural and lakes populations. The coffee shop will focus on efficiently delivering high-quality beverages to customers who wish to congregate in a comfortable environment or pick up a made-to order beverage. The floorplan consists of a 21' x 42' layout, which needs to be modified to house a coffee bar service area and interior seating. The building will be leased from the City of Pelican Rapids, with terms yet to be determined. Brew Haven will acquire all the necessary licenses and permits needed to operate.

Marketing Plan

The marketing plan will focus primarily on promoting Brew Haven as a local gathering place to encourage as many customers as possible to try an espresso-based drink, as it is believed the best form of repeat business is to create an experience that cannot be imitated elsewhere. We will certainly plan to be strong on social media and do our best to attract not only those close by, but the lakes' community and vacationers.

Special Events and Environment

Brew Haven hopes to support in-house special events. These events may include: musical performances, wine nights, and other community focused experiences to increase awareness. The comfortable atmosphere of Brew Haven will be a key feature in generating business during the late morning and early afternoon. Local community members have expressed an interest in holding meetings during these hours. With the inclusion of some lounge chairs in the large window seating area, the coffee shop will bring a warm and inviting feel to the business.

Staffing and Financial Data

All customer service personnel (baristas) will be trained how to properly and efficiently serve customers a great-tasting drink. Moreover, the coffee shop will be staffed accordingly to handle the busy morning hours to expedite the rush. On average, sales should be \$4.50 per customer with the focus on espresso-based drinks. The first-year projection of \$51,840 in sales means serving a minimum of 40 customers daily, 24 days each month over a 12-month period of time. It is estimated that sales will increase in the second year and yet again in the third, because of some more focused marketing techniques and the established name. We are hoping to be busy enough to support hiring 3-4 additional employees.

References

Diane Hanson 218-329-7989

Karen Satterlie 218-329-8171

Sue Monson 281-790-9000

Startup and Equipment Cost Estimates

Flooring	\$ 2,000.00
Counter	\$ 3,500.00
Furnishings	\$ 4,353.00
	\$ 9,853.00
Equipment	
2 Group Espresso machine	\$ 8,500.00
coffee grinder	\$ 899.00
Mahlkonig espresso grinder	\$ 2,299.00
Bunn Airpot	\$ 836.00
Ice Machine	\$ 410.00
Fridge	\$ 1,739.00
Other equipment	
POS system	\$ 1,000.00
Sinks	\$ 200.00
Water filtration system	\$ 140.00
mugs, supplies	\$ 500.00
Total Equipment	\$ 16,523.00
Grand Total	\$ 26,376.00

Tentatively Lease Terms:

- 5 year lease
- 1st year free rent
- 1st year free utilities

Other items to include in lease:

- Tenant has first opportunity to renew lease
- Tenant has first opportunity to purchase if building is ever on the market
- Yearly lease amount will be negotiated between landlord and tenant

"The Tenant shall have the first right of refusal to renew the lease agreement upon its expiration, subject to the terms and conditions to be mutually agreed upon by both parties."

"The yearly lease amount will be subject to negotiation between the Tenant and Landlord, with an agreement to be reached no later than one month prior to the lease execution date."



*Highway Run - We're Open for the Sun - Summertime in
Pelican Rapids
To run May 6th - September 8th*

**Prepared For: Jordan Grossman/ Community &
Business Development Specialist**



Prepared By: Danny Hallock Strategic Marketing Specialist

Date: 3/26/2024



Overview

Objectives:

While there will be construction this summer, Pelican Rapids will be WIDE OPEN and ready for cabin owners, lakefront people and tourists. Our objective is to provide real-time updates on The Mighty 790 - 104.7 KFGO and FROGGY 99.9 for tourists throughout the summer to entice travel and push back fears of slowdowns on the roads. Alternate routes near Highway 59 are readily available and we're making sure you know where to go all summer long.

The Pelican Rapids campaign will offer live opportunities for key promotional event interviews. This will enable our audience to engage directly with Pelican Rapids to address concerns during the construction period.

Approach:

- KFGO Gone Outdoors Program: Leveraging this program's reach and relevance among outdoor enthusiasts, we will feature segments dedicated to road construction updates and travel advisories on Highway 59. This will ensure that travelers planning outdoor activities are well-informed and prepared.
- KFGO Afternoons Live and The KFGO Tyler Axness Program: These programs will host live interviews with MN DOT officials, local authorities, and tourism experts to discuss road construction progress, anticipated delays, and strategies for minimizing disruptions to travel plans.
- Froggy 99.9 Weathers: Weather updates play a crucial role in travel planning. By incorporating road construction alerts into weather reports on Froggy 99.9, we will provide comprehensive information to listeners, helping them make informed decisions while traveling.

Key Benefits:

- Enhanced Awareness: The campaign will ensure that travelers and tourists are aware of the road construction on Highway 59, reducing surprises and frustration during their journeys.
- Positive Engagement: Live interviews and interactive content foster positive engagement with our audience, building trust and loyalty towards our media platforms.
- Access to the number 1 stations in the region

Proposed Media



KFGO Gone Outdoors with Brewer & Agre

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 35+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25 – 54)

Pelican Rapids to receive:

2- :30 commercial per week in Gone Outdoors with Brewer and Agre (36 total)

Mention in 20 Gone Outdoors w/Brewer and Agre promos per week (360 total)

Live - Mention in Gone Outdoors with Brewer and Agre Opening Billboard

Mention in Gone Outdoors with Brewer and Agre Closing Billboard

Logo and link on Gone Outdoors with Brewer and Agre on kfgo.com

Minimum One interview per month



KFGO- 5pm Hour - Friday Drive Home Show

The Drive Time News Hour takes you home every Friday with the day's news, sports and Traffic Reports. All brought to you by the City of Pelican Rapids.

City to receive 4 - Ids in the show and specific information for that week's detours at 5:12 and 5:25. City to also receive one thirty second branding commercial every Friday in the drive.



KFGO - Tyler Axness on the ROAD in June or August

Tyler Axness is On the Road and traveling all over North Dakota and Minnesota to showcase local businesses, attractions, events and the great outdoors that are all over our beautiful landscape. Rediscover everything that we love about living in our area with On the Road with Tyler Axness on a weekday of your choice.

On the Road with Tyler Axness Sponsorship Includes:

- Afternoons Live with Tyler Axness broadcasting live 2pm-5pm on-location
- Interview on Afternoons Live with Tyler Axness (2-5 minutes)
- 1 - :30 second commercials 2pm-5pm during Afternoons Live
- 20 Live/Recorded promos leading up to On the Road show
- Social Media post promoting Tyler Axness broadcasting LIVE



Froggy Thursday - Friday Weekend Weather Sponsorships-

There's few sponsorships more recognizable than delivering the weather to an audience on a weekly basis. The #1 country station in Adults 25-54 and Women 18-34 delivers daily weather each hour from 6am-7pm and this is your opportunity to tie into the presentation with a name mention and a 10 second tag read by the leader in country, FROGGY 99.9!

FROGGY 99.9 Weather Sponsorship Includes:

5 - Selected sponsorship's per week

Weather sponsorship includes brought to you by name mention and 10 second tag when weather sponsorship is read by FROGGY 99.9

Conclusion:

This proposal outlines a comprehensive advertising campaign that utilizes multiple media channels to address the need for awareness of Minnesota Highway 59 road construction and delays. Through live and recorded information, key promotional event interviews, and collaborative efforts with MN DOT, we aim to facilitate smooth and enjoyable travel experiences for summer visitors while promoting responsible travel practices.

Schedule and Investment

Below is the campaign schedule breakdown of media and placement, based on the goals and objectives we outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the campaign, please communicate that as we discuss.

Media	Rate	Qty	Price
<i>KFGO Gone Outdoors with Brewer & Agre</i>	<i>\$90</i>	<i>20 Weeks</i>	<i>\$1800</i>
<i>KFGO Friday Going Home Show</i>	<i>\$100</i>	<i>20 Weeks</i>	<i>\$2000</i>
<i>KFGO Tyler on the Road Show in June or August</i>	<i>\$300</i>	<i>1 Week</i>	<i>\$300</i>
<i>5 - Weekly Froggy 99.9 Weather Sponsorships</i>	<i>\$100</i>	<i>20 Weeks</i>	<i>\$2000</i>

Total Cash Investment	\$5100
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- City of Pelican to receive No Charge for 2024
- 2 Weeks of FM Minutes on KFGO & Froggy 99.9
FM Minutes include 5 - :10 Commercials per day
= 35 Per week



- City of Pelican to receive 1 – Free KFGO It takes 2, three hour show (BDA - on a Thursday or Friday)

Accountability & Execution

Throughout this campaign, it is imperative that we get feedback from you and your team in a timely fashion so that we can keep things moving forward and validate that the messaging and media is dialed in. As a communication standard, we should plan to meet each month to review how the campaign performed and discuss any needed adjustments. This meeting allows us to review performance and attribution reports from all of the media that is included

City of Pelican Rapids would also allow for Radio Analytics code to be added to measure lift and response to City Website.

City of Pelican to receive access to real time digital dashboard and monthly digital reporting.



City of Pelican Rapids Approval

Pelican Rapids approval _____

Midwest Advertising Approval _____

Pelican Rapids Mini-Grant 2024

Introduction

Thank you for your interest in the Pelican Rapids Mini-Grant Program! This one-time mini-grant opportunity is designed to support Pelican Rapids local businesses during the construction period of Minnesota State Highway 59 & 108. The Pelican Rapids Economic Development Authority (EDA) and the Pelican Rapids Area Economic Development Corporation (PRAEDC) are aiming to provide financial assistance to businesses for creative initiatives that can help mitigate the impact of road construction on their operations.

Program Details

Eligibility Criteria:

- Must be registered business located within the city limits of Pelican Rapids, MN.
- Must be directly affected by the construction of Minnesota State Highway 59 & 108.

Grant Amount: Up to \$500 per business

Purpose: The grant can be used for activities such as marketing, promotions, beautification and facade efforts, or any other creative endeavor that helps attract customers and sustain business during the construction period.

Application Process

1. Contact Information: Provide the name, address, phone number, and email address of the business owner or authorized representative.
2. Business Details: Business name, type of business, number of employees, description of products/services offered
3. Impact of Construction: Describe how the construction on Minnesota State Highway 59 & 108 is affecting your business.
4. Proposed Initiative: Outline your creative idea or initiative for utilizing the grant funds. Include details such as:
 - Objective of the initiative
 - Budget breakdown (how the grant funds will be used)
 - Timeline for implementation
 - Expected outcomes
5. Supporting Documentation: Attach any supporting documents or visuals (e.g., sketches, mock-ups, quotes) that further illustrate your proposed initiative.
6. Declaration: Agree to comply with the terms and conditions of the grant program and provide consent for the EDA & PRAEDC to use your business name and initiative details for promotional purposes.

Pelican Rapids Mini-Grant 2024

Evaluation Criteria:

- Creativity and innovation of the proposed initiative.
- Potential impact on attracting customers or sustaining business during construction.
- Feasibility and realistic implementation plan.
- Alignment with the goals of the EDA & PRAEDC Mini-Grant Program.

Timeline:

Application Period: 5/1/24-5/31/24

Review and Selection: 6/1/24-6/15/24

Notification of Grant Recipients: On or before June 28th, 2024

Implementation Period: Funds to be used calendar year of 2024

Terms and Conditions:

- Grant funds must be used solely for the purpose outlined in the approved application
- Grant recipients may be required to provide receipts or documentation of expenses.
- The EDA/EDC reserves the right to feature grant recipient businesses and their initiatives in promotional materials or media outreach related to the program.
- Grant recipients are encouraged to share updates or success stories during the implementation of their initiatives.

Contact Information:

For any inquiries or assistance regarding the Pelican Rapids Mini-Grant Program, please contact Jordan Grossman, Pelican Rapids Economic Development Director at jordan.grossman@cedausa.com or 701-219-3718.

315 N Broadway
Pelican Rapids, MN 56572

Submission Instructions:

Submit your completed application form and support documents via email or in person by the specified deadline.



Mobile Video Recorders

416.1 PURPOSE AND SCOPE

The Pelican Rapids Police Department has equipped marked patrol cars with Mobile Video Recording (MVR) systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MVR system to transmit or store video or audio data in an active mode.

In-car camera system and Mobile Video Recorder (MVR) - Synonymous terms - that refer to any system that captures audio and video signals that is capable of installation in a vehicle and that includes at minimum, a camera, microphone, recorder and monitor.

Law Enforcement Operator (LEO) - Primarily a licensed peace officer but on occasion may be a non-licensed representative of the Department who is authorized and assigned to operate MVR-equipped vehicles to the extent consistent with Minn. Stat. § 169.98.

MGDPA - The Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

Recorded media - Audio-video signals recorded or digitally stored on a storage device or portable media.

416.2 POLICY

It is the goal of the Pelican Rapids Police Department to use mobile video recorder (MVR) technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

416.3 OFFICER RESPONSIBILITIES

Prior to going into service each officer will properly equip him/herself to record audio and video in the field. At the end of the shift each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically additional recording media may be issued. Only Pelican Rapids Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MVR system operation in accordance with manufacturer specifications and department operating procedures and training.

Mobile Video Recorders

System documentation is accomplished by the officer recording his/her name, serial number, badge, or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

416.4 ACTIVATION OF THE MVR

The MVR system is designed to turn on whenever the unit's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the officer whenever appropriate. When audio is being recorded the video will also record.

Operators are encouraged to narrate events using the audio recording so as to provide the best documentation for pretrial and courtroom presentation.

416.4.1 REQUIRED ACTIVATION OF THE MVR

This policy is not intended to describe every possible situation in which the MVR system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes its use would be appropriate and/or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MVR. The MVR system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Prisoner transports
 - 9. Non-custody transports
 - 10. Pedestrian checks
 - 11. DWI investigations including field sobriety tests
 - 12. Consensual encounters

Mobile Video Recorders

13. Crimes in progress
 14. Responding to an in-progress call
 15. Medical incidents attended to by members of the Department
- (b) All self-initiated activity in which an officer would normally notify Otter Tail County Communication Center
 - (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
 1. Family violence calls
 2. Disturbance of peace calls
 3. Offenses involving violence or weapons
 - (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
 - (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

416.4.2 CESSATION OF RECORDING

Once activated the MVR system should remain on until the incident has concluded. For purposes of this section conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

416.4.3 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MVR systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Otter Tail County Communication Center.

Supervisors may activate the MVR system remotely to monitor a developing situation such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event.

416.4.4 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MVR system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously use City equipment to record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

416.5 REVIEW OF MVR RECORDINGS

All recording media, recorded images and audio recordings are the property of the agency and subject to the provisions of the MGDPA. Dissemination outside of the agency is strictly

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Mobile Video Recorders

prohibited except to the extent permitted or required under the MGDPA, Peace Officer Disciplinary Procedures Act or other applicable law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the department. When reasonably possible a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations.

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MVR systems
- (e) By department investigators, after approval of a supervisor, who are participating in an official investigation such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses the data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with an MGDPA request (Minn. Stat. § 13.01 et seq.)
- (j) To assess possible training value
- (k) Recordings may be shown for staff or public safety training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

416.6 DOCUMENTING MVR USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the records copy of the citation indicating that the incident was recorded.

416.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage all recording media will be labeled and stored in a designated secure area. All recording media that is not booked in as evidence will be retained for a minimum of 180 days and disposed of in compliance with the established records retention schedule.

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Mobile Video Recorders

416.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event an original recording is released to a court a copy shall be made and placed in storage until the original is returned.

416.7.2 MVR RECORDINGS AS EVIDENCE

Officers who reasonably believe that an MVR recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the Pelican Rapids Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

416.8 SYSTEM OPERATIONAL STANDARDS

- (a) MVR system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The MVR system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MVR system may not be configured to record audio data occurring prior to activation.
- (d) LEOs using digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.
- (e) With the exception of law enforcement radios or other emergency equipment other electronic devices should not be used within the law enforcement vehicle in order to intentionally interfere with the capability of the MVR system to record audio data.
- (f) LEOs shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor or other approved designee may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.
- (g) To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MVR technician.

416.9 TRAINING

Users of the MVR systems and supervisors shall successfully complete an approved course of instruction prior to being deployed with MVR systems in operational settings.

Portable Audio/Video Recorders

418.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Pelican Rapids Police Department facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

418.1.1 DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

418.2 COORDINATOR

The Chief of Police or the authorized designee shall be responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
 - 1. The Chief of Police and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
 - 2. The Chief of Police should work to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by PRPD members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the Pelican Rapids Police Department.

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Portable Audio/Video Recorders

2. Daily record of the total number deployed and used by members.
 3. Total amount of recorded audio and video data collected by the devices and maintained by the Pelican Rapids Police Department.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Pelican Rapids Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.
- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Department website.

418.3 POLICY

The Pelican Rapids Police Department may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

418.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

418.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the

Portable Audio/Video Recorders

recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

418.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Otter Tail County Communication Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

418.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

418.6.2 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

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Portable Audio/Video Recorders

418.6.3 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

418.7 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

418.8 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

418.8.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

418.8.2 ACCESS TO RECORDINGS

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Portable Audio/Video Recorders

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

418.9 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

418.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (b) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Chief of Police or the authorized designee.
- (e) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

418.11 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

Pelican Rapids Police Department

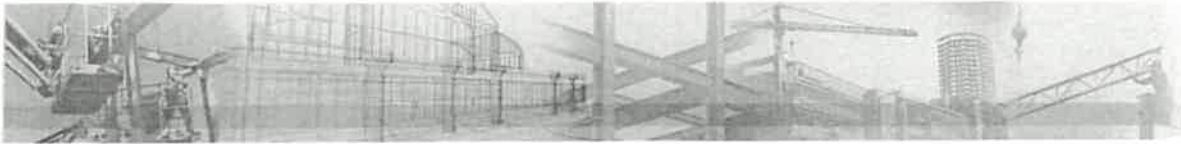
Pelican Rapids PD Policy Manual

Portable Audio/Video Recorders

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.



Date 03/18/2023

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 March 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 epoxy complete, and Aqua logic has started bringing in equipment. Most of the roof panels have been installed just waiting for the remaining trims to finish. Stainless steel railing and ladder for pump room is currently being installed. The block has is completed in the south mechanical room and ceiling polymer panels ordered. Exterior masonry brick has started on the west side of the building and is coming along nicely.

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: 129936
Draw: 9
Invoice date: 3/20/2024
Period ending date: 3/25/2024

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		\$2,509,805.50
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$123,837.90	
Total completed less retainage		\$2,385,967.60
Less previous requests	\$2,155,795.52	
Current request for payment		\$230,172.08
Current billing		\$242,286.40
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$12,114.32	
Current amount due		\$230,172.08
Remaining contract to bill	\$2,592,222.36	

Project: 23073-0
PR Aquatic Center

Contract date:

Architect:  3.27.24

Scope: \$230,172.08

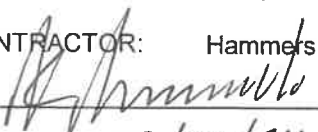
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	20,865.28	-4,655.32
Total approved this Month		
TOTALS	20,865.28	-4,655.32
NET CHANGES by Change Order	16,209.96	

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.

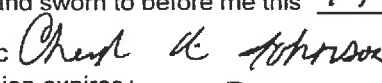
State Of MN

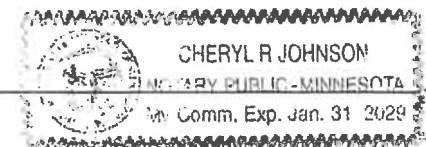
County Of Otter Tail

By: 

Subscribed and sworn to before me this 19 day of March, 2024

Date: 03/19/24

Notary Public 
My commission expires: 1-31-2029



REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center

Invoice: 129936

Draw: 9

Period Ending Date: 3/25/2024 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	158,526.00	15,852.60		174,378.60	55.00	142,673.40	8,718.92
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	213,270.00	7,109.00		220,379.00	62.00	135,071.00	11,018.97
6	Masonry	601,560.00	391,014.00	30,078.00		421,092.00	70.00	180,468.00	21,054.60
7	Metals	32,453.00	16,226.50	6,490.60		22,717.10	70.00	9,735.90	1,135.86
8	Woods & Plastics	74,322.00	37,161.00			37,161.00	50.00	37,161.00	1,858.05
9	Moisture & Protection	314,460.00	141,507.00	31,446.00		172,953.00	55.00	141,507.00	8,647.65
10	Openings	62,841.00	25,136.40	3,142.05		28,278.45	45.00	34,562.55	1,413.92
11	Finishes	77,279.00	3,863.95	3,863.95		7,727.90	10.00	69,551.10	386.40
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	108,739.80		1,022,154.12	47.00	1,152,641.88	51,107.71
15	Plumbing/HVAC	319,680.00	70,329.60	25,574.40		95,904.00	30.00	223,776.00	4,795.20
16	Electrical	199,800.00	79,920.00	9,990.00		89,910.00	45.00	109,890.00	4,495.50
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	2,267,519.10	242,286.40		2,509,805.50	50.42	2,468,384.46	123,837.90
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City of Pelican Rapids Council Chambers Meeting Room Policy

PURPOSE

City Council Chambers has the ability to meet general informational, education, cultural, and community needs, including activities such as discussion groups, panels, lectures, conferences, seminars, displays, and classes. Any gathering must not interfere with City Hall's primary function. This space will be used as overflow meeting space if the Library cannot accommodate your request.

POLICY

The Council Chambers at City Hall is available for public gatherings of a community, cultural, or educational nature, as needed. Examples of events that are NOT allowed at Council Chambers include- but are not limited to- money-raising functions and commercial endeavors. The fact that a group is permitted to the space does not constitute endorsement by the City of the group's policies or beliefs and cannot be marketed as such. City sponsored or co-sponsored programs will always be given first priority in scheduling. The following policies do not apply to City events or City-sponsored events.

AUTHORITY/RESPONSIBILITY

Requests for use of Council Chambers can be made in person, by telephone, or emailing citypr1@loretel.net. Requests will be honored on a first-come, first-served basis. All applicants are required to sign a Council Chambers User Agreement form prior to use of the space.

1. Eligibility:

- a. The use of Council Chambers will be open to all groups and citizens on an equal and equitable basis. The City does not advocate or endorse the viewpoints of meetings or users.
 - b. Meetings must be free and open to the public. This means that anyone from the public can join the event at any time. Prohibition from anyone at any time makes it a private group and subject to the fee scale listed below.
 - c. Governmental agencies or officials may use Council Chambers without fees and may close the meeting to the public as the law may permit.
 - d. For-profit enterprises may use Council Chambers with payment of fees for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales. "Solicitation" is any act or attempt to advertise, market or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of free-will offerings.
2. **Hours:** Council Chambers are open to the public Monday-Thursday 7:30am-5:30pm and Friday's 7:30am-11:30am. They are closed on Federal Government Holidays.
 3. **Fees:** Payment of cash or check must be paid at City Hall before the use of Council Chambers. Checks are payable to the City of Pelican Rapids.
 - a. Include setup and cleanup time in your reservation request.

- b. For-profit groups and private meetings must pay a service fee of: \$50 for up to four hours and \$10 for each additional hour, per 24-hour period.
- 4. **Scheduling:** Meetings may be scheduled for the current month and 3 months in advance through any City Administration staff member by calling 218-863-7076, or emailing citypr1@loretel.net or in person.
 - a. Date and times are available on a first come, first served basis. No group has an automatic right to a certain date on a recurring basis, unless approved by the Pelican Rapids City Council. Notice of cancellation should be made as soon as possible. If a meeting representative has not called or arrived after 15 minutes of the scheduled set up time, the reservation will be canceled and available on a first come first served basis.
 - b. If the reservation is outside of City Hall business hours, the request will be approved or denied on a case-by-case basis, based on special accommodations needed and city staff availability.
 - c. The City reserves the right to cancel any booking with a two weeks' notice should it need the room for its own purpose. If City Hall should be forced to close due to weather conditions or other emergencies, the City reserves the right to cancel reservations for the time which it is closed.
- 5. **Physical Arrangement:** City staff shall not be responsible for the physical arrangement of Council Chambers. Tables and chairs are provided in the facility. The area must be returned to its original condition and arrangement. No one is allowed to enter separate spaces of the building during the event. Charges will be assessed for cleaning required, or damages incurred, during the use of the space. Failure to pay such charges will result in denial of Council Chamber use in the future.
- 6. **Responsibility:** The City and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests. Groups holding meetings in Council Chambers assure responsibility for any damage to the room, contents, or equipment. The individual signing the Application for Use of Council Chambers will be designated as the person responsible for the condition of the room. Permission to use Council Chambers may be withheld from groups failing to comply with Council Chambers policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.
- 7. **Refreshments:** Groups who use Council Chambers may utilize the kitchenette to serve food and drink. Smoking and serving of intoxicating beverages in public meeting rooms is prohibited. Gambling activities of any type may not take place in Council Chambers. No lighted candles of any kind are allowed on City Hall grounds.
- 8. **Indemnification:** Council Chambers shall not be identified as meeting room user's address or office. The City will not receive mail on behalf of the user or keep any materials, equipment or personal property of the user. Council Chambers telephone number will not be used or listed as the user's telephone number. The fact that a group is permitted to meet in Council Chambers does not constitute an endorsement by the City of the group's beliefs, policies or programs. Any printed publicity must include, "This program is not sponsored by The City of Pelican Rapids."

- 9. Revocation for Use:** The City Council or appointed staff reserves the right to revoke permission to use Council Chambers if users violate any part of these regulations. The City reserves the right to preempt use of Council Chambers without notice.
- 10. Technology Needs:** Groups wishing to use Council Chambers technology need to request use at the time of reserving the room. A listing of technology is on the Council Chambers request form.
- a. There is no charge for the use of the equipment. Equipment should be reserved at the time the room is reserved. Council Chambers cannot provide operators for the equipment. If instruction is required for equipment operation, a representative of the group must make an appointment prior to the reservation for training. The City reserves the right to deny the use of audio-visual equipment to anyone who cannot demonstrate due competence and proper care in the use of the equipment.
 - b. At the time of booking, users planning to bring in their own equipment must inform City staff of the nature of the equipment that will be used. City staff WILL NOT assist with the operation of privately-owned equipment.
- 11. Occupancy:** Not to exceed 100 people.
- ** Occupancy levels may be altered to fit safety measures and will only be altered by City Council action.****

City of Pelican Rapids Council Chambers User Agreement Form

I, _____ as the representative of _____ do hereby agree, by signing, to abide by the following regulations:

- City of Pelican Rapids employees shall not handle, care for, or act as custodians of any equipment or property at the meeting, and shall not be liable for any loss or damage to such property.
- **PARKING:** We would prefer that you park in the City parking lot at City Hall, leaving the first 3 spaces on both the South and North side of the parking lot clear for City Emergency Personnel.
- Council Chambers will not store supplies for future meetings, unless authorized by the City Council.
- The City reserves the right to eject or cause to be ejected from the facilities any disorderly person or persons. Neither the City nor its employees shall be liable to users for any damage that may result from such actions.
- City needs may preempt any other scheduled event.
- It will be the responsibility of the applicant to follow all applicable local, state and federal safety rules and regulations.
- The applicant is responsible for keeping other doors locked and enforcing no entrance to the other doors in City Hall.
- The applicant shall pay any damage resulting from use of the facility.
- Applicant is responsible for setting up and leaving the building in the condition in which it was found, all trash should be collected and placed in the appropriate containers.
- City Hall furniture is for in-house use only and may not be removed from the building.
- No solicitation or fees may be charged for a meeting held in Council Chambers without City Council approval.
- Signs are permitted on the doors of City Hall only during the scheduled meeting, then need to be removed.
- Handouts may be distributed inside the building only.
- Groups not complying with the above regulations will not be allowed future use of Council Chambers.
- Applicant understands that the building must be returned to its original set-up and condition. (Pictures of the original set-up and condition will be furnished for reference)
- Applicant agrees to finish and vacate the building 15 minutes before City Hall closing time unless prior arrangements have been made with City staff.

Having read and understanding the Council Chambers Policy of the City of Pelican Rapids, I hereby relieve the City of all responsibility for any injury to, or loss by, any person attending the meeting/event and will comply with the rules of the policy.

Applicant Signature: _____ **Date:** _____
Printed Name: _____ **Phone Number:** _____
Organization: _____ ☐501C3 ☐Gov ☐Business
Expected Number of people attending: _____

Council Chambers Request Form

1. Name: _____
2. Name of Group: _____
3. Description of Meeting: _____
4. Date of Meeting: _____
5. Time of Meeting: _____
6. Set up Required: ☐Yes ☐No
7. Number of attendees expected: _____
8. Will you serve food/use kitchenette?: ☐Yes ☐No
9. Please check any of the following items of technology needed:
 - a. 85" Smart Board
 - b. 65" TV Screen

Admin Use Only

Paid Cash/Check# _____

Date: _____

Staff Initials: _____

Post Council Chamber Use Checklist:

Trash collected and placed in receptacles in kitchenette.

Council Chambers returned to original set-up and condition. See pictures below.

