PELICAN RAPIDS

**CITY COUNCIL AGENDA** May 9, 2024

**Tuesday, May 14, 2024** **4:30 p.m.** **Council Chambers, 315 N. Broadway**

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

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

3. 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 30, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Financial Report (In Packet)
      2. Police Chief Report (In Packet)
   d) Pelican Rapids Chamber of Commerce Gambling Permit – October 12, 2024 – VFW Post 5252- October Fest
   e) Club On- Sale Liquor License and Sunday On-Sale to Donna Mattern on behalf of Gilmore Weik Post 5252
   f) Malt Liquor License to Luke Loerzel as proprietor for Paul's of Pelican Inc.
   g) On-Sale Intoxicating Liquor License And Sunday On-Sale To Adrian Chavez As Proprietor For Tacqueria Chavez, LLC
   h) Malt Liquor License to Charles Evenson for Proprietor for Southtown C Store

5. EDA Update
   - Chamber Lease – Vacate (In Packet)

6. Downtown Trees (In Packet)
   - Tree Grate Outlets

7. Street & Parks Report – Brian Olson
   - VFW Monument

8. 2017 Street & Utility Improvements Pay Request (In Packet)
   - Pay Request #10 - Final To Hough, Inc. of Detroit Lakes- $37,776.46

9. City Hall Meeting Room Policy (In Packet)

10. Ordinance Committee Discussion

11. Library Report (In Packet)

12. Administrator Report
13. Mayor Report
14. Adjourn

# April 30, 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 30, 2024 in Council Chambers, City Hall. Roll call was taken to verify 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

There were no citizen comments as no one in attendance wished to speak on non-agenda items.

## Additions / Deletions to Agenda

The agenda was expanded with the additions of the CEDA Annual Meeting, the Minnesota Housing Partnership MOU under item 12, as well as an addition under item number 20 for Park Board Discussions.

"I move to approve the agenda with the additions of the bullet points of CEDA Annual Meeting and the Minnesota Housing Partnership MOU and the addition 20 Park Board Discussions." Approved unanimously. Strand moved, Ballard seconded.

## Approval of Consent Agenda

The consent agenda consisting of the approval of Council minutes, accounts payable listing, park board minutes, liquor store report, utility report, and to approve a Gambling Permit for the Pelican Rapids Chamber of Commerce for July 13, 2024.

"Motion to approve the consent agenda." Approved unanimously. Markgraf moved, Foster seconded.

## Tax Abatement – Public Hearing 4:35 pm

The public hearing on tax abatement for a new house construction on 924 Maplewood Drive by Tammy Bakken was held. After confirming there were no questions from the public or Council members, the motion was made to approve the abatement following the closure of the public hearing.

### Resolution No. 2024-07 Approving Property Tax Abatements

Resolution 2024-07 was presented; **APPROVING PROPERTY TAX ABATEMENTS** (A complete text of this resolution is part of permanent public record in the City Clerk's office.)

"I move to adopt Resolution 2024-07." Motion passed and resolution declared duly adopted, by Markgraf, seconded by Strand.

## Industrial Parking Lot – Gerry Henry

Gerry Henry claimed an easement was provided to him when he purchased city property in the Industrial Park because the easement allowed access to the property, which was crucial for Henry's business operations. Gerry Henry made a request to continue this easement. There is no record of an easement. City Attorney Lindsay Forsgren advised Council that this matter was between property owners and the City should not intervene.

## Park Board – Kate Martinez

Kate Martinez, Park Board, provided an update on the organization's activities and its involvement on the naming of the northwest playground. The winning name was submitted by B Hanson & I Saric, Unity Park.

"I'll move to approve." Approved unanimously. Ballard moved, Foster seconded for the naming of the playground, Unity Park.

The Soccer Association also wants to apply for a $25,000 grant for Thompson Field for a swing set and two soccer goals using the City as a host for the grant.

"I'll move to approve the city to be the fiscal host for the Soccer Association grant." Approved unanimously. Ballard moved, Markgraf seconded.

## West Central Initiative – Rick Schara

Rick Schara from West Central Initiative provided an informative update on the organization's activities and its involvement in Pelican Rapids projects. He highlighted upcoming events and funding opportunities that could benefit the city, emphasizing leadership training and climate action efforts.

## Pelican Fest – Lana Grefsrud

Lana Grefsrud from Pelican Fest sought the Council's approval for two Pelican Fest initiatives: adopting a proposed new parade route due to the construction on Broadway, and using the city hall parking lot as a pickup point for festival shuttle services.

"I'll move to approve the parade route and the shuttles from City hall parking lot." Approved unanimously. Foster moved, Markgraf seconded.

## Fire Department

Fire Chief Shad Hanson requested Council approval to purchase a new trailer for the Fire Department, using $5,000 from the combination of the relief association and proceeds from the sale of the old trailer. Additionally, Lucas Albright was approved for hire as a new firefighter after a background check verified no disqualifying criteria.

"I'll move to approve." Approved unanimously. Markgraf moved, Strand seconded for the trailer.
"I'll move to approve." Approved unanimously. Strand moved, Markgraf seconded for the new hire.

## Apex Engineering – Pinewood Estates - Bob Schlieman

Apex Engineering, represented by Bob Schlieman, detailed the Pinewood Estates Development project Task Order No. 10 and the resulting bids. In addition, the Council was asked to decide on supporting the installation of a deeper sanitary sewer system endorsing future development capabilities. After discussion, the Council agreed to move forward with the enhanced sewer system despite additional costs.

"I'll move to approve Task Order No. 10 for agreement between owner and engineer for Pinewood Estates." Approved Unanimously. Ballard moved, Strand seconded.

"I'll move we approve the installation of a deeper sanitary sewer system." Approved unanimously. Strand moved, Markgraf seconded.

# April 30, 2024 Council Meeting Minutes

## Downtown Tree Lighting Conduit

The Council considered the possibility of laying conduit for future tree lighting during the street reconstruction project; however, due to timing and cost uncertainties, they decided to delay a decision until more information was available.

## EDA Update – Jordan Grossman

Jordan Grossman presented a series of updates related to the EDA along with an invite to the CEDA annual meeting held May 15, 2024 in Blue Earth.

### By-Laws

"I'll move to approve the EDA By-Laws." Approved unanimously. Ballard moved, Strand seconded.

### HCH Update – Proposal

"I'll move to approve the Brew Haven proposal and the money for water and sewer and the rest of it for building updates up to $24,000." Approved unanimously. Foster moved, Ballard seconded.

### MWC Advertising Proposal

"I'll move to approve the proposed advertising proposal of $5,100 with half coming from EDA and half coming from the liquor store funds." Approved unanimously. Ballard moved, Markgraf seconded.

### Business Mini Grant Program

"I'll move to approve the proposed mini grant program." Approved unanimously. Strand moved, Ballard seconded.

### Find Your Path Payment Request

"I'll move to approve the Find Your path Payment request in the amount of $5,000 from EDA funds." Approved unanimously. Foster moved, Markgraf seconded.

### Minnesota Housing Partnership (MOU)

"I'll move to approve the MOU as presented." Approved unanimously. Ballard moved, Strand seconded.

## Police – Todd Quaintance

Police Chief Todd Quaintance requested approval on policies for mobile video recorders and portable audio and video recorders, emphasizing their use and retention periods. Furthermore, he initiated a discussion about potentially updating parking fine amounts. The Council confirmed their contentment with the current fine and agreed to the use of body and squad car cameras. Quaintance discussed putting the north siren on the budget for 2025 as it not working.

"I move to approve both the mobile and portable video recorder policies." Approved unanimously. Ballard moved, Strand seconded.

## Beer Truck Ordinance Discussion

The Council contemplated the possibility of updating the city ordinance to allow beer trucks to operate during local events. Understanding the positive impact this could have on community festivities, they agreed to move forward in exploring changes to the existing ordinance.

"I'll make the motion to change the ordinance." Approved unanimously. Frasier moved, Ballard seconded.

## PRAC Pay Request

# April 30, 2024 Council Meeting Minutes

A pay request from Hammers Construction for completed work on the Pelican Rapids Aquatic Center was presented and approved by the Council without further comments.

"I approve to pay Hammers pay request number 9 in the amount submitted." Approved unanimously. Ballard moved, Strand seconded.

## Council Chambers Meeting Room Policy

An updated policy for the use of the city hall meeting room was discussed, with modifications suggested to restrict room usage within city hall business hours only, considering security concerns. The policy will be revised and brought back for review.

## Administrator Report

Administrator Roisum reported that since the last City Council meeting he has; worked with Clerk and Mayor to set Council agenda and prepped for the meeting, attended an EDC and EDA meeting, attended a supervisor training provided by the Village on Constructive Performance Reviews, coordinated the Rave Alert for the statewide tornado drill, attended the Local Board of Review and Equalization meeting, met with Apex Engineering, MnDOT, and Landwehr Construction about the city utilities associated with the 59/108 project, attended two housing study introductory meetings, met with Mayor Frazier and Greg Stang of PeopleService and discussed water and sewer treatment plant issues, attended a pool construction meeting, completed the City Hall meeting room policy, attended Hwy 59/108 construction meetings and open houses, attended a safety committee meeting and participated in CPR/AED training, attended the Pinewood Estates bid opening, attended with Chief Quaintance the Emergency Management Summit in Perham, met with DNR officials about kayak landings in the parks, attended the Multi-Use Building open house, worked with Apex Engineering, Otter Tail Power, and MnDOT on issues related to installing outlets in downtown tree grates as part of the construction project, and contacted Maguire Iron about the water tower wash.

## Mayor Report

Mayor Frazier reported that since the last city council meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, attended a "2024-2025 Pelican Rapids Complete Streets" Utility Meeting at City Hall on April 11, presided over the Local Board of Review & Equalization Meeting at City Hall on April 11, attended the April 11 EDA Meeting at City Hall, attended the Technical Assistance Needs Assessment Meeting (for housing) on April 15 at City Hall, met with Administrator Roisum and Greg Stang of PeopleService on April 16 at City Hall regarding the needs and maintenance schedule for equipment at the WWTF, attended the "2024-2025 Pelican Rapids Complete Streets" Open House on April 16 at the Pelican Rapids Public Library, attended the Pelican Rapids Complete Streets Project Staff Meetings of April 17 and April 24, attend the Pinewood Estates Bid Opening on April 17 at City Hall, attended a CEDA Housing Meeting on April 22 at City Hall, presided over the April 24 Pelican Rapids Complete Streets Project Public Meeting at the Library, attended the Multi-Use Building Open House at Chauncey Martin Sports Complex with Administrator Roisum on April 25, attended and spoke congratulations to recipients of the Otter Tail County Sheriff's Office Life Savings Award on April 25 at the Fire Hall, conducted a Conversations with the Mayor session at Historic City Hall on April 26, met with Administrator Roisum on April 29 to plan the agenda for this afternoons' meeting and attended and spoke greetings at the Viking Elementary School DARE Graduation Ceremony on April 30.

## Adjourn

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 6:45 pm.

# April 30, 2024 Council Meeting Minutes

"We have a motion to adjourn." Approved unanimously. Strand moved, Markgraf seconded.

Patty Hensel

Utility Clerk

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# CITY OF PELICAN RAPIDS
## CASH RECAP
## MONTH-END APRIL 30, 2024

| | | | CASH BALANCE |
|---|---|---|---|
| FUND 101 | GENERAL FUND | $ | 2,615,204.30 |
| FUND 209 | TIF 2-9 UNIQUE HOUSING | $ | 13,046.80 |
| FUND 210 | TIF 1 FUND REDEVELOPMENT | $ | 399.61 |
| FUND 211 | LIBRARY | $ | 55,842.46 |
| FUND 301 | ECONOMIC DEVELOPMENT AUTHORITY | $ | 26,180.38 |
| FUND 302 | SPECIAL IMPROVEMENT FUND | $ | 570,174.40 |
| FUND 303 | CAPITAL IMPROVEMENT | $ | 87,548.00 |
| FUND 304 | GO IMP BONDS, SERIES 2017 | $ | (180,454.88) |
| FUND 305 | CIP IMP BONDS, SERIES 2017 | $ | 208,117.33 |
| FUND 406 | TAX ABATEMENT GO BONDS (PL PRJ) | $ | 2,334,007.35 |
| FUND 407 | PINEWOOD IMP PRJ 94 | $ | (460.00) |
| FUND 408 | COMPLETE STREETS PRJ | $ | 348,623.58 |
| FUND 601 | WATER FUND | $ | 489,207.63 |
| FUND 602 | SEWER FUND | $ | 301,279.21 |
| | | $ | 6,868,716.17 |

# 2024 CITY OF PELICAN RAPIDS INVESTMENT SCHEDULE

| | ACCT # | BEGIN BAL 12/31/2023 | INVEST PURCHASED (Deposits) | INVEST MATURED (Checks) | INTEREST INCOME | INTEREST PAID OUT | BALANCE 4/30/24 | INT RATE | MATURITY DATE |
|---|---|---|---|---|---|---|---|---|---|
| **101 - GENERAL FUND** | | | | | | | | | |
| MN-GENERAL FUND | 5778 | $ 211,170.82 | | | $ 1,611.03 | | $ 212,781.85 | 1.53% | 2/9/24 CD |
| BELL-06, 07, 08, 14 ECON DEV. | 1069 | $ 51,451.54 | | | $ 426.56 | | $ 51,878.10 | 2.53% | MM SAVINGS |
| BELL-06, 07, 08, 14 ELECT READER BD | 1069 | $ 17,513.91 | | | $ 145.21 | | $ 17,659.12 | 2.53% | MM SAVINGS |
| BELL-11 CRACK SEAL/SEAL COAT | 1069 | $ 6,421.38 | | | $ 53.24 | | $ 6,474.62 | 2.53% | MM SAVINGS |
| BELL-11,14 CAPITAL EQUIPMENT | 1069 | $ 44,284.32 | | | $ 367.13 | | $ 44,651.45 | 2.53% | MM SAVINGS |
| BELL-13 STR EQUIP | 1069 | $ 40,878.35 | | | $ 338.92 | | $ 41,217.27 | 2.53% | MM SAVINGS |
| BELL - NEW POOL FUND | 0091 | $ 10,835.24 | $ - | | $ 13.47 | | $ 10,848.71 | 0.50% | SAVINGS |
| BELL - COMMUNITY CENTER (SENIOR CTR) | 0040 | $ 54,235.44 | $ - | | $ 359.49 | | $ 54,594.93 | 2.02% | SAVINGS |
| MN - 15 CITY TRAIL | 9650 | $ 84,338.53 | | | $ 229.84 | | $ 84,568.37 | 0.81% | SAVINGS |
| MN - 15 PARKS RESERVE | 9650 | $ 305,313.50 | | | $ 832.07 | | $ 306,145.57 | 0.81% | SAVINGS |
| MN - SHERIN PARK PAVING | 9650 | $ 15,125.53 | | | $ 41.22 | | $ 15,166.75 | 0.81% | SAVINGS |
| MN- PARKS MOWER | 9650 | $ 13,032.19 | | | $ 35.51 | | $ 13,067.70 | 0.81% | SAVINGS |
| MN- EL PETERSON PARK SHELTER RESHINGLE | 9650 | $ 7,518.58 | | | $ 20.50 | | $ 7,539.08 | 0.81% | SAVINGS |
| MN-06-09 108 ECON DEVELOPMENT (7/26/11) | 3519 | $ 10,115.14 | | | $ 32.23 | | $ 10,147.37 | 0.95% | MM SAVINGS |
| MN-11, 14 SWIM PL (2/14/11) | 3519 | $ 196,584.01 | | | $ 626.38 | | $ 197,210.39 | 0.95% | MM SAVINGS |
| BELL - GENERAL FUND | 0151 | $ 2,321,625.59 | $ 6,264,492.05 | $ 6,262,466.70 | $ 28,180.12 | | $ 2,351,831.06 | 3.04% | SAVINGS |
| BELL - AIRPORT FUND | 0151 | $ 111,903.25 | | | $ 1,103.60 | | $ 113,006.85 | 3.04% | SAVINGS |
| BELL - NEW POOL | 0151 | $ 1,935,711.69 | $ 1,340,902.85 | $ 916,153.93 | $ 20,218.36 | | $ 2,380,678.97 | 3.04% | SAVINGS |
| TOTAL GENERAL FUND | | $ 5,438,059.02 | $ 7,605,394.90 | $ 7,178,620.63 | $ 54,634.88 | $ - | $ 5,919,468.17 | | |
| **211 - LIBRARY** | | | | | | | | | |
| BELL-LIBRARY SAVINGS (12/19) | 1783 | $ 26,063.67 | | | $ 335.04 | | $ 26,398.71 | 2.55% | 7/4/24 CD |
| BELL - LIBRARY SAVINGS (3/19) TOSO | 9077 | $ 6,564.55 | | | $ 130.94 | | $ 6,695.49 | 4.00% | 8/21/24 CD |
| BELL - LIBRARY SAVINGS (3/19) | 8035 | $ 26,362.19 | | | $ 531.57 | | $ 26,893.76 | 4.00% | 2/12/25 CD |
| BELL-LIBRARY SAVINGS (12/11) | 4261 | $ 20,632.33 | | | $ 282.92 | | $ 20,915.25 | 2.77% | 9/14/25 CD |
| BELL-LIBRARY SAVINGS (5/05) | 6413 | $ 16,527.99 | | | $ 109.56 | | $ 16,637.55 | 2.02% | MM SAVINGS |
| TOTAL LIBRARY FUND | | $ 96,150.73 | $ - | $ - | $ 1,390.03 | $ - | $ 97,540.76 | | |
| **302 - SPECIAL IMP** | | | | | | | | | |
| BELL-SPECIAL IMP FD(7/14/10) | 7675 | $ 146,925.65 | | | $ 2,036.83 | | $ 148,962.48 | 2.75% | 7/22/25 CD |
| BELL - SPECIAL IMP FUND | 0151 | $ 215,394.99 | $ - | | $ 2,124.23 | | $ 217,519.22 | 3.04% | SAVINGS |
| TOTAL FUND SPEC IMP | | $ 362,320.64 | $ - | $ - | $ 4,161.06 | $ - | $ 366,481.70 | | |
| **601 - WATER FUND** | | | | | | | | | |
| MN-UTILITY BILLING | 3063 | $ (2,585.66) | $ - | $ - | $ 26.30 | | $ (1,559.36) | 0.28% | CHECKING |
| TOTAL WATER FUND | | $ (2,585.66) | $ - | $ - | $ 26.30 | $ - | $ (1,559.36) | | |
| **602 - SEWER FUND** | | | | | | | | | |
| MN-UTILITY BILLING | 3063 | $ 6,986.28 | $ - | $ - | $ 26.30 | | $ 5,323.85 | 0.28% | CHECKING |
| BELL - SAVINGS WWTF RESERVE (2/17) | 0151 | $ 564,821.00 | | | | | $ 564,821.00 | | SAVINGS |
| TOTAL SEWER FUND | | $ 571,807.28 | $ - | $ - | $ 26.30 | $ - | $ 570,144.85 | | |
| **609 - LIQUOR STORE** | | | | | | | | | |
| MN - PLAYGROUND PNP | 9650 | $ 59,622.10 | $ 33,509.18 | | $ 285.13 | | $ 93,416.41 | 0.81% | SAVINGS |
| MN - LS SAVINGS | 9650 | $ 49,056.12 | | $ 49,056.12 | | | $ (0.00) | | |
| MN- CHECKING (8/31/20) | 0524 | $ 160,645.24 | | | $ 155.97 | | $ 160,801.21 | 0.29% | CHECKING |
| BB - CHECKING (9/1/21) | 0136 | $ 148,666.94 | $ 466,027.65 | $ 488,113.17 | | | $ 126,581.42 | | CHECKING |
| BB - SAVINGS (9/1/21) | 0185 | $ 263,094.16 | $ 56,000.00 | $ 2,440.00 | $ 2,403.79 | | $ 319,057.95 | 2.53% | SAVINGS |
| TOTAL LIQUOR STORE | | $ 681,084.56 | $ 555,536.83 | $ 539,609.29 | $ 2,844.89 | $ - | $ 699,856.99 | | |
| **ESCROW ACCOUNT** | | | | | | | | | |
| PAYROLL FLEX ACCOUNT (BB) | 0094 | $ 1,937.72 | $ 761.53 | $ 692.86 | | | $ 2,006.39 | 0.00% | CHECKING |
| TOTAL PAYROLL FLEX ACCT | | $ 1,937.72 | $ 761.53 | $ 692.86 | $ - | $ - | $ 2,006.39 | | |
| **TOTAL ALL FUNDS** | | $ 7,148,774.29 | $ 8,161,693.26 | $ 7,718,922.78 | $ 63,083.46 | $ - | $ 7,653,939.50 | | |

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# CITY OF PELICAN RAPIDS
## *Revenue Guideline©

**Current Period: April 2024**

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | |
| Active | R 101-31000 | General Property Taxes | $946,964.00 | $8,463.41 | $0.00 | $938,500.59 | 0.89% |
| Active | R 101-31060 | AG MARKET CREDIT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-31920 | Property Tax Replaceme | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-32000 | Licenses and Permits | $0.00 | $35.00 | $5.00 | -$35.00 | 0.00% |
| Active | R 101-32115 | Liquor Licenses | $2,400.00 | $1,415.02 | $790.00 | $984.98 | 58.96% |
| Active | R 101-32210 | Building Permits | $500.00 | $330.00 | $210.00 | $170.00 | 66.00% |
| Active | R 101-32215 | Land Use Permits | $0.00 | $190.00 | $190.00 | -$190.00 | 0.00% |
| Active | R 101-32240 | Animal Licenses | $0.00 | $656.00 | $36.00 | -$656.00 | 0.00% |
| Active | R 101-32245 | ANIMAL BOARDING | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-33200 | Police State Aid | $25,000.00 | $0.00 | $0.00 | $25,000.00 | 0.00% |
| Active | R 101-33210 | PUBLIC SAFETY STAT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-33250 | Street Maint Aid State | $6,000.00 | $4,022.32 | $2,011.16 | $1,977.68 | 67.04% |
| Active | R 101-33300 | State Airport Assistance | $6,345.00 | $1,122.54 | $0.00 | $5,222.46 | 17.69% |
| Active | R 101-33401 | Local Government Aid | $1,129,211.00 | $0.00 | $0.00 | $1,129,211.00 | 0.00% |
| Active | R 101-33410 | TRANSPORTATION AS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-33600 | County Grants | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-33610 | County Hwy Maintenanc | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-33620 | PERA Increase Aid | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34105 | Maps/Publications/Data | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34110 | COMMUNITY CTR REN | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34200 | Public Safety - Fire Call | $14,406.00 | $4,950.00 | $1,750.00 | $9,456.00 | 34.36% |
| Active | R 101-34201 | City/Townships Fire Rev | $267,000.00 | $144,131.45 | $0.00 | $122,868.55 | 53.98% |
| Active | R 101-34202 | Fire Relief Assoc | $0.00 | $85,121.91 | $0.00 | -$85,121.91 | 0.00% |
| Active | R 101-34203 | Accident Reports | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34204 | Fire Grants | $0.00 | $2,800.00 | $0.00 | -$2,800.00 | 0.00% |
| Active | R 101-34205 | Training Burns | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34206 | FD Sale of Assets | $0.00 | $600.00 | $600.00 | -$600.00 | 0.00% |
| In-Active | R 101-34207 | FIRE DEPT GRANT | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34300 | Highways, Str, Mow Ch | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34720 | Swimming Pool Fees | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34740 | Swimming Pool Conces | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34766 | Refunds & Reimbursem | $2,000.00 | $0.00 | $0.00 | $2,000.00 | 0.00% |
| Active | R 101-34768 | LRAC Grant | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-34770 | POOL DONATIONS | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-35000 | Penalities | $1,000.00 | $129.06 | $25.05 | $870.94 | 12.91% |
| Active | R 101-35100 | Court Fines | $7,000.00 | $2,181.41 | $874.91 | $4,818.59 | 31.16% |
| Active | R 101-35102 | Local Fines | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | R 101-35210 | Impound Fees | $500.00 | $99.00 | $25.00 | $401.00 | 19.80% |
| Active | R 101-36210 | Interest Earnings | $40,000.00 | $34,416.52 | $8,012.82 | $5,583.48 | 86.04% |
| Active | R 101-36220 | Dividends | $5,000.00 | $79.18 | $0.00 | $4,920.82 | 1.58% |
| Active | R 101-36230 | Contributions and Donati | $1,000.00 | $600.00 | $0.00 | $400.00 | 60.00% |
| Active | R 101-36240 | Shop with a Cop Donati | $0.00 | $100.00 | $0.00 | -$100.00 | 0.00% |
| Active | R 101-37125 | Sales of Service or Prop | $0.00 | $41.00 | $1.00 | -$41.00 | 0.00% |
| Active | R 101-37400 | Community Sign | $1,500.00 | $0.00 | $0.00 | $1,500.00 | 0.00% |
| Active | R 101-37401 | Industrial Park Sign | $1,200.00 | $0.00 | $0.00 | $1,200.00 | 0.00% |
| Active | R 101-37520 | Special Assess - County | $1,500.00 | $0.00 | $0.00 | $1,500.00 | 0.00% |
| Active | R 101-38010 | Rental of Property | $15,000.00 | $14,785.83 | $11,886.58 | $214.17 | 98.57% |
| Active | R 101-38015 | BUILDING RENTAL | $0.00 | $1,150.00 | $250.00 | -$1,150.00 | 0.00% |
| Active | R 101-38020 | Airport Land Rent | $11,000.00 | $6,608.38 | $0.00 | $4,391.62 | 60.08% |
| Active | R 101-38021 | Airport Hangar Rent | $13,000.00 | $3,075.00 | $555.00 | $9,925.00 | 23.65% |
| Active | R 101-38022 | Airport Fuel Receipts | $5,000.00 | $107.43 | $0.00 | $4,892.57 | 2.15% |
| Active | R 101-38071 | Swimming Pool Lessons | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |

PELICAN RAPIDS™

# CITY OF PELICAN RAPIDS
## *Revenue Guideline©

**Current Period: April 2024**

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|
| Active | R 101-38700 | Rental Housing Fees | $5,000.00 | $1,880.00 | $220.00 | $3,120.00 | 37.60% |
| Active | R 101-38910 | Camping Fees | $6,000.00 | $2,041.95 | $405.13 | $3,958.05 | 34.03% |
| Active | R 101-39203 | Transfer from Other Fun | $221,300.00 | $2,440.00 | $2,440.00 | $218,860.00 | 1.10% |
| Active | R 101-39320 | Proceeds-FD Truck Lea | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | | ***Total GENERAL FUND*** | $2,734,826.00 | $323,572.41 | $30,287.65 | $2,411,253.59 | 11.83% |

PELICAN RAPIDS™

# CITY OF PELICAN RAPIDS
## *Expenditure Guideline©

Current Period: April 2024

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | | |
| **Dept 41110 Council** | | | | | | | | |
| Active | E 101-41110-100 | Wages and Salar | $5,500.00 | $1,400.00 | $1,400.00 | $0.00 | $4,100.00 | 25.45% |
| Active | E 101-41110-120 | Employer Contrib | $70.00 | $18.13 | $18.13 | $0.00 | $51.87 | 25.90% |
| Active | E 101-41110-122 | FICA | $430.00 | $107.15 | $107.15 | $0.00 | $322.85 | 24.92% |
| Active | E 101-41110-430 | Miscellaneous | $1,700.00 | $26.91 | $8.97 | $0.00 | $1,673.09 | 1.58% |
| | | **Total Dept 41110 Counc** | $7,700.00 | $1,552.19 | $1,534.25 | $0.00 | $6,147.81 | 20.16% |
| **Dept 41305 Mayor** | | | | | | | | |
| Active | E 101-41305-100 | Wages and Salar | $1,800.00 | $460.00 | $460.00 | $0.00 | $1,340.00 | 25.56% |
| Active | E 101-41305-120 | Employer Contrib | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41305-122 | FICA | $140.00 | $35.19 | $35.19 | $0.00 | $104.81 | 25.14% |
| Active | E 101-41305-430 | Miscellaneous | $1,200.00 | $128.26 | $0.00 | $0.00 | $1,071.74 | 10.69% |
| | | **Total Dept 41305 Mayc** | $3,140.00 | $623.45 | $495.19 | $0.00 | $2,516.55 | 19.86% |
| **Dept 41310 City Administrator** | | | | | | | | |
| Active | E 101-41310-100 | Wages and Salar | $44,000.00 | $13,283.21 | $3,320.81 | $0.00 | $30,716.79 | 30.19% |
| Active | E 101-41310-120 | Employer Contrib | $3,200.00 | $996.26 | $249.07 | $0.00 | $2,203.74 | 31.13% |
| Active | E 101-41310-122 | FICA | $3,400.00 | $938.46 | $234.62 | $0.00 | $2,461.54 | 27.60% |
| Active | E 101-41310-130 | Employer Paid In | $8,700.00 | $2,894.42 | $723.39 | $0.00 | $5,805.58 | 33.27% |
| Active | E 101-41310-200 | Office Supplies | $1,000.00 | $93.93 | $14.99 | $25.78 | $880.29 | 11.97% |
| Active | E 101-41310-208 | Education | $1,200.00 | $987.95 | $79.23 | $0.00 | $212.05 | 82.33% |
| Active | E 101-41310-210 | Operating Suppli | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-41310-220 | Repair/Maint Sup | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-41310-300 | Professional Srv | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-41310-320 | Communications | $2,000.00 | $393.94 | $67.44 | $0.00 | $1,606.06 | 19.70% |
| Active | E 101-41310-331 | Travel Expenses | $400.00 | $0.00 | $0.00 | $0.00 | $400.00 | 0.00% |
| Active | E 101-41310-400 | Repairs & Maint | $500.00 | $57.76 | $0.00 | $0.00 | $442.24 | 11.55% |
| Active | E 101-41310-433 | Dues, Fees, Sub | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-41310-500 | Capital Outlay | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0.00% |
| | | **Total Dept 41310 City Administratc** | $65,800.00 | $19,645.93 | $4,689.55 | $25.78 | $46,128.29 | 29.86% |
| **Dept 41400 City Clerk-Treasurer** | | | | | | | | |
| Active | E 101-41400-100 | Wages and Salar | $50,000.00 | $14,729.11 | $3,682.28 | $0.00 | $35,270.89 | 29.46% |
| Active | E 101-41400-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41400-120 | Employer Contrib | $4,000.00 | $1,104.69 | $276.16 | $0.00 | $2,895.31 | 27.62% |
| Active | E 101-41400-122 | FICA | $4,000.00 | $991.08 | $247.77 | $0.00 | $3,008.92 | 24.78% |
| Active | E 101-41400-130 | Employer Paid In | $11,500.00 | $3,804.89 | $950.80 | $0.00 | $7,695.11 | 33.09% |
| Active | E 101-41400-200 | Office Supplies | $2,500.00 | $952.02 | $14.99 | $133.60 | $1,414.38 | 43.42% |
| Active | E 101-41400-208 | Education | $2,500.00 | $848.60 | $95.00 | $0.00 | $1,651.40 | 33.94% |
| Active | E 101-41400-210 | Operating Suppli | $200.00 | $0.00 | $0.00 | $0.00 | $200.00 | 0.00% |
| Active | E 101-41400-220 | Repair/Maint Sup | $100.00 | $69.79 | $0.00 | $0.00 | $30.21 | 69.79% |
| Active | E 101-41400-300 | Professional Srv | $6,190.00 | $0.00 | $0.00 | $0.00 | $6,190.00 | 0.00% |
| Active | E 101-41400-320 | Communications | $3,200.00 | $1,127.62 | $209.51 | $0.00 | $2,072.38 | 35.24% |
| Active | E 101-41400-331 | Travel Expenses | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-41400-400 | Repairs & Maint | $400.00 | $115.52 | $0.00 | $0.00 | $284.48 | 28.88% |
| Active | E 101-41400-433 | Dues, Fees, Sub | $800.00 | $806.09 | $453.11 | $0.00 | -$6.09 | 100.76% |
| Active | E 101-41400-500 | Capital Outlay | $11,000.00 | $156.94 | $156.94 | $0.00 | $10,843.06 | 1.43% |
| | | **Total Dept 41400 City Clerk-Treasure** | $96,490.00 | $24,706.35 | $6,086.56 | $133.60 | $71,650.05 | 25.61% |
| **Dept 41410 Elections** | | | | | | | | |
| Active | E 101-41410-100 | Wages and Salar | $2,500.00 | $742.50 | $0.00 | $0.00 | $1,757.50 | 29.70% |
| Active | E 101-41410-430 | Miscellaneous | $700.00 | $129.50 | $0.00 | $18.18 | $552.32 | 21.10% |
| | | **Total Dept 41410 Election** | $3,200.00 | $872.00 | $0.00 | $18.18 | $2,309.82 | 27.25% |
| **Dept 41420 Publications** | | | | | | | | |

**Current Period: April 2024**

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| Active | E 101-41420-200 | Office Supplies | $1,500.00 | $449.17 | $94.64 | $125.43 | $925.40 | 38.31% |
| Active | E 101-41420-350 | Publication | $12,000.00 | $3,979.71 | $802.16 | $0.00 | $8,020.29 | 33.16% |
| | | **Total Dept 41420 Publication** | $13,500.00 | $4,428.88 | $896.80 | $125.43 | $8,945.69 | 32.81% |
| **Dept 41530 Accounting** | | | | | | | | |
| Active | E 101-41530-100 | Wages and Salar | $27,100.00 | $7,519.47 | $1,860.38 | $0.00 | $19,580.53 | 27.75% |
| Active | E 101-41530-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41530-120 | Employer Contrib | $2,600.00 | $563.98 | $139.54 | $0.00 | $2,036.02 | 21.69% |
| Active | E 101-41530-122 | FICA | $2,450.00 | $558.44 | $138.33 | $0.00 | $1,891.56 | 22.79% |
| Active | E 101-41530-130 | Employer Paid In | $5,800.00 | $2,262.20 | $376.58 | $0.00 | $3,537.80 | 39.00% |
| Active | E 101-41530-200 | Office Supplies | $150.00 | $19.33 | $19.33 | $0.00 | $130.67 | 12.89% |
| Active | E 101-41530-208 | Education | $200.00 | $40.00 | $40.00 | $0.00 | $160.00 | 20.00% |
| | | **Total Dept 41530 Accountin** | $38,300.00 | $10,963.42 | $2,574.16 | $0.00 | $27,336.58 | 28.63% |
| **Dept 41540 Auditing** | | | | | | | | |
| Active | E 101-41540-301 | Auditing Services | $9,500.00 | $0.00 | $0.00 | $0.00 | $9,500.00 | 0.00% |
| | | **Total Dept 41540 Auditin** | $9,500.00 | $0.00 | $0.00 | $0.00 | $9,500.00 | 0.00% |
| **Dept 41600 Legal Expenses** | | | | | | | | |
| Active | E 101-41600-304 | Legal Fees | $10,000.00 | $2,762.30 | $677.65 | $0.00 | $7,237.70 | 27.62% |
| Active | E 101-41600-305 | Employee Relati | $2,000.00 | $1,156.25 | $0.00 | $0.00 | $843.75 | 57.81% |
| Active | E 101-41600-306 | Prosecuting Fee | $12,000.00 | $5,496.00 | $150.00 | -$645.00 | $7,149.00 | 40.43% |
| Active | E 101-41600-307 | Police Union Leg | $6,000.00 | $0.00 | $0.00 | $0.00 | $6,000.00 | 0.00% |
| | | **Total Dept 41600 Legal Expense** | $30,000.00 | $9,414.55 | $827.65 | -$645.00 | $21,230.45 | 31.38% |
| **Dept 41910 Planning and Zoning** | | | | | | | | |
| Active | E 101-41910-100 | Wages and Salar | $2,700.00 | $707.52 | $176.88 | $0.00 | $1,992.48 | 26.20% |
| Active | E 101-41910-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41910-120 | Employer Contrib | $250.00 | $53.06 | $13.27 | $0.00 | $196.94 | 21.22% |
| Active | E 101-41910-122 | FICA | $250.00 | $51.32 | $12.86 | $0.00 | $198.68 | 20.53% |
| Active | E 101-41910-130 | Employer Paid In | $900.00 | $375.18 | $62.15 | $0.00 | $524.82 | 41.69% |
| Active | E 101-41910-200 | Office Supplies | $500.00 | $24.45 | $0.00 | $3.58 | $471.97 | 5.61% |
| Active | E 101-41910-258 | Planning/Zoning/ | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00% |
| Active | E 101-41910-300 | Professional Srv | $10,000.00 | $0.00 | $0.00 | $0.00 | $10,000.00 | 0.00% |
| Active | E 101-41910-308 | Building Codes | $200.00 | $0.00 | $0.00 | $0.00 | $200.00 | 0.00% |
| Active | E 101-41910-309 | Rental Housing | $4,000.00 | $2,647.48 | $0.00 | $0.95 | $1,351.57 | 66.21% |
| | | **Total Dept 41910 Planning and Zonin** | $19,300.00 | $3,859.01 | $265.16 | $4.53 | $15,436.46 | 19.99% |
| **Dept 41940 City Hall** | | | | | | | | |
| Active | E 101-41940-200 | Office Supplies | $200.00 | $38.38 | $0.00 | $0.00 | $161.62 | 19.19% |
| Active | E 101-41940-210 | Operating Suppli | $500.00 | $94.28 | $0.00 | $0.00 | $405.72 | 18.86% |
| Active | E 101-41940-220 | Repair/Maint Sup | $2,000.00 | $931.87 | $0.00 | $83.37 | $984.76 | 50.76% |
| Active | E 101-41940-300 | Professional Srv | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41940-380 | Utility Services | $13,000.00 | $3,310.85 | $276.06 | $0.00 | $9,689.15 | 25.47% |
| Active | E 101-41940-400 | Repairs & Maint | $10,340.00 | $1,607.38 | $0.00 | $17.17 | $8,715.45 | 15.71% |
| Active | E 101-41940-410 | Rentals | $1,260.00 | $625.00 | $250.00 | $0.00 | $635.00 | 49.60% |
| Active | E 101-41940-430 | Miscellaneous | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-41940-433 | Dues, Fees, Sub | $9,930.00 | $5,878.00 | $0.00 | $0.00 | $4,052.00 | 59.19% |
| Active | E 101-41940-500 | Capital Outlay | $6,000.00 | $4,614.38 | $3,945.40 | $0.00 | $1,385.62 | 76.91% |
| | | **Total Dept 41940 City Ha** | $43,230.00 | $17,100.14 | $4,471.46 | $100.54 | $26,029.32 | 39.56% |
| **Dept 42110 Police Department** | | | | | | | | |
| Active | E 101-42110-100 | Wages and Salar | $375,000.00 | $102,638.06 | $24,557.36 | $0.00 | $272,361.94 | 27.37% |
| Active | E 101-42110-103 | Part-Time Emplo | $12,000.00 | $2,121.39 | $684.00 | $0.00 | $9,878.61 | 17.68% |
| Active | E 101-42110-104 | Support Employe | $5,300.00 | $1,415.03 | $353.75 | $0.00 | $3,884.97 | 26.70% |
| Active | E 101-42110-105 | Overtime | $5,000.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | 0.00% |
| Active | E 101-42110-110 | Call time | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00% |

PELICAN RAPIDS

# CITY OF PELICAN RAPIDS
## *Expenditure Guideline©

**Current Period: April 2024**

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| Active | E 101-42110-120 | Employer Contrib | $70,000.00 | $18,648.63 | $4,494.24 | $0.00 | $51,351.37 | 26.64% |
| Active | E 101-42110-122 | FICA | $6,500.00 | $1,530.04 | $368.60 | $0.00 | $4,969.96 | 23.54% |
| Active | E 101-42110-130 | Employer Paid In | $77,500.00 | $19,120.41 | $4,428.50 | $0.00 | $58,379.59 | 24.67% |
| Active | E 101-42110-200 | Office Supplies | $3,000.00 | $1,263.23 | $120.28 | $78.49 | $1,658.28 | 44.72% |
| Active | E 101-42110-208 | Education | $7,000.00 | $4,509.27 | $1,539.67 | $0.00 | $2,490.73 | 64.42% |
| Active | E 101-42110-210 | Operating Suppli | $25,000.00 | $11,899.83 | $710.16 | -$1,958.00 | $15,058.17 | 39.77% |
| Active | E 101-42110-220 | Repair/Maint Sup | $1,500.00 | $13.99 | $0.00 | $0.00 | $1,486.01 | 0.93% |
| Active | E 101-42110-300 | Professional Srv | $4,500.00 | $3,584.62 | $1,724.62 | $360.00 | $555.38 | 87.66% |
| Active | E 101-42110-320 | Communications | $6,500.00 | $2,318.34 | $370.56 | -$75.91 | $4,257.57 | 34.50% |
| Active | E 101-42110-331 | Travel Expenses | $250.00 | $0.00 | $0.00 | $0.00 | $250.00 | 0.00% |
| Active | E 101-42110-400 | Repairs & Maint | $8,000.00 | $4,264.77 | $2,188.60 | $0.00 | $3,735.23 | 53.31% |
| Active | E 101-42110-410 | Rentals | $1,260.00 | $625.00 | $250.00 | $0.00 | $635.00 | 49.60% |
| Active | E 101-42110-425 | Misc Task Force | $1,000.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | 0.00% |
| Active | E 101-42110-433 | Dues, Fees, Sub | $2,500.00 | $485.80 | $0.00 | $0.00 | $2,014.20 | 19.43% |
| Active | E 101-42110-500 | Capital Outlay | $60,400.00 | $36,422.41 | $0.00 | $7,512.55 | $16,465.04 | 72.74% |
| | | **Total Dept 42110 Police Departmer** | $672,710.00 | $210,860.82 | $41,790.34 | $5,917.13 | $455,932.05 | 31.34% |
| **Dept 42270 City Fire Services** | | | | | | | | |
| Active | E 101-42270-430 | Miscellaneous | $66,000.00 | $39,069.39 | $0.00 | $0.00 | $26,930.61 | 59.20% |
| | | **Total Dept 42270 City Fire Service** | $66,000.00 | $39,069.39 | $0.00 | $0.00 | $26,930.61 | 59.20% |
| **Dept 42280 Fire Department** | | | | | | | | |
| Active | E 101-42280-100 | Wages and Salar | $39,000.00 | $0.00 | $0.00 | $0.00 | $39,000.00 | 0.00% |
| Active | E 101-42280-122 | FICA | $3,000.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | 0.00% |
| Active | E 101-42280-140 | Unemployment | $0.00 | $86.22 | $86.22 | $0.00 | -$86.22 | 0.00% |
| Active | E 101-42280-200 | Office Supplies | $500.00 | $149.23 | $14.99 | $1.35 | $349.42 | 30.12% |
| Active | E 101-42280-208 | Education | $7,750.00 | $7,419.09 | $360.00 | $0.00 | $330.91 | 95.73% |
| Active | E 101-42280-210 | Operating Suppli | $15,500.00 | $2,874.31 | $154.00 | $31.99 | $12,593.70 | 18.75% |
| Active | E 101-42280-220 | Repair/Maint Sup | $4,500.00 | $2,079.96 | $0.00 | $0.00 | $2,420.04 | 46.22% |
| Active | E 101-42280-300 | Professional Srv | $3,300.00 | $0.00 | $0.00 | $0.00 | $3,300.00 | 0.00% |
| Active | E 101-42280-320 | Communications | $2,600.00 | $871.60 | $175.18 | $0.00 | $1,728.40 | 33.52% |
| Active | E 101-42280-331 | Travel Expenses | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| In-Active | E 101-42280-360 | Insurance & Bon | $25,000.00 | $16,999.00 | $0.00 | $0.00 | $8,001.00 | 68.00% |
| Active | E 101-42280-380 | Utility Services | $9,350.00 | $4,584.74 | $402.74 | $0.00 | $4,765.26 | 49.03% |
| Active | E 101-42280-400 | Repairs & Maint | $16,850.00 | $2,706.33 | $0.00 | $0.00 | $14,143.67 | 16.06% |
| Active | E 101-42280-433 | Dues, Fees, Sub | $1,185.00 | $187.80 | $0.00 | $0.00 | $997.20 | 15.85% |
| Active | E 101-42280-500 | Capital Outlay | $11,300.00 | $0.00 | $0.00 | $0.00 | $11,300.00 | 0.00% |
| In-Active | E 101-42280-530 | SPECIAL ASSE | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-42280-605 | Fire Hall Lease | $68,483.00 | $0.00 | $0.00 | $0.00 | $68,483.00 | 0.00% |
| Active | E 101-42280-606 | Truck Lease | $43,540.00 | $43,539.56 | $0.00 | $0.00 | $0.44 | 100.00% |
| Active | E 101-42280-608 | SCBA Lease | $12,165.00 | $12,162.21 | $0.00 | $0.00 | $2.79 | 99.98% |
| Active | E 101-42280-616 | F350 TRUCK & | $17,383.00 | $17,382.20 | $0.00 | $0.00 | $0.80 | 100.00% |
| Active | E 101-42280-699 | Fire Relief Assoc | $0.00 | $85,121.91 | $0.00 | $0.00 | -$85,121.91 | 0.00% |
| | | **Total Dept 42280 Fire Departmer** | $281,406.00 | $196,164.16 | $1,193.13 | $33.34 | $85,208.50 | 69.71% |
| **Dept 42500 Civil Defense** | | | | | | | | |
| Active | E 101-42500-430 | Miscellaneous | $200.00 | $31.16 | $0.00 | $0.00 | $168.84 | 15.58% |
| | | **Total Dept 42500 Civil Defens** | $200.00 | $31.16 | $0.00 | $0.00 | $168.84 | 15.58% |
| **Dept 42700 Animal Control** | | | | | | | | |
| Active | E 101-42700-430 | Miscellaneous | $4,000.00 | $388.13 | $0.00 | $0.00 | $3,611.87 | 9.70% |
| | | **Total Dept 42700 Animal Contr** | $4,000.00 | $388.13 | $0.00 | $0.00 | $3,611.87 | 9.70% |
| **Dept 43100 Hwys, Streets, & Roads** | | | | | | | | |
| Active | E 101-43100-100 | Wages and Salar | $79,500.00 | $24,319.14 | $6,079.80 | $0.00 | $55,180.86 | 30.59% |
| Active | E 101-43100-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |

PELICAN RAPIDS

Current Period: April 2024

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| Active | E 101-43100-120 | Employer Contrib | $6,000.00 | $1,823.90 | $455.98 | $0.00 | $4,176.10 | 30.40% |
| Active | E 101-43100-122 | FICA | $6,100.00 | $1,725.73 | $431.44 | $0.00 | $4,374.27 | 28.29% |
| Active | E 101-43100-130 | Employer Paid In | $18,500.00 | $6,304.81 | $1,583.17 | $0.00 | $12,195.19 | 34.08% |
| Active | E 101-43100-200 | Office Supplies | $1,200.00 | $653.15 | $43.57 | -$55.01 | $601.86 | 49.85% |
| Active | E 101-43100-208 | Education | $1,200.00 | $793.60 | $40.00 | $0.00 | $406.40 | 66.13% |
| Active | E 101-43100-210 | Operating Suppli | $18,000.00 | $2,687.25 | $0.00 | $0.00 | $15,312.75 | 14.93% |
| Active | E 101-43100-220 | Repair/Maint Sup | $13,000.00 | $5,591.84 | $409.90 | $103.67 | $7,304.49 | 43.81% |
| Active | E 101-43100-300 | Professional Srv | $1,000.00 | $285.00 | $35.00 | $0.00 | $715.00 | 28.50% |
| Active | E 101-43100-310 | Tree Removal | $10,000.00 | $861.88 | $0.00 | $0.00 | $9,138.12 | 8.62% |
| Active | E 101-43100-320 | Communications | $2,150.00 | $580.13 | $133.06 | $0.00 | $1,569.87 | 26.98% |
| Active | E 101-43100-331 | Travel Expenses | $100.00 | $0.00 | $0.00 | $0.00 | $100.00 | 0.00% |
| Active | E 101-43100-380 | Utility Services | $10,000.00 | $3,395.42 | $583.77 | $0.00 | $6,604.58 | 33.95% |
| Active | E 101-43100-400 | Repairs & Maint | $9,000.00 | $2,679.62 | $66.32 | $61.78 | $6,258.60 | 30.46% |
| Active | E 101-43100-406 | Crack & Seal Co | $40,000.00 | $0.00 | $0.00 | $0.00 | $40,000.00 | 0.00% |
| Active | E 101-43100-407 | Sidewalk Repair | $5,000.00 | $0.00 | $0.00 | $0.00 | $5,000.00 | 0.00% |
| Active | E 101-43100-433 | Dues, Fees, Sub | $1,000.00 | $27.80 | $0.00 | $0.00 | $972.20 | 2.78% |
| Active | E 101-43100-500 | Capital Outlay | $78,200.00 | $10,377.14 | $1,226.04 | -$20.10 | $67,842.96 | 13.24% |
| Active | E 101-43100-607 | PW Facility Prin | $8,750.00 | $0.00 | $0.00 | $0.00 | $8,750.00 | 0.00% |
| Active | E 101-43100-617 | PW Facility Int | $500.00 | $153.13 | $153.13 | $0.00 | $346.87 | 30.63% |
| | | **Total Dept 43100 Hwys, Streets, & Road** | $309,200.00 | $62,259.54 | $11,241.18 | $90.34 | $246,850.12 | 20.14% |
| **Dept 43123 Streets** | | | | | | | | |
| Active | E 101-43123-224 | Street Maint | $35,500.00 | $3,250.00 | $385.00 | $0.00 | $32,250.00 | 9.15% |
| Active | E 101-43123-226 | Sign Repair Mate | $6,000.00 | $0.00 | $0.00 | $0.00 | $6,000.00 | 0.00% |
| | | **Total Dept 43123 Street** | $41,500.00 | $3,250.00 | $385.00 | $0.00 | $38,250.00 | 7.83% |
| **Dept 43125 Ice & Snow Removal** | | | | | | | | |
| Active | E 101-43125-430 | Miscellaneous | $6,500.00 | $2,719.62 | $0.00 | $0.00 | $3,780.38 | 41.84% |
| Active | E 101-43125-540 | Machine Hire | $10,000.00 | $0.00 | $0.00 | $0.00 | $10,000.00 | 0.00% |
| | | **Total Dept 43125 Ice & Snow Remov** | $16,500.00 | $2,719.62 | $0.00 | $0.00 | $13,780.38 | 16.48% |
| **Dept 43150 Storm Drainage** | | | | | | | | |
| Active | E 101-43150-430 | Miscellaneous | $105,000.00 | $20,685.57 | $1,625.00 | $2,398.75 | $81,915.68 | 21.99% |
| | | **Total Dept 43150 Storm Drainag** | $105,000.00 | $20,685.57 | $1,625.00 | $2,398.75 | $81,915.68 | 19.70% |
| **Dept 43160 Street Lighting** | | | | | | | | |
| Active | E 101-43160-380 | Utility Services | $60,000.00 | $13,831.54 | $23.60 | $115.69 | $46,052.77 | 23.25% |
| | | **Total Dept 43160 Street Lightin** | $60,000.00 | $13,831.54 | $23.60 | $115.69 | $46,052.77 | 23.05% |
| **Dept 43260 Weed Control** | | | | | | | | |
| Active | E 101-43260-430 | Miscellaneous | $600.00 | $0.00 | $0.00 | $0.00 | $600.00 | 0.00% |
| | | **Total Dept 43260 Weed Contr** | $600.00 | $0.00 | $0.00 | $0.00 | $600.00 | 0.00% |
| **Dept 45124 Swimming Pools** | | | | | | | | |
| Active | E 101-45124-100 | Wages and Salar | $12,500.00 | $0.00 | $0.00 | $0.00 | $12,500.00 | 0.00% |
| Active | E 101-45124-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45124-120 | Employer Contrib | $1,250.00 | $0.00 | $0.00 | $0.00 | $1,250.00 | 0.00% |
| Active | E 101-45124-122 | FICA | $1,275.00 | $0.00 | $0.00 | $0.00 | $1,275.00 | 0.00% |
| Active | E 101-45124-200 | Office Supplies | $125.00 | $1.16 | $0.00 | $18.51 | $105.33 | 15.74% |
| Active | E 101-45124-208 | Education | $1,500.00 | $770.00 | $0.00 | $770.00 | -$40.00 | 102.67% |
| Active | E 101-45124-210 | Operating Suppli | $4,000.00 | $0.00 | $0.00 | $0.00 | $4,000.00 | 0.00% |
| Active | E 101-45124-220 | Repair/Maint Sup | $2,500.00 | $0.00 | $0.00 | $0.00 | $2,500.00 | 0.00% |
| Active | E 101-45124-231 | Credit Card Fees | $300.00 | $0.00 | $0.00 | $0.00 | $300.00 | 0.00% |
| Active | E 101-45124-270 | Concessions | $400.00 | $0.00 | $0.00 | $0.00 | $400.00 | 0.00% |
| Active | E 101-45124-300 | Professional Srv | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45124-320 | Communications | $150.00 | $596.32 | $569.08 | $0.00 | -$446.32 | 397.55% |
| Active | E 101-45124-380 | Utility Services | $2,500.00 | $0.00 | $0.00 | $0.00 | $2,500.00 | 0.00% |

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| Active | E 101-45124-400 | Repairs & Maint | $1,500.00 | $624.00 | $624.00 | $0.00 | $876.00 | 41.60% |
| Active | E 101-45124-429 | Change | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45124-433 | Dues, Fees, Sub | $500.00 | $100.00 | $0.00 | $0.00 | $400.00 | 20.00% |
| Active | E 101-45124-500 | Capital Outlay | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | | **Total Dept 45124 Swimming Pool** | $28,500.00 | $2,091.48 | $1,193.08 | $788.51 | $25,620.01 | 7.34% |
| **Dept 45125 Skating Rinks** | | | | | | | | |
| Active | E 101-45125-100 | Wages and Salar | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-105 | Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-120 | Employer Contrib | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-122 | FICA | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-200 | Office Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-210 | Operating Suppli | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-220 | Repair/Maint Sup | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-320 | Communications | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-380 | Utility Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-400 | Repairs & Maint | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-433 | Dues, Fees, Sub | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45125-500 | Capital Outlay | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | | **Total Dept 45125 Skating Rink** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| **Dept 45200 Parks** | | | | | | | | |
| Active | E 101-45200-100 | Wages and Salar | $98,000.00 | $22,780.89 | $5,714.98 | $0.00 | $75,219.11 | 23.25% |
| Active | E 101-45200-120 | Employer Contrib | $7,000.00 | $1,708.55 | $428.62 | $0.00 | $5,291.45 | 24.41% |
| Active | E 101-45200-122 | FICA | $7,200.00 | $1,674.63 | $424.48 | $0.00 | $5,525.37 | 23.26% |
| Active | E 101-45200-130 | Employer Paid In | $21,050.00 | $6,104.18 | $1,525.83 | $0.00 | $14,945.82 | 29.00% |
| Active | E 101-45200-140 | Unemployment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45200-200 | Office Supplies | $500.00 | $39.44 | $14.99 | $1.83 | $458.73 | 8.25% |
| Active | E 101-45200-208 | Education | $800.00 | $733.60 | $0.00 | $0.00 | $66.40 | 91.70% |
| Active | E 101-45200-210 | Operating Suppli | $8,000.00 | $836.88 | $0.00 | $0.00 | $7,163.12 | 10.46% |
| Active | E 101-45200-220 | Repair/Maint Sup | $8,000.00 | $943.85 | $187.19 | $6.98 | $7,049.17 | 11.89% |
| Active | E 101-45200-300 | Professional Srv | $5,000.00 | -$16,456.88 | $0.00 | $487.00 | $20,969.88 | -319.40% |
| Active | E 101-45200-310 | Tree Removal | $6,000.00 | $0.00 | $0.00 | $0.00 | $6,000.00 | 0.00% |
| Active | E 101-45200-331 | Travel Expenses | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45200-380 | Utility Services | $2,800.00 | $631.67 | $0.00 | $0.00 | $2,168.33 | 22.56% |
| Active | E 101-45200-400 | Repairs & Maint | $8,000.00 | $2,978.64 | $2,241.82 | $0.00 | $5,021.36 | 37.23% |
| Active | E 101-45200-433 | Dues, Fees, Sub | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00% |
| Active | E 101-45200-500 | Capital Outlay | $34,350.00 | $3,761.80 | $0.00 | $270.00 | $30,318.20 | 11.74% |
| Active | E 101-45200-607 | PW Facility Prin | $8,750.00 | $0.00 | $0.00 | $0.00 | $8,750.00 | 0.00% |
| Active | E 101-45200-617 | PW Facility Int | $500.00 | $153.12 | $153.12 | $0.00 | $346.88 | 30.62% |
| Active | E 101-45200-760 | Seasonal Decora | $5,000.00 | $29.80 | $29.80 | $0.00 | $4,970.20 | 0.60% |
| | | **Total Dept 45200 Park** | $221,450.00 | $25,920.17 | $10,720.83 | $765.81 | $194,764.02 | 11.70% |
| **Dept 45202 Historic City Hall** | | | | | | | | |
| Active | E 101-45202-200 | Office Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45202-220 | Repair/Maint Sup | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00% |
| Active | E 101-45202-300 | Professional Srv | $24,000.00 | $0.00 | $0.00 | $0.00 | $24,000.00 | 0.00% |
| Active | E 101-45202-320 | Communications | $1,250.00 | $519.31 | $206.28 | $0.00 | $730.69 | 41.54% |
| Active | E 101-45202-380 | Utility Services | $2,700.00 | $1,052.67 | $127.61 | $0.00 | $1,647.33 | 38.99% |
| Active | E 101-45202-400 | Repairs & Maint | $1,450.00 | $389.00 | $0.00 | $0.00 | $1,061.00 | 26.83% |
| Active | E 101-45202-500 | Capital Outlay | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | | **Total Dept 45202 Historic City Ha** | $29,900.00 | $1,960.98 | $333.89 | $0.00 | $27,939.02 | 6.56% |
| **Dept 45205 Community Center** | | | | | | | | |
| Active | E 101-45205-200 | Office Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |

PELICAN RAPIDS

# CITY OF PELICAN RAPIDS
## *Expenditure Guideline©

**Current Period: April 2024**

| | | | 2024 YTD Budget | 2024 YTD Amt | April MTD Amt | Enc Current | 2024 YTD Balance | % of YTD Budget |
|---|---|---|---|---|---|---|---|---|
| Active | E 101-45205-210 | Operating Suppli | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-220 | Repair/Maint Sup | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-300 | Professional Srv | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-320 | Communications | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-380 | Utility Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-400 | Repairs & Maint | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-433 | Dues, Fees, Sub | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-45205-500 | Capital Outlay | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | **Total Dept 45205 Community Cente** | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| **Dept 46500 Economic Developemt** | | | | | | | | |
| Active | E 101-46500-420 | Economic Devel | $40,000.00 | $2,415.14 | $270.13 | $0.00 | $37,584.86 | 6.04% |
| Active | E 101-46500-421 | WCI Endow/Bird | $8,500.00 | $3,250.00 | $0.00 | $0.00 | $5,250.00 | 38.24% |
| Active | E 101-46500-422 | Consulting | $105,000.00 | $40,428.28 | $0.00 | $0.00 | $64,571.72 | 38.50% |
| | **Total Dept 46500 Economic Developem** | | $153,500.00 | $46,093.42 | $270.13 | $0.00 | $107,406.58 | 30.03% |
| **Dept 49200 Non Dept Expenditures** | | | | | | | | |
| Active | E 101-49200-428 | CONDO FEES | $3,000.00 | $3,000.00 | $3,000.00 | $0.00 | $0.00 | 100.00% |
| Active | E 101-49200-470 | Refunds & Reim | $0.00 | $24,704.80 | ($73.80) | $0.00 | -$24,704.80 | 0.00% |
| Active | E 101-49200-490 | Historical Society | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00% |
| Active | E 101-49200-491 | PD Forfeiture/Sh | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-49200-492 | Electronic Reade | $1,000.00 | $154.82 | $38.04 | $0.00 | $845.18 | 15.48% |
| Active | E 101-49200-493 | Ambulance | $32,500.00 | $25,000.00 | $0.00 | $0.00 | $7,500.00 | 76.92% |
| Active | E 101-49200-498 | LRAC PROJECT | $0.00 | $5,500.00 | $0.00 | $0.00 | -$5,500.00 | 0.00% |
| Active | E 101-49200-730 | Property Taxes | $2,000.00 | $1,726.00 | $1,726.00 | $0.00 | $274.00 | 86.30% |
| Active | E 101-49200-735 | TAX ABATEMEN | $0.00 | $12,049.33 | $0.00 | $0.00 | -$12,049.33 | 0.00% |
| | **Total Dept 49200 Non Dept Expenditure** | | $39,000.00 | $72,134.95 | $4,690.24 | $0.00 | -$33,134.95 | 184.96% |
| **Dept 49201 Transfer out of Fund** | | | | | | | | |
| Active | E 101-49201-700 | Transfers | $7,325.00 | $67,290.00 | $0.00 | $0.00 | -$59,965.00 | 918.63% |
| Active | E 101-49201-701 | Library Levy Tran | $242,225.00 | $121,112.50 | $60,556.25 | $0.00 | $121,112.50 | 50.00% |
| | **Total Dept 49201 Transfer out of Fun** | | $249,550.00 | $188,402.50 | $60,556.25 | $0.00 | $61,147.50 | 75.50% |
| **Dept 49240 Insurance** | | | | | | | | |
| Active | E 101-49240-230 | Banking Charges | $1,500.00 | $282.02 | $69.90 | $0.00 | $1,217.98 | 18.80% |
| Active | E 101-49240-360 | Insurance & Bon | $96,000.00 | $50,792.00 | $0.00 | $0.00 | $45,208.00 | 52.91% |
| | **Total Dept 49240 Insuranc** | | $97,500.00 | $51,074.02 | $69.90 | $0.00 | $46,425.98 | 52.38% |
| **Dept 49810 Airport** | | | | | | | | |
| Active | E 101-49810-200 | Office Supplies | $150.00 | $36.67 | $0.00 | $1.50 | $111.83 | 25.45% |
| Active | E 101-49810-212 | Motor Fuels | $4,500.00 | $0.00 | $0.00 | $0.00 | $4,500.00 | 0.00% |
| Active | E 101-49810-220 | Repair/Maint Sup | $500.00 | $31.99 | $0.00 | $0.00 | $468.01 | 6.40% |
| Active | E 101-49810-300 | Professional Srv | $200.00 | $0.00 | $0.00 | $0.00 | $200.00 | 0.00% |
| Active | E 101-49810-320 | Communications | $1,300.00 | $482.70 | $106.99 | $0.00 | $817.30 | 37.13% |
| Active | E 101-49810-360 | Insurance & Bon | $12,000.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | 0.00% |
| Active | E 101-49810-380 | Utility Services | $3,500.00 | $1,099.88 | $231.38 | $115.69 | $2,284.43 | 34.73% |
| Active | E 101-49810-400 | Repairs & Maint | $2,000.00 | $0.00 | $0.00 | $0.00 | $2,000.00 | 0.00% |
| Active | E 101-49810-433 | Dues, Fees, Sub | $1,000.00 | $671.00 | $96.00 | $0.00 | $329.00 | 67.10% |
| Active | E 101-49810-500 | Capital Outlay | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| Active | E 101-49810-730 | Property Taxes | $3,000.00 | $2,248.00 | $2,248.00 | $0.00 | $752.00 | 74.93% |
| | **Total Dept 49810 Airpo** | | $28,150.00 | $4,570.24 | $2,682.37 | $117.19 | $23,462.57 | 16.24% |
| | ***Total GENERAL FUND*** | | $2,734,826.00 | $1,034,673.61 | $158,615.72 | $9,989.82 | $1,690,162.57 | 37.83% |

| City of Pelican Rapids | | | | | |
|---|---|---|---|---|---|
| Comp Report | | | | | |
| April 30, 2024 | | | | | |
| Department | Beginning Balance | Accrued Comp | Used Comp | Ending Balance | Over Time Paid |
| Administration | 26.500 | 1.875 | 2.500 | 25.875 | $ - |
| Police | 46.500 | 2.250 | 3.500 | 45.250 | $ - |
| Streets & Parks | 4.750 | 5.250 | 2.500 | 7.500 | $ - |
| Library | 3.375 | 2.500 | 0.000 | 5.875 | $ - |
| Liquor Store | 4.000 | 0.000 | 0.000 | 4.000 | $ - |
| Total | 85.125 | 11.875 | 8.500 | 88.500 | $ - |

# CITY OF PELICAN RAPIDS

## City – 05/14/24 - Bill Listing

| Vendor Name | Comments | Amount |
|---|---|---|
| ARAMARK | PK, STR; LINEN SERVICE | $132.64 |
| BANYON DATA SYSTEMS, INC | STR, WTR; SOFTWARE SUPPORT | $1,364.00 |
| BELL BANK CREDIT CARD | PK; TREE REMOVAL | $445.74 |
| DEERE & COMPANY | PK; JD 1570 | $36,225.32 |
| DESIGN INTENT ARCHITECTS | ADMIN; PRAC CONSTRUCTION | $8,850.00 |
| FERGUSON WATERWORKS | SWR, WTR; METER & GASKETS | $571.26 |
| GALLS | PD; UNIFORM ACCESSORIES | $257.67 |
| GOPHER STATE ONE CALL | SWR, WTR; LOCATES | $168.75 |
| JEFFERSON FIRE & SAFETY INC | FD; RESCUE EQUIPMENT | $735.04 |
| LAKELAND GEN STORE | PK; TREE GRINDER | $443.32 |
| LARRYS SUPER MARKET | CH; FIRST AIDE SUPPLIES | $9.68 |
| LILEKS OIL COMPANY | AIR; FUEL | $7,025.76 |
| LREC | SIGN, AIR; UTILITIES | $179.92 |
| MAC QUEEN EQUIPMENT, INC | FD; MSA SPEC | $515.66 |
| MN DEPT OF TRANS - AERONAUTICS | AIR; 3 YR PUBLIC USE | $40.00 |
| MN FIRE SERVICES CERTIFICATION | FD; EDUCATION | $277.00 |
| MN POLLUTION CONTROL AGENCY | STR; SERVICES | $912.69 |
| MOENKEDICKS WINDOW WIZARD | ALL; WINDOW CLEANING | $179.00 |
| MSTATE MRHD | FD; EDUCATION | $160.00 |
| MUNICIPAL SERVICE COMPANY | WWTF; CLARIFIER NO.4 | $31,890.00 |
| NAPA | STR; PARTS | $252.31 |
| NELSON AUTO CENTER, INC | PD; SQUAD MAINTENANCE | $360.98 |
| NETWORK CENTER, INC | ALL; COMP SERVICE | $117.00 |
| NORTHLAND TRUST SERVICES INC | ALL; PAYING AGENT FEE | $750.00 |
| OTC AUDITOR/TREASURER | CH; SOLID WASTE FEE | $896.00 |
| OTC SOLID WASTE | SWR; MAINTENANCE RECYLE TIRES | $40.00 |
| OTTERTAIL POWER | ALL; UTILITIES | $19,188.33 |
| PARK REGION CO OP | ALL; FUEL | $653.95 |
| PELICAN PETE BODY SHOP | FD; EDUCATION | $200.00 |
| PERRIN CONSTRUCTION | CH; ADMIN WINDOW & WELL | $3,000.00 |
| QUADIENT | ALL; POSTAGE | $787.87 |
| RMB ENVIRONMENTAL LABORATORIES | SWR; LAB TESTING | $524.59 |
| S & S SECURITY SERVICES, LLC | STR; CAMERAS | $1,180.45 |
| SCOOBYS CONSTRUCTION LLC | STR; BROADWAY ALLEY | $7,528.88 |
| SHORTPRINTER | PK; POLY SIGN | $2,952.49 |
| SOURCE ONE GROUP, INC | SWR; LEACHATE MANAGEMENT | $478.80 |
| SOUTHTOWN | ALL; FUEL | $737.13 |
| STRAND HARDWARE | ALL; SUPPLIES | $198.62 |
| STREICHERS | PD; OPERATING AMMO | $526.67 |
| SUMMIT FIRE PROTECTION | ALL; MAINTENANCE EXTINGUISHER | $2,226.40 |
| SUPER SEPTIC INC | SWR; BIOSOLIDS HAULING | $38,160.90 |
| VERIZON WIRELESS | ALL; COMMUNICATIONS | $481.83 |
| | | **Total: 171,626.65** |

# CITY OF PELICAN RAPIDS

## LIQUOR STORE – 05/14/24 - Bill Listing

| Vendor Name | Comments | Amount |
|---|---|---|
| ABSOLUTE ICE | ICE | $198.95 |
| ARAMARK | FLOOR MAT | $35.96 |
| ARTISAN BEER COMPANY | THC | $485.00 |
| BERGSETH BROS. CO. INC | BEER | $14,003.03 |
| BEVERAGE WHOLESALERS, INC | BEER | $7,434.83 |
| DACOTAH PAPER CO | BAGS | $252.32 |
| DS BEVERAGES, INC | BEER | $7,544.74 |
| JOHNSON BROTHERS LIQUOR CO | LIQUOR | $8,777.46 |
| MCKINNON CO. INC | POP/MIX | $42.00 |
| OTTERTAIL POWER | UTILITIES | $736.99 |
| PHILLIPS WINE & SPIRITS | LIQUOR/WINE | $2,005.65 |
| SOUTHERN GLAZERS | WINE | $3,051.02 |
| VIKING COCA-COLA BOTTLING CO | POP/MIX | $407.15 |
| | **Total:** | **$44,975.10** |

| Vendor Name | Purpose | Amount | Account # |
|---|---|---|---|
| Albright, Nanette | trip to YS round table | $26.80 | 21145500331 |
| Apple Books | juv fiction | $38.12 | 21145500435 |
| Arvig | phone& fax | $151.34 | 21145500320 |
| Ballard Sanitation | Utilities | $67.81 | 21145500380 |
| Cengage Learning | large print books | $164.94 | 21145500435 |
| | | | |
| Great Plains Natural Gas | Utilities | $440.41 | 21145500380 |
| Hoopla Digital | March 2024 usage | $792.18 | 21145500440 |
| Lakes Country Service Coop | CPR and AED training | $160.00 | 21145500208 |
| Liberty Business | March overages | $600.29 | 21145500200 |
| LuckyLuke's Adventure | Kevin Lovegreen | $109.64 | 21145500435 |
| Midwest Tape | dvds and audiobooks | $183.19 | 21145500440 |
| OCLC | ContentDM | $1,227.63 | 21145500445 |
| Otter Tail Power | utilities | $531.49 | 21145500380 |
| Strand Ace Hardware | screws | $5.00 | 21145500401 |
| Summit Fire Protection | lights and extinguisher annual testing | $294.00 | 21145500401 |
| Summit Fire Protection | Fire extinguishers and inspection. | $717.00 | 21145500401 |
| Wrigg, Annie | cell phone | $78.69 | 21145500320 |
| City Billing | postage March and April | | 21145500200 |
| **Total** | | **$5,588.53** | |

KRB

Cheryl
Brenna

Pelican Rapids Police Department
April of 2024 Report

| | |
|---|---|
| Accident-1050-MV-Rec Veh | 5 |
| 911 Hangup Calls | 7 |
| Alarm-Burglary | 2 |
| Animal Call | 3 |
| Animal Bite | 1 |
| Assault In Progress | 1 |
| Assault Report | 1 |
| Assistance-Public | 4 |
| Assistance | 2 |
| ATL-Warrant To Serve | 2 |
| Civil Dispute | 1 |
| Death Investigation | 1 |
| Deliver Message | 1 |
| Disturbance | 1 |
| Driving Complaint | 3 |
| EMS-Injury Accident | 3 |
| Med Alarm-lifeline | 1 |
| EMS-Medical | 19 |
| Fire-Alarm | 1 |
| Fire-Control Burn | 2 |
| Fire Call-Other | 2 |
| Harassment Restrain Order | 1 |
| Harassment Order Viol | 1 |
| Littering/Illegal Dumping | 1 |
| Lost & Found | 1 |
| Mental Health | 3 |
| Missing Person | 2 |
| Nuisance | 3 |
| Other Calls For Service | 3 |
| Overdose | 1 |
| Parking Comp/Privileges | 8 |
| Party Complaint | 1 |
| Police Escort | 2 |
| School Assistance | 2 |
| Suspicious Activity | 3 |
| Terroristic Threats | 1 |
| Theft/Fraud Rep | 1 |
| Transport-Other | 1 |
| Trespassing | 3 |
| Vandalism | 2 |
| Victim Notification | 1 |
| Warning-Traffic | 5 |
| **Agency Total** | 109 |

5

CEDA
Community and Economic
Development Associates

Jordan Grossman <jordan.grossman@cedausa.com>

## HCH rental agreement

1 message

**clausons@loretel.net** <clausons@loretel.net> Wed, May 8, 2024 at 11:38 AM
To: Jordan Grossman <jordan.grossman@cedausa.com>
Cc: Joe Clauson <clausons@loretel.net>

Good Morning, Jordan,

We as the PRACOC would like to terminate our lease agreement with the city of Pelican Rapids and will have all of our items out of the HCH building by May 18th. Please prorate the rent paid and thank you for the use of the building.

Good luck,

Joe Clauson

Pelican Rapids Chamber of Commerce

Cell (218) 234-6002

clausons@loretel.net

900 North Broadway, Pelican Rapids, MN 56572

Pelican Rapids

AREA CHAMBER OF COMMERCE

Figure 4.2.1 TH 59 Layout from
5th Ave S to TH 108 East

Figure 4.2.2 TH 59 Layout from
W Mill St to 1st Ave N

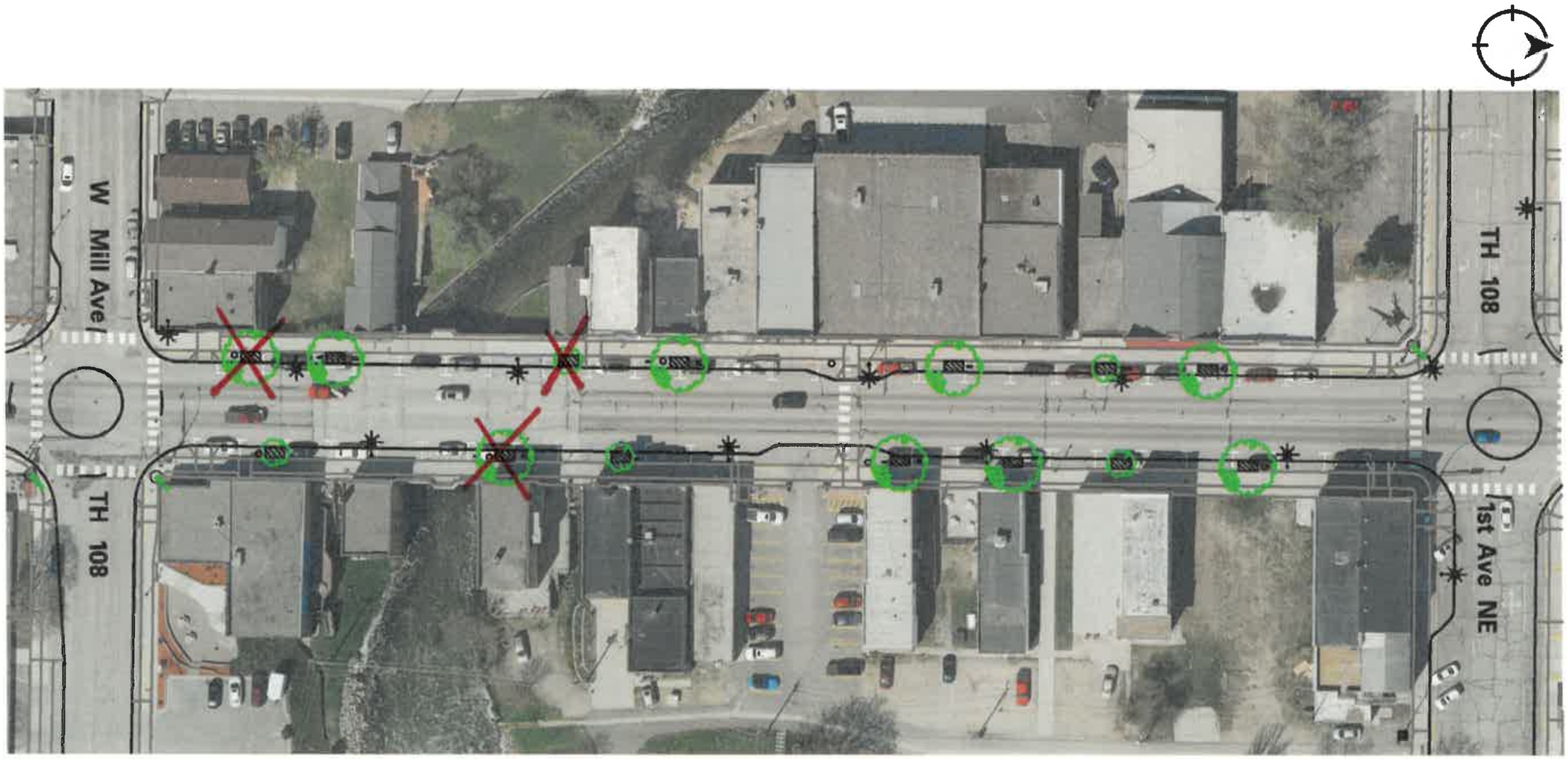
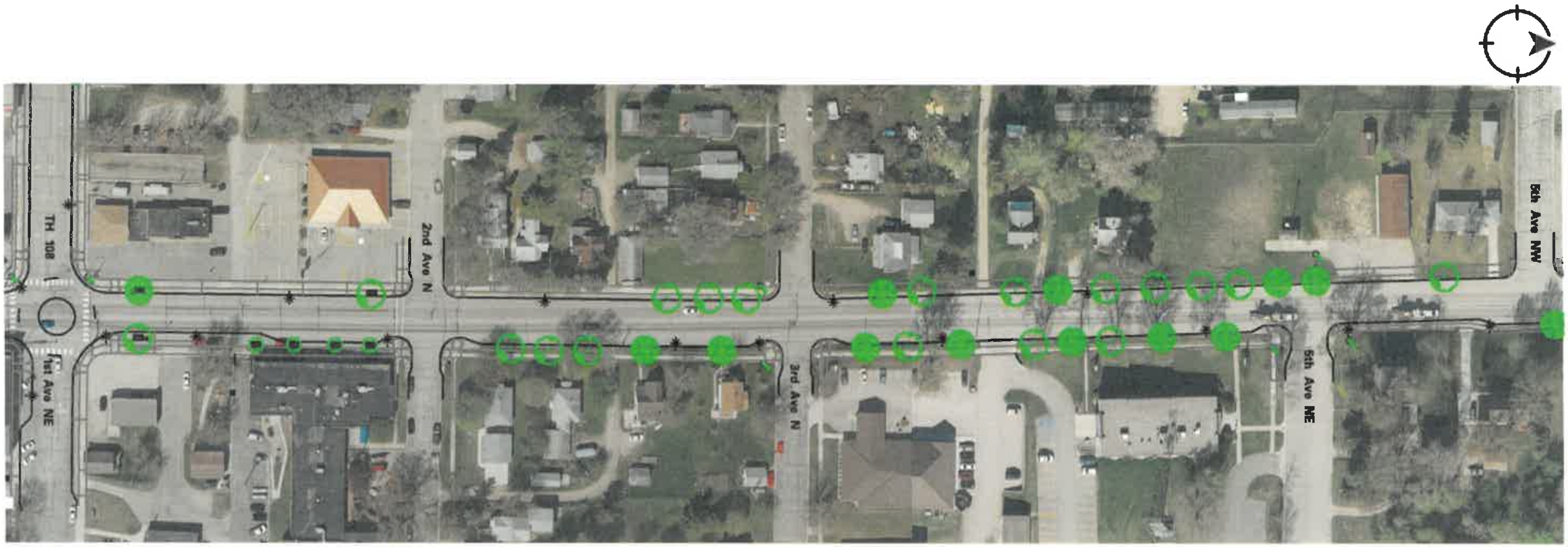


Figure 4.2.3 TH 59 Layout from
1st Ave N to 5th Ave N



8

**2017 Street & Utility Improvements**

**City of Pelican Rapids, Minnesota**

**Apex Project No. 16.189.0010**

# APPLICATION FOR PAYMENT NO. 10 - Final

**Application for Payment Date:** 11/3/2022

**Application for Payment Period:** 12/1/2018 **through** 10/31/2022

| Summary of Approved Change Orders | | |
|---|---|---|
| Change Order Number | Additions | Deductions |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | $0.00 | $0.00 |
| NET CHANGE BY CHANGE ORDERS | $0.00 | |

| | | |
|---|---|---|
| **1. ORIGINAL CONTRACT PRICE** | $ | **$1,931,564.65** |
| **2. Net change by Change Orders** | $ | **$0.00** |
| **3. Current Contract Price (Line 1 ± 2)** | $ | **$1,931,564.65** |
| **4. TOTAL COMPLETED AND STORED TO DATE** (Column F total on Progress Estimates) | $ | **$1,888,823.23** |
| **5. RETAINAGE:** | | |
| a. 0.0% X $1,888,823.23 Work Completed | $ | **$0.00** |
| b. 0.0% X $0.00 Stored Material | $ | **$0.00** |
| c. Total Retainage (Line 5.a + Line 5.b) | $ | **$0.00** |
| **6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)** | $ | **$1,888,823.23** |
| **7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)** | $ | **$1,851,046.77** |
| **8. AMOUNT DUE THIS APPLICATION** | $ | **$37,776.46** |

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Partial Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature**

By: [signature] Date: 11-1-23

**Hough, Inc. of Detroit Lakes**
**PO Box 2**
**Detroit Lakes, MN 56502-0002**

Payment of: $ **37,776.46**
(Line 8 or other - attach explanation of the other amount)

is recommended by: [signature] 3-6-24
Robert C. Schlieman (Engineer) (Date)

Payment of: $ **37,776.46**
(Line 8 or other - attach explanation of the other amount)

is approved by: ______ ______
City of Pelican Rapids, MN (Owner) (Date)

Approved by: N/A ______
Funding or Financing Entity (if applicable) (Date)

**APPLICATION FOR PAYMENT NO. 10 - Final**

Itemized Progress Summary

Apex Project No. 16.189.0010

Application for Payment Date: 11/3/2022

Application for Payment Period: 12/1/2018 through 10/31/2022

| A | | | | | | B | C | D | E | F | | G |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Item | | | Contract Information | | | | | | | | | |
| Bid Item No. | Spec. Number | Description | Estimated Quantity | Unit | Unit Bid Price | Bid Total Value of Item ($) | Estimated Quantity Installed | Value of Work Installed to Date | Materials Presently Stored (not in C) | Total Completed and Stored to Date (D + E) | % (F / B) | Balance to Finish (B - F) |
| 1 | 2021.501 | MOBILIZATION | 1 | LS | $75,000.00 | $75,000.00 | 1.00 | $75,000.00 | | $75,000.00 | 100% | $0.00 |
| 2 | 2101.501 | CLEARING | 90 | SY | $10.00 | $900.00 | 160.00 | $1,600.00 | | $1,600.00 | 178% | ($700.00) |
| 3 | 2101.502 | CLEARING | 30 | TREE | $327.00 | $9,810.00 | 20.00 | $6,540.00 | | $6,540.00 | 67% | $3,270.00 |
| 4 | 2101.506 | GRUBBING | 90 | SY | $10.00 | $900.00 | 160.00 | $1,600.00 | | $1,600.00 | 178% | ($700.00) |
| 5 | 2101.507 | GRUBBING | 30 | TREE | $75.00 | $2,250.00 | 20.00 | $1,500.00 | | $1,500.00 | 67% | $750.00 |
| 6 | 2104.501 | REMOVE CURB & GUTTER | 4,247 | LF | $2.75 | $11,679.25 | 4,229.00 | $11,629.75 | | $11,629.75 | 100% | $49.50 |
| 7 | 2104.501 | REMOVE CURB & GUTTER (HAND WORK) | 250 | LF | $10.00 | $2,500.00 | 417.00 | $4,170.00 | | $4,170.00 | 167% | ($1,670.00) |
| 8 | 2104.501 | REMOVE SEWER PIPE (STORM) | 1,213 | LF | $7.45 | $9,036.85 | 980.00 | $7,301.00 | | $7,301.00 | 81% | $1,735.85 |
| 9 | 2104.501 | REMOVE PIPE CULVERTS | 86 | LF | $4.00 | $344.00 | 93.00 | $372.00 | | $372.00 | 108% | ($28.00) |
| 10 | 2104.501 | REMOVE WATERMAIN | 1,463 | LF | $1.00 | $1,463.00 | 1,515.00 | $1,515.00 | | $1,515.00 | 104% | ($52.00) |
| 11 | 2104.503 | REMOVE CONCRETE SIDEWALK | 564 | SF | $1.15 | $648.60 | 478.00 | $549.70 | | $549.70 | 85% | $98.90 |
| 12 | 2104.505 | REMOVE BITUMINOUS PAVEMENT | 23,572 | SY | $1.30 | $30,643.60 | 23,690.00 | $30,797.00 | | $30,797.00 | 101% | ($153.40) |
| 13 | 2104.505 | REMOVE BITUMINOUS PAVEMENT (PARKING LOT) | 3,370 | SY | $1.65 | $5,560.50 | 2,956.00 | $4,877.40 | | $4,877.40 | 88% | $683.10 |
| 14 | 2104.505 | REMOVE BITUMINOUS PAVEMENT (TRAIL) | 2,308 | SY | $1.00 | $2,308.00 | 2,308.00 | $2,308.00 | | $2,308.00 | 100% | $0.00 |
| 15 | 2104.505 | REMOVE CONCRETE DRIVEWAY PAVEMENT | 723 | SY | $6.25 | $4,518.75 | 405.23 | $2,532.69 | | $2,532.69 | 56% | $1,986.06 |
| 16 | 2104.505 | REMOVE CONCRETE PAVMENT | 86 | SY | $6.25 | $537.50 | 65.50 | $409.38 | | $409.38 | 76% | $128.13 |
| 17 | 2104.507 | REMOVE RIPRAP | 19 | CY | $13.15 | $249.85 | 19.00 | $249.85 | | $249.85 | 100% | $0.00 |
| 18 | 2104.509 | REMOVE CATCH BASIN | 11 | EACH | $122.55 | $1,348.05 | 11.00 | $1,348.05 | | $1,348.05 | 100% | $0.00 |
| 19 | 2104.509 | REMOVE GATE VALVE AND BOX | 4 | EACH | $75.00 | $300.00 | 4.00 | $300.00 | | $300.00 | 100% | $0.00 |
| 20 | 2104.509 | REMOVE HYDRANT | 3 | EACH | $119.25 | $357.75 | 3.00 | $357.75 | | $357.75 | 100% | $0.00 |
| 21 | 2104.509 | REMOVE MANHOLE | 13 | EACH | $292.00 | $3,796.00 | 13.00 | $3,796.00 | | $3,796.00 | 100% | $0.00 |
| 22 | 2104.509 | SALVAGE AND REINSTALL WOODEN STAIRS | 1 | LS | $750.00 | $750.00 | 0.00 | $0.00 | | $0.00 | | $750.00 |
| 23 | 2104.523 | SALVAGE AND REINSTALL YARD LIGHT | 2 | EACH | $750.00 | $1,500.00 | 0.00 | $0.00 | | $0.00 | | $1,500.00 |
| 24 | 2104.604 | SAVAGE LANDSCAPE ROCK | 5 | SY | $100.00 | $500.00 | 0.00 | $0.00 | | $0.00 | | $500.00 |
| 25 | 2104.618 | SALVAGE BRICK PAVERS | 22 | SF | $5.00 | $110.00 | 22.00 | $110.00 | | $110.00 | 100% | $0.00 |
| 26 | 2106.604 | GEOTEXTILE FABRIC TYPE V | 27,296 | SY | $0.80 | $21,836.80 | 26,640.00 | $21,312.00 | | $21,312.00 | 98% | $524.80 |
| 27 | 2106.604 | GEOTEXTILE FABRIC TYPE V (PARKING LOT) | 4,528 | SY | $0.85 | $3,848.80 | 3,587.00 | $3,048.95 | | $3,048.95 | 79% | $799.85 |
| 28 | 2105.501 | COMMON EXCAVATION (P) | 22,962 | CY | $7.20 | $165,326.40 | 24,566.00 | $176,875.20 | | $176,875.20 | 107% | ($11,548.80) |
| 29 | 2105.501 | COMMON EXCAVATION (P) (PARKING LOT) | 4,667 | CY | $10.45 | $48,770.15 | 2,550.00 | $26,647.50 | | $26,647.50 | 55% | $22,122.65 |
| 30 | 2105.501 | COMMON EXCAVATION (P) (TRAIL) | 372 | CY | $18.60 | $6,919.20 | 372.00 | $6,919.20 | | $6,919.20 | 100% | $0.00 |
| 31 | 2105.522 | SELECT GRANULAR BORROW (CV) | 13,071 | CY | $9.25 | $120,906.75 | 16,298.00 | $150,756.50 | | $150,756.50 | 125% | ($29,849.75) |
| 32 | 2105.522 | SELECT GRANULAR BORROW (CV) (PARKING LOT) | 2,264 | CY | $9.75 | $22,074.00 | 521.00 | $5,079.75 | | $5,079.75 | 23% | $16,994.25 |
| 33 | 2211.503 | AGGREGATE BASE CLASS 5 (P) (CV) | 7,790 | CY | $17.55 | $136,714.50 | 7,790.00 | $136,714.50 | | $136,714.50 | 100% | $0.00 |
| 34 | 2211.503 | AGGREGATE BASE CLASS 5 (P) (CV) (PARKING LOT) | 1,089 | CY | $18.50 | $20,146.50 | 748.00 | $13,838.00 | | $13,838.00 | 69% | $6,308.50 |
| 35 | 2211.503 | AGGREGATE BASE CLASS 5 (P) (CV) (TRAIL) | 372 | CY | $22.00 | $8,184.00 | 372.00 | $8,184.00 | | $8,184.00 | 100% | $0.00 |
| 36 | 2211.503 | AGGREGATE BASE CLASS 5 | 205 | TON | $13.50 | $2,767.50 | 67.00 | $904.50 | | $904.50 | 33% | $1,863.00 |
| 37 | 2118.501 | AGGREGATE SURFACING CLASS 5 | 90 | TON | $13.50 | $1,215.00 | 16.00 | $216.00 | | $216.00 | 18% | $999.00 |
| 38 | 2112.501 | SUBGRADE PREPARATION | 15 | RDST | $240.00 | $3,600.00 | 15.00 | $3,600.00 | | $3,600.00 | 100% | $0.00 |
| 39 | 2123.610 | MACHINE TIME | 10 | HOUR | $350.00 | $3,500.00 | 2.53 | $885.50 | | $885.50 | 25% | $2,614.50 |
| 40 | 2360.503 | TYPE SP 9.5 WEARING COURSE MIX (3,C) 1.5" THICK | 23,358 | SY | $5.20 | $121,461.60 | 22,025.50 | $114,532.60 | | $114,532.60 | 94% | $6,929.00 |
| 41 | 2360.503 | TYPE SP 9.5 WEARING COURSE MIX (3,C) 2" THICK | 5,159 | SY | $7.50 | $38,692.50 | 5,008.60 | $37,564.50 | | $37,564.50 | 97% | $1,128.00 |
| 42 | 2360.503 | TYPE SP 9.5 WEARING COURSE MIX (3,C) 2" THICK (PARKING LOT) | 4,356 | SY | $7.50 | $32,670.00 | 2,409.67 | $18,072.53 | | $18,072.53 | 55% | $14,597.48 |
| 43 | 2360.503 | TYPE SP 9.5 WEARING COURSE MIX (3,C) 2" THICK (TRAIL) | 2,232 | SY | $7.50 | $16,740.00 | 2,232.00 | $16,740.00 | | $16,740.00 | 100% | $0.00 |
| 44 | 2360.503 | TYPE SP 12.5 NON-WEARING COURSE MIX (3,C) 2" THICK | 23,358 | SY | $6.75 | $157,666.50 | 23,795.10 | $160,616.93 | | $160,616.93 | 102% | ($2,950.42) |
| 45 | 2360.503 | TYPE SP 12.5 NON-WEARING COURSE MIX (3,C) 2" THICK (PARKING LOT) | 8,712 | SY | $7.30 | $63,597.60 | 3,421.00 | $24,973.30 | | $24,973.30 | 39% | $38,624.30 |
| 46 | 2360.503 | TYPE SP 12.5 NON-WEARING COURSE MIX (3,C) 2.5" THICK | 5,159 | SY | $9.10 | $46,946.90 | 5,361.00 | $48,785.10 | | $48,785.10 | 104% | ($1,838.20) |
| 47 | 2501.511 | 12" CS PIPE CULVERT | 29 | LF | $25.30 | $733.70 | 28.00 | $708.40 | | $708.40 | 97% | $25.30 |
| 48 | 2501.515 | 12" CS PIPE APRON | 2 | EACH | $136.05 | $272.10 | 2.00 | $272.10 | | $272.10 | 100% | $0.00 |
| 49 | 2501.515 | 12" RC PIPE APRON | 5 | EACH | $585.00 | $2,925.00 | 5.00 | $2,925.00 | | $2,925.00 | 100% | $0.00 |
| 50 | 2502.501 | 4" PRECAST CONCRETE HEADWALL | 1 | EACH | $165.00 | $165.00 | 0.00 | $0.00 | | $0.00 | | $165.00 |
| 51 | 2502.541 | 4" PERF HDPE PIPE DRAIN | 12,768 | LF | $2.65 | $33,835.20 | 13,010.00 | $34,476.50 | | $34,476.50 | 102% | ($641.30) |
| 52 | 2502.541 | 4" PERF HDPE PIPE DRAIN (PARKING LOT) | 756 | LF | $4.25 | $3,213.00 | 0.00 | $0.00 | | $0.00 | | $3,213.00 |
| 53 | 2503.511 | 12" RC PIPE SEWER | 893 | LF | $33.90 | $30,272.70 | 879.00 | $29,798.10 | | $29,798.10 | 98% | $474.60 |
| 54 | 2503.511 | 15" RC PIPE SEWER | 225 | LF | $43.20 | $9,720.00 | 216.00 | $9,331.20 | | $9,331.20 | 96% | $388.80 |

| A | | | | | | B | C | D | E | F | | G |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Item | | | Contract Information | | | | | | | | | |
| Bid Item No. | Spec. Number | Description | Estimated Quantity | Unit | Unit Bid Price | Bid Total Value of Item ($) | Estimated Quantity Installed | Value of Work Installed to Date | Materials Presently Stored (not in C) | Total Completed and Stored to Date (D + E) | % (F / B) | Balance to Finish (B - F) |
| 55 | 2503.511 | 18" RC PIPE SEWER | 130 | LF | $51.85 | $6,740.50 | 109.00 | $5,651.65 | | $5,651.65 | 84% | $1,088.85 |
| 56 | 2503.602 | CONSTRUCT OUTSIDE DROP | 2 | EACH | $3,866.00 | $7,732.00 | 2.00 | $7,732.00 | | $7,732.00 | 100% | $0.00 |
| 57 | 2504.602 | ADJUST HYDRANT | 1 | EACH | $1,145.00 | $1,145.00 | 1.00 | $1,145.00 | | $1,145.00 | 100% | $0.00 |
| 58 | 2506.502 | CONST DRAINAGE STRUCTURE DES 48-4020 | 5 | EACH | $2,337.00 | $11,685.00 | 5.00 | $11,685.00 | | $11,685.00 | 100% | $0.00 |
| 59 | 2506.502 | **CONST DRAINAGE STRUCTURE DESIGN C G OR H** | **16** | EACH | $3,278.00 | $52,448.00 | 17.00 | $55,726.00 | | $55,726.00 | 106% | ($3,278.00) |
| 60 | 2506.502 | CONSTRUCT DRAINAGE STRUCTURE DES 4007-48 | 10 | EACH | $3,565.00 | $35,650.00 | 12.00 | $42,780.00 | | $42,780.00 | 120% | ($7,130.00) |
| 61 | 2511.501 | RANDOM RIPRAP CLASS III | 13 | CY | $65.00 | $845.00 | 13.20 | $858.00 | | $858.00 | 102% | ($13.00) |
| 62 | 2521.501 | 4" CONCRETE WALK | 580 | SF | $5.61 | $3,253.80 | 639.00 | $3,584.79 | | $3,584.79 | 110% | ($330.99) |
| 63 | 2531.501 | CONCRETE CURB & GUTTER DESIGN D418 | 7,287 | LF | $12.60 | $91,816.20 | 7,127.00 | $89,800.20 | | $89,800.20 | 98% | $2,016.00 |
| 64 | 2531.501 | CONCRETE CURB & GUTTER DESIGN B618 (HAND WORK) | 250 | LF | $25.00 | $6,250.00 | 436.00 | $10,900.00 | | $10,900.00 | 174% | ($4,650.00) |
| 65 | 2531.501 | CONCRETE CURB & GUTTER DESIGN B624 (HAND WORK) | 45 | LF | $28.00 | $1,260.00 | 41.00 | $1,148.00 | | $1,148.00 | 91% | $112.00 |
| 66 | 2531.507 | 6" CONCRETE DRIVEWAY PAVEMENT | 686 | SY | $46.50 | $31,899.00 | 816.43 | $37,964.00 | | $37,964.00 | 119% | ($6,065.00) |
| 67 | 2531.604 | 8" CONCRETE VALLEY GUTTER | 122 | SY | $65.00 | $7,930.00 | 133.10 | $8,651.50 | | $8,651.50 | 109% | ($721.50) |
| 68 | 2540.602 | TEMPORARY MAILBOXES | 1 | LS | $1,500.00 | $1,500.00 | 1.00 | $1,500.00 | | $1,500.00 | 100% | $0.00 |
| 69 | 2540.603 | SALVAGE AND REINSTALL LANDSCAPE EDGER | 34 | LF | $10.00 | $340.00 | 0.00 | $0.00 | | $0.00 | | $340.00 |
| 70 | 2540.604 | INSTALL SALVAGED LANDSCAPE ROCK | 5 | SY | $50.00 | $250.00 | 0.00 | $0.00 | | $0.00 | | $250.00 |
| 71 | 2540.618 | INSTALL SALVAGED BRICK PAVERS | 22 | SF | $15.00 | $330.00 | 0.00 | $0.00 | | $0.00 | | $330.00 |
| 72 | 2550.602 | CORE DRILLED HOLE | 15 | EACH | $175.00 | $2,625.00 | 9.00 | $1,575.00 | | $1,575.00 | 60% | $1,050.00 |
| 73 | 2554.505 | PERMANENT BARRICADES | 30 | LF | $60.00 | $1,800.00 | 10.00 | $600.00 | | $600.00 | 33% | $1,200.00 |
| 74 | 2563.601 | TRAFFIC CONTROL | 1 | LS | $7,200.00 | $7,200.00 | 1.00 | $7,200.00 | | $7,200.00 | 100% | $0.00 |
| 75 | 2573.502 | SILT FENCE, TYPE MS | 7,047 | LF | $2.00 | $14,094.00 | 6,339.00 | $12,678.00 | | $12,678.00 | 90% | $1,416.00 |
| 76 | 2573.531 | STORM DRAIN INLET PROTECTION | 26 | EACH | $100.00 | $2,600.00 | 13.00 | $1,300.00 | | $1,300.00 | 50% | $1,300.00 |
| 77 | 2573.535 | STABILIZED CONSTRUCTION EXIT | 5 | EACH | $250.00 | $1,250.00 | 0.00 | $0.00 | | $0.00 | | $1,250.00 |
| 78 | 2575.523 | EROSION CONTROL BLANKETS CATEGORY 3 | 833 | SY | $3.00 | $2,499.00 | 1,163.00 | $3,489.00 | | $3,489.00 | 140% | ($990.00) |
| 79 | 2574.525 | COMMON TOPSOIL BORROW (LV) | 743 | CY | $19.00 | $14,117.00 | 105.00 | $1,995.00 | | $1,995.00 | 14% | $12,122.00 |
| 80 | 2575.555 | TURF ESTABLISHMENT | 1 | LS | $13,205.60 | $13,205.60 | 1.00 | $13,205.60 | | $13,205.60 | 100% | $0.00 |
| 81 | 2575.601 | EROSION CONTROL | 1 | LS | $3,500.00 | $3,500.00 | 1.00 | $3,500.00 | | $3,500.00 | 100% | $0.00 |
| 82 | 02600 | DUCTILE IRON FITTINGS | 16 | EACH | $322.00 | $5,152.00 | 12.00 | $3,864.00 | | $3,864.00 | 75% | $1,288.00 |
| 83 | 02600 | TEMPORARY WATER SERVICE | 1 | LS | $5,000.00 | $5,000.00 | 1.00 | $5,000.00 | | $5,000.00 | 100% | $0.00 |
| 84 | 02600 | 6" SADDLE (WET TAP) | 29 | EACH | $162.00 | $4,698.00 | 31.00 | $5,022.00 | | $5,022.00 | 107% | ($324.00) |
| 85 | 02600 | HYDRANT | 3 | EACH | $5,256.00 | $15,768.00 | 3.00 | $15,768.00 | | $15,768.00 | 100% | $0.00 |
| 86 | 02600 | 1" CORPORATION STOP | 29 | EACH | $128.00 | $3,712.00 | 31.00 | $3,968.00 | | $3,968.00 | 107% | ($256.00) |
| 87 | 02600 | 6" GATE VALVE AND BOX | 9 | EACH | $1,675.00 | $15,075.00 | 9.00 | $15,075.00 | | $15,075.00 | 100% | $0.00 |
| 88 | 02600 | 8" GATE VALVE AND BOX | 1 | EACH | $2,158.00 | $2,158.00 | 1.00 | $2,158.00 | | $2,158.00 | 100% | $0.00 |
| 89 | 02600 | 10" GATE VALVE AND BOX | 1 | EACH | $3,214.00 | $3,214.00 | 1.00 | $3,214.00 | | $3,214.00 | 100% | $0.00 |
| 90 | 02600 | 1" CURB STOP & BOX | 29 | EACH | $513.00 | $14,877.00 | 29.00 | $14,877.00 | | $14,877.00 | 100% | $0.00 |
| 91 | 02600 | CURB BOX CASTING | 7 | EACH | $50.00 | $350.00 | 1.00 | $50.00 | | $50.00 | 14% | $300.00 |
| 92 | 02600 | 1" HDPE WATER SERVICE PIPE | 935 | LF | $18.00 | $16,830.00 | 947.00 | $17,046.00 | | $17,046.00 | 101% | ($216.00) |
| 93 | 02600 | 6" PVC WATERMAIN C900 | 1,482 | LF | $21.45 | $31,788.90 | 1,456.00 | $31,231.20 | | $31,231.20 | 98% | $557.70 |
| 94 | 02600 | 8" PVC WATERMAIN C900 | 447 | LF | $41.05 | $18,349.35 | 434.00 | $17,815.70 | | $17,815.70 | 97% | $533.65 |
| 95 | 02600 | 10" PVC WATERMAIN C900 | 51 | LF | $51.40 | $2,621.40 | 64.00 | $3,289.60 | | $3,289.60 | 125% | ($668.20) |
| 96 | 02600 | 4" POLYSTYRENE INSULATION | 148 | SY | $24.15 | $3,574.20 | 142.60 | $3,443.79 | | $3,443.79 | 96% | $130.41 |
| 97 | 02700 | 4" PVC PIPE SEWER SDR 26 | 1,077 | LF | $19.55 | $21,055.35 | 1,117.00 | $21,837.35 | | $21,837.35 | 104% | ($782.00) |
| 98 | 02700 | 6" PVC PIPE SEWER SDR 26 | 15 | LF | $33.55 | $503.25 | 0.00 | $0.00 | | $0.00 | | $503.25 |
| 99 | 02700 | 8" PVC PIPE SEWER SDR 26 | 2,364 | LF | $42.00 | $99,288.00 | 2,318.00 | $97,356.00 | | $97,356.00 | 98% | $1,932.00 |
| 100 | 02700 | 8" CURED-IN-PLACE PIPE (LINED) | 216 | LF | $50.00 | $10,800.00 | 268.00 | $13,400.00 | | $13,400.00 | 124% | ($2,600.00) |
| 101 | 02700 | 4" CLEAN-OUT ASSEMBLY SDR 26 | 34 | EACH | $251.00 | $8,534.00 | 32.00 | $8,032.00 | | $8,032.00 | 94% | $502.00 |
| 102 | 02700 | 6" CLEAN-OUT ASSEMBLY SDR 26 | 1 | EACH | $372.00 | $372.00 | 0.00 | $0.00 | | $0.00 | | $372.00 |
| 103 | 02700 | CLEAN-OUT CASTING | 11 | EACH | $50.00 | $550.00 | 4.00 | $200.00 | | $200.00 | 36% | $350.00 |
| 104 | 02700 | 8"X4" PVC WYE | 34 | EACH | $280.00 | $9,520.00 | 35.00 | $9,800.00 | | $9,800.00 | 103% | ($280.00) |
| 105 | 02700 | 8"X6" PVC WYE | 1 | EACH | $386.00 | $386.00 | 0.00 | $0.00 | | $0.00 | | $386.00 |
| 106 | 02700 | DYE TESTING | 10 | EACH | $100.00 | $1,000.00 | 0.00 | $0.00 | | $0.00 | | $1,000.00 |
| 107 | 02735 | ADJUST FRAME & RING CASTING | 20 | EACH | $575.00 | $11,500.00 | 10.00 | $5,750.00 | | $5,750.00 | 50% | $5,750.00 |
| 108 | 02735 | ADJUST VALVE BOX | 17 | EACH | $275.00 | $4,675.00 | 9.00 | $2,475.00 | | $2,475.00 | 53% | $2,200.00 |
| 109 | 02739 | CLEAN AND TELEVISE SEWER | 2,580 | LF | $1.75 | $4,515.00 | 2,586.00 | $4,525.50 | | $4,525.50 | 100% | ($10.50) |
| | | **TOTAL:** | | | | **$1,931,564.65** | | **$1,842,508.29** | **$0.00** | **$1,842,508.29** | **95%** | **$89,056.36** |

| Bid Item No. | Spec. Number | Description | Estimated Quantity | Unit | Unit Bid Price | Bid Total Value of Item ($) | Estimated Quantity Installed | Value of Work Installed to Date | Materials Presently Stored (not in C) | Total Completed and Stored to Date (D + E) | % (F / B) | Balance to Finish (B - F) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | | | | | | B | C | D | E | F | | G |
| Item | | | Contract Information | | | | | | | | | |
| **EXTRA WORK & OTHER PAYMENTS:** | | | | | | | | | | | | |
| | | VALVE BOX ADAPTERS (1-6" and 1-12") | 1.00 | LS | $100.00 | $0.00 | 1.00 | $100.00 | | $100.00 | | ($100.00) |
| | | VALVE BOX SECTIONS | 5.00 | EACH | $40.00 | $0.00 | 5.00 | $200.00 | | $200.00 | | ($200.00) |
| | | OVERSIZE CRUSHED CONCRETE | 5.04 | TON | $21.00 | $0.00 | 5.04 | $105.84 | | $105.84 | | ($105.84) |
| | | BEDDING SAND | 14.12 | TON | $7.75 | $0.00 | 14.12 | $109.43 | | $109.43 | | ($109.43) |
| | | CLASS 5 AGGREGATE BASE | 30.30 | TON | $9.25 | $0.00 | 30.30 | $280.28 | | $280.28 | | ($280.28) |
| | | 3 PERSON CREW: EXCAVATION AND BACKFILL | 5.00 | HOUR | $300.00 | $0.00 | 5.00 | $1,500.00 | | $1,500.00 | | ($1,500.00) |
| | | VACUUM TRUCK WITH OPERATOR | 2.00 | HOUR | $215.00 | $0.00 | 2.00 | $430.00 | | $430.00 | | ($430.00) |
| | | ROCK EXCAVATION AND DISPOSAL | 51.00 | CY | $50.00 | $0.00 | 51.00 | $2,550.00 | | $2,550.00 | | ($2,550.00) |
| | | TURF ESTABLISHMENT (TEMPORARY ROADS AND 10TH AVENUE SE) | 2,059 | SY | $1.50 | $0.00 | 2,059.00 | $3,088.50 | | $3,088.50 | | ($3,088.50) |
| | | 8" C900 DRAIN TILE DISCHARGE (VFW) | 109.00 | LF | $24.75 | $0.00 | 109.00 | $2,697.75 | | $2,697.75 | | ($2,697.75) |
| | | REMOVE MISCELLANEOUS DEBRIS | 191.00 | SY | $20.00 | $0.00 | 191.00 | $3,820.00 | | $3,820.00 | | ($3,820.00) |
| | | PVC DRAIN TILE (PARKING LOT) | 744.00 | LF | $5.25 | $0.00 | 744.00 | $3,906.00 | | $3,906.00 | | ($3,906.00) |
| | | DRAIN TILE BEDDING ROCK (PARKING LOT) | 61.00 | CY | $29.20 | $0.00 | 61.00 | $1,781.20 | | $1,781.20 | | ($1,781.20) |
| | | CRUSHED CONCRETE BASE MATERIAL (PARKING LOT) | 751.00 | CY | $18.50 | $0.00 | 751.00 | $13,893.50 | | $13,893.50 | | ($13,893.50) |
| | | 4" POLYSTYRENE INSULATION (PARKING LOT) | 203.00 | SY | $24.15 | $0.00 | 203.00 | $4,902.45 | | $4,902.45 | | ($4,902.45) |
| | | CONCRETE WORK (PARKING LOT) | 1.00 | LS | $6,950.00 | $0.00 | 1.00 | $6,950.00 | | $6,950.00 | | ($6,950.00) |
| | | | | | | | | | | | | |
| | | TOTAL EXTRA WORK AND OTHER PAYMENTS: | | | | $0.00 | | $46,314.95 | $0.00 | $46,314.95 | | ($46,314.95) |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CHANGE ORDERS:** | | | | | | | | | | | | |
| Change Order No. 1: | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | | | | | $0.00 | | $0.00 | | $0.00 | | $0.00 |
| | | TOTAL CHANGE ORDERS: | | | | | | | | $0.00 | | $0.00 |
| | | TOTAL CONTRACT: | | | | $1,931,564.65 | | $1,888,823.23 | $0.00 | $1,888,823.23 | 98% | $42,741.42 |

1 hour of Machine Time for trying to find sanitary sewer service on Second Avenue SE
1 hour of Machine Time for relocating catch basin to avoid gas line at the intersection of 6th Street SE and 1st Avenue SE
The Estimated Quantity for TURF ESTABLISHMENT (TEMPORARY ROADS AND 10TH AVENUE SE) includes 323 SY for 10TH Avenue SE, 664 SY for the temporary road south of Ridge Crest Drive, and 1,072 SY for the temporary road connecting 2nd Avenue SE and 8th Street SE
0.53 hours of Machine Time for reimbursement of water billed to and paid by Contractor

9

# 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 project, 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. Reservations will not be accepted for times that fall outside of City Hall business hours. All activities associated with the reservation must be scheduled and completed within City Hall business hours.
   c. The City reserves the right to cancel any booking with a two week 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 Council Chambers 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

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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.


10

**Library Board Meeting**
**Agenda**
**May 6, 2024 6pm**
**Levorsen Meeting**
**Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the April Minutes
3. Approval of the bills (Kevin)
4. Financial reports: (Annie)
5. Friends Update
6. Foundation 2024 request update
7. Director's Report
    a. Compensatory (comp) time
    b. Window washing
8. Chairperson's discussion
9. June 3, 2024 6pm Levorsen Meeting Room

***The mission of the Pelican Rapids Public Library is:***
***to enrich individual and community life and serve as a community resource through materials, programming and service for all people throughout their lives.***

Pelican Rapids Library Board Meeting, April 1, 2024

Present: Cheryl, Sue, Kevin, Kathy. Annie and Deb Hauge (Friends]

The meeting was called to order at 6:00 pm by Cheryl.

Kevin moved to approve the agenda, second by Sue, passed

Kevin moved to approve the March minutes, second by Kathy, passed

Kevin checked the bills, Kathy moved to approve the bills, seconded by Sue, passed

Financial report by Annie. There was no transfer yet, but she noted that it should post today. She mentioned that we are doing well the last two months but warned it would fluctuate over the year.

The Friends' meeting was canceled due to weather, but they have been working on spring newsletter articles and firming up dates for events over the summer. Things will pick up when our snow birds return.

Annie reminded us that she had requested $11,463 from the West Central Initiative for Hoopla. This will arrive around June. It will help to maintain the $850 per month that has been set. The first month this was instituted she definitely heard about it from people hitting the cap. Annie again says that this will fluctuate from month to month.

The winter reading program has wrapped up. Kari Pierce donated the prizes.

The Summer programs are being planned, with cooperation with the school district. School tours of the library will take place before school is out and many summer activities will have the Club Vikes also attend with their staff. The Friends will donate some supplies and prizes.

We will eventually get through the red tape and have a new "Midway" address for the library for the riverside doors.

The ESL teacher that works out of the library has requested that the West Central Initiative provide her with a donation for supplies. She does GED as well as English classes and sees a lot of students over the week, many at times that they can still work at the plant.

There was a conversation about the information Kisok outside of the east door that was installed a few years ago, that did not work out like they had expected. Dave and Joanie Ellison were instrumental in placing it there.

Sue made a motion that we contact them and see if it should be removed. Kevin seconded it, passed

The next board meeting will be on May 6$^{th}$ at 6:00 p.m.

The meeting was adjourned.

Submitted by Kathy Knuteson-Olson

| | | Actual YTD | 2024 YTD | Budget 2024 | Difference |
|---|---|---|---|---|---|
| **Income** | | | | | |
| Beginning balance | | | | | $0.00 |
| City Funding | 34761 | $121,112.50 | $80,741.67 | $242,225.00 | $40,370.83 |
| Non-resident reimbursement | 34762 | | $15,833.33 | $47,500.00 | -$15,833.33 |
| Copies | 34763 | $2,047.00 | $1,133.33 | $3,400.00 | $913.67 |
| Coffee Bar | 34764 | | $0.00 | $0.00 | $0.00 |
| Fines | 35103 | | $0.00 | | $0.00 |
| Interest | 36210 | $1,079.88 | $0.00 | | $1,079.88 |
| Donations | 34765 | $9,705.00 | $5,733.33 | $17,200.00 | $3,971.67 |
| Legacy Funding | 34767 | | $0.00 | | $0.00 |
| Refunds | 34766 | | $166.67 | $500.00 | -$166.67 |
| General Fund Transfer | 39201 | | $0.00 | | $0.00 |
| Savings account transfer | | | $0.00 | $0.00 | $0.00 |
| **Total Income** | | **$133,944.38** | **$103,608.33** | **$310,825.00** | $30,336.05 |
| **Expenses** | | | | | |
| Staff salaries | 100 | $57,126.89 | $62,714.41 | $188,143.24 | $5,587.52 |
| Overtime | 105 | | $0.00 | | $0.00 |
| Pension | 120 | $4,284.49 | $4,703.58 | $14,110.74 | $419.09 |
| Staff medical insurance | 130 | $2,921.25 | $3,666.67 | $11,000.00 | $745.42 |
| FICA | 122 | $4,282.00 | $4,797.65 | $14,392.96 | $515.65 |
| Office supplies | 200 | $1,557.23 | $1,080.00 | $3,240.00 | -$477.23 |
| Education | 208 | $733.60 | $576.00 | $1,728.00 | -$157.60 |
| Coffee Bar Supplies | 209 | | $0.00 | $0.00 | $0.00 |
| Library supplies | 210 | $533.26 | $468.00 | $1,404.00 | -$65.26 |
| Auditing | 301 | | $324.00 | $972.00 | $324.00 |
| Legal fees | 304 | | $72.00 | $216.00 | $72.00 |
| Phone/fax/security | 320 | $916.35 | $1,116.00 | $3,348.00 | $199.65 |
| Travel | 331 | $30.13 | $144.00 | $432.00 | $113.87 |
| Advertising | 340 | | $216.00 | $648.00 | $216.00 |
| Building Insurance | 360 | $214.00 | $2,901.75 | $8,705.26 | $2,687.75 |
| Utilities | 380 | $2,626.40 | $4,633.33 | $13,900.00 | $2,006.93 |
| Building expenses | 401 | $2,365.32 | $4,400.00 | $13,200.00 | $2,034.68 |
| Books | 435 | $5,546.55 | $5,400.00 | $16,200.00 | -$146.55 |
| Audio visual materials | 440 | $3,577.96 | $3,803.40 | $11,410.20 | $225.44 |
| Software | 445 | | $360.00 | $1,080.00 | $360.00 |
| Periodicals | 450 | $271.77 | $720.00 | $2,160.00 | $448.23 |
| Children's services programm | 455 | $586.00 | $233.33 | $700.00 | -$352.67 |
| VLS sub./Hot Reads | 460 | | $0.00 | | $0.00 |
| Automations-yearly fees | 465 | | $1,152.00 | $3,456.00 | $1,152.00 |
| Equipment/Capital Outlay | 500 | | $0.00 | | $0.00 |
| | | | $0.00 | | $0.00 |
| Afterschool Programing | | | $0.00 | | $0.00 |
| Refunds | 470 | | $36.00 | $108.00 | $36.00 |
| *Savings account* | | | $0.00 | | $0.00 |
| **Operating expenses Total** | | **$87,573.20** | **$103,518.13** | **$310,554.40** | |
| **Difference** | | **$46,371.18** | **$90.20** | $270.60 | |

It is the purpose of this part to establish a uniform and equitable system of personnel administration for employees of the City.

**208.02 SCOPE/DEFINITIONS**

**Subdivision 1. Personnel Covered**. Except as otherwise specifically provided, this part of the City Code applies to all employees of the City except the following:

1. All elected officials;
2. The City Attorney and the health officer;
3. Members of City boards, commissions and committees;
4. Volunteer firefighters and other volunteer personnel;
5. Emergency employees;
6. Other employees not regularly employed in permanent positions.

**Subdivision 2. Provisions Superseded in Certain Cases**. Any employee included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act, Minnesota Statutes Sections 179.61 to 179.76 shall be exempt from any provision of this Part which is inconsistent with such agreement. Any employee within the jurisdiction of a personnel board or civil service commission established under Minnesota Statutes, Chapters 44, 419 or 420 is exempt from any provision of this part which is inconsistent with such statute or rules and regulations adopted thereunder. Nothing in this Part is intended to modify or supersede any provision of the Veterans' Preference Act, Minnesota Statutes, Sections 197.45 to 197.481.

**Subdivision 3. Definitions**. The following definitions shall apply to this Part 8, Personnel Policy:

1. Employee: A person employed by the City of Pelican Rapids, whether on a full or part-time basis, including a member of an exclusively recognized bargaining unit, and including non-union employees.

2. Employer: The City of Pelican Rapids.

3. Scheduled Shift: A consecutive work period including rest breaks and a lunch break.

4. Rest Breaks: Periods during the scheduled shift during which the employee remains on continual duty and is responsible for assigned duties. A rest break shall consist of a fifteen (15) minute period. The employee shall be entitled to one paid rest break during each half of a scheduled shift of eight hours or more, at such times as may be scheduled by the employer.

5. Lunch Break: A period during the scheduled shift during which the employee remains on continual duty and is responsible for assigned duties. A lunch break shall consist of either a thirty (30) minutes, forty-five (45) minutes or one (1) hour as may be scheduled by the employer. An employee is entitled to one unpaid lunch break for each scheduled shift of more than six hours.

6. Base Pay Rate: The employee's hourly pay rate exclusive of any other special allowances.

7. Probationary Period: A period of time not to exceed six calendar months from the date of employment.

**208.03 APPOINTMENTS**

Every appointment to municipal service shall be made by the appointing authority on the basis of merit and fitness for the position. When required by law or by the Council, merit and fitness shall be ascertained by written, oral or other examinations designed to evaluate the ability of the candidate to discharge the position for which the examination is held.

**208.04 PROBATIONARY PERIOD**

**Subdivision 1. Purpose**. The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to the position, and for rejecting any employee whose performance does not meet the required work standards.

**Subdivision 2. Duration**. Every original appointment and every promotional appointment is subject to a probationary period of six months after appointment.

**Subdivision 3. Termination**. The appointing authority may terminate a probationary employee any time during the probationary period if in the appointing authority's opinion the working test indicates that the employee is unable or unwilling to perform the duties of the position satisfactorily or that his habits and dependability do not merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination and shall not have the right to appeal unless he is a veteran, in which case the procedure prescribed in Minnesota Statutes, Section 197.46 shall be followed.

A permanent employee terminated during the probationary period from a position to which he was transferred or promoted and not terminated from the City service as provided in these rules shall be placed on a leave of absence without pay. When a vacancy arises in the class from which the employee was promoted or transferred, such employee shall be reinstated to that position.

**Subdivision 4. Completion**. Immediately prior to the expiration of the probationary period, the department head shall notify the Council in writing whether or not the services of the employee have been satisfactory and whether or not the employee will be continued. If the notification states that the employee will be continued, the employee shall become a permanent employee at the end of the probationary period.

**208.05 COMPENSATION**

**Subdivision 1. Amount**. Employees of the City shall be compensated according to the schedule established by the City Council. Any wage or salary so established is the total remuneration for employment, but shall not be considered as reimbursement for official travel or other expenses which may be allowed for the conduct of official business. Unless approved by the Council, no employee shall receive pay from the City in addition to the wage or salary authorized for the position or positions to which he/she has been appointed.

**Subdivision 2. Temporary and Part-time Employees**. Whenever an employee works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall bear the same relationship to the full-time rate for the position as the time actually worked bears to the time required for full-time service, unless a different level of pay is established by the Council. Temporary employees are not entitled to sick leave, vacation leave or holidays with pay.

**Subdivision 3. Overtime**. Employees to whom federal or state fair labor standards acts apply shall be compensated for overtime in accordance with this Subdivision. Exempt employees are expected to work the necessary hours required to complete the duties of the job. As of November 2004, the following employment positions are exempt employees: City Administrator.

A. Policy Statement: The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator or other person designated by the City will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

B. Non-Exempt (Overtime-eligible) Employees: All overtime-eligible employees will be compensated at one and one-half times the employee's regular base pay rate for hours worked in excess of a determined number of regular shift hours or 40 hours per week. If an employee's regular shift consists of five 8 hour days, then the employee shall be compensated at one and one-half times the employee's regular base pay rate for hours worked in excess of 8 hours per shift or 40 hours per week. If an employee's regular shift consists of four 9 hour days and one four day, then the employee shall be compensated at one and one-half times the employee's regular base pay rate for hours worked in excess of 9 hours per shift or 40 hours per week. If an employee's regular shift consists of four 10 hour days, then the employee shall be compensated at one and one-half times the employee's regular base pay rate for hours worked in excess of 10 hours per shift or 40 hours per week.

   Vacation, sick leave and paid holidays do not count toward "hours worked".

   For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

   Overtime will be calculated to the nearest 15 minutes.

Changes of shift do not qualify an employee for overtime under this Article.

Employee shall receive a minimum of two (2) hours pay at one and one-half (1-1/2) times the hourly rate of pay if called back after completing a normal day's shift or a day off, hours worked beyond the minimum of two (2), during the same call back period, will continue at one and one-half (1-1/2) times the hourly rate of pay. Any subsequent call back will begin a new call back period.. An extension or early report to a regularly scheduled shift does not qualify the employee for the two hour minimum. Additionally, street department weekend duty is considered called back.

The workweek is Saturday morning from 12:00 a.m. to Friday evening at 11:59 p.m., or such other seven-day period as may be designated from time to time by the City.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action and may be denied pay for the overtime worked.

Overtime worked shall be compensated in the form of compensatory time off or pay at the discretion of the employer and shall be governed by the following rules:

1. Except as provided in paragraph 3, below, all overtime worked shall be compensated in the form of compensatory time off or pay at the discretion of the City. All overtime shall be authorized by the City Administrator. In critical situations only, overtime shall be authorized by the supervisor and/or the City Administrator. Compensation for overtime worked will take the form of either time and one-half pay or compensatory time, the method of compensation to be determined from time to time by the City.

   Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

2. No employee shall accumulate more than 42 hours of unused compensatory time (resulting from 28 hours of overtime worked). Any accrual of compensatory time above the 42 hour limit shall be lost unless payment for the excess compensatory time is authorized by the supervisor and/or City Administrator prior to the performance of the overtime work. An employee may not be required to work overtime in any situation where compensatory time will be lost without pay.

3. In December of each year, beginning on and effective December 1, 2005, all employees carrying a compensatory time balance shall be paid in full for said balance at the employee's hourly pay rate at the time said payment is made. Said payment shall accompany or be added to the payroll check for the second to last pay period of the calendar year, less normal payroll deductions.

4. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Clerk/Treasurer will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

C. Exempt (Non-overtime-eligible) Employees: Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors or the City Council. Generally, to meet these expectations and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Pelican Rapids will only make deductions from the weekly salary of an exempt employee in the following situations:

1. The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.

2. The employee is in a position that earns sick leave, receives a short term disability benefit or worker's compensation wage loss benefits and is absent for a full day due to sickness or disability, but employee is either not yet qualified to use the paid leave or employee has exhausted all of employee's paid leave.

3. The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of employee's paid leave or a situation where the employee does not earn paid leave).

4. The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.

5. The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:

   - Paid leave has not been requested or has been denied;

- Paid leave is exhausted;

- The employee has specifically requested unpaid leave.

6. The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.

7. The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).

8. The City of Pelican Rapids may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Pelican Rapids will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

D. Requirement to Work Overtime: All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

E. Union Agreements: Where there is a conflict between this policy and an agreement with an employee union, the union agreement shall take precedence. However, where the union agreement does not address a specific practice or issue, this policy shall take precedence.

**Subdivision 4. Pay Days**. Beginning January 1, 1994, employees shall be paid bi-weekly on alternate Fridays. Bi-weekly pay periods shall be designated by the City and begin on a Saturday and end on the second Friday after such Saturday. Work shifts that begin on a Friday shall be treated as entirely worked on that Friday, even though a portion of that shift may actually be worked on Saturday. The pay day for a bi-weekly pay period that ends on a particular Friday shall be the following Friday. When a pay day falls on a holiday, employees shall receive their pay the preceding Thursday. An employee shall turn in his or her time sheet for a bi-weekly pay period on or before the Friday upon which the bi-weekly pay period ends.