PELICAN RAPIDS

CITY COUNCIL AGENDA June 7, 2024

Tuesday, June 11, 2024 **4:30 p.m.** **Council Chambers, 315 N. Broadway**

1. Call to Order
   a) Roll Call of Members
   b) Welcoming Remarks
   c) Announcements
   d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Additions / Deletions to Agenda (*City Council or City Staff Only)*
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
   a) Approval of Council Minutes – May 28, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Police Chief Report (In Packet)
   d) On-Sale Intoxicating Liquor License and Sunday On-Sale to Adrian Chavez as Proprietor for Tacqueria Chavez, LLC
   e) Certify Unpaid Utility Bills to Property Taxes
      - Parcel: 760009904515001
        Amount: $222.61
5. Park Region Co-op Back Road Access Improvements and Cost
6. Downtown Trees & Conduit (In Packet)
7. Street & Parks Report – Brian Olson
8. Resolution No. 2024-09; Approving Utility Water and Sewer Rates Annual Increase (In Packet)
9. PRAC Pay Request No. 11 Hammers Construction - $478,793.23 (In Packet)
10. Library Report (In Packet)
11. Administrator Report
12. Mayor Report
13. Adjourn

315 N Broadway • P.O. Box 350 • Pelican Rapids, MN 56572 • 218-863-7076 • Fax: 218-863-7077 • www.PelicanRapids.com

May 28, 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, May 28, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Kevin Ballard, Curt Markgraf, Steve Foster and Mayor Brent E. Frazier.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, Streets and Parks Superintendent Brian Olson, CEDA Rep Jordan Grossman

General Attendance: Crystal Jamerson, Anne Hoefgen, Judith Engebretson, Everett Ballard, Dr. Zena Stussy, Judy Tabbut, Tom Marty, Teresa Thornton, Mackenzie Thornton, Harold Holt, Justin Fure, Andrew Johnson, Andy Haake and Kim Pederson from the Pelican Press were present.

Welcoming Remarks

Mayor Frazier welcomed everyone to the meeting, including those attending via Zoom. He reminded attendees of the meetings being broadcasted on the Pelican Rapids YouTube channel and channel 14.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

Attendees stood and recited the Pledge of Allegiance.

Citizen's Comments

Mayor Frazier invited citizen comments from those not on the agenda. With none forthcoming, the meeting proceeded.

Additions / Deletions to Agenda

Mayor Frazier proposed adding a pay request from Hammers Construction as an additional bullet point under item No. 11.

"Motion to adopt the agenda with the additional bullet point under item No. 11. Motion carried." Ballard moved, Strand seconded.

Approval of Consent Agenda

Mayor Frazier read the consent agenda items and called for a motion to approve.

"Motion to approve the consent agenda including May 14, 2024 council minutes, accounts payable listing, Liquor Store Report and Utility Report. The following liquor license: On-Sale Intoxicating Liquor License and Sunday On-Sale to Aurora Escobar as Proprietor for Taqueria Escobar, April 15, 2024 park board minutes and to certify an unpaid utility bill to property taxes for parcel 76000990425001 for $382.28. Motion carried." Strand moved, Markgraf seconded.

Legal Services of Northwest MN – Crystal Jamerson

Crystal Jamerson from Legal Services of Northwest Minnesota presented information about their services, which include free civil legal assistance to low-income individuals across 22 counties, which includes Pelican Rapids. She discussed the categories of cases they handle and their modes of providing service. Executive Director Anne Hoefgen also elaborated on their work and funding sources.

Mayor Frazier and Council Member Foster asked questions regarding the services and the payment methods. Crystal and Anne provided detailed responses, distributed additional information, and clarified any questions about their operation in Pelican Rapids.

Park Region Co-op Back Road Access Improvements and Cost – Everett Ballard

Everett Ballard and Tom Marty from Park Region Co-op reported on the costs incurred for maintaining road access affected by the road construction project. He requested financial assistance as rear access to their property and the road are mostly owned by the City. Discussions included possible funding options and the involvement of other impacted businesses.

Superintendent Brian Olson also shared insights on the road ownership and maintenance responsibilities. It was concluded that more information is required to make a decision. CEDA Rep Jordan Grossman suggested applying for a mini-grant available for businesses impacted by road construction.

Mayor Frazier proposed putting this topic on the agenda for the next meeting.

Designated Fire Hydrant Painting

Andy Haake from Walmart Academy proposed painting fire hydrants to raise awareness about human trafficking. He explained that the colorful designs aim to spark conversations.

Steve Strand inquired about the effectiveness, and Andy clarified the initiative's purpose. Discussions confirmed that fire hydrant regulations would not be affected. A motion was made to approve the painting of six fire hydrants around the school area.

"Motion to proceed with the painting of six designated fire hydrants around the school to raise awareness about human trafficking. Motion carried." Ballard moved, Markgraf seconded.

Downtown Trees/Conduit

Administrator Roisum started the discussion on whether to plant trees in the downtown area between the roundabouts. Concerns were raised about blocking business signage. He presented the types of trees suggested and the placement plan resulting from consultations with MnDOT and the beautification committee.

Several members of the beautification committee spoke in favor of the trees citing their aesthetic and environmental benefits. Businesses, including Matt Strand, voiced concerns about maintenance and blockage of signage.

After a lengthy discussion, a motion was made to adopt the beautification committee's recommendations, which was put to a roll call vote but failed.

"Motion to adopt the beautification committee's recommendations for downtown trees. Motion failed." Steve Foster moved, Frazier seconded.

It was agreed to revisit the topic in the next meeting to gather more public input.

EDA Update – Jordan Grossman

HCH Asbestos – Floor Tile

CEDA Rep Grossman reported on asbestos found in the floor tiles at Historic City Hall and recommended covering the tiles with a floor leveler. It was confirmed that covering is a feasible and safe solution to proceed with the renovation.

"Motion to approve using floor leveler to cover asbestos tiles at Historic City Hall. Motion carried." Ballard moved, Foster seconded.

Brew Haven – Lease

CEDA Rep Grossman presented a lease agreement for Brew Haven, mentioning that terms would be negotiable year-by-year. Concerns about setting initial rent amounts were addressed, and it was understood that the lease would allow for annual negotiations based on business performance.

"Motion to approve the Brew Haven lease agreement. Motion carried." Markgraf moved, Foster seconded.

Resolution No. 2024-08 Accepting Monetary Limits on Municipal Tort Liability

Clerk-Treasurer Harthun explained **RESOLUTION NO. 2024-08 ACCEPTING MONETARY LIMITS ON MUNICIPAL TORT LIABILITY.** Historically, the City has chosen not to waive the statutory limits, and it was recommended to continue this practice.

"Motion to approve Resolution No. 2024-08 Accepting Monetary Limits on Municipal Tort Liability. Motion carried." Ballard moved, Markgraf seconded.

Police – Hiring Process for PD – Todd Quaintance

Sign on Bonus

Police Chief Todd Quaintance proposed a hiring incentive program for police new hires to address staffing shortages. He recommended a sign-on bonus paid in two installments to attract and retain new officers. New officers will receive $2,500 upon completion of the six-month probationary period and the remaining $12,500 upon completion of three years of service.

"Motion to approve the Police Department's hiring incentive program as proposed. Motion carried." Strand moved, Foster seconded.

City Hall Personnel

Clerk-Treasurer Harthun informed the council of the upcoming resignation of the Utility Clerk and plans to advertise the position immediately.

PRAC Change Request

Change Request No. 9 Hammers Construction $514.70

Lance Roisum presented a Change Request from Hammers Construction for adding conduit for security cameras at the pool area for $514.70.

"Motion to approve Change Request No. 9 for Hammers Construction in the amount of $514.70. Motion carried." Foster moved, Markgraf seconded.

Hammers Construction Pay Request No. 10

Lance Roisum presented PRAC Pay Request No. 10 for $441,538.89 from Hammers Construction.

"Motion to approve Hammers Construction Pay Request No. 10. Motion carried." Markgraf moved, Ballard seconded.

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 council meeting, attended a Department Head meeting, attended the Hwy 59/108 construction meetings and open houses, worked with PFA on the funding for the water and sewer portion of the 59/108 project, set up asbestos testing with Lakes Country Service Cooperative for the floor tile at HCH and requested abatement estimates, met with Senior Loss Control Consultant Marc Dunker from the League of Minnesota Cities for his annual check-in with the focus on employee wellness programs, attended a Pool Committee Meeting and sought opinions from downtown business owners and landowners about trees in the downtown area.

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 the "2024-2025 Complete Streets Project Meeting at City Hall on May 15 and 22, facilitated the 2024-2025 Complete Streets Public Meeting at the Library on May 15 and 22, attended a meeting on May 20 with Mallory Jarvi of West Central Initiative at the Pelican Rapids Dairy Queen regarding future e-bike usage in our City, attended the award ceremony on May 21 at Viking Elementary School in which 4th grade student Jemma Januszewski was presented with the Minnesota Rural Water Association's 40th Water Week Poster Contest winning certificate for the state of Minnesota and a $100 cash gift card, presented the Welcome Speech at the May 27 Memorial Day Service at Trinity Lutheran Church and met with Administrator Roisum on May 27 to plan for this afternoon's meeting.

Adjourn

The meeting was adjourned at 6:16 pm following a motion.

"Motion to adjourn the meeting. Motion carried." Strand moved, Markgraf seconded.

Meeting adjourned.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

06-11-24 City of Pelican Rapids Bill Listing

Vendor Name	Comments	Amount
AARONS AUTOMOTIVE SERVICE INC	FD; REPAIR WILDLAND 2	$726.48
ARAMARK	STR; PK; LINEN SERVICE	$132.64
ARCO	ALL; FUEL	$1,226.52
BELL BANK CREDIT CARD	ALL; OFFICE SUPPLIES	$1,580.20
BUY-MOR PARTS & SERVICE, LLC	STR; REPAIR FUEL LINE	$1,339.55
COMMISSIONER OF TRANSPORTATION-TH F	ALL; ANNUAL PERMIT	$60.00
CULLIGAN OF DETROIT LAKES	ALL; WATER	$95.94
EVCO PETROLEUM PRODUCTS INC	STR; SUPPLIES HYDROSTATIC OIL	$755.15
FARMERS ELEVATOR COMPANY	PK; MAINTENANCE GRASS SEED	$72.50
GREAT NORTHERN ENVIRONMENTAL LLC	WWTF; INSPECTION FEE	$495.00
OLSON, JENNIFER	ALL; CLEANING	$4,395.00
HAWKINS, INC	WWTF; R & M SERVICE	$159.50
KREKELBERG LAW FIRM	PD; LEGAL SERVICES	$645.00
LOCATORS AND SUPPLIES, INC	STR; CHAINSAW SAFETY EQUIP	$456.24
MARCO TECHNOLOGIES LLC.-TECH	ALL; COPIES/PRINTING	$356.64
MARKS ELECTRIC, INC	WWTF; EXHAUST FAN REPAIR	$2,200.18
MOENKEDICKS WINDOW WIZARD	CH, FD; WINDOW CLEANING	$123.00
MR SIGN COMPANY, INC	STR; STREET SIGNS	$629.03
MUNICIPAL SERVICE COMPANY	WWTF; REPAIR CLARIFIER 4	$102,150.00
NAPA	STR; MAINTENANCE RAD CAP FOR	$123.57
NETWORK CENTER, INC	ALL; COMP SERVICE	$117.00
OTTERTAIL POWER	ALL; UTILITIES	$16,454.55
POSTMASTER	ADMIN; CITY ANNUAL PO BOX	$154.00
QUADIENT	ALL; POSTAGE	$661.77
QUADIENT LEASING USA INC	ALL; POSTAGE METER LEASE	$486.30
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	$668.80
S & S SECURITY SERVICES, LLC	FD; SEC CAMERAS	$6,570.00
SHERWIN WILLIAMS	STR; MAINTENANCE TRAFFIC SIGNS,	$1,369.50
SOUTHTOWN	ALL; FUEL	$757.49
STRAND HARDWARE	ALL; SUPPLIES	$668.54
TEAM LABORATORY CHEMICAL	LAG; MEGA BUGS	$1,800.00
XPO LOGISTICS FREIGHT INC	WWTF; SUPPLIES	$532.73
		Total; $147,962.82

CITY OF PELICAN RAPIDS

06-11-24 Liquor Store - Bill Listing

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	$830.05
BERGSETH BROS. CO. INC	THC & BEER	$12,471.00
BEVERAGE WHOLESALERS, INC	BEER	$9,897.02
BREAKTHRU BEVERAGE	POP/MIX, LIQUOR	$9,015.82
DS BEVERAGES, INC	NA; BEER	$1,947.63
JOHNSON BROTHERS LIQUOR CO	LIQUOR; WINE	$2,492.24
OTTERTAIL POWER	UTILITIES	$583.08
PAUSTIS WINE COMPANY	WINE	$1,190.40
PEPSI	POP/MIX	$301.87
PHILLIPS WINE & SPIRITS	LIQUOR	$3,713.74
SOUTHERN GLAZERS	LIQUOR	$2,470.29
VIKING COCA-COLA BOTTLING CO	POP/MIX	$405.20
		Total: $45,318.34

Vendor Name	Purpose	Amount	Account #
Arvig	phone& fax	$151.18	21145500320
Ballard Sanitation	Utilities	$67.81	21145500380
Bell Bank remittance	Toilet cleaner, bug stop, markers	$46.23	211455004401
Cengage Learning	large print books	$221.17	21145500435
City Billing	postage March and April	$23.01	21145500200
Climate Makers	Service call January and service in April	$492.00	211455004401
Great Plains Natural Gas	Utilities	$518.00	21145500380
Hoopla Digital	March 2024 usage	$829.70	21145500440
Ingram	books	$672.17	21145500435
Liberty Business	May service	$103.07	21145500200
Midwest Tape	dvds and audiobooks	$208.68	21145500440
Otter Tail Power	utilities	$458.45	21145500380
Wrigg, Annie	cell phone	$78.69	21145500320
Total		**$3,870.16**	

Cheryl Brenna KRB

Vendor Name	**Purpose**	**Amount**	**Account #**
✓ Climate Makers	annual service contract	$4,497.00	21145500401
Total		**$4,497.00**	

Cheryl Brenna KKB

*New vendor

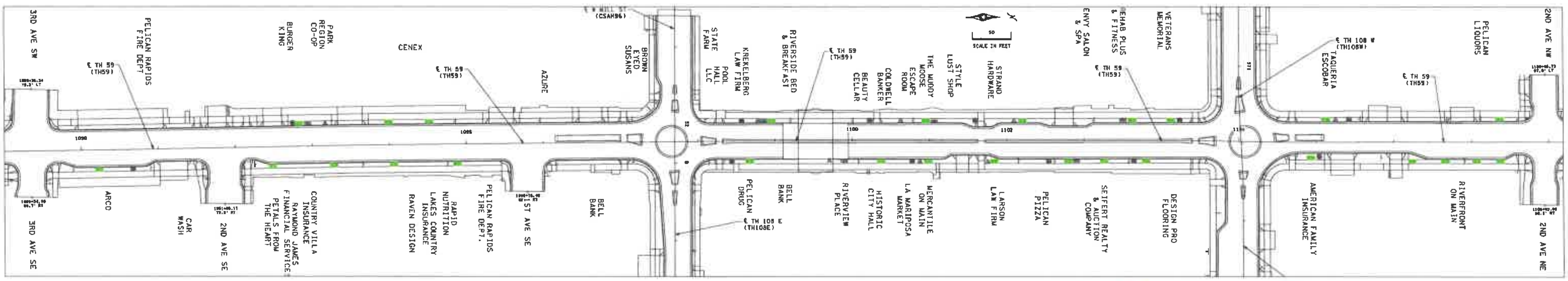
amw

Pelican Rapids Police Department

May 2024

Accident-1050-MV-Rec Veh	5
911 Hangup Calls	5
Animal Call	5
Assault In Progress	2
Assault Report	3
Assistance-Public	9
Assistance	5
Civil Dispute	2
Disturbance	8
Domestic Assault	1
Driving Complaint	6
EMS-Injury Accident	3
EMS-Medical	15
EMS-Transport	1
Fire-Alarm	1
Fire-Control Burn	2
Fire Call-Other	1
Harassment Order Viol	1
Info For Officers	5
Mental Health	1
Nuisance	3
Other Calls For Service	4
Parking Comp/Privileges	4
Party Complaint	1
Records Check	8
Suspicious Activity	5
Theft/Fraud Rep	3
Trespassing	2
Warning-Traffic	7
Weather Related Calls	1
Welfare Check	1
total -->	120

4



S.P. 5618-117 (TH 59/108)
COMPLETE STREETS - PELICAN RAPIDS
DOWNTOWN TREE PLANTING LOCATIONS

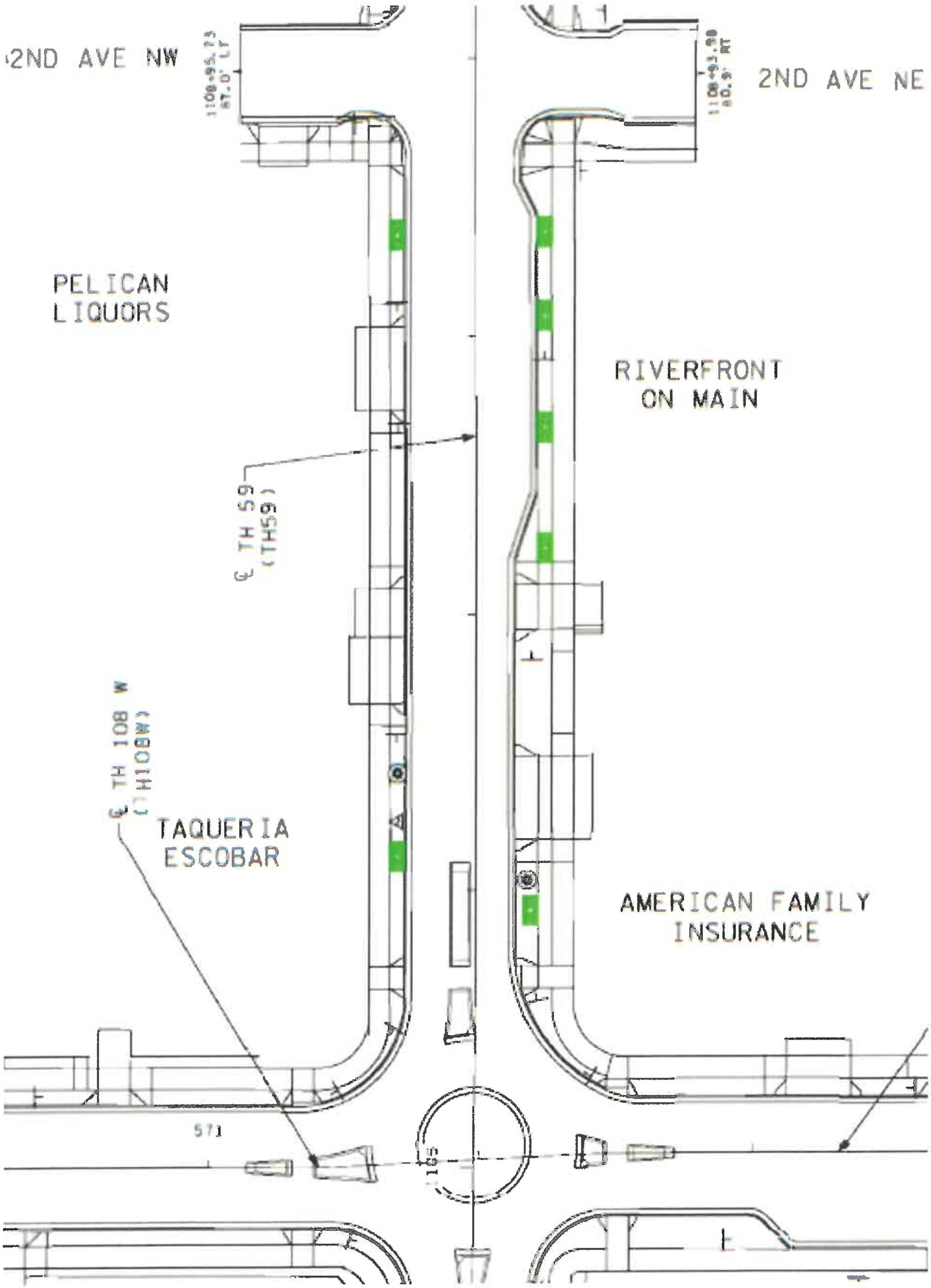
LEGEND

PROPOSED TREE CRATE PLANTING AREA

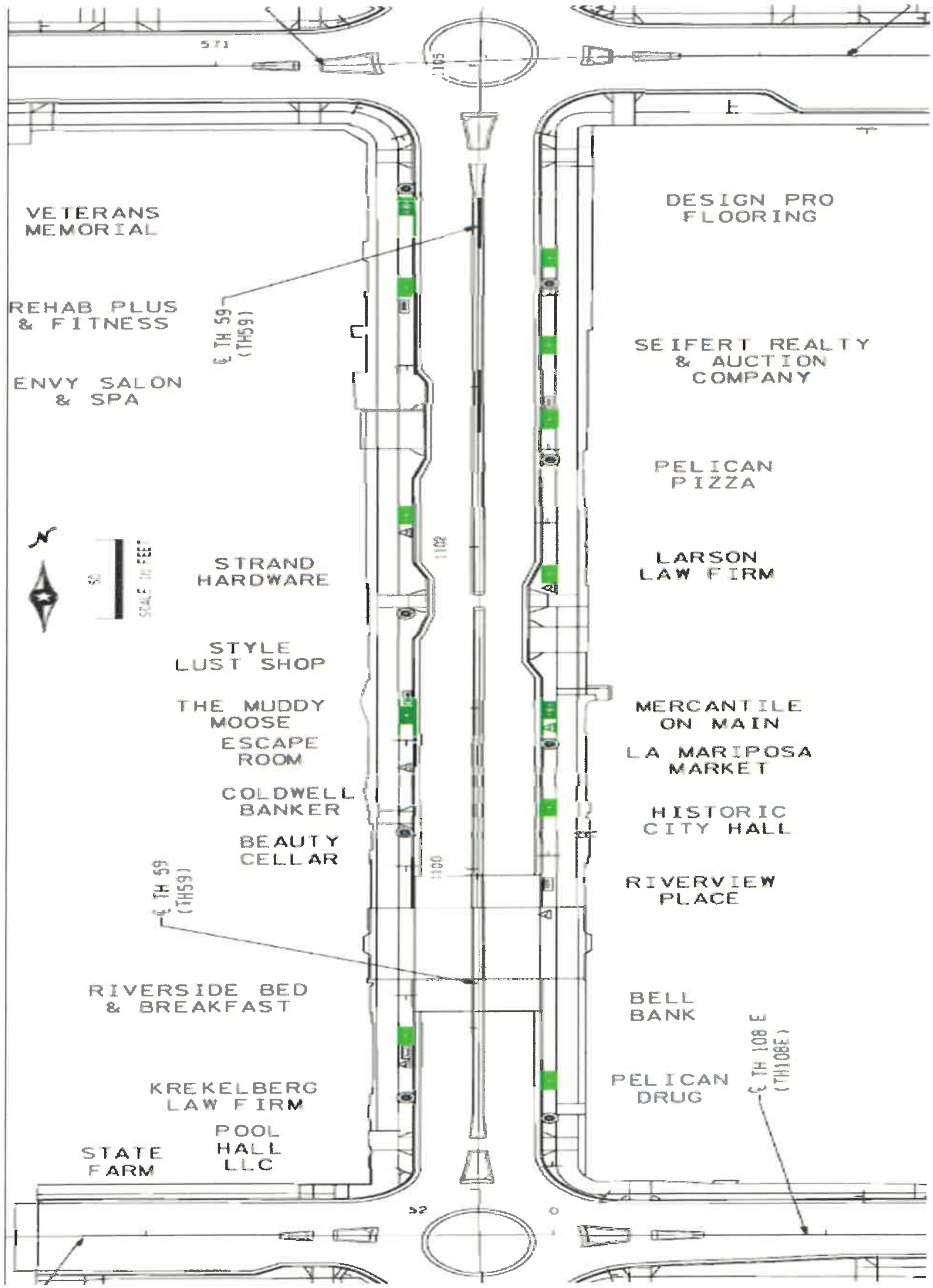
DEPARTMENT OF TRANSPORTATION

PELICAN RAPIDS

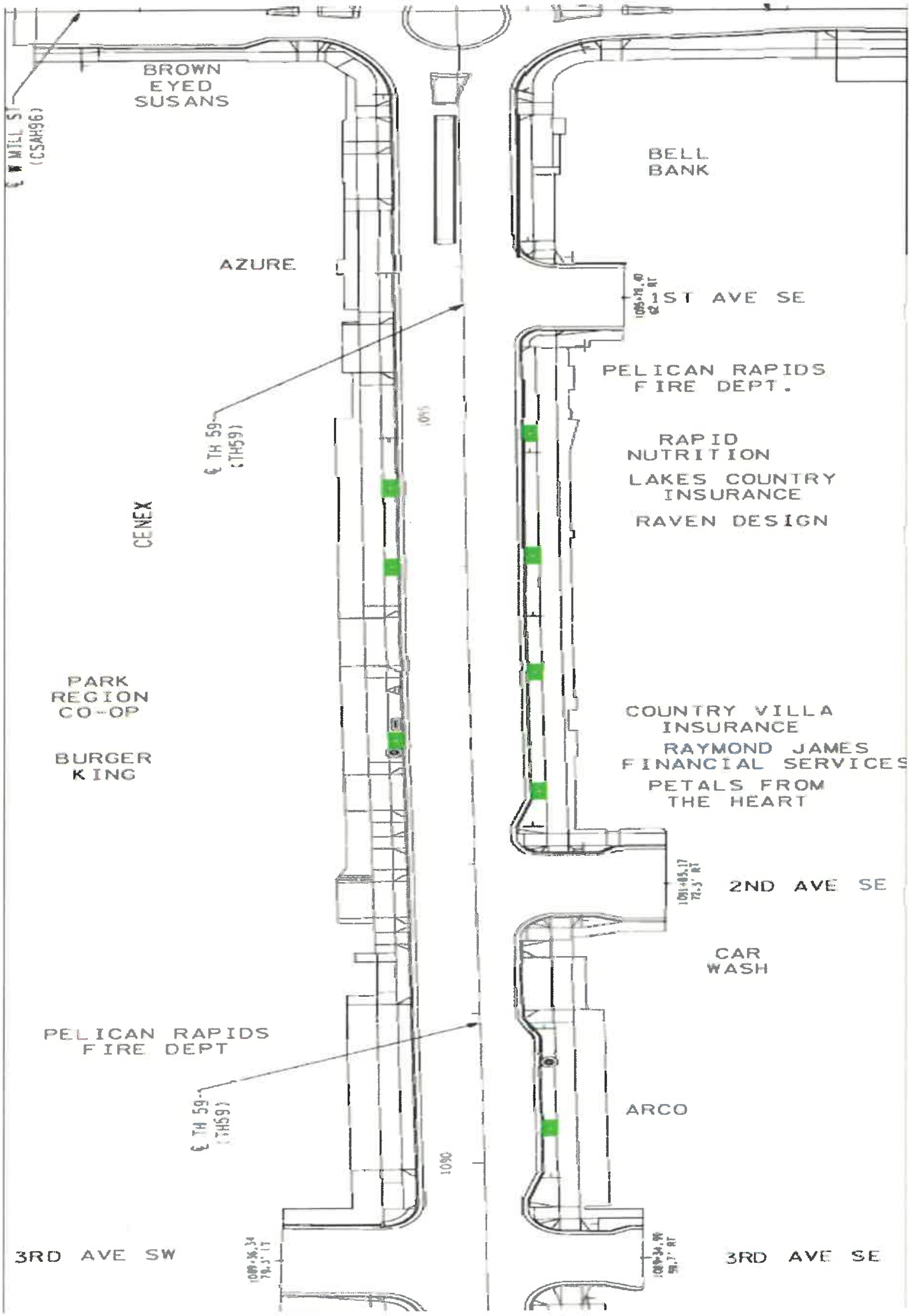
KLJ



2ND AVE NW
2ND AVE NE
PELICAN LIQUORS
RIVERFRONT ON MAIN
℄ TH 59 (TH59)
℄ TH 108 W (TH108W)
TAQUERIA ESCOBAR
AMERICAN FAMILY INSURANCE
571



571
105
VETERANS MEMORIAL
REHAB PLUS & FITNESS
ENVY SALON & SPA
STRAND HARDWARE
STYLE LUST SHOP
THE MUDDY MOOSE
ESCAPE ROOM
COLDWELL BANKER
BEAUTY CELLAR
RIVERSIDE BED & BREAKFAST
KREKELBERG LAW FIRM
POOL HALL LLC
STATE FARM
℄ TH 59 (TH59)
℄ TH 59 (TH59)
50
SCALE IN FEET
1102
1100
52
0
DESIGN PRO FLOORING
SEIFERT REALTY & AUCTION COMPANY
PELICAN PIZZA
LARSON LAW FIRM
MERCANTILE ON MAIN
LA MARIPOSA MARKET
HISTORIC CITY HALL
RIVERVIEW PLACE
BELL BANK
PELICAN DRUG
℄ TH 108 E (TH108E)


BROWN EYED SUSANS
W MILL ST (CSAH96)
BELL BANK
AZURE
1ST AVE SE
PELICAN RAPIDS FIRE DEPT.
TH 59 (TH59)
RAPID NUTRITION
LAKES COUNTRY INSURANCE
RAVEN DESIGN
CENEX
PARK REGION CO-OP
BURGER KING
COUNTRY VILLA INSURANCE
RAYMOND JAMES FINANCIAL SERVICES
PETALS FROM THE HEART
2ND AVE SE
CAR WASH
PELICAN RAPIDS FIRE DEPT
TH 59 (TH59)
ARCO
1090
3RD AVE SW
3RD AVE SE

Paper Survey Results

Yes	13
No	16

Comments

Costs too much

As the trees mature roots will cause sidewalks to heave .

Fargo (Broadway) did it years ago, it doesn'tw ork. They regretted spending the money they did.

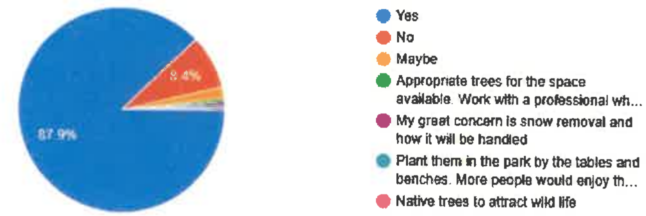
Detroit Lakes made this mistake, don't follow them.

TOTALS	
YES	201
NO	34
Maybe	4
TOTAL RESPONSES	**239**

Are you in favor of trees in the business district of Pelican Rapids

Copy

214 responses



Yes	188
No	18
Maybe	4

8

RESOLUTION NO. 2024-09
CITY OF PELICAN RAPIDS, MINNESOTA

RESOLUTION APPROVING UTILITY WATER AND SEWER RATES ANNUAL INCREASE

WHEREAS, the City of Pelican Rapids desires to approve a water and sewer rate increase to cover the debt service in the water and sewer funds from the 2024-25 Highway 59/108 Complete Streets Project; and

WHEREAS, the water and sewer increase will become effective January 1, 2025 and increase 5% automatically through 2025-2053.

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

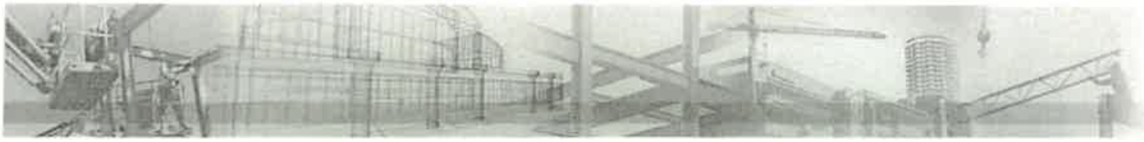
Unless otherwise amended by resolution, water and sewer utility rates will adjust automatically annually.

Adopted by the council this 11th day of June 2024.

Danielle Harthun, City Clerk	Mr. Brent E. Frazier, Mayor

9

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



HAMMERS CONSTRUCTION

Date 05/23/2023

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

Regards: Pelican Rapids Aquatic Center

Mr. Roisum,

Attached is a pay request for May 2024. This request includes costs accrued for labor, materials, and equipment thus far on the project. Underground utilities have been tied into the building and campground with the sanitary manholes set. Tanks and equipment continue to be set in the equipment/pump room. Roof panels have been completed and the siding, soffit and fascia continues on the exterior of the building. Aqua logic has poured out the pools and the gutters have been set and grouted in. Concrete stoops have been poured around the building. Exterior louver openings have been cut in along with the roof penetrations. Concrete floors in the building have been completed. Exterior masonry brick has continued around the building and the men's and women's locker rooms block has been completed. Tonge and groove material is onsite for the family locker room and rough ins above have been completed. Natural gas line has been brought up to the building on the south side.

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

Thank you,

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

REQUEST FOR PAYMENT

From: Hammers Construction Inc.
P.O. Box 148
Perham, MN 56573-0148

To: City of Pelican Rapids
315 North Broadway
PO Box 350
Pelican Rapids, MN 56572

Invoice: 130011
Draw: 11
Invoice date: 5/23/2024
Period ending date: 5/25/2024

Contract For:

Request for payment:

Original contract amount	$4,961,980.00	
Approved changes	$16,209.96	
Revised contract amount		$4,978,189.96
Contract completed to date		$3,478,576.17
Add-ons to date	$0.00	
Taxes to date	$0.00	
Less retainage	$172,276.45	
Total completed less retainage		$3,306,299.72
Less previous requests	$2,827,506.49	
Current request for payment		$478,793.23
Current billing		$503,992.89
Current additional charges	$0.00	
Current tax	$0.00	
Less current retainage	$25,199.66	
Current amount due		$478,793.23
Remaining contract to bill	$1,671,890.24	

Project: 23073-0
PR Aquatic Center

Contract date:

Architect:

Scope: $478,793.23 6/4/24

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

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

CONTRACTOR: Hammers Construction Inc.

By:

Date: 05/23/24

State Of MN County Of Otter Tail

Subscribed and sworn to before me this 23 day of May, 2024

Notary Public Cheryl R Johnson
My commission expires: 1-31-2029

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

REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center   Invoice: 130011   Draw: 11   Period Ending Date: 5/25/2024

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1	General Conditions	317,052.00	206,083.80	22,193.64		228,277.44	72.00	88,774.56	11,413.86
2	Performance & Payment Bond	33,048.00	33,048.00			33,048.00	100.00		
3	Demolition	33,480.00	26,784.00	1,674.00		28,458.00	85.00	5,022.00	1,422.90
4	Sitework	257,963.00	154,777.80	51,592.60		206,370.40	80.00	51,592.60	10,318.53
5	Concrete	355,450.00	231,042.50	17,772.50		248,815.00	70.00	106,635.00	12,440.78
6	Masonry	601,560.00	523,357.20	30,078.00		553,435.20	92.00	48,124.80	27,671.76
7	Metals	32,453.00	24,339.75	1,622.65		25,962.40	80.00	6,490.60	1,298.12
8	Woods & Plastics	74,322.00	52,025.40	11,148.30		63,173.70	85.00	11,148.30	3,158.69
9	Moisture & Protection	314,460.00	220,122.00	62,892.00		283,014.00	90.00	31,446.00	14,150.70
10	Openings	62,841.00	28,278.45	6,284.10		34,562.55	55.00	28,278.45	1,728.13
11	Finishes	77,279.00	7,727.90	7,727.90		15,455.80	20.00	61,823.20	772.80
12	Specialties	55,956.00	5,595.60	5,595.60		11,191.20	20.00	44,764.80	559.56
13	Furnishings	51,840.00						51,840.00	
14	Special Construction	2,174,796.00	1,196,137.80	217,479.60		1,413,617.40	65.00	761,178.60	70,680.87
15	Plumbing/HVAC	319,680.00	143,856.00	47,952.00		191,808.00	60.00	127,872.00	9,590.40
16	Electrical	199,800.00	109,890.00	19,980.00		129,870.00	65.00	69,930.00	6,493.50
CO01	CRs #1 - #3	15,642.92	10,950.04			10,950.04	70.00	4,692.88	547.50
CO02	CO02 CR# 4-5	567.04	567.04			567.04	100.00		28.35

Totals	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
Totals	4,978,189.96	2,974,583.28	503,992.89		3,478,576.17	69.88	1,499,613.79	172,276.45

10

Library Board Meeting
Agenda
June 3, 2024 6pm
Levorsen Meeting
Pelican Rapids Public Library

1. Approval of the agenda
2. Approval of the May Minutes
3. Approval of the bills (Kevin)
4. Financial reports: (Annie)
5. Chamber Request – Joe Claussen
6. Lions Request – Sara Brosowske
7. Library patron about expanding or changing children's area – Judy Tabbut
8. Friends Update
9. Viking Library System Representative Report – Wayne Runningen
10. Director's Report
11. Chairperson's discussion
12. July 1, 2024 6pm Levorsen Meeting Room

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

Cheryl Brenna

Library Board Meeting

May 6, 2024 6:00 pm

Pelican Rapids Public Library

Kevin made a motion to approve the agenda, Sue 2nd, motion passed

Kevin made a motion to approve the bill, Sue 2nd, passed

Financial report: Annie

A. Annie reports that they had checked and replaced some fire alarms.

B. She noted that there will be 2 pay periods this month, and that will be noticed this month in the budget.

Deb Hauge reported that the Friends have been working on plans and dates for next year and getting the newsletter mailed/emailed.

The Friends have received$3,000 for the children's summer program from the Dollar General.

The Friends have put an ad in the Lakes/Life publication with info on the Friends of the Library activities this summer. |That was paid for with a Thrivent grant. Joyce Burnham is our grant writer.

Annie reports that the Foundation needs some paperwork and after their next meeting they will send the full amount requested after their next meeting.

The Board received a new scope/definitions outlining the city code for all employees of the city.

A definition of comp. time has been been set. There was a mistake on Nanette's comp time and that will be adjusted,

Judy is concerned about how dirty the windows look on the building. An estimate for them to be cleaned was a whopping $850. With the road work going on, it was decided to wait until that is completed to make a decision on washing them.

Cheryl let the board know that the staff feels like they have a toxic work environment in the library.

The director of the Viking Library System stopped any conversation and requested that individuals should write up any concerns they have and suggestions for improvement. They need to be signed and dated and mailed to Cheryl.

When asked, she said this would be an open meeting next month.

The next board meeting will be at 6:00 pm on June 3rd at the library.

Submitted by Kathy Knuteson-Olson

		Actual YTD	2024 YTD	Budget 2024	Difference
Income					
Beginning balance					$0.00
City Funding	34761	$121,112.50	$100,927.08	$242,225.00	$20,185.42
Non-resident reimbursement	34762		$19,791.67	$47,500.00	-$19,791.67
Copies	34763	$2,047.00	$1,416.67	$3,400.00	$630.33
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	$7,166.67	$17,200.00	$2,538.33
Legacy Funding	34767		$0.00		$0.00
Refunds	34766		$208.33	$500.00	-$208.33
General Fund Transfer	39201		$0.00		$0.00
Savings account transfer			$0.00	$0.00	$0.00
Total Income		**$133,944.38**	**$129,510.42**	**$310,825.00**	$4,433.96
Expenses					
Staff salaries	100	$71,567.05	$78,393.02	$188,143.24	$6,825.97
Overtime	105		$0.00		$0.00
Pension	120	$5,367.53	$5,879.48	$14,110.74	$511.95
Staff medical insurance	130	$3,286.40	$4,583.33	$11,000.00	$1,296.93
FICA	122	$5,366.09	$5,997.07	$14,392.96	$630.98
Office supplies	200	$2,157.52	$1,350.00	$3,240.00	-$807.52
Education	208	$893.60	$720.00	$1,728.00	-$173.60
Coffee Bar Supplies	209		$0.00	$0.00	$0.00
Library supplies	210	$553.53	$585.00	$1,404.00	$31.47
Auditing	301		$405.00	$972.00	$405.00
Legal fees	304		$90.00	$216.00	$90.00
Phone/fax/security	320	$1,146.38	$1,395.00	$3,348.00	$248.62
Travel	331	$56.93	$180.00	$432.00	$123.07
Advertising	340		$270.00	$648.00	$270.00
Building Insurance	360	$214.00	$3,627.19	$8,705.26	$3,413.19
Utilities	380	$3,666.11	$5,791.67	$13,900.00	$2,125.56
Building expenses	401	$3,381.32	$5,500.00	$13,200.00	$2,118.68
Books	435	$5,859.25	$6,750.00	$16,200.00	$890.75
Audio visual materials	440	$4,553.33	$4,754.25	$11,410.20	$200.92
Software	445	$1,227.63	$450.00	$1,080.00	-$777.63
Periodicals	450	$271.77	$900.00	$2,160.00	$628.23
Children's services programm	455	$586.00	$291.67	$700.00	-$294.33
VLS sub./Hot Reads	460		$0.00		$0.00
Automations-yearly fees	465		$1,440.00	$3,456.00	$1,440.00
Equipment/Capital Outlay	500		$0.00		$0.00
			$0.00		$0.00
Afterschool Programing			$0.00		$0.00
Refunds	470		$45.00	$108.00	$45.00
Savings account			$0.00		$0.00
Operating expenses Total		**$110,154.44**	**$129,397.67**	**$310,554.40**	
Difference		**$23,789.94**	**$112.75**	$270.60	

Pelican Rapids Public Library
Monday, May 26, 2024

Dear Pelican Rapids Public Library Board Members,

I am reaching out to you as our family had an incredible experience at my brother's neighborhood library in Northeast Minneapolis (2200 Central Ave. N.E. Minneapolis , MN 55418) . I wanted to share this experience with you in hopes we can replicate it for our own library in Pelican Rapids.

First off, I wanted to share how much both my daughters have fallen in love with books and reading (Socorro 6 and Esperanza 1 ½). We credit so much of their love of going to the library to Nanette's art table as Socorro calls it, "The Creation Station".

Having this table there allows them both a space to create, use their imagination, and have a since of community. Prior to this table, we didn't stay too long at the library as there wasn't a "space" for kids to congregate and quietly be occupied. We are grateful for the time Nanette puts into planning and organizing each month.

Back to my brothers Library.... At his library, they have a variety of reading nooks for children to quietly read and a children's play kitchen. Socorro and her cousin ended up spending three hours quietly playing at the children's kitchen with other neighborhood children. The play kitchen (as you can see in the photos) includes a wooden stove and sink with drawers below, small table with chairs, plastic and wooden food, kitchen play cooking pots, kitchen ladles and other cooking utensils, and dress up clothes and aprons. They also offered other quite play features like a doll house and magna-tiles.

It was such a joy to watch children use their imagination, take turns, share space and equipment, and make new friends in this space. Throughout our time there, not one child cried, got too loud or had any negative situations. It was a beautiful afternoon to see them play as the rest of the parents sat in chairs with books and had their own time to read. My brother shared this was the norm and often on Saturday mornings they will go do this same routine as a family.

This library also had a few different reading "nooks" for children with a variety of chairs. (I don't have many pictures of that but attached a few I found online that were similar) some chairs were on the floor, some rocked, some were like an egg and kids could curl up in them.... It was awesome! These "nooks" and chairs offered children a place to curl up with a book and look at pictures or read. These too were utilized throughout the time we were there without and negative setbacks. We did see some children share the spaces if it was occupied but again it gave the children a space of their own.

I believe at our Pelican library, if we were to take away a few of the tables that hold less used computers in the children's section we would have access to a play space for children. I'm happy to help trouble shoot if this could be helpful.

I realize there would need to be funding for things like this. If the library board is in need of help with this, I would offer my time to revise grant writing or other necessary help to secure funding. Additionally, our family would donate to this project if funds are needed. Also, I am blown away with quality of gently-used items found on Facebook Marketplace and am happy to help offer to search if needed.

Thank you for your time and passion for our library.

Kate Woolever Martinez
(218) 731-1967
klwoolever@gmail.com

2024 Summer Family Events in Viking Library System

All events are free and open to the public.

Author Kevin Lovegreen

The author of the Lucky Luke's Adventures series describes the team involved in creating a book: author, editor, illustrator, designer, and printer. He'll also answer audience questions about writing and publishing a book – and how his own stories came to life.

Wednesday, June 5

10:30 am **Wheaton Community Library**
320.563.8487

3:00 pm **Browns Valley Public Library**
320.695.2318

Thursday, June 6

10:30 am **Douglas County Library**
in Alexandria | 320.762.3014

2:00 pm **Hancock Community Library**
320.392.5666

6:30 pm **Thorson Memorial Library**
in Elbow Lake | 218.685.6850

Monday, June 10

10:30 am **Pelican Rapids Public Library**
218.863.7055

2:00 pm **Perham Area Public Library**
218.346.4892

Tuesday, June 11

10:30 am **Morris Public Library**
320.589.1634

1:00 pm **Glenwood Public Library**
320.634.3375

6:30 pm **Fergus Falls Public Library**
218.739.9387

Wednesday, June 12

10:30 am **Parkers Prairie Elementary School**
518 South McCornell Avenue
218.338.4079

1:00 pm **New York Mills Public Library**
218.385.2436

CLIMB Theatre "Country Mouse & City Mouse: Adventures in the Suburbs"

In this continuation of Aesop's fable, mouse cousins decide to take their next adventure to more neutral grounds – the Suburbs – but can't agree on what to do once they arrive. Will conflict tear apart their relationship, or will they learn to compro-mice and celebrate their differences?

Monday, June 24

10:30 am **Pelican Rapids Public Library**
218.863.7055

2:00 pm **New York Mills Public Library**
218.385.2436

6:30 pm **Fergus Falls Public Library**
218.739.9387

Tuesday, June 25

10:30 am **Douglas County Library**
in Alexandria | 320.762.3014

3:00 pm **Browns Valley Public Library**
320.695.2318

6:30 pm **Thorson Memorial Library**
in Elbow Lake | 218.685.6850

Wednesday, June 26

10:30 am **Boys & Girls Club of the Perham Area**
221 Fox Street, Perham
Program is open to the public.
Hosted by Perham Area Public Library (218.346.4892)

2:00 pm **Lion's Park in Vergas**
140 West Linden
218.302.5996
Rain site: Vergas Event Center

7:00 pm **Henning Landmark Center**
415 Douglas Avenue, Henning
218.548.5760

Additional performances *in next column*

Thursday, June 27

10:30 am **Morris Public Library**
320.589.1634

2:00 pm **Central Square Gymnasium**
105 Second Avenue NE, Glenwood
Hosted by Glenwood Public Library (320.634.3375)

5:00 pm **Hancock Community Library**
320.392.5666

Friday, June 28

10:30 am **Wheaton Community Library**
320.563.8487

CLEAN WATER LAND & LEGACY AMENDMENT

Find more library Legacy events with this QR code.

Mobile Sign Shop

In this drop-in artmaking event, participants create their own customized, carved wooden signs, inspired by the vernacular of Northern Minnesota cabin signs. All ages are welcome.

Thursday, July 18

1:00-4:00 pm **Browns Valley Public Library**
320.695.2318

Friday, July 19

9:00-12:00 pm **Evansville City Park**
Hosted by the Evansville Art Center | 218. 948.2787

2:00-5:00 pm **Glenwood Public Library**
320.634.3375

Saturday, July 20

10:00-1:00 pm **Pelican Rapids Public Library**
218.863.7055

3:00-6:00 pm **Henning Landmark Center**
415 Douglas Avenue, Henning
218.548.5760

Sunday, 21 July 21

11:00-2:00 pm **Creative Arts Center**
112 Main Street West, Battle Lake
Hosted by Art of the Lakes
218.864.8606

These programs are sponsored by Viking Library System, local libraries, and community partners, funded in part or in whole with monies from Minnesota's Arts and Cultural Heritage fund.