



PELICAN RAPIDS

CITY COUNCIL AGENDA

July 26, 2024

Tuesday, July 30, 2024

4:30 p.m.

Council Chambers, 315 N. Broadway

1. Call to Order
 - a) Roll Call of Members
 - b) Welcoming Remarks
 - c) Announcements
 - d) Pledge of Allegiance
2. Citizen's Comments. *Please limit comments to 3 minutes per person. Items brought before the Council will be referred for consideration. Council may ask questions for clarification or explanation, but no council action or discussion will be held on these items.*
3. Additions / Deletions to Agenda (*City Council or City Staff Only*)
4. Approval of Consent Agenda. *The following are non-controversial items intended to be approved with one motion, without discussion. If a council member, staff, or member of the public would like to discuss an item(s), please ask that it be removed and it will be placed elsewhere on the agenda.*
 - a) Approval of Council Minutes – July 9, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report – June 2024 (In Packet)
 - d) City Office Candidate Filings Open July 30th – August 13th
 - e) Household Hazardous Waste Day August 7, 2024, 10:00 a.m.- 2:00 p.m.
5. Gerald C. Henry Request – John Perlich
6. EDA Update
 - Yard/Exterior Improvement of the Week (In Packet)
 - Bridge Center Request (In Packet)
 - SW City Residential Lots (In Packet)
 - EDA Officer Appointment (In Packet)
7. Police Chief Job Description Revision (In Packet)
8. Police Personnel
 - New Hire
 - Sergeant
9. Appoint Budget Committee
10. Houston Pay Request No.1 for DNR 1st Street River Rock Project (In Packet)
11. LCSC Technology Services Agreement (In Packet)
12. MnDOT Aeronautics Grant (In Packet)
13. Midwest Regional Dam Safety Award (In Packet)

14. Wastewater Treatment Agreement Between WCT and City of Pelican Rapids (In Packet)
15. Administrator Report
16. Mayor Report
17. Adjourn

July 9, 2024 Council Meeting Minutes

Call to Order

Roll Call of Members

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, July 9, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council members Steve Strand, Curt Markgraf, Steve Foster and Mayor Brent E. Frazier. Council Member Kevin Ballard was absent.

Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Superintendent Brian Olson, Chief Todd Quaintance.

General Attendance: Elizabeth Wefel, Jordan Rasmussen, Kelly Januszewski, Scott DeMartelaere 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

The Pledge of Allegiance was recited.

Citizen's Comments

No citizens came forward for comments at the designated time.

Additions / Deletions to Agenda

Adjustments to the agenda were proposed; adding No. 17 City Park Tour Request - Jessica Shulstad, removing No. 5 PRFD New Hire – Shad Hanson, and remove the first bullet point under No.8 Change Request No. 11.

"Motion to approve agenda with the additions and deletions." Motion by Foster, seconded by Strand, motion carried unanimously.

Approval of Consent Agenda

The consent agenda, which included approval of council minutes from June 25, 2024, accounts payable listing, and reports from the police department, was presented.

The following bills unpaid utility bills to property taxes:

Parcel: 76000990162000	Parcel: 76000990107000	Parcel: 76000990515001
Amount: \$119.46	Amount: \$120.96	Amount: \$244.87

City office candidate filings open July 30 – August 13

"Motion to approve consent agenda items." Motion by Strand, seconded by Foster, motion carried unanimously.

Coalition of Greater MN Cities Update - Elizabeth Wefel

Elizabeth Wefel from the Coalition of Greater MN Cities provided an update. She discussed various legislative issues and the outcomes of the latest session, focusing on EMS funding, bonding, and housing. The update connected issues of local focus with broader legislative actions.

July 9, 2024 Council Meeting Minutes

Elizabeth Wefel then presented the "Legislator of Distinction Award" to Senator Jordan Rasmussen, applauding his contribution to the affairs of Greater Minnesota.

2024 Legislative Update - Senator Jordan Rasmussen

Senator Rasmussen gave an update on the legislative session. Key highlights included an EMS funding reform and a new pilot program in Otter Tail County. The senator praised the expediency and prioritization of commercial corridor construction and highlighted budget concerns for future fiscal years.

Council members asked questions and thanked the senator for his service and update.

PRAC Update - Kelly Januszewski and Scott DeMartelaere

Pay Request No. 12

Kelly Januszewski and Scott DeMartelaere provided updates on the aquatic center, focusing on ongoing construction and improvements.

Motion for Pay Request No. 12

"Motion to approve Pay Request No.12." Motion by Strand, seconded by Foster, motion carried unanimously.

Pelican Valley Utility Easement

The utility easement was shifted south concerning its dimensions due to plan changes. The council approved the adjusted utility easement.

"Motion to approve the utility easement with adjustments in dimension and starting point." Motion by Markgraf, seconded by Strand, motion carried unanimously.

Street and Parks Report - Brian Olson

Superintendent Olson updated the council on various street and parks activities. Contractors will continue their work on the TH 59/108 Project and there was fire damage to the bathhouse in Sherin Park. Notices will be delivered to residents along the parade route for no parking during those hours for safety reasons.

"Motion to accept the Street and Parks report." Motion by Strand, seconded by Markgraf, motion carried unanimously.

Appoint Election Judges

Clerk Harthun provided the following list of election judges for the primary election: Kathryn Andrews, Danielle Harthun, Joyce Burnham, Steven Dennis, Andrew Bradrick, Dawn Lysaker, Kimberly Pierce, Steve Frendin, James Hoffe, Dave Ellison and Amy Schleske. The council moved to appoint the judges as listed:

"Motion to approve the appointed election judges." Motion by Foster, seconded by Strand, motion carried unanimously.

Reinstate Sergeant Position - Todd Quaintance

Chief Quaintance requested reinstatement of the Sergeant Position to enhance leadership within the Police Department. The position would be posted internally, and recommendations would follow.

"Motion to approve reinstatement of the Sergeant position." Motion by Markgraf, seconded by Foster, motion carried unanimously.

July 9, 2024 Council Meeting Minutes

Library Report

The Library Report was noted as included in the packet, but there was no detailed discussion.

Administrator Report

Administrator Roisum reported that since the last city council meeting he has: worked with the Clerk and Mayor to set the agenda and prepped for the Council Meeting, attended a pool construction update meeting, attended a donuts and discussion meeting hosted by MN National Bank, attended the Hwy 59/108 construction meetings and open houses, continued to work with the PFA to finalize funding for the Hwy 59/108 project, met with Mayor Frazier and Greg Stang and completed a draft of the PFAS Management Plan, worked with City Attorney Forsgren and Apex Engineering on the utility easement with Pelican Valley Senior Living for the deck drain pipe at the pool, attended with Jordan an open house with the Latino Economic Development Center at the Library, attended a Library Board meeting, met with Annie and started looking into some of the issues brought up at the Library Board meeting, met with Brian and Pelican Valley Health Center officials about their upcoming construction project and looked at some possible solutions to their lack of parking.

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 Meetings at City Hall on June 26 and July 3, facilitated the 2024-2025 Complete Streets Public Meetings at the Library on June 26 and July 3, attended the PFAS Management Plan Meeting at City Hall on June 26 with Administrator Roisum and Greg Stang of PeopleService, partook in a live June 28 KFGO Radio interview at E. L. Peterson Park regarding the street project, entered a vehicle in the Erhard 4th of July Parade and met with Administrator Roisum on July 8 to plan the agenda for this council meeting.

Adjourn

A motion was made to adjourn:

"Motion to adjourn the meeting." Motion by Strand, seconded by Markgraf, motion carried unanimously.



Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

Bill Listing CITY 073024

Vendor Name	Comments	Amount
ABM EQUIPMENT & SUPPLY, LLC	STR; PARTS	\$293.07
APEX ENGINEERING GROUP	STR; IMPROVEMENT PROJECT	\$36,005.00
ARCO	ALL; FUEL	\$1,476.72
ARVIG	ALL; COMMUNICATIONS	\$1,230.03
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$1,799.32
BRIANS REPAIR	STR; REAIR TIRES	\$774.00
BROWN EYED SUSANS	STR; FLOWERS	\$79.96
FERGUSON WATERWORKS	SWR; WTR; METER REGISTERS	\$2,988.12
GALLS	PD; EVIDENCE BAGS	\$35.61
GARDEN PLEASURES	CLK; BUG KILLER	\$5.97
GLOCK PROFESSIONAL, INC.	PD; TRAINING	\$500.00
GOPHER STATE ONE CALL	WTR; SWR; JUNE LOCATES	\$83.70
GPNG	ALL; UTILITIES	\$427.46
HAWKINS, INC	WWTF; WTP; CHEMICALS	\$14,529.87
KREKELBERG LAW FIRM	PD; PPROFESSIONAL SERVICES	\$210.00
LAKELAND GEN STORE	PK; STIHL TRIMMER	\$504.29
LEAGUE OF MN CITIES BERKLEY	ALL; INSURANCE 2024-2025	\$46,609.00
LREC	SIGN; AIR UTILITIES	\$100.81
MESERB	WTR; SWR; DUES	\$650.00
MN PFA	BOND PRINCIPAL INTEREST PAYMENTS	\$877,419.35
MODERN SPORTSMAN	PD; GUNS	\$868.00
PARK REGION CO OP	ALL; FUEL	\$748.47
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$23,355.00
POWERPLAN RDO	STR; BELTS & BLADES	\$510.53
QUADIENT	ALL; POSTAGE	\$577.14
RMB ENVIRONMENTAL LABORATORIES	WCT; LAB TESTING	\$472.34
SIRCHIE	PD; SNARE KIT	\$197.22
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$1,137.15
SOUTHTOWN	ALL; FUEL	\$1,072.99
SUPERIOR LAKESIDE	CH; LANDSCAPING	\$11,177.00
TASC	ALL; COBRA ADMIN FEE	\$19.32
TEAM LABORATORY CHEMICAL	PK; WEED KILL/FERTILIZER	\$4,775.00
TRAF-O-TERIA	PD; TICKET BOOKS	\$456.16
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$631.72
VESTIS	STR; PK; JULY LINEN SERVICE	\$265.28
WELLS CONSTRUCTION MN LLC	PK; TREE MAINTENANCE	\$4,000.00

TOTAL: \$1,036,059.40

CITY OF PELICAN RAPIDS

LIQUOR STORE – BILL LISTING – 07/30/2024

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	\$1,217.33
ARVIG	COMMUNICATIONS	\$186.55
BELLBOY CORPORATION	LIQUOR	\$4,871.50
BERGSETH BROS. CO. INC	BEER/LIQUOR	\$24,143.49
BEVERAGE WHOLESALERS, INC	BEER/LIQUOR	\$16,469.73
BREAKTHRU BEVERAGE	BEER	\$1,084.28
DS BEVERAGES, INC	BEER/LIQUOR	\$16,264.12
GPNG	UTILITIES	\$25.70
JOHNSON BROTHERS LIQUOR CO	BEER	\$1,707.24
LEAGUE OF MN CITIES BERKLEY	PROP & CAS INS	\$6,124.00
MN MUNICIPAL BEVERAGE ASSOC	ANNUAL DUES	\$1,700.00
OTTERTAIL POWER	UTILITIES	\$882.58
SOUTHERN GLAZERS	LIQUOR	\$4,220.97
TOTAL: \$78,897.49		

Aug 1- Oct 23

**Pelican Rapids
YARD OF THE WEEK
FRIENDLY COMPETITION**

**Must be in city
limits**

**Nomination needs to include a photo
of the yard, address, and your reason for
nominating!**

**Send your weekly
nomination to Jordan by
Wednesday every week!**

**Nominations can be sent in to:
jordan.grossman@cedausa.com
701-219-3718 (txt/call)**

**WINNER RECEIVES A \$25 GIFT
CARD!**



The Bridge Center

*Bridging generations, cultures, and
community services together.*

The Bridge Center is located at the former Congregational Church. It will house a youth center, a commercial kitchen, and a rentable event space to be operated as a 501(c)(3) nonprofit for the use of the Pelican Rapids community. Plans are also in place to utilize available space for other community needs.

To prepare the Bridge Center for operation, several items need to fall into place. Mold in the basement prevents the space from being used, moderate landscaping will need to be completed on the north and west sides of the building to prevent water from flowing into the basement. Once the landscaping is completed, the mold will need to be remediated in the basement. To accomplish all this, and more, the Bridge Center will need to contract a project manager.

Estimated Timeline

November 2024	Project Manager Contracted
October 2024 – March 2025	Landscaping and Mold Remediation Completed
June 2025	Capital Campaign Launched
September 2025	Youth Center Operational
January 2026	Capital Campaign Completed
February 2026 – December 2027	Commercial Kitchen and Event Space Construction
January 2028	Bridge Center Fully Operational

Funds Raised

Total Donated	Donor	Purpose
\$ 35,000.00	Welcoming America	Board building and mold
\$ 22,000.00	Congregational Church	Upkeep and mold
\$ 15,000.00	West Central Initiative	Project manager
\$ 5,170.00	Community Donations	Multi-designation
\$ 5,000.00	Pelican Rapids Economic Develop Commission	Mold remediation
\$ 1,000.00	Pelican Rapids Rotary Club	Mold remediation
\$ 630.00	Minnesota National Bank	Youths programming
\$ 500.00	North Immanuel Church Women	Undesignated
\$ 469.00	Rummage Sale	Undesignated
\$ 300.00	Vergas United Methodist Church	Undesignated
\$ 206.00	Faith Evangelical Lutheran Church	Undesignated
\$ 85,275.00	Total Raised	

\$ 65,000.00 Total Expenses







FAITH EVANGELICAL
LUTHERAN CHURCH

A safe space to grow in faith

EDA officer
appt.

The Rev. Alexander G. Ohman
P.O. Box 386
Pelican Rapids, MN 56572

July 24, 2024

Jordan Grossman
P.O. Box 350
Pelican Rapids, MN 56572

Dear Jordan,

This letter is to inform you of my interest in serving on the governing body of the Pelican Rapids Economic Development Authority as a member-at-large.

I have deep roots in Pelican Rapids, not just ancestral, but I spent every summer of my childhood in Pelican Rapids, and I have called it home many times in my life. My first job out of college was at Flatirons Financial, which was then situated at 101 N. Broadway, and I have worked several stints at Strand Hardware since 2012. Currently, I am called as the Pastor of Faith Lutheran Church.

Though ministry is typically seen as separate from economic concerns, I believe that through my work on the board of the Pelican Rapids Food Shelf, as the secretary of the Pelican Rapids Ministerial Association, and with my involvement and leadership in the Bridge Center, I am uniquely suited to bring a nonprofit focus to the work of the Economic Development Authority.

Economic development is more than just working with commercial and industrial enterprises, it is also about the people who come, live, and work in Pelican Rapids. I hope that through my insight into the work of nonprofits that seek to improve the lives of Pelican Rapids residents, I can bring a unique and needed perspective to the work of the Economic Development Authority.

Thank you for your consideration, know that I would humbly be honored to serve Pelican Rapids and help it continue to thrive.

Sincerely,



Rev. Alex Ohman



City of Pelican Rapids Job Description

Job Title: Police Chief
Department: Police
Reports to: Administrator
Shift: As necessary to perform duties
FLSA Status: Exempt

Location: Police Office, City Hall
Effective Date: 7-31-2024
Job Class Rating: 676

Purpose: To perform a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department and supervise and assume the responsibility for all law enforcement for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances within the City in a manner which will command public, and department, respect and confidence at all times.

ESSENTIAL JOB FUNCTIONS

1. Serves as commanding officer and administrator of the police force.
2. **Serves as the Emergency Management Director for the City of Pelican Rapids.**
3. Establishes service staffing levels and assures that personnel are assigned to shifts or working units of 80 hours/pay period which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
4. Ensures that laws and city ordinances are enforced and that the public peace and safety is maintained and recommend new or revised ordinances as appropriate.
5. Develop policies and procedures for the Department in order to implement directives from the Administrator and City Council.
6. Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the City: reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
7. Plan, coordinate, supervise and evaluate department operations, programs and procedures.
8. Evaluate evidence, witnesses and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases and coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for their specific skills.
9. Direct the development and maintenance of systems, records, legal documents and evidence that provide for the proper evaluation, control and documentation of department operations.
10. Work with Administrator in preparation of annual budget and control spending in department.
11. Responsible for police personnel training and development. Ensuring all required Minnesota Board of Peace Officers Standards and Training (P.O.S.T.) Board annual trainings.
12. Prepare monthly department reports for council and attend council meetings.
13. Responsible for maintaining patrol car and other department equipment and recommends improvements to equipment and facilities as required.
14. Review time sheets of department personnel.

15. Attends and participates in conferences and meetings to keep abreast of current trends, techniques, and innovations in law enforcement administration and operations.
16. Cooperate with County, State and Federal Law enforcement officers in regard to department activities.
17. Direct investigation of major crime scenes.
18. Perform duties of Police Officer as per that job description.
19. All duties and responsibilities as specified in Section 202 of the Pelican Rapids City Code.
20. In Emergency situations will act as required by City of Pelican Rapids Emergency Operations Plan.
21. Follow all policies adopted by the City Council.
22. Conducts interviews and testing for potential candidates and recommends the hiring of candidates to City Council.
23. Supervises and evaluates police department personnel, maintains personnel files, provides or coordinates staff training and technical support to provide them with professional growth opportunities and continued improvement, works with employees to correct deficiencies.
24. Handles grievances; maintain department discipline and the conduct and behavior of assigned personnel, implements discipline, and recommends termination procedures
25. Assign/Appoint and oversee Community Policing, Dare & school liaison programs.
26. Carries and maintains proficiency with firearms as part of assigned duties.
27. Insure compliance with laws covering religion, age, sex, national origin, sexual orientation, creed, disability, marital status or status with regard to public assistance within the department.
28. Performs all other duties as directed by the Personnel and Operations Committee, City Council and the City Administrator.
29. Have a presence and interaction within the community.
30. Must live within a 5-mile or 15-minute response time of the city boundaries.

EXTENT OF SUPERVISION PROVIDED

In accordance with Section 202 of the Pelican Rapids City Code, the Police Chief shall be responsible to and under the direct supervision of the City Council; in carrying out the functions and duties of his department, he shall report to and work with the Administrator.

KNOWLEDGE AND SKILL REQUIREMENTS

1. United States citizen with a four-year college or university degree in law enforcement, criminal justice, police science, or related field, or a combination of education and experience comparable to a degree.
2. Minimum of five (5) years of law enforcement experience, with experience at an administrative/management level in a recognized police department or law enforcement facility.
3. Valid Minnesota driver's license and satisfactory driving record
4. Must be Certified and/or Licensed, or eligible at time of hire, to be licensed by the Minnesota Board of Peace Officers Standards and Training (P.O.S.T.)
5. Shall possess good moral character as determined through a background investigation. Employment shall be contingent upon a favorable background investigation which includes no State or Federal felony convictions.
6. Must successfully complete a thorough physical by a licensed physician and psychological examination by a psychologist or psychiatrist.

7. Thorough knowledge of pertinent State and Federal laws, City ordinances and traffic laws and regulations related to law enforcement work.
8. Thorough knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.
9. Thorough knowledge of rules of evidence, arrest, search and seizure to assure admission in court as evidence or as legally acceptable procedure.
10. Thorough knowledge of the functions and jurisdiction of the various County, State and Federal law enforcement agencies.
11. Provides information and explains police department programs, policies, procedures and activities, resolve sensitive, significant and controversial issues and coordinates police department activities with those of other departments and agencies.
12. Proficiency in the use of firearms in a safe and skillful manner from a variety of body positions under stressful conditions and the ability to use or operate other types of police equipment available for department use.
13. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to meet the special requirements listed below.
14. Knowledge of first aid, C.P.R. and ability to apply first aid promptly in emergency situations.
15. A working knowledge of Microsoft Office software, law enforcement software, and general office computer skills; to include internet and email activities.
16. Before appointment, the City of Pelican Rapids shall have the right to waive any of the above requirements.

Reasoning Ability

1. Ability to hear, read, understand and carry out oral and written instructions.
2. Ability to communicate effectively in both written and verbal form and to prepare effective and complete reports using appropriate English grammar and spelling and performing mathematical computations as needed.
3. Ability to exercise independent judgment in determining reasonable suspicion for further investigation-probable cause for arrest and proper use of force.
4. Ability to quickly process information and make decisions when situations demand that an immediate decision be made.
5. Ability to carry out investigative functions such as observing, remembering and recalling events; interviewing witnesses and obtaining signed statements.
6. Ability to perform duties in a professional, courteous manner and to maintain a professional demeanor when confronted with verbal hostility and abuse.
7. Ability to exercise independent judgment effectively in performing job duties.

Physical Demands

1. Ability to subdue and arrest resisting suspects using appropriate tactics and approved weapons.
2. Ability to competently perform strenuous physical activities to rescue and/or to protect self and others.
3. Ability to safely operate a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions such as fog, smoke, rain, ice and snow.

Language Skills

1. Ability to communicate effectively in both written and oral form.
2. Ability to prepare complete and accurate reports as required.
3. Ability to hear, read, understand and carry out oral and written instructions.
4. Ability to communicate to groups through presentations and speeches.
5. Ability to read and understand City, State and Federal laws and ordinances, State and department reporting forms, and department policies.

Work Environment

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands or fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee, at times, may be exposed to wet and/or humid conditions. The employee may be involved in duties that require work in outside weather conditions and is occasionally exposed to emergency situations where there are imminent possibilities of physical injury.

The employee must be able to occasionally lift and/or carry weights equal to a human body. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The noise level in this environment is usually low to moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Selection Guidelines

Formal application, rating of education and experience; oral interview, written test, background and reference check; job related tests may be required such as psychological testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Definition of frequency examples

- Frequently – Every day to one a week occurrence
- Occasionally – Less than once a week
- Not Applicable – Not likely to happen

Physical demands required to perform duties

PHYSICAL DEMANDS	FREQUENCY EXAMPLES
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting	Occasionally may lift weights equal to a human body.
Carrying	Occasionally may lift weights equal to a human body
Twisting	Occasionally may do twisting to do duties performed.
Pushing	Occasionally may do pushing to do duties performed.
Pulling	Occasionally may do pulling to do duties performed.
Climbing	Occasionally may do climbing to do duties performed.
Balancing	Occasionally may do balancing to do duties performed.
Kneeling	Occasionally may do kneeling to do duties performed.
Crawling	Occasionally may do crawling to do duties performed.
Talking	Frequently.
Hearing	Frequently.
Communication	Frequently with people
Visual Ability	Frequently uses vision during course of duties
Bending	Occasionally may do bending to do duties performed.
Gripping	Frequently uses grip during operation of motor vehicle and to do duties performed
Grasping	Occasionally may do grasping to do duties performed.
WORKING CONDITIONS	FREQUENCY EXAMPLES
Exposure to Outdoor Conditions	Frequently work outdoors in a variety of weather conditions
Low visibility	Occasionally work in darkness.
Extreme noise	Occasionally
Dirty or Dusty	Occasionally
Hazardous Materials	Occasionally
Moving Objects	Frequently may work around moving vehicles.
Operating a Vehicle	Frequently, will be operating a motor vehicle during duties performed.
Slippery Conditions	Occasionally encounter ice, rain, and snow.

INVOICE

**Remit to:**

1401 21st Ave N, Fargo, ND 58102

Phone: 701.237.5065

Fed Tax ID: 45-0314557

Interest of 1%/month applied to past due invoices

City of Pelican Rapids

PO Box 350

Pelican Rapids, MN 56572-0350

Invoice Number: 71819

Date: July 12, 2024

Project Number: R008675-0004

Pelican River Stream Improvements**For Professional Services Rendered Through: June 30, 2024**

pradmin@loretel.net

Work through 6/30/2024 includes projects management, gathering existing information, and topographic survey work.

Professional Services

	Hours	Rate	Amount
Engineer 12	2.75	250.00	\$687.50
Land Surveyor 2	2.50	172.00	\$430.00
Three Person Crew	5.50	275.00	\$1,512.50
	10.75		\$2,630.00

Reimbursable Expenses

	Units	Rate	Amount
Unit - Company Survey/Inspection Mileage (FGO)	67.00	.870	\$58.29
Unit - GPS Hourly (FGO)	1.00	25.000	\$25.00
Unit - Pipes (FGO)	2.00	3.000	\$6.00
Unit - Robotic Total Station (FGO)	2.00	40.000	\$80.00
			\$169.29

Invoice Total \$2,799.29**Outstanding Invoices**

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
Total Prior Billing						



Lakes Country Service Cooperative
1001 E. Mt. Faith
Fergus Falls, MN 56537
Jeremy Kovash, Executive Director

Services Agreement

This "Agreement" is entered on the 8th day of July 2024 ("Effective Date") between Lakes Country Service Cooperative, a public corporation ("LCSC"), and City of Pelican Rapids ("Client").

For good and valuable consideration, the parties agree as follows:

I. Service. The Client agrees to purchase from LCSC, and LCSC agrees to perform on behalf of the Client, the following "Service": Through one or more designated LCSC technicians, perform technology services to support the Client's Technology department.

2. LCSC's Responsibilities:

In furtherance of performing the Services, and in addition to any other obligations described herein, LCSC shall: Authorize and direct the IT Department to provide the Services to the Client.

Essential Infrastructure Administration Functions:

- Administer (maintain in working order and administer scheduled updates) the Internet service, firewall, content filter, network infrastructure (wired and wireless), servers, and standard services such as printing and file storage.
- Administer (install, maintain, replace) the Microsoft office suite for staff.
- Create and maintain computer and email user accounts for staff.
- Basic instruction for staff on the use and operation of technology hardware or software, as needed.
- Essential security and privacy oversight of system processes and stored data.
- Provide specifications for new or replacement technology hardware and software.
- Maintain service renewal contracts and software licenses as they relate to the above functions.
- Annually Provide technology infrastructure recommendations for planning purposes.
- Provide annual reports of service provided to the Client.
- Client-owned device support for staff.

Communication and Response Time

- Response to tickets, emails, and voicemails will be made no later than one (1) workday.
- Maintain a variety of methods to reach LCSC Technology staff, including our internal ticketing system, LCSC email, and LCSC phone numbers

Services outside the scope of work described in this contract, which may incur additional costs, include:

- Design and installation of new or replacement hardware, wiring, or major software installation including additions to existing systems.
- Data backup and restoration
- Troubleshooting and repair as a result of power interruptions or successful cybersecurity breaches.
- Cybersecurity breakdown
 - Employee security awareness training
 - Vulnerability assessments
 - System hardening
- Technology training beyond basic instruction.
- Installation and maintenance of specific technology or software not listed above.
- Work on non-member equipment or networks.
- Onsite visits – mileage will be charged at the current IRS rate.

3. Client's Responsibilities:

The Client will provide on-site workspace, and agree to provide all related hardware, software, and equipment of sufficient quality required for the LCSC Service provider as needed to complete his/her work. The Client will provide access to hardware, software, equipment, and facilities for the LCSC employees. The Client agrees to make its employees available as needed by LCSC to provide the Service and assign a main contact person for LCSC staff, and involve the LCSC staff in the technology budget process for infrastructure, end-user equipment and software.

4. Payment. The Client agrees to pay LCSC for the Services as follows:

- \$ 1800.00 for FY 2025 paid in twelve equal monthly payments.

Fees for Services provided by LCSC in addition to those falling within the scope of the Service shall be paid according to LCSC standard fees. Fees not covered by this Agreement will be billed separately. LCSC will obtain prior approval from the Client before initiating additional billable services.

5. Term. The Service under this Agreement will begin July 1, 2024, and continue through June 30, 2025. Either party may terminate this Agreement early, effective as of the end of the Client's fiscal year, upon not less than 90-day notice given in writing prior to the end of a fiscal year.

6. Law Governing. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Otter Tail.

7. Insurance. LCSC agrees to hold and maintain general liability insurance and errors and omissions insurance specific to the duties of its employees providing the Service. The Client agrees to maintain general liability insurance and insurance necessary to cover claims related to the Service. Nothing in this Agreement shall constitute a waiver by either party of any statutory limitations, exclusions, or exceptions on liability.

8. Non-solicitation. While this Agreement is in effect, and for a period of one year following the termination of this Agreement, the Member agrees that it will not solicit or in any manner encourage or induce (a) any employee who is or has provided a direct service to a member of LCSC to leave LCSC's employ; (b) any LCSC or other independent contractor of LCSC who has provided a direct service to change or terminate any relationship with LCSC or (c) induce or attempt to induce any client of LCSC to change its relationship with LCSC. Should solicitation of an LCSC employee occur in the time period stipulated in this Agreement, the Member will reimburse the Cooperative for thirty percent (30 %) of the employee or employees' salary and benefits.

9. Risk Management Arrangements. It is recognized that LCSC is a cooperative of which Client is a member, and which is providing the Service as a function which otherwise would be provided by Client employees. The parties recognize that LCSC's liability for claims relating to the Service should be limited to any available insurance coverage, and in any event, to an amount not exceeding certain Service payments made, within the limits in this Section. The following arrangements are in furtherance of the foregoing:

- a. Indemnity. The Client agrees to indemnify and hold LCSC and its employees, agents, or representatives harmless from all claims, demands, or liability, including attorney's fees, and related expenses, which arise out of or are in any manner connected with the Service, this Agreement, or the Client's operations,
- b. Standard of Performance; Disclaimer. LCSC makes no warranties, representations, or guarantees expressed or implied, regarding the service or performance hereunder, and all such are hereby disclaimed by LCSC and waived by Client, including but not limited to any implied warranties of merchantability and fitness for a particular purpose. The service will be provided and accepted on an "as is" "where is" basis, without recourse against LCSC.
- c. Limitation of Liability. In no event shall LCSC ever be liable to the Client or any third party, directly or indirectly, for any sum greater than the total amount of fees for service actually paid to and received by LCSC in the six (6) month period immediately preceding any determination of liability. All other provisions of law, equity, or this agreement or any other document notwithstanding, this and any available insurance is the

exclusive remedy available to district, and is in lieu of all other remedies available at law, in equity or otherwise. The foregoing does not, and shall not be construed or deemed to, create any circumstance, express or implied, under which LCSC may be liable to the Client, and shall not subvert the indemnity, release, and other clauses in this Agreement for the benefit of LCSC.

The provisions of this Section i) shall apply regardless of whether matters are based on breach of warranty, breach of contract, negligence, strict liability, tort, or any other legal theory, ii) shall apply to all matters, whether claimed by or through the Client or by or through third parties, including any students, employees, and governmental or regulatory agencies, and iii) shall survive the termination of the Agreement.

10. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or otherwise.
11. Modification. This writing contains the entire agreement between the parties and no alterations, variations, modifications, or waivers of the provisions of this agreement are valid unless reduced to writing, signed by both LCSC and the Client, and attached hereto.
12. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, Parties hereto have executed this agreement this _____ day of June 2024.

LCSC MEMBER

LAKES COUNTRY SERVICE COOPERATIVE

By: _____
Authorized Member Official

By: _____
Executive Director

Date: _____

Date: _____



June 28, 2024

Lance Roisum
City Administrator

Pelican Rapids Airport

Dear Lance Roisum,

The Minnesota Department of Transportation Aeronautics Office has completed its review and prioritization of requests for the State Fiscal Year 2025 funding grant solicitation.

I am pleased to inform you that: The **Install Credit Card Reader for Fuel System** project, for an estimated total cost of **\$30,000.00**, has been selected to receive a State Grant Offer. MnDOT will execute a Grant Contract under the following conditions:

- These funds have been identified for the project(s) identified in this letter and cannot be applied toward another project at your airport.
- The funds are available to execute the grant during State Fiscal Year 2025 (July 1, 2024 to June 30, 2025). To improve the use of State Airports funds, **we are requiring a complete grant request by November 30, 2024**. If you are not able to make this November 30th deadline, you must work with your Regional Engineer to schedule a submittal date that works for you. If a grant request cannot be submitted by November 30th, or an extended submittal date cannot be agreed upon, you may move the project to the next fiscal year on the CIP, and submit an application to be re-scored and prioritized against the next year's projects. If you don't communicate within these requirements, the offer for funding will be rescinded for SFY 2025 and reprogrammed to address other airport needs.
- If you plan to move forward with this project, the following are required by email for a complete grant request:
 - A Grant Request Letter stating the project/funding requested and on sponsor letterhead.
 - A Cost Split detailing the costs of the project in an Excel File that can be found on the MnDOT Aero website: <http://www.dot.state.mn.us/aero/airportdevelopment/forms.html>
 - Any other supporting documents that detail costs for the project (i.e. bid tabs, professional services agreement)
 - We will reach out if further explanation or documentation is needed.
- Once these documents are received and approved, MnDOT will encumber funds and a grant contract will be sent to you for signature. No reimbursement can be made until a fully executed (signed) Grant Contract has been completed. If there is some urgency to start work prior to grant execution, consult with your regional engineer to proceed with an "Early Encumbrance" process. With this process, work done prior to an encumbrance cannot be reimbursed. However, work done (costs incurred) after an encumbrance is completed, but before a grant is executed, can be reimbursed – but only after the grant is fully executed. If you use the "Early Encumbrance" process, it is done at your own risk as a fully executed Grant Contract is the only guarantee of funding.

Please communicate with me at your convenience if you wish to proceed with the project, but no later than August 31, 2024. If you no longer wish to pursue funding for the identified project in State Fiscal Year 2025, please notify me as soon as possible. Below is a summary of the deadlines outlined above:

1. August 31, 2024 – respond to this letter and communicate intent to pursue this grant.
2. November 30, 2024 – submit complete grant request documents to Regional Engineer or approved extended submittal date.
3. December 1, 2024 – selected projects that have not met deadlines 1 and 2 are reprogrammed. You must add the project to the SFY26 CIP and submit another application during the solicitation opening.

Let me know if any questions or concerns.

Sincerely,

Arika Johnson Digitally signed by Arika Johnson
Date: 2024.06.28 09:53:21 -05'00'

Arika Johnson, P.E.
Airport Development Section Supervisor
arika.johnson@state.mn.us

CC: Melissa Underwood, munderwood@sehinc.com

Equal Opportunity Employer

June 28, 2024

Lance Roisum
City Administrator

Pelican Rapids Airport

Dear Lance Roisum,

The Minnesota Department of Transportation Aeronautics Office has completed its review and prioritization of requests for the State Fiscal Year 2025 funding grant solicitation.

I am pleased to inform you that: The **A/D Building interior and exterior updates** project, for an estimated total cost of **\$50,000.00**, has been selected to receive a State Grant Offer. MnDOT will execute a Grant Contract under the following conditions:

- These funds have been identified for the project(s) identified in this letter and cannot be applied toward another project at your airport.
- The funds are available to execute the grant during State Fiscal Year 2025 (July 1, 2024 to June 30, 2025). To improve the use of State Airports funds, **we are requiring a complete grant request by November 30, 2024**. If you are not able to make this November 30th deadline, you must work with your Regional Engineer to schedule a submittal date that works for you. If a grant request cannot be submitted by November 30th, or an extended submittal date cannot be agreed upon, you may move the project to the next fiscal year on the CIP, and submit an application to be re-scored and prioritized against the next year's projects. If you don't communicate within these requirements, the offer for funding will be rescinded for SFY 2025 and reprogrammed to address other airport needs.
- If you plan to move forward with this project, the following are required by email for a complete grant request:
 - A Grant Request Letter stating the project/funding requested and on sponsor letterhead.
 - A Cost Split detailing the costs of the project in an Excel File that can be found on the MnDOT Aero website: <http://www.dot.state.mn.us/aero/airportdevelopment/forms.html>
 - Any other supporting documents that detail costs for the project (i.e. bid tabs, professional services agreement)
 - We will reach out if further explanation or documentation is needed.
- Once these documents are received and approved, MnDOT will encumber funds and a grant contract will be sent to you for signature. No reimbursement can be made until a fully executed (signed) Grant Contract has been completed. If there is some urgency to start work prior to grant execution, consult with your regional engineer to proceed with an "Early Encumbrance" process. With this process, work done prior to an encumbrance cannot be reimbursed. However, work done (costs incurred) after an encumbrance is completed, but before a grant is executed, can be reimbursed – but only after the grant is fully executed. If you use the "Early Encumbrance" process, it is done at your own risk as a fully executed Grant Contract is the only guarantee of funding.

Please communicate with me at your convenience if you wish to proceed with the project, but no later than August 31, 2024. If you no longer wish to pursue funding for the identified project in State Fiscal Year 2025, please notify me as soon as possible. Below is a summary of the deadlines outlined above:

1. August 31, 2024 – respond to this letter and communicate intent to pursue this grant.
2. November 30, 2024 – submit complete grant request documents to Regional Engineer or approved extended submittal date.
3. December 1, 2024 – selected projects that have not met deadlines 1 and 2 are reprogrammed. You must add the project to the SFY26 CIP and submit another application during the solicitation opening.

Let me know if any questions or concerns.

Sincerely,

**Arika
Johnson**

Digitally signed by Arika
Johnson
Date: 2024.06.28 09:52:55
-05'00'

Arika Johnson, P.E.
Airport Development Section Supervisor
arika.johnson@state.mn.us

CC: Melissa Underwood, munderwood@sehinc.com

Equal Opportunity Employer



Association of State Dam Safety Officials

ASDSO 2023-2024 Board of Directors

Sharon K. Tapia, P.E.
(President)
California

Mia Kannik, P.E.
(President-Elect)
Ohio

Everett W. Taylor, P.E.
(Treasurer)
Utah

John Roche, P.E.
(Secretary)
Maryland

David Griffin, P.E.
(Immediate Past President)
Georgia

Keith Conrad, P.E.
Nevada

John Eggen, CFM
Indiana

Tim Gokie, P.E.
Nebraska

William McKercher, P.E.
Mississippi

Terry Medley, P.E.
Kansas

Bill Salomaa
Massachusetts

Ryan Stack, P.E.
Missouri

William Vinson, P.E., CPM
North Carolina

Ben Wagner, P.E., PMP
Alaska

Tony Nokovich, P.E.
American Water
Advisory Committee Chair

July 8, 2024

Mayor Brent E. Frazier
City of Pelican Rapids, Minnesota

Mayor Frazier,

Congratulations! The City of Pelican Rapids has been selected to receive the 2024 Association of State Dam Safety Officials (ASDSO) Midwest Regional Dam Safety Award. One Regional Dam Safety Award is presented in each ASDSO region annually to those making exemplary community contributions. The City of Pelican Rapids was nominated for the removal of the Pelican Rapids Dam. Your nomination was selected with the concurrence of the ASDSO Midwest Regional Representatives.

To celebrate this accomplishment, the Board of Directors invites you, or someone on behalf of Pelican Rapids, to accept the award in person at a luncheon on Monday, September 23. The luncheon will be in conjunction with Dam Safety 2024 at the Colorado Convention Center in Denver, Colorado. It will be held from 12:00 pm – 2:00 pm, with photos immediately following. Time will not allow for a presentation or speech, but a few brief remarks (2-3 minutes) would be welcomed.

Please RSVP at kriley@damsafety.org no later than August 2 to confirm if you will accept in person. At that time, I will provide additional details regarding the luncheon.

Again, congratulations, and we hope to see you in Denver!

Best Regards,

Katelyn Riley
ASDSO Communications Director

CC:

Sharon Tapia, P.E. — ASDSO President

Mia Kannik, P.E. — ASDSO President-Elect

John Eggen, P.E. — ASDSO Midwest Regional Representative (Indiana)

Ryan Stack, P.E. — ASDSO Midwest Regional Representative (Missouri)

**WASTEWATER TREATMENT AGREEMENT
BETWEEN
WEST CENTRAL TURKEYS AND CITY OF PELICAN RAPIDS**

THIS AGREEMENT, is made by and between the City of Pelican Rapids, a Minnesota municipal corporation (hereinafter referred to as the "CITY"), and West Central Turkeys, LLC, a Minnesota limited liability company (hereinafter referred to as "WCT, LLC").

WHEREAS, the CITY currently owns and operates a municipal wastewater system which serves the residents and businesses of the CITY and is located totally within the CITY boundaries; and

WHEREAS, the CITY has agreed to provide WCT's wastewater treatment needs for the foreseeable future subject to the terms and conditions of this agreement; and

WHEREAS, the CITY is planning to replace sewer main infrastructure within the Highway 59 and 108 corridors as part of the Highway 59/108 Complete Streets Project at a project cost of approximately \$3,466,468.00; and

WHEREAS, the CITY is applying for a Minnesota Public Facility Authority (PFA) grant in the amount of \$2,888,723.00 and a PFA low interest loan in the amount of \$577,745.00; and

NOW, THEREFORE, it is mutually agreed by and between the CITY and WCT as follows:

1. **TERM OF AGREEMENT.**

- A. This agreement shall continue for a period of twenty (20) years from the Effective Date, stated below.

2. **EFFECTIVE DATE.**

- A. The "Effective Date" of this agreement will be the same as the PFA Loan Closing Date contemplated herein. This agreement shall continue for a period of twenty (20) years from the Effective Date.
- B. In the event WCT, LLC ceases operation at its facility it may terminate this Agreement by written notice to the CITY. Upon such termination by WCT, LLC, WCT, LLC will remain liable for payment of 62% of the PFA debt service payments, with such payment to be made in a lump sum or

by continued monthly installment payments following termination of this Agreement, except to the extent that: (i) WCT, LLC transfers or assigns its rights and obligations pursuant to the terms and conditions of this agreement hereof; or (ii) the CITY, for any reason, uses all or a portion of the treatment capacity provided to WCT, LLC under the Significant Industrial User ("SIU") Agreement in treating the wastewater discharges of one or more other industrial or domestic user(s), or for new connections made after the date of this Agreement. To the extent that the CITY uses all or a portion of the Treatment Capacity provided to WCT, LLC under the SIU Agreement, obligation for payment of PFA debt service payments shall be reduced on a pro rata basis.

- C. The parties understand and agree that the current SIU expired on November 20, 2015, and is operating on an SIU Extension until the reissuance of the National Pollutant Discharge Elimination System (NPDES) permit, and as long as WCT is in compliance with the terms and conditions of said SIU, the parties are obligated to enter into an updated SIU once a new NPDES permit is issued.

- 3. **RATES.** The rates for the treatment of wastewater shall be those issued and approved by the City Council.

- 4. **DISCHARGE LIMITS AND PERMIT.**

- A. During the Term of this agreement, WCT, LLC's industrial wastewater discharges to the Publicly Owned Treatment Works (POTW) shall be subject only to the numerical limitations set forth in the SIU Agreement issued to WCT, LLC by the CITY, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. The Discharge Limits shall be incorporated into the SIU Agreement issued by the CITY to WCT, LLC during the Term and shall not be modified during the Term, except by written agreement of the CITY and WCT, LLC provided, however, that the Discharge Limits may be modified if the modification is mandated by federal or state law, rule or regulation.

- B. The CITY will extend the SIU Agreement throughout the Term of this agreement, subject only to changes necessitated by the requirements of state or federal law, rule or regulation, or changes of provisions, of general application contained in the Pelican Rapids City Code. Provided, however, that notwithstanding the foregoing, the Discharge Limits may only be modified pursuant to the terms of this agreement and the SIU Agreement.
5. **EQUIPMENT.** WCT, LLC shall maintain and provide any and all devices reasonably requested by the CITY for the purpose of monitoring, limiting, and recording flows of the wastewater being treated hereunder.
6. **ALTERATION OR CANCELLATION.** This agreement may be subject to alteration or cancellation in the event a court of competent jurisdiction materially restricts or limits, directly or indirectly, any of the CITY's rights to obtain, sell, or contract for the treatment of wastewater.
7. **ASSIGNMENT.** This agreement and any rights hereunder are not assignable or transferrable by WCT, LLC to any third party except to a successor in interest to WCT, LLC that will own and operate the WCT, LLC facility in Pelican Rapids, Minnesota, in the same manner that WCT, LLC currently conducts its operations in Pelican Rapids, Minnesota.
8. **INDEMNIFICATION.** The CITY shall not be responsible to WCT, LLC for damages resulting from the interruption of services to be provided to WCT, LLC under the terms of this agreement. WCT, LLC agrees to indemnify the CITY and hold the CITY harmless from any damages or losses suffered by WCT, LLC as a result of the negligence or intentional acts of WCT, LLC in connection with the treatment of wastewater pursuant to this agreement.
9. **FORCE MAJEURE.** This agreement is subject to force majeure. Either party's failure to perform any term or provision hereof shall not be deemed to be a default hereunder if such failure is attributable to fire, explosion, flood, drought, war, riot, sabotage, accident, embargo, government priority, requisition or allocation of or other action by any government authority, or any other condition beyond the reasonable control of the party, and any such failure or delay shall not subject either party to any liability to the other.

10. **NOTICES.** Any and all notices specified herein shall be mailed by certified or registered mail, return receipt requested, to the following addresses:

If to the CITY:

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

If to WCT, LLC:

West Central Turkeys, LLC
Plant Manager
704 North Broadway
Pelican Rapids, MN 56572

11. **ENTIRE AGREEMENT; MODIFICATIONS.** This agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein. There are no other agreements, verbal or otherwise. No modification, alteration or change of any provision hereof shall be enforceable unless embodied in a writing executed by the party against whom enforcement is sought.
12. **GOVERNING LAW.** This agreement shall be governed by and construed according to the laws of the State of Minnesota. Invalidity or enforceability of any term or provision hereof shall not operate to affect the remaining terms and provisions hereof which are valid and enforceable.

IN WITNESS WHEREOF, the parties have hereunto caused this agreement to be executed this _____ day of _____ 2024.

City of Pelican Rapids, Minnesota	West Central Turkeys, LLC
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date: