



PELICAN RAPIDS

CITY COUNCIL AGENDA

July 3, 2024

Tuesday, July 9, 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 – June 25, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Police Chief Report (In Packet)
 - d) Certify Unpaid Utility Bills to Property Taxes
 - Parcel: 76000990162000
Amount: \$120.96
 - Parcel: 76000990107000
Amount: \$119.46
 - Parcel: 76000990515001
Amount: \$244.87
 - e) City office candidate filings open July 30th – August 13th
5. PRFD New Hire – Shad Hanson
6. Coalition of Greater MN Cities Update – Elizabeth Wefel
 - Legislator of Distinction Award Presentation
7. 2024 Legislative Update – Senator Jordan Rasmussen
8. PRAC Update (In Packet) – Kelly Januszewski & Scott DeMartelaere
 - Change Request #11
 - Pay Request #12
9. Pelican Valley Utility Easement
10. Street & Parks Report – Brian Olson
11. Appoint Election Judges
12. Reinstate Sergeant Position (In Packet) – Chief Todd Quaintance

13. Library Report (In Packet)
14. Administrator Report
15. Mayor Report
16. Adjourn

June 25, 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, June 25, 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 and Clerk-Treasurer Danielle Harthun.

General Attendance: Tammy Bakken, John Waller III 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

Brent Frazier called for any citizen's comments. No comments were made.

Additions / Deletions to Agenda

Mayor Frazier asked if there were any additions or deletions to the agenda. None were proposed.

"I move to approve the agenda as presented." Strand moved, Markgraf seconded, motion carried unanimously.

Approval of Consent Agenda

The consent agenda, which included approval of council minutes from June 11, 2024, accounts payable listing, and reports from the liquor store, utilities, and financial reports, was presented.

"Motion to approve the consent agenda." Markgraf moved, Ballard seconded, motion carried unanimously.

Planning Commission Recommendation for Variance

Tammy Bakken presented a request for a front yard setback variance for a residential property, citing challenges due to the layout of the drainage ditch and the curve of the road on Maplewood Drive. John Waller III informed Council that at the Planning Commission meeting they recommended Council approve the variance which would approve the East front yard variance would be 43' at the narrowest property line and the North front yard variance would be 33' at the narrowest property line.

"I move to grant the variance of 33 feet as shown in the drawing." Foster moved, Ballard seconded, motion carried unanimously.

MnDOT Turnback Agreement for Hwy 59 Frontage Road

Agreement

Administrator Roisum explained the State of Minnesota and City of Pelican Rapids Change of Roadway Jurisdiction Agreement for the state to release a portion of TH59 Frontage Road between County Road 9 and Golf Course Road. The state would provide funds to aid in this transition.

"Motion to approve the agreement to take over the road from the state." Ballard moved, Markgraf seconded, motion carried unanimously.

June 25, 2024 Council Meeting Minutes

Exhibit A

The exhibit showed the lay out of the Frontage Road.

Resolution 2024-10

The council discussed and reviewed Resolution 2024-10 relating to this agreement.

"I move to approve **Resolution 2024-10** according to the updated details." Ballard moved, Markgraf seconded, motion carried unanimously.

Utility Clerk Personnel Recommendation

After performing job interviews with Administrator Roisum, Clerk-Treasurer Harthun recommended the hire of Tracy Goble as the Utility Clerk at step three, starting June 27.

"Motion to approve the hire of Tracy Goble at step three." Ballard moved, Foster seconded, motion carried unanimously.

August 13, 2024 Cancel/Reschedule Council Meeting Discussion

Due to the state primary on August 13, Council discussed options to cancel or reschedule the meeting. It was agreed to cancel the meeting.

"Motion to cancel the August 13, 2024, Council meeting." Strand moved, Foster seconded, motion carried unanimously.

Administrator Report

Administrator Roisum reported since the last council meeting he had; worked with the Clerk and Mayor to set the council agenda and prepped for the council meeting, attended a Department Head meeting, attended a pool construction update meeting, attended the Hwy 59/108 construction meeting and open house, continued to work with PFA to finalize funding for the Hwy 59/108 project and prepared the agreement with WCT, attended an EDC meeting, worked with City Attorney Forsgren and Apex Engineering on a utility easement with Pelican Valley Senior Living for a drain pipe at the pool, met with Mayor Frazier, Fire Chief Hanson and Dunn Township officials and residents about the possibility of a satellite fire station in the Pelican Lake area, met with Mayor Frazier and PeopleService and went through the draft of the updated NPDES/SDS permit from MPCA, conducted with Clerk interviews for the Utility Clerk position and worked on the PFAS Pollutant Management Plan.

Mayor Report

Mayor Frazier reported that since the last council meeting he has; submitted weekly columns to the Pelican Press, visited with businesses and non-profits, attended a meeting with Administrator Roisum and Dunn Township residents at City Hall on June 13 regarding a satellite Fire Hall in Dunn Township, presented the Welcome in "English" at the Friendship Festival in Sherin Park on June 15, attended a Wastewater Permit Meeting at City Hall on June 18 with Administrator Roisum and PeopleService personnel and met with Administrator Roisum on June 24 to plan the agenda for this afternoons' meeting.

Adjourn

The meeting was adjourned at 4:55 pm.

"Motion to adjourn." Strand moved, Markgraf seconded, motion carried unanimously.



Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

CITY OF PELICAN RAPIDS Bill Listing CITY

<u>Vendor Name</u>	<u>Comments</u>	<u>Amount</u>
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$340.35
BRAUN INTERTEC CORPORATION	PRJ 91 TH 59/108	\$1,418.50
CEDA	ED; 3RD QTR CEDA SERVICE	\$17,280.00
COOPERS TECHNOLOGY GROUP, INC	CLK; NEW OFFICE	\$4,614.34
CORBIN EXCAVATION INC	STR; MAINTENANCE DUST CONTROL	\$11,789.55
CULLIGAN OF DETROIT LAKES	STR, CH; WATER	\$26.75
GOVERNMENT CAPITAL SECURITIES CORP	PRJ 91 59/108 TEMP FIN FEE	\$1,600.00
GREAT NORTHERN ENVIRONMENTAL LLC	WWTF; BLOWER MAINTENANCE SUPPLY	\$16,439.80
HAWKINS, INC	WWTF; FERRIC	\$10,268.17
IN CONTROL INC	WWTF; CYBERSECURITY SRV PLAN	\$3,732.00
KREKELBERG LAW FIRM	PD; PROFESSIONAL SERVICES	\$480.00
KREKELBERG LAW FIRM CITY	WCT PFA PAPER WORK	\$210.00
LIBRARY	EDA PAPER COPIES	\$4.00
MARCO TECHNOLOGIES LLC.-TECH	ALL; COPIES/PRINTING	\$335.16
MID STATES ORGANIZED CRIME	PD; MOCIC MEMBERSHIP FEES	\$100.00
MIDWEST RADIO OF FM	ED; ADVERTISING	\$485.00
MOENKEDICKS WINDOW WIZARD	CH, FD; WINDOW CLEANING	\$123.00
NAPA	STR; SHOP/STREETS MAINT SUPPLIES	\$16.16
NETWORK CENTER, INC	ALL; COMP SERVICE	\$117.00
NORTHLAND PORTABLE WELDING COMPANY	STR; MAINTENANCE REBUILD	\$1,524.82
OTTERTAIL POWER	ALL; UTILITIES	\$13,897.90
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$23,355.00
PLAYCORE WSCONSIN INCDBA GAMETIME	STR; MAINTENANCE SWING FOR	\$3,111.31
RITEWAY	ALL; CHECKS	\$239.57
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$1,141.14
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$359.10
STRAND HARDWARE	ALL; HARDWARE	\$374.40
STREICHERS	PD; AMMO 9 MM TRAINING	\$304.67
TEAM LABORATORY CHEMICAL	PK; SPRAY - THOMPSON, PARK & CH	\$1,650.00
ULINE	PD; SUPPLIES EVIDENCE	\$281.00
VERIZON WIRELESS	PD; COMMUNICATIONS JETPACKS	\$120.03
VESTIS	PK, STR; LINEN SERVICE	\$132.64
WELLS CONSTRUCTION MN LLC	STR; TREE REMOVAL 1ST STR NW	\$1,300.00

TOTAL: \$117,171.36

CITY OF PELICAN RAPIDS
07/09/24 LIQUOR STORE BILL LISTING

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	\$915.35
BERGSETH BROS. CO. INC	BEER	\$29,567.95
BEVERAGE WHOLESALERS, INC	LIQUOR	\$7,436.73
BREAKTHRU BEVERAGE	LIQUOR	\$15,739.95
DACOTAH PAPER CO	BAGS	\$413.50
DS BEVERAGES, INC	NA	\$12,097.62
EMERALD ELEMENTS	THC	\$132.00
GPNG	UTILITIES	\$24.70
JOHNSON BROTHERS LIQUOR CO	LIQUOR	\$5,946.30
MIDWEST RADIO OF FM	ADVERTISEMENT	\$755.00
PHILLIPS WINE & SPIRITS	LIQUOR	\$2,084.04
POSTMASTER	RENEWAL PO BOX 571	\$72.00
RITEWAY	LS CHECKS	\$239.57
VIKING COCA-COLA BOTTLING CO	POP/MIX	\$752.15
		TOTAL \$76,176.86

Vendor Name	Purpose	Amount	Account #
✓ Arvig	phone& fax	\$157.93	21145500320
✓ Ballard Sanitation	Utilities	\$67.81	21145500380
✓ Cengage Learning	large print books	\$194.18	21145500435
✓ City Billing			21145500200
✓ Great Plains Natural Gas	Utilities	\$290.59	21145500380
✓ Great River Regional Library	lost book	\$20.00	21145500470
✓ Hoopla Digital	June 2024 usage	\$932.83	21145500440
✓ Ingram	books	\$1,134.01	21145500435
✓ Liberty Business	June service	\$103.07	21145500200
✓ Midwest Tape	dvds and audiobooks	\$30.74	21145500440
✓ Minnesota Backflow Valve	annual inspection and testing	\$679.90	21145500401
✓ Otter Tail Power	utilities	\$552.89	21145500380
✓ Press	lakes and lifestyles ad	\$370.50	21145500340
✓ Viking Library System	barcodes	\$126.00	21145500210
✓ Wrigg, Annie	cell phone	\$78.69	21145500320
✓ Total		\$4,739.14	

Pelican Rapids Police Dept

June 2024

Accident-1050-MV-Rec Veh	6
911 Hangup Calls	4
Alarm-Burglary	1
Animal Call	10
Assault Report	1
Assistance-Public	4
Assistance	2
Check-NSF-Act Clos-Forged	1
Child Abuse/Neglect	1
Child Custody Issues	1
Danco Violation	1
Death Investigation	1
Disturbance	3
Domestic Assault	1
Driving Complaint	3
EMS-Injury Accident	3
EMS-Medical	12
Fire-Alarm	2
Fire-Control Burn	1
Fire-Structure All	1
Handgun Applications	2
Littering/Illegal Dumping	1
Lost & Found	2
Missing Person	1
Nuisance	4
Open Door/Window	1
Other Calls For Service	4
Parking Comp/Privileges	3
Extra Patrol	1
Road/Street Hazard	1
Social Media	1
Suicide-Attempt/Threats	1
Suspicious Activity	6
Terroristic Threats	1
Theft/Fraud Rep	4
Trespassing	1
Warning-Traffic	4
Warrant	1
Weather Related Calls	1
Welfare Check	6



Hammers Construction Inc.

P.O. Box 148
Perham, MN 56573-0148
Ph : (218) 346-2195

Change Request

To: Scott DeMartelaere
Design Intent Architect
103 E Lincoln Ave
Fergus Falls, MN 56537

Number: 11
Date: 6/20/2024
Job: 23-073 PR Aquatics Center
Phone:

Description: Winter Conditions

We are pleased to offer the following specifications and pricing to make the following changes:

Heat and shelter costs for winter conditions. Plumbing permit pushed most building activities to take place over winter

Ground thaw 01/27-1-29 3 days

Ground thaw 03/08-3/11 3 days

12 Concrete Blankets for 4 months

Direct Fired Heater 3 months

Inderect Heater 2 months

Reinforced Poly

Mason winter contions to setup/takedown and heat shelters,

The total direct cost to perform this work is

\$27,616.44

Total:

\$27,616.44

If you have any questions, please contact me at .

Submitted by: Hammers Construction, Inc

Approved by: _____
Date: _____

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



Date 06/24/2023

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 June 2024. This request includes costs accrued for labor, materials, and equipment thus far on the project. Slide and play features are currently being set along with pool equipment in the mechanical/pump room. Continued installing exterior siding and trims. Louvers and duct work have been set in the mechanical room. Tongue and groove on the ceiling of the family room has been started along with drywall. Concrete prep for the decks has started along with setting the deck drains. Exterior masonry has been completed and is currently working on the interior family room walls. Backfill was also completed around the pools and building. Survey staking completed for the fence corners and deck drains.

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: 130039
Draw: 12
Invoice date: 6/24/2024
Period ending date: 6/25/2024

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		\$3,772,806.07
Add-ons to date	\$0.00	
Taxes to date	\$0.00	
Less retainage	\$186,987.96	
Total completed less retainage		\$3,585,818.11
Less previous requests	\$3,306,299.72	
Current request for payment		\$279,518.39
Current billing		\$294,229.90
Current additional charges	\$0.00	
Current tax	\$0.00	
Less current retainage	\$14,711.51	
Current amount due		\$279,518.39
Remaining contract to bill	\$1,392,371.85	

Project: 23073-0
PR Aquatic Center

Contract date:

Architect:

Scope: \$279,518.39 7/1/2024

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

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

CONTRACTOR: Hammers Construction Inc.

State Of MN

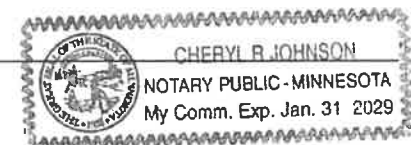
County Of Otter Tail

By: [Signature]

Subscribed and sworn to before me this 24 day of June, 2024

Date: 6/24/24

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



REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center

Invoice: 130039

Draw: 12

Period Ending Date: 6/25/2024 Detail Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1	General Conditions	317,052.00	228,277.44	25,364.16		253,641.60	80.00	63,410.40	12,682.07
2	Performance & Payment Bond	33,048.00	33,048.00			33,048.00	100.00		
3	Demolition	33,480.00	28,458.00			28,458.00	85.00	5,022.00	1,422.90
4	Sitework	257,963.00	206,370.40	25,796.30		232,166.70	90.00	25,796.30	11,608.35
5	Concrete	355,450.00	248,815.00	17,772.50		266,587.50	75.00	88,862.50	13,329.41
6	Masonry	601,560.00	553,435.20	18,046.80		571,482.00	95.00	30,078.00	28,574.10
7	Metals	32,453.00	25,962.40	1,622.65		27,585.05	85.00	4,867.95	1,379.25
8	Woods & Plastics	74,322.00	63,173.70	3,716.10		66,889.80	90.00	7,432.20	3,344.50
9	Moisture & Protection	314,460.00	283,014.00	15,723.00		298,737.00	95.00	15,723.00	14,936.85
10	Openings	62,841.00	34,562.55	15,710.25		50,272.80	80.00	12,568.20	2,513.64
11	Finishes	77,279.00	15,455.80	3,863.95		19,319.75	25.00	57,959.25	966.00
12	Specialties	55,956.00	11,191.20	2,797.80		13,989.00	25.00	41,967.00	699.45
13	Furnishings	51,840.00						51,840.00	
14	Special Construction	2,174,796.00	1,413,617.40	108,739.80		1,522,357.20	70.00	652,438.80	76,117.86
15	Plumbing/HVAC	319,880.00	191,808.00	31,968.00		223,776.00	70.00	95,904.00	11,188.80
16	Electrical	199,800.00	129,870.00	19,980.00		149,850.00	75.00	49,950.00	7,492.50
CO01	CRs #1 - #3	15,642.92	10,950.04	3,128.59		14,078.63	90.00	1,564.29	703.93
CO02	CO02 CR# 4-5	567.04	567.04			567.04	100.00		28.35

Totals	4,978,189.96	3,478,576.17	294,229.90			3,772,806.07	75.79	1,205,383.89	186,987.96
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UTILITY EASEMENT

THIS INDENTURE made this ____ day of _____, 2024, by and between Pelican Valley Health Center Hospital District, a corporation under the laws of Minnesota, Grantor, and City of Pelican Rapids, a municipal corporation under the laws of Minnesota, Grantee.

WITNESSETH: That the Grantor, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration paid by the grantee, the receipt of which is hereby acknowledged, does hereby grant to Grantee and its successors, assigns, a permanent Utility Easement and right of way for the construction, installation, maintenance, and repair of water and sewer utilities, over, under and across the real estate owned by Grantor in the City of Pelican Rapids, County of Otter Tail, State of Minnesota, on the entire described property as follows, to-wit:

The East ten (10) feet of the North one hundred ten (110) feet of That part of Lot A of Mill Reservation One (1) of Frazee's Re-arrangement of Block Seven (7) and Mill Reservations One (1) and Two (2) in Frazee's Addition to the Village of Pelican Rapids, Otter Tail County, Minnesota, described as follows: Beginning at the Southwest corner of said Lot A where it borders on Mill Street and extending East along Mill Street to a point 370.00 feet from the point of beginning; thence due North to a point 400.00 feet North of Mill Street; thence due West to the water's edge of the Pelican River, thence southwesterly along the water's edge of the Pelican River to a point due North of the point of beginning; thence due South to the point of beginning on Mill Street.

EXCEPT a tract dedicated for road and street purpose described as follows, to-wit: all that part of Lot A of Mill Reserve Number One (1) of Frazee's Re-arrangement of Block Seven (7) and Mill Reservations One (1) and Two (2) in Frazee's Addition to the Village of Pelican Rapids, Otter Tail County, Minnesota, which lies to the South of a straight line commencing at the Southwest corner of said Lot A where it borders on Mill Street and continuing East to the Southwest corner of said Lot A where it borders on Mill Street.

AND EXCEPT a tract dedicated for road and street purposes described as follows, to-wit: commencing at the Southwest corner of said Lot A, thence North a distance of 6.00 feet to the Southeast corner of Lot "B" of said Mill Reserve No. One (1); thence East on a straight line a distance of 370.00 feet; thence due South a distance of 6.00 feet to the North boundary line of Mill Street; thence West along the North boundary line of Mill Street to the place of beginning.

This easement shall constitute a covenant running with the land for the benefit of the Grantee, its successors and assigns.

Approved by the Pelican Valley Health Center Hospital District board by a vote of ____ to ____ on the ____ day of July, 2024.

IN WITNESS WHEREOF the parties of the first part have hereunto set their hands the day and year first above written.

PELICAN VALLEY HEALTH CENTER, GRANTOR:

Richard Bratlien
Board Chairperson

STATE OF MINNESOTA)
)SS
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me on July _____, 2024, by _____, Board Chairperson of the Pelican Valley Health Center Hospital District, a corporation under the laws of Minnesota, Grantor.

Notary Public

CITY OF PELICAN RAPIDS, GRANTEE:

Danielle Harthun, City Clerk

Brent E. Frazier, City Mayor

STATE OF MINNESOTA)
)SS
COUNTY OF OTTER TAIL)

The foregoing instrument was acknowledged before me on July _____, 2024, by Brent E. Frazier, Mayor of Pelican Rapids, and Danielle Harthun, City Clerk/Treasurer of the City of Pelican Rapids, on behalf of the City of Pelican Rapids, a municipal corporation under the laws of Minnesota, Grantee.

Notary Public

This Document was Prepared by:

**Krekelberg Law Firm
PO Box 353
Pelican Rapids, MN 56572**

City of Pelican Rapids Job Description

12

JOB TITLE: Police Patrol Sergeant **DATE:** 7/2024
DEPARTMENT: Police Department **SHIFT:** As necessary to perform duties
REPORTS TO: Police Chief **FLSA Status:** Non-Exempt
JOB CLASS RATING: 456

PURPOSE: Under the direction of the Chief of Police, plans, directs, supervises, assigns, reviews, and participates in the work of law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities; serves as watch commander on an assigned shift; oversees and participates in all work activities; assumes responsibility for assigned special programs, projects, or department-wide functions or activities; coordinates activities with other agencies; and performs a variety of administrative and technical tasks relative to assigned area of responsibility. In the absence of the Chief, is responsible for the conduct, efficiency, and discipline of the department.

ESSENTIAL JOB FUNCTIONS

1. *Leadership and Supervision.*

- In the absence of the Chief, is responsible for the conduct, efficiency, and discipline of the department.
- Define, delegate, and supervise work assignments.
- Instructs officers and other department staff in their duties.
- May be given responsibility for supervising specific functions and programs of the department, such as scheduling, evidence custody, training, FTO program, etc.
- Provide on-the-job training to employees.
- Demonstrate, by personal example, the desired standards of conduct, appearance, and work performance for all personnel.
- Assist with the implementation of the safety program in the department and ensure compliance with applicable rules and regulations
- Communicate City and department policies to employees
- Communicate with Chief regarding performance of employees and disciplinary issues.
- Inform Chief of all significant events affecting the department.
- Provides leadership in department working relationships with other City departments and external agencies.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees;

provide training, guidance, and counseling to assigned personnel; promote career development of subordinates.

2. *Peacekeeping Duties.*

- Perform all duties of Patrol officer as required (*see Patrol Officer Job Description*).
- Consults with other officers, Chief of Police, City Attorney, and/or County Attorney's office concerning investigations, searches, arrests, evidence, legal grievances, and other matters for which coordination and guidance may be required.
- Serves as resource person for citizens.

3. *Special Project/Duties.*

- Serves as a resource person for City Council and city staff.
- Attends meeting of the City Council and other agencies as required
- Performs other duties as assigned or apparent.

4. *Responsibility for work of Others.*

- Patrol Officers
- Reserve Officers
- Support Staff

KNOWLEDGE AND SKILL REQUIREMENTS

1. United States citizen, minimum 18 years of age.
2. Licensed or eligible to be licensed by the Minnesota Board of Peace Officers Standards and Training (P.O.S.T.)
3. 2-year degree.
4. 5-year law enforcement experience.
5. Valid Minnesota Class C driver's license and satisfactory driving record.
6. Thorough knowledge of pertinent State and Federal laws, City ordinances and traffic laws and regulations related to law enforcement work.
7. Thorough knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.
8. Thorough knowledge of rules of evidence, arrest, search and seizure to assure admission in court as evidence or as legally acceptable procedure.
9. Thorough knowledge of the functions and jurisdiction of the various County, State and Federal law enforcement agencies.

10. Proficiency in the use of firearms in a safe and skillful manner from a variety of body positions under stressful conditions and to the ability use or operate other types of police equipment available for department use.
11. Knowledge of first aid and ability to apply first aid promptly in emergency situations.

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.
4. Able to run, jump, and climb steps.
5. Able to lift 100 lbs.
6. Eyesight correctable to 20/40.

LANGUAGE SKILLS

1. Read, write, and speak fluent English.
2. Ability to communicate effectively in both written and oral form.
3. Ability to prepare complete and accurate reports as required.
4. Ability to hear, read, understand and carry out oral and written instructions.
5. Ability to communicate to groups through presentations and speeches.
6. 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 exposed to wet and/or humid conditions. The employee works in outside weather conditions and is occasionally exposed to emergency situations where there are imminent possibilities of physical injury.

The noise level in this environment is usually moderate.

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.



**Library Board Meeting
Agenda
July 1, 2024 6pm
Levorsen Meeting
Pelican Rapids Public Library**

1. Approval of the agenda
2. Approval of the June Minutes
 - a. Secretary's request
3. Approval of the bills (Kevin)
4. Financial reports: (Annie)
5. Children's Area update. Kate Martinez
6. Friends Update
7. Director's Report
 - a. Alarm dialer
8. Chairperson's discussion
9. August 5, 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.***

Library Board Meeting

June 3, 2024

Pelican Rapids Public Library

Kevin made a motion to approve the agenda with a correction later in the meeting. Sue 2nd, passes

Kevin made a motion to approve the minutes after Kathy corrected information on grants the Friends had received, Sue 2nd, passed

Sue made a motion to pay the bills, Judy 2nd, passed

Sue made a motion that Annie sign a new service contract with Climate Makers. Kevin 2nd, passed

Annie presented the financial reports. Things seem to be on track with expected transfers.

Joe Clauson, chair of the Chamber of Commerce, requested that they be allowed to reserve the large meeting room for the first Tuesday of the month from 6-7:30 and the small meeting room the 3rd Tuesday of the month for the smaller Chamber Board. Cheryl made a motion to allow the Chamber to reserve these areas and Sue 2nd, passed

The Pelican Rapid's Lions have requested that they be allowed to have a teen night on July 11th. They want to use the library parking lot (they will also use the Veteran's Park) and the large meeting room for a craft station. They will also have a teen dance. Judy made a motion to pass the request, Sue 2nd, passed.

Judy received a plan from Kate Woolever Martinez to create a new children's area after seeing one in her brother's local library in Minneapolis. Keven noted sanitizing procedures as his wife has worked with younger children. A wide discussion was held about new furniture, parents wanting to be on a computer near where their children are playing and moving bookcases. Judy will talk to Kate and we will discuss this when more info was gathered.

Deb Hauge gave the Friends report. The book truck is ready to be opened. The tablescape planning is moving on. Mara and Jaci are putting a lot of work into the event with lots of suggested changes. Our speaker will be an author from the White Earth band and the meal will be Native American Fare.

Wayne, our Viking Library System representative discussed items from their meeting. There will be new job descriptions for the system next year. There was an equity wage study and we were not in the ball park and that will be need to be considered going forward. There were also laws regarding cannabis laws for employees. There is a 2025 project where the county area director will go to request funding from the county representatives. Last year there was 0 funding. PR has a link on the Viking website. There are Horizon updates for books in our system. This is a MN-Linc on how books get placed. The Viking system is the smallest in the state. There are currently 20 employees for the book mobile system—Catalogers and delivery.

Wayne is up this year after nine years of service and we will need to replace him for his seat.

The first day of summer reading has started and 50 kids attended and planted flowers.

Cheryl has read letters that were signed and dated and mailed to her. The staff has not submitted a letter to her, although this writer notes that nobody officially told them to write up responses.

Cheryl decided to have a smaller committee made up of Sue and herself, and will meet with the library staff and Annie. This can be discussed at the July meeting. It will be an open meeting.

This next board meeting will be held on July 1st, 6:00 pm.

Judy made a motion to adjourn, Sue 2nd, passed

Submitted by Kathy Knuteson-Olson send my

United for Libraries



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

PUBLIC LIBRARY TRUSTEE **ETHICS STATEMENT**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012