PELICAN RAPIDS™

CITY COUNCIL AGENDA

September 6, 2024

Tuesday, September 10, 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 – August 27, 2024
   b) Approval of Accounts Payable Listings
   c) Staff Reports
      1. Utility Report – July (In Packet)
      2. Financial Reports
      3. Library Report
5. Street & Parks Report – Street and Parks Superintendent, Brian Olson
   - PO Boxes (In Packet)
6. Update on Hiring Process – Police Chief, Todd Quaintance
7. SE 2nd Ave Drainage Improvements – Pay Request No.1 (In Packet)
8. Pinewood Estates – Pay Request No. 1 (In Packet)
9. Chamber of Commerce Community Renewal Award (In Packet)
10. Resolution 2024-12 Accepting the Offer of the MNPFA to Purchase a $3,398,133 General Obligation Water Revenue Note, Series 2024, Providing for its Issuance, and Approving Execution of a Project Loan Agreement
11. Resolution 2024-13 Accepting the Offer of the MNPFA to Purchase a $577,745 General Obligation Sewer Revenue Note, Series 2024, Providing for its Issuance, and Approving Execution of a Project Loan Agreement
12. 2025 Preliminary General Budget Discussion (In Packet)
13. Administrator Report
14. Mayor Report
15. Adjourn

August 27, 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, August 27, 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, CEDA Rep Jordan Grossman, Street and Parks Superintendent Brian Olson, Fire Chief Shad Hanson, City Engineer Bob Schlieman.

General Attendance: Russ Floberg, Emma Olson, Kayla Sullivan, John Dunwell, Tyler Ahlf, Staci Allmaras, Alex Ohman 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

A change to the agenda to correct item No. 11 from Highway 59 Pederson Underpass to Highway 59 Pedestrian Underpass. No additional changes a motion was made and carried to move the agenda forward as amended.

The agenda was set with the correction regarding item No. 11. Motion made by Foster, seconded by Strand. Motion approved unanimously.

Approval of Consent Agenda

The consent agenda included approval of July 30, 2024 council minutes, accounts payable listings, to certify unpaid utility bills to property taxes for parcels 760002200013006 for $153.77 and 76000990137000 for $88.53, utility report, police report, liquor store report, and recognizing Minnesota Legislator of Distinction. The council agreed to the items listed in the consent agenda without objections.

Motion to approve the consent agenda was made by Markgraf, seconded by Ballard. Motion approved unanimously.

Wetland Delineation

Ridgecrest Drive Lots, SW Lots, Sherin Park

The city engineer from Apex Engineering, Bob Schlieman, explained the need for wetland delineation in several areas within Pelican Rapids, indicating potential improvements close to Ridgecrest Drive lots, Old Fergus Road, and Sherin Park. Inputs from the council were sought on moving forward with obtaining quotes for these services, estimated at approximately $5,000.

A motion was made by Strand, seconded by Foster, to proceed with obtaining quotes for wetland delineation services. The council approved the motion unanimously after discussions about the prospective timeline and contractors.

Highway 59, Pedestrian Underpass

Bob Schlieman outlined the project concerning the potential installation of a pedestrian underpass beneath Highway 59. This project's aim is to improve safety for students traveling between schools. Discussions focused on pedestrian traffic, funding possibilities, and the project's initiation year slated for 2028 along with when MnDOT will redo Highway 59 from S 5th Avenue to the south. Council members raised concerns about the costs and safety implications of an underpass, and after much debate, they resolved to start investigating the plausibility and funding opportunities further.

Motion to explore further details and funding for the pedestrian underpass project was moved by Ballard, seconded by Strand, and passed unanimously.

Highway 59 and 108 Construction Update – MnDOT – Russ Floberg & Emma Olson

Representatives Russ Floberg and Emma Olson from MnDOT provided updates regarding construction around Highway 59 and 108. While certain areas were reportedly nearing completion, others were to follow in the upcoming weeks. Discussion happened concerning timelines, traffic phasing, and weather dependencies.

Pelican Valley Health Center Temporary Easement Request

Tyler Ahlf, Executive Director at Pelican Valley Senior Living, addressed the request for a temporary easement required due to the Highway 59 and 108 street project. Details included stipulations about a temporary roadway to be funded by Pelican Valley, and the council examined the importance and impact of this request alongside legal adjustments.

A motion to approve the temporary easement, ensuring access for EMS, visitors and staff was made by Foster, seconded by Strand, and passed unanimously.

Otter Express – Kayla Sullivan

Kayla Sullivan briefed the council on plans for expanding Otter Express services to Pelican Rapids, catering to public transportation and explained operational logistics. While initial services were suggested at two days a week from 9 AM to 2 PM, data collection would help adjust this based on community demands.

Bridge Center Request Discussion – Jordan Grossman

Representatives from the Bridge Center, Staci Allmaras and Alex Ohman, revisited their request for the release of funds. They updated the council on fundraising efforts and necessary remediation work for the building to serve as a future community center among other things. They advocated the center aligning with city goals related to community facilities and outlined budget allocations previously discussed.

A motion approving the disbursement of $33,000, with the condition that funds shall be returned if the project fails, was made by Foster, seconded by Strand, and was passed. Jordan Grossman will write up the agreement between the City and the Bridge Center.

Fire Department Budget – Shad Hanson

August 27, 2024 Council Meeting Minutes

Chief Shad Hanson and the Budget Committee presented the fire department's 2025 budget, highlighting increased call responses and insurance costs as reasons the budget increased. The department also discussed future equipment replacement scheduling to ease budget planning.

Motion to approve the fire department's budget for the upcoming fiscal year was made by Ballard, seconded by Markgraf, and carried unanimously.

Street and Parks Report – Brian Olson

The Street Department completed striping parking lots, hydrant flushing and two of the summer staff are now gone. Pool is set to be finished middle of September.

Sherin Park Bathhouse

The discussion covered options for replacing or renovating the outdated Sherin Park bathhouse. Factors such as ADA compliance and grants under consideration required council input regarding the park's future development. It was decided to replace the bathhouse and put it in the existing spot.

There was talk about increased camping spots now that the dam was removed.

Motion to include a new bathhouse in the same area it is in now in the grant exploration was made by Markgraf, seconded by Foster, and was approved after some discussion.

Handicap Parking

A proposal was shared to designate a handicapped parking spot in the city parking lot next to State Farm Insurance, ensuring better accessibility for city visitors.

Motion to add a handicap parking space was made by Markgraf, seconded by Foster, and was approved after some discussion.

Library Report

The library report was reviewed by Council and going forward, it will be part of the consent agenda.

Resolution 2024-11; Granting, Conveying, and Quitclaiming Real Property

Resolution 2024-11 was introduced regarding the reconveyance of real property allotments set for stormwater retention, aiming to facilitate city planning and possibly build residential houses.

Motion to approve **RESOLUTION 2024-11 A RESOLUTION GRANTING AND CONVEYING AND QUITCLAIMING REAL PROPERTY TO THE STATE OF MINNESOTA** to move forward with reconveying specified properties was made by Ballard, seconded by Markgraf. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Administrator Report

Administrator Roisum reported that since the last city council meeting he has: worked with Clerk and Mayor to set agenda and prepped for the council meeting, attended the Hwy 59/108 construction meetings and open houses, attended an EDC meeting, attended a department head meeting, took a tour of the Congregational Church building which is the site of the future Bridge Center, attended the second OTC Long-Range Transportation Plan Advisory Committee meeting in Ottertail, met with MCMA members for our monthly connect meeting, continued to work with the PFA to finalize funding for the Hwy 59/108 project, met weekly with the Library Director and have been in contact with LMC Collaboration Services for help with the Library issues, attended an Ordinance Committee meeting and an OTC Housing Convening meeting, met with MnDOT, West Central Initiative, Apex Engineering, and the school about a possible pedestrian underpass which would cross Hwy 59 between the school buildings, attended multiple budget meetings, met with Jonah from West Otter Tail Soil and Water Conservation District and Steve Hofstad of MN Board of Water and Soil

Resources about city property and wetlands, was interviewed by Federal IRS Agents who are investigating the Feeding Our Future fraud case in Minnesota, met with Chief Quaintance and Mill Pond Apartment representatives about issues at Mill Pond and attended an OTC work session discussing the Opioid Settlement Funds and the Cannabis Ordinance.

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 Hwy 59/108 construction staff meetings at city hall on July 31 and August 7, 14 and 21, facilitated the Hwy 59/108 construction public meetings at the library on July 31 and August 7, 14 and 21, attended the Pelican Group Of Lakes Improvement District Annual Meeting at Dunn Town Hall on August 10, entered a vehicle in the Vergas Looney Daze parade on August 11, attended a tour of the Bridge Center on August 12, presented a "Welcome" at our River Restoration Rock Rapids Project to approximately 40 attendees on a DNR ecological bus tour of rock rapids projects in our area on August 13, attended an Ordinance Meeting at city hall on August 15 with city personnel, attended an Otter Tail County Housing Convening Zoom Meeting at city hall on August 15 with Administrator Roisum, attended a Fire Department Budget Meeting at city hall on August 19, attended a Library Budget Meeting and General Budget Meeting on August 22 at city hall, attended a West Central Initiative Economic Development Authority Meeting in Fergus Falls on August 22 with EDA Director Grossman, attended an U.S. Highway 59 Pedestrian Crossing Meeting on August 23 at South Broadway, met with Administrator Roisum on August 26 to plan the agenda for this meeting and attended an Opioid Settlement Funds Update and Cannabis Ordinance Meeting in Fergus Falls on August 27 with Administrator Roisum.

Adjourn

Seeing no further business, the motion to adjourn was made by Strand, seconded by Markgraf, and unanimously approved, concluding the meeting at 6:05 pm.

CITY OF PELICAN RAPIDS

Bill Listing City 091024

Vendor Name	Comments	Amount
BALLARD REPAIR LLC	FD; HITCH	$467.00
BELL BANK CREDIT CARD	ALL; FIRE PROTECTION, SUPPLIES	$882.90
CLIMATE MAKERS INC.	CH; PD OFFICE REPAIR	$723.00
CULLIGAN OF DETROIT LAKES	ALL; WATER	$109.75
FERGUSON WATERWORKS	SWR; WTR; PARTS	$96.30
GOPHER STATE ONE CALL	SWR; WTR; LOCATES	$82.35
HAWKINS, INC	WWTF; FERRIC	$12,259.51
LAKELAND GEN STORE	STR; MARKING FLAGS	$103.00
LARRYS SUPER MARKET	ALL; ELECTION FOOD/SUPPLIES	$63.97
LEXIPOL LLC	PD; EDUCATION POLICEONE	$564.30
LREC	SIGN; AIR; UTILITIES	$120.33
MAC QUEEN EQUIPMENT, INC	FD; SCBA FLOW TEST	$1,175.00
MARCO	ALL; COPIES/PRINTING	$362.22
MARTIN-MCALLISTER CONSULTING	PD; PUBLIC AWARENESS	$625.00
MARTY ELECTRIC, INC	STR; HANG FLAGS MERCANTILE LOT	$2,273.40
MOENKEDICKS WINDOW WIZARD	ALL; WINDOW CLEANING	$123.00
MR PLUMBER, LLC	SWR; RUN CAMERA DOWN SEWER	$1,079.43
NAPA	PK; OIL FILTER	$38.20
NETWORK CENTER, INC	ALL; COMP SERVICE	$117.00
OTC SOLID WASTE	SWR; DISPOSE CARPET	$25.00
OTTERTAIL POWER	ALL; TRAFFIC & MILL BROADWAY	$15,606.37
QUADIENT LEASING USA INC	ALL; FOLDING, POSTAGE MACHINE LEASE	$1,157.82
RMB ENVIRONMENTAL LABORATORIES	WCT; LAB TESTING	$2,067.01
SANDERS METAL PRODUCTS	PK; GARBAGE CAN HOLDERS	$443.40
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	$598.50
STRAND HARDWARE	ALL; SUPPLIES SHOP/STREET	$271.80
TACTICAL SOLUTIONS	PD; RADAR CERTIFICATION	$165.00
TEDDER INDUSTRIES LLC	PD; UNIFORM HOLSTER	$278.61
VERIZON WIRELESS	ALL; COMMUNICATIONS	$482.70
VESTIS	PK; STR; LINEN SERVICE	$132.64
		$TOTAL: $42,494.51

CITY OF PELICAN RAPIDS

Bill Listing Liquor Store 091024

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	$323.55
BERGSETH BROS. CO. INC	BEER	$10,173.60
BEVERAGE WHOLESALERS, INC	BEER	$6,644.44
DS BEVERAGES, INC	BEER	$5,955.82
JOHNSON BROTHERS LIQUOR CO	WINE/LIQUOR	$2,244.77
MCKINNON CO. INC	POP/MIX	$84.00
MIDWEST RADIO OF FM	ADVERTISING	$300.00
OTTERTAIL POWER	UTILITIES	$774.69
VIKING COCA-COLA BOTTLING CO	POP/MIX	$328.25
		TOTAL: $26,829.12

PeopleService INC.
Water & Wastewater Professionals

Date: August 23, 2024

To: City of Pelican Rapids

From: Dennis Dalager, Calvin Miller, Operators

O & M Report: July 2024

Water Operation & Maintenance

- Rotated well sequence.
- Fluoride tests have been done weekly and report sent into MDH.
- Changed chlorine tanks as needed.
- Chlorine tested daily.
- Work orders completed for water plant.

Wastewater Operation & Maintenance

- After three years, three months and a couple of days Blower #3 is back in service and running fine.
- The blower assembly for #1 has been installed waiting on another VFD to get that operational.
- Daily and weekly samples taken sent to RMB Labs, as necessary.
- The air dryer for the WAS/RAS building has been installed and operational.
- DMR has been completed and sent to MPCA.

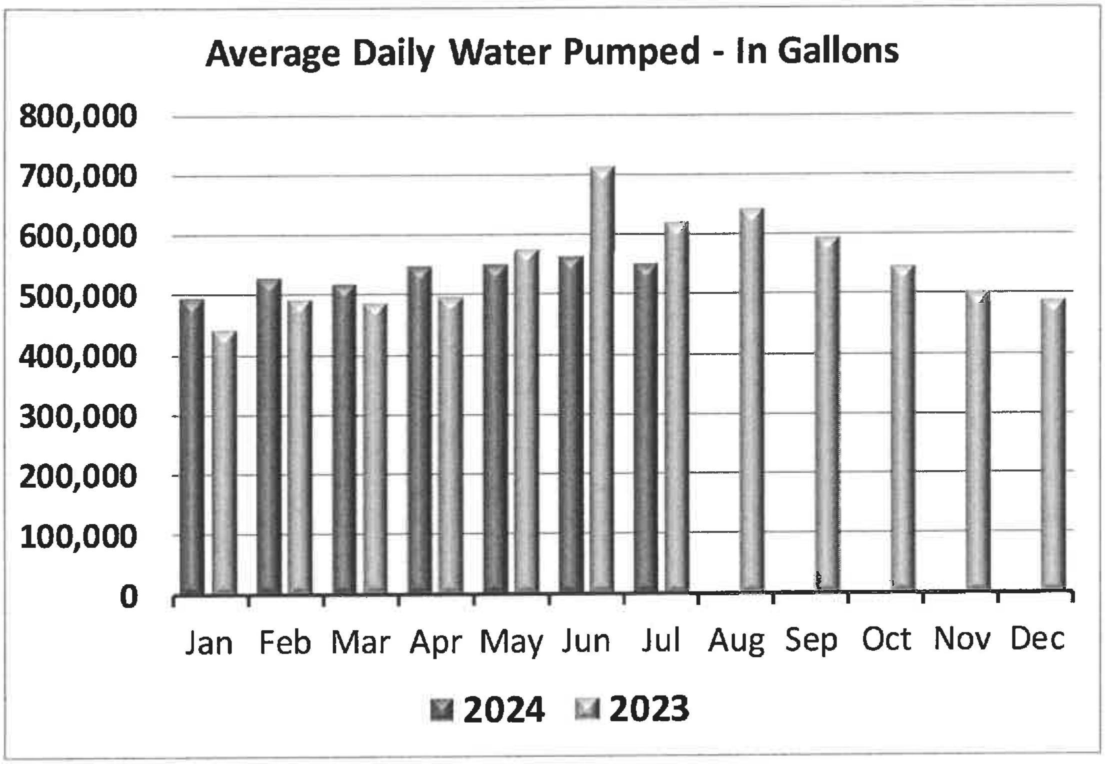
PeopleService INC.
Water & Wastewater Professionals

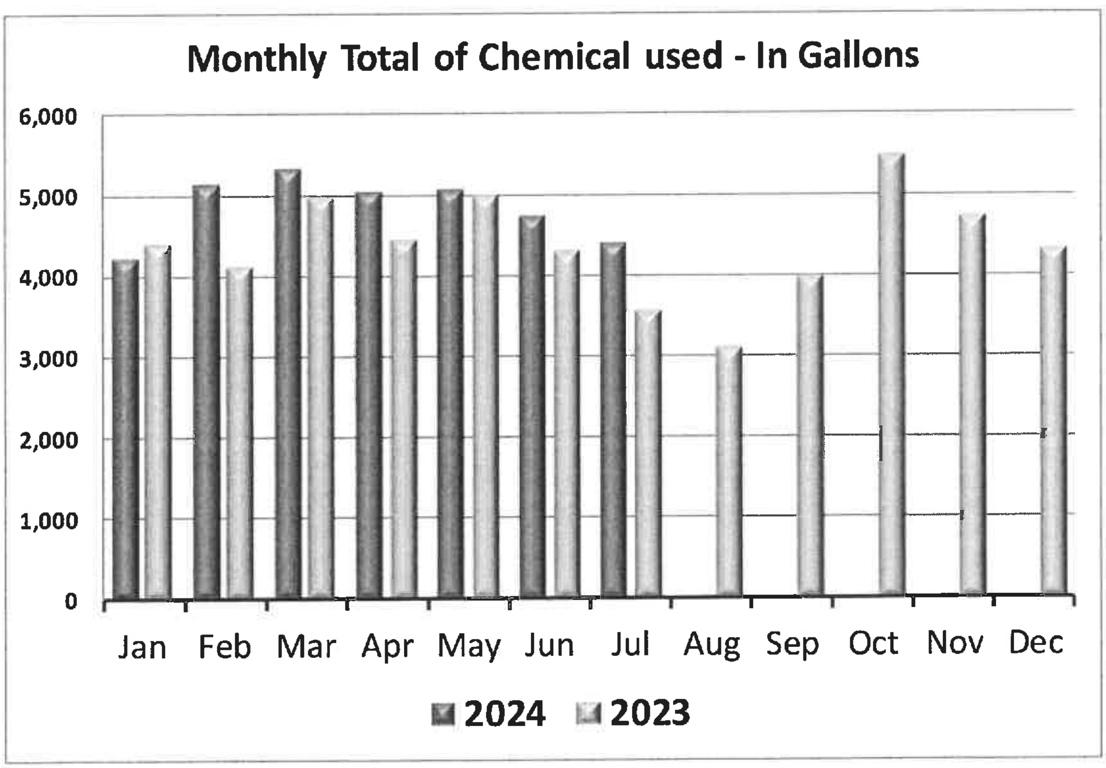
Water	Units	July-24	June-24	July-23
Average Daily Pumped	gallons	550,387	563,500	620,300
Maximum Daily Pumped	gallons	736,000	799,000	811,000
Total Monthly Pumped	gallons	17,062,000	16,905,000	19,230,000
Average Daily Fluoride Conc.	mg/L	0.70	0.68	0.61
Fluoride used	gallons	212.00	174.00	250.00
Total Chlorine Residual	mg/L	0.34	0.93	1.88
Chlorine used	lbs	514.00	467.00	711.00
Phosphorus				
Phos Influent	mg/L	12	10	19
Phos Effluent	mg/L	0.60	0.50	0.90
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/YTD	32.50	141.00	250.50
Phos Effluent Loading Permit Limit	kg/YTD	1,257.60	1,257.60	1,257.60
Chemical Used	gallons	4,384.00	4,717.00	3,566.00
Total Chloride	mg/L	517.00	442.00	413.00
Effluent Flow				
Average Daily	gallons	453,000	486,000	375,000
Maximum Daily	gallons	543,000	799,000	459,000
Total Monthly	gallons	14,035,000	14,581,000	11,640,000
Precipitation Monthly Total	Inches	3.02	4.85	2.20

Contract True-Ups - Current Contract Year

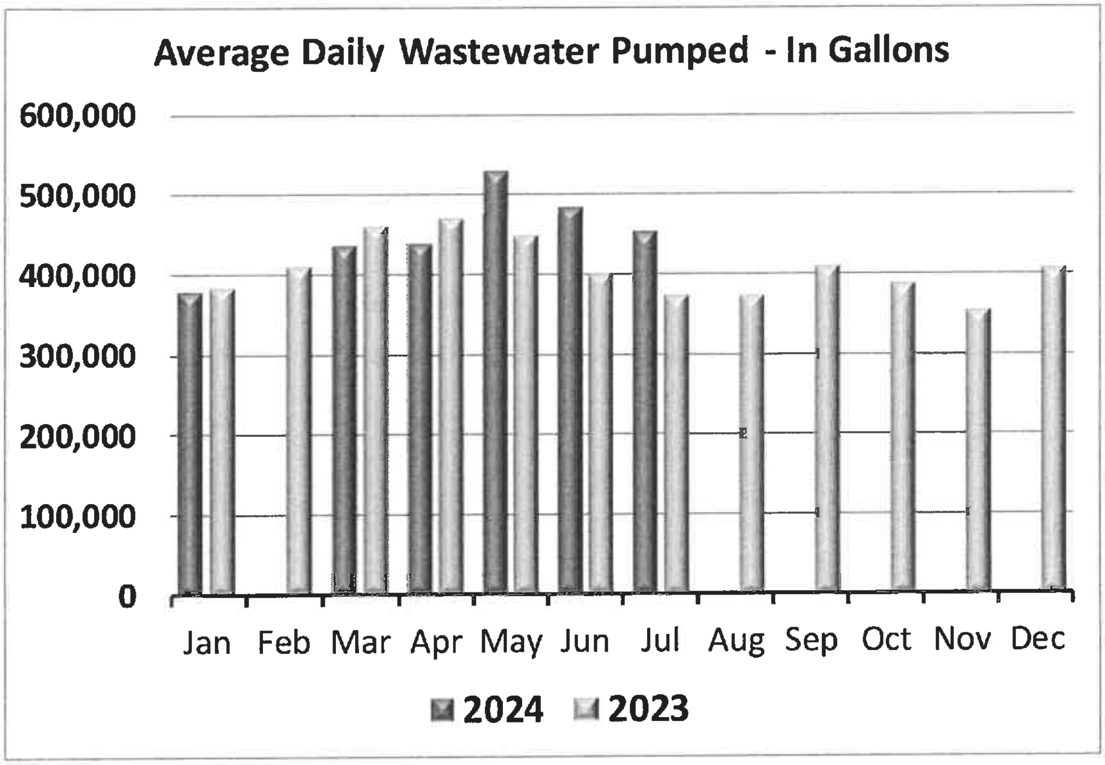
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	$18,634.00	$19,838.00	106%	58%
Total	$18,634.00	$19,838.00	106%	58%

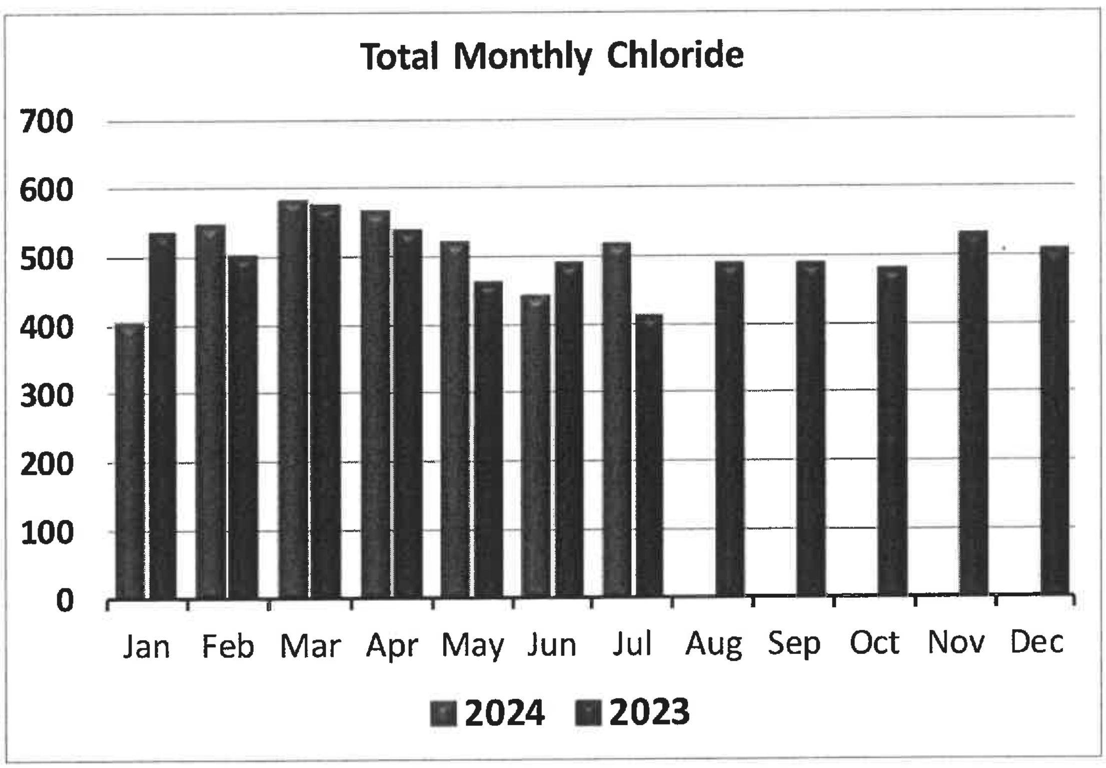
PeopleService INC.
Water & Wastewater Professionals





PeopleService INC.
Water & Wastewater Professionals





PELICAN RAPIDS™

I acknowledge receipt of the postal box key rental for

Postal Box____________________Located___________________________

Number of Keys __________________Key Number ______________________

I with this agree that I will not duplicate a key or give it to any other person. In the event of loss or theft of this item(s), I must report it immediately to City Hall at 218-863-7076, 315 N Broadway. Furthermore, I fully understand that the return of the above-mentioned item(s) is mandatory to receive my $20.00 deposit per key.

Signed ____

Date ____

5

7

2nd Avenue SE Drainage Improvements
City of Pelican Rapids, Minnesota

Apex Project No. 23.189.0204

APPLICATION FOR PAYMENT NO. 1

Application for Payment Date: 9/3/2024
Application for Payment Period: 8/1/2024 **through** 8/30/2024

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

1. ORIGINAL CONTRACT PRICE	$	**$81,402.00**
2. Net change by Change Orders	$	**$0.00**
3. Current Contract Price (Line 1 ± 2)	$	**$81,402.00**
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	**$68,542.00**
5. RETAINAGE:		
a. 5.0% X $68,542.00 **Work Completed**	$	**$3,427.10**
b. 5.0% X $0.00 **Stored Material**	$	**$0.00**
c. Total Retainage (Line 5.a + Line 5.b)	$	**$3,427.10**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	**$65,114.90**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	
8. AMOUNT DUE THIS APPLICATION	$	**$65,114.90**

Contractor's Certification

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

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

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

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

Contractor Signature

By:	Date:

Feldt Plumbin & Excavating LLC
28442 State Hwy 34
Detroit Lakes, MN 56501

Payment of: $ **65,114.90**
(Line 8 or other - attach explanation of the other amount)

is recommended by: ______________________ ______________
Robert C. Schlieman (Engineer) (Date)

Payment of: $ **65,114.90**
(Line 8 or other - attach explanation of the other amount)

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

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

APPLICATION FOR PAYMENT NO. 1

Itemized Progress Summary

Apex Project No. 23.189.0204

Application for Payment Date: 9/3/2024

Application for Payment Period: 8/1/2024 through 8/30/2024

A						B	C	D	E	F		G
Item			Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description		Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item ($)						
BASE BID:												
1	2021.501	MOBILIZATION	1.00	LUMP SUM	$9,000.00	$9,000.00	1.00	$9,000.00		$9,000.00	100.0%	$0.00
2	2104.503	REMOVE CURB & GUTTER	32.00	LIN FT	$20.00	$640.00	43.00	$860.00		$860.00	134.4%	($220.00)
3	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	11.00	SQ YD	$25.00	$275.00	15.00	$375.00		$375.00	136.4%	($100.00)
4	2104.504	REMOVE BITUMINOUS PAVEMENT	205.00	SQ YD	$10.00	$2,050.00	216.00	$2,160.00		$2,160.00	105.4%	($110.00)
5	***2106.507***	***EXCAVATION - COMMON***	***117.00***	***CU YD***	$15.00	$1,755.00	73.00	$1,095.00		$1,095.00	62.4%	$660.00
6	2106.507	SELECT GRANULAR EMBANKMENT (CV)	44.00	CU YD	$25.00	$1,100.00	0.00	$0.00		$0.00		$1,100.00
7	2106.507	COMMON EMBANKMENT (CV)	59.00	CU YD	$25.00	$1,475.00	59.00	$1,475.00		$1,475.00	100.0%	$0.00
8	2108.504	GEOTEXTILE FABRIC TYPE 4	14.00	SQ YD	$25.00	$350.00	14.00	$350.00		$350.00	100.0%	$0.00
9	2108.504	GEOTEXTILE FABRIC TYPE 5	89.00	SQ YD	$30.00	$2,670.00	0.00	$0.00		$0.00		$2,670.00
10	***2118.507***	***AGGREGATE SURFACING (CV) CLASS 1***	***44.00***	***CU YD***	$35.00	$1,540.00	44.00	$1,540.00		$1,540.00	100.0%	$0.00
11	2123.610	MACHINE TIME	2.00	HOUR	$300.00	$600.00	0.00	$0.00		$0.00		$600.00
12	2211.507	AGGREGATE BASE (CV) CLASS 5	52.00	CU YD	$40.00	$2,080.00	51.00	$2,040.00		$2,040.00	98.1%	$40.00
13	2360.504	TYPE SP 9.5 WEAR CRS MIX(3;C) 1.5" THICK	73.00	SQ YD	$31.00	$2,263.00	82.00	$2,542.00		$2,542.00	112.3%	($279.00)
14	2360.504	TYPE SP 9.5 WEAR CRS MIX(3;C)2.5" THICK	135.00	SQ YD	$39.00	$5,265.00	140.00	$5,460.00		$5,460.00	103.7%	($195.00)
15	2360.504	TYPE SP 12.5 WEAR CRS MIX(3;C)2.0" THICK	73.00	SQ YD	$48.00	$3,504.00	82.00	$3,936.00		$3,936.00	112.3%	($432.00)
16	2501.602	8" PIPE APRON	1.00	Each	$1,092.00	$1,092.00	0.00	$0.00		$0.00		$1,092.00
17	2502.503	4" PERF TP PIPE DRAIN	40.00	LIN FT	$20.00	$800.00	0.00	$0.00		$0.00		$800.00
18	2503.503	8" PVC PIPE SEWER	191.00	LIN FT	$29.00	$5,539.00	192.00	$5,568.00		$5,568.00	100.5%	($29.00)
19	2503.503	12" RC PIPE SEWER DES 3006 CL III	192.00	LIN FT	$48.00	$9,216.00	191.00	$9,168.00		$9,168.00	99.5%	$48.00
20	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	2.00	EACH	$2,346.00	$4,692.00	2.00	$4,692.00		$4,692.00	100.0%	$0.00
21	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	3.00	EACH	$2,422.00	$7,266.00	3.00	$7,266.00		$7,266.00	100.0%	$0.00
22	2511.507	RANDOM RIPRAP CLASS III	3.00	CU YD	$75.00	$225.00	3.00	$225.00		$225.00	100.0%	$0.00
23	2531.503	CONCRETE CURB & GUTTER DESIGN B618	20.00	LIN FT	$60.00	$1,200.00	21.00	$1,260.00		$1,260.00	105.0%	($60.00)
24	2531.503	CONCRETE CURB & GUTTER DESIGN D418	20.00	LIN FT	$60.00	$1,200.00	31.00	$1,860.00		$1,860.00	155.0%	($660.00)
25	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	7.00	SQ YD	$120.00	$840.00	10.00	$1,200.00		$1,200.00	142.9%	($360.00)
26	2573.501	EROSION CONTROL SUPERVISOR	1.00	LUMP SUM	$500.00	$500.00	0.50	$250.00		$250.00	50.0%	$250.00
27	2573.502	STABILIZED CONSTRUCTION EXIT	1.00	EACH	$1,000.00	$1,000.00	0.00	$0.00		$0.00		$1,000.00
28	2573.502	STORM DRAIN INLET PROTECTION	2.00	EACH	$200.00	$400.00	0.00	$0.00		$0.00		$400.00
29	2573.503	SILT FENCE; TYPE MS	160.00	LIN FT	$5.00	$800.00	244.00	$1,220.00		$1,220.00	152.5%	($420.00)
30	2574.507	COMMON TOPSOIL BORROW	59.00	CU YD	$35.00	$2,065.00	0.00	$0.00		$0.00		$2,065.00
31	2575.501	TURF ESTABLISHMENT	1.00	LUMP SUM	$10,000.00	$10,000.00	0.50	$5,000.00		$5,000.00	50.0%	$5,000.00
		SUBTOTAL BASE BID:				**$81,402.00**		**$68,542.00**		**$68,542.00**	**84.2%**	**$12,860.00**
EXTRA WORK & OTHER PAYMENTS												
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
		SUBTOTAL EXTRA WORK AND OTHER PAYMENTS:				**$0.00**		**$0.00**	**$0.00**	**$0.00**		**$0.00**
CHANGE ORDERS:												
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00
						$0.00		$0.00	$0.00	$0.00		$0.00

A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not In C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item ($)						
	TOTAL CHANGE ORDERS:				$0.00		$0.00	$0.00	$0.00		$0.00
	TOTAL CONTRACT:				$81,402.00		$68,542.00	$0.00	$68,542.00	84.2%	$12,860.00

8

Pinewood Estates
Utility and Surface Improvements
City of Pelican Rapids, Minnesota

Apex Project No. 24.189.0053

APPLICATION FOR PAYMENT NO. 1

Application for Payment Date: 9/4/2024
Application for Payment Period: 7/19/2024 **through** 9/3/2024

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

1. ORIGINAL CONTRACT PRICE	$	**$612,511.23**
2. Net change by Change Orders	$	**$0.00**
3. Current Contract Price (Line 1 ± 2)	$	**$612,511.23**
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	**$50,985.20**
5. RETAINAGE:		
a. 5.0% X $50,985.20 **Work Completed**	$	**$2,549.26**
b. 5.0% X $0.00 **Stored Material**	$	**$0.00**
c. Total Retainage (Line 5.a + Line 5.b)	$	**$2,549.26**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	**$48,435.94**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	**$0.00**
8. AMOUNT DUE THIS APPLICATION	$	**$48,435.94**

Contractor's Certification

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

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

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

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

Contractor Signature

By:	Date:

Landwehr Construction, Inc.
851 60th St S
St. Cloud, MN 56301

Payment of: $ **48,435.94**
(Line 8 or other - attach explanation of the other amount)

is recommended by: ______________________ ____________
Robert C. Schlieman (Engineer) (Date)

Payment of: $ **48,435.94**
(Line 8 or other - attach explanation of the other amount)

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

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

APPLICATION FOR PAYMENT NO. 1

Itemized Progress Summary

Apex Project No. 24.189.0053

Application for Payment Date: 9/4/2024

Application for Payment Period: 7/19/2024 through 9/3/2024

BASE BID OPTION 2

A						B	C	D	E	F		G
Item			Contract Information									
Bid Item No.	Spec. Number	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item ($)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
1	2021.501	MOBILIZATION	1	LUMP SUM	$38,640.00	$38,640.00	0.50	$19,320.00		$19,320.00	50%	$19,320.00
2	2101.502	GRUBBING	124	EACH	$96.60	$11,978.40	124	$11,978.40		$11,978.40	100%	$0.00
3	2104.502	SALVAGE BENCH	2	EACH	$226.00	$452.00		$0.00		$0.00		$452.00
4	2104.503	REMOVE CURB & GUTTER	137	LIN FT	$10.75	$1,472.75		$0.00		$0.00		$1,472.75
5	2104.503	REMOVE FENCE	1200	LIN FT	$3.05	$3,660.00	1,200	$3,660.00		$3,660.00	100%	$0.00
6	2104.503	SALVAGE FENCE	102	LIN FT	$12.20	$1,244.40	102	$1,244.40		$1,244.40	100%	$0.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	382	SQ YD	$10.65	$4,068.30		$0.00		$0.00		$4,068.30
8	2104.601	SALVAGE PLAYGROUND EQUIPMENT	1	LUMP SUM	$4,530.00	$4,530.00		$0.00		$0.00		$4,530.00
9	2105.607	COMMON EXCAVATION	479	CU YD	$7.80	$3,736.20		$0.00		$0.00		$3,736.20
10	2106.507	COMMON EMBANKMENT (CV)	1083	CU YD	$7.30	$7,905.90		$0.00		$0.00		$7,905.90
11	2108.504	GEOTEXTILE FABRIC TYPE 5	2119	SQ YD	$2.12	$4,492.28		$0.00		$0.00		$4,492.28
12	2123.610	MACHINE TIME	10	HOUR	$300.00	$3,000.00		$0.00		$0.00		$3,000.00
13	***2211.507***	***AGGREGATE BASE (CV) CLASS 5***	***803***	***CU YD***	$44.90	$36,054.70		$0.00		$0.00		$36,054.70
14	2360.504	TYPE SP 12.5 WEAR CRS MIX(3;C)1.5" THICK	2157	SQ YD	$12.30	$26,531.10		$0.00		$0.00		$26,531.10
15	2360.504	TYPE SP 12.5 NON WR CRS MIX(3;C)2" THICK	2111	SQ YD	$12.30	$25,965.30		$0.00		$0.00		$25,965.30
16	2503.503	8" PVC PIPE SEWER	678	LIN FT	$96.45	$65,393.10		$0.00		$0.00		$65,393.10
17	2503.503	12" RC PIPE SEWER	432	LIN FT	$64.40	$27,820.80		$0.00		$0.00		$27,820.80
18	2503.503	15" RC PIPE SEWER	184	LIN FT	$75.40	$13,873.60		$0.00		$0.00		$13,873.60
19	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	1	EACH	$710.00	$710.00		$0.00		$0.00		$710.00
20	2503.602	4" CLEAN-OUT ASSEMBLY	10	EACH	$650.00	$6,500.00		$0.00		$0.00		$6,500.00
21	2503.602	6" CLEAN-OUT ASSEMBLY	1	EACH	$875.00	$875.00		$0.00		$0.00		$875.00
22	2503.602	8"X4" PVC WYE	10	EACH	$400.00	$4,000.00		$0.00		$0.00		$4,000.00
23	2503.602	8"X6" PVC WYE	1	EACH	$471.00	$471.00		$0.00		$0.00		$471.00
24	2503.603	4" PVC SANITARY SERVICE PIPE	375	LIN FT	$41.75	$15,656.25		$0.00		$0.00		$15,656.25
25	2503.603	6" PVC SANITARY SERVICE PIPE	58	LIN FT	$45.60	$2,644.80		$0.00		$0.00		$2,644.80
26	2503.603	SEWER INSPECTION	678	LIN FT	$4.50	$3,051.00		$0.00		$0.00		$3,051.00
27	2503.608	DUCTILE IRON FITTINGS	215	POUND	$23.20	$4,988.00		$0.00		$0.00		$4,988.00
28	2504.601	TEMPORARY WATER SERVICE	1	LUMP SUM	$5,530.00	$5,530.00		$0.00		$0.00		$5,530.00
29	2504.602	YARD HYDRANT	1	EACH	$1,040.00	$1,040.00		$0.00		$0.00		$1,040.00
30	2504.602	HYDRANT	1	EACH	$7,425.00	$7,425.00		$0.00		$0.00		$7,425.00
31	2504.602	1" CORPORATION STOP	10	EACH	$378.00	$3,780.00		$0.00		$0.00		$3,780.00
32	2504.602	2" CORPORATION STOP	1	EACH	$684.00	$684.00		$0.00		$0.00		$684.00
33	2504.602	6" GATE VALVE & BOX	3	EACH	$2,880.00	$8,640.00		$0.00		$0.00		$8,640.00
34	2504.602	6" SADDLE	11	EACH	$655.00	$7,205.00		$0.00		$0.00		$7,205.00
35	2504.602	1" CURB STOP & BOX	10	EACH	$708.00	$7,080.00		$0.00		$0.00		$7,080.00
36	2504.602	2" CURB STOP & BOX	1	EACH	$1,160.00	$1,160.00		$0.00		$0.00		$1,160.00
37	2504.603	1" TYPE PE PIPE	400	LIN FT	$17.60	$7,040.00		$0.00		$0.00		$7,040.00
38	2504.603	2" TYPE PE PIPE	25	LIN FT	$30.40	$760.00		$0.00		$0.00		$760.00
39	2504.603	6" PVC WATERMAIN	537	LIN FT	$41.00	$22,017.00		$0.00		$0.00		$22,017.00
40	2504.604	4" POLYSTYRENE INSULATION	39.6	SQ YD	$53.20	$2,106.72		$0.00		$0.00		$2,106.72
41	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	2	EACH	$2,730.00	$5,460.00		$0.00		$0.00		$5,460.00
42	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 4007	4	EACH	$8,046.00	$32,184.00		$0.00		$0.00		$32,184.00
43	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	3	EACH	$4,223.00	$12,669.00		$0.00		$0.00		$12,669.00
44	2506.502	ADJUST FRAME & RING CASTING	1	EACH	$270.00	$270.00		$0.00		$0.00		$270.00
45	2506.603	CONSTRUCT 8" OUTSIDE DROP	12	LIN FT	$715.00	$8,580.00		$0.00		$0.00		$8,580.00
46	2531.503	CONCRETE CURB & GUTTER DESIGN B618	114	LIN FT	$40.00	$4,560.00		$0.00		$0.00		$4,560.00
47	2531.503	CONCRETE CURB & GUTTER DESIGN R418	884	LIN FT	$31.95	$28,243.80		$0.00		$0.00		$28,243.80
48	2531.604	8" CONCRETE VALLEY GUTTER	53	SQ YD	$131.20	$6,953.60		$0.00		$0.00		$6,953.60
49	2540.601	INSTALL PLAYGROUND EQUIPMENT	1	LUMP SUM	$7,240.00	$7,240.00		$0.00		$0.00		$7,240.00
50	2540.602	INSTALL BENCH	2	EACH	$412.00	$824.00		$0.00		$0.00		$824.00
51	2557.603	INSTALL CHAIN LINK FENCE	102	LIN FT	$18.20	$1,856.40		$0.00		$0.00		$1,856.40
52	2563.601	TRAFFIC CONTROL	1	LUMP SUM	$2,235.00	$2,235.00		$0.00		$0.00		$2,235.00
53	2564.618	SIGN TYPE C	12.93	SQ FT	$79.60	$1,029.23		$0.00		$0.00		$1,029.23
54	2571.604	GEOTEXTILE WEED BARRIER FABRIC	171	SQ YD	$3.10	$530.10		$0.00		$0.00		$530.10

A						B	C	D	E	F		G
Item			Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Spec. Number	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item ($)						
55	2573.501	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$500.00	$500.00		$0.00		$0.00		$500.00
56	2573.502	STORM DRAIN INLET PROTECTION	2	EACH	$180.00	$360.00		$0.00		$0.00		$360.00
57	2573.503	SILT FENCE; TYPE MS	713	LIN FT	$3.40	$2,424.20	561	$1,907.40		$1,907.40	79%	$516.80
58	2574.507	COMMON TOPSOIL BORROW	1,055	CU YD	$54.15	$57,128.25		$0.00		$0.00		$57,128.25
59	2575.501	TURF ESTABLISHMENT	1	LUMP SUM	$21,670.00	$21,670.00		$0.00		$0.00		$21,670.00
60	2575.607	LANDSCAPE ROCK	28	CU YD	$27.50	$770.00		$0.00		$0.00		$770.00
TOTAL - BASE BID OPTION:						**$589,670.18**		**$38,110.20**	**$0.00**	**$38,110.20**	**6%**	**$551,559.98**

Additive Alternate No. 1

A						B	C	D	E	F		G
Item			Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Spec. Number	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item ($)						
1	2105.607	COMMON EXCAVATION	840	CU YD	$5.20	$4,368.00		$0.00		$0.00		$4,368.00
2	2106.507	COMMON EMBANKMENT (CV)	3,587	CU YD	$5.15	$18,473.05	2,500.00	$12,875.00		$12,875.00	70%	$5,598.05
TOTAL - Addivtive Alternate No. 1:						**$22,841.05**		**$12,875.00**	**$0.00**	**$12,875.00**	**56%**	**$9,966.05**
EXTRA WORK & OTHER PAYMENTS:												
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
TOTAL EXTRA WORK AND OTHER PAYMENTS:						**$0.00**		**$0.00**	**$0.00**	**$0.00**		**$0.00**
CHANGE ORDERS:												
Change Order No. 1:						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00		$0.00
TOTAL CHANGE ORDERS:						**$0.00**		**$0.00**		**$0.00**		**$0.00**
TOTAL CONTRACT - Base Bid Option 2 + Additive Alternate No. 1:						**$612,511.23**		**$50,985.20**	**$0.00**	**$50,985.20**	**8%**	**$561,526.03**

9

COMMUNITY RENEWAL AWARD

Best Building Improvements in 2024

City of Pelican Rapids

Highway 59 Project

Presented by your local Chamber of Commerce:

2024 Board of Directors

- Kathy Bergren
- Joe Clauson
- Justin Fure
- Robert Kohler
- Sandie Strandlien
- John Waller III

Pelican Rapids

AREA CHAMBER OF COMMERCE

Joe Clauson
2024 Board President

		2025 increase over 2024	
General Property Tax Levy	1,018,216.00	71,252.00	7.52%
Special Tax Levy (Debt Service)	433,886.00	129,805.00	42.69%
Total tax Levy	1,452,102.00	201,057.00	16.07%

2025 GENERAL BUDGET	2025 Budget	2025 Actual	Under (Over)
R 101-31000 General Property Taxes	1,018,216.00		
R 101-31060 AG Market Credit	0.00		
R 101-31920 Property Tax Replacement	0.00		
R 101-32000 Licenses and Permits	0.00		
R 101-32115 Liquor & Wine Licenses	3,400.00		
R 101-32210 Building Permits	500.00		
R 101-32215 Special Use Permits	0.00		
R 101-32240 Animal Licenses	0.00		
R 101-32245 ANIMAL BOARDING	0.00		
R 101-33200 Police State Aid	25,000.00		
R 101-33210 Public Safety State Aid	0.00		
R 101-33250 State Street Maint Aid	6,000.00		
R 101-33300 State Airport Assistance	6,345.00		
R 101-33401 Local Government Aid	1,130,544.00		
R 101-33410 TRANSPORTATION ASSIST	0.00		
R 101-33600 County Grants	0.00		
R 101-33610 County Hwy Maintenance	0.00		
R 101-33620 PERA Increase Aid	0.00		
R 101-34105 Maps/Publications/Data	0.00		
R 101-34110 Community Center Rent	0.00		
R 101-34200 Public Safety - Fire Calls	0.00		
R 101-34201 City/Townships Fire Revenue	0.00		
R 101-34202 Fire Relief Assoc	0.00		
R 101-34203 Accident Reports	0.00		
R 101-34205 Training Burns	0.00		
R 101-34206 FD Sale of Asset	0.00		
R 101-34207 FD Grants & Reimbursement	0.00		
R 101-34300 Highways, Str, Mow Charges	0.00		
R 101-34720 Swimming Pool Fees	6,000.00		
R 101-34740 Swimming Pool Concessions	1,200.00		

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2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
R 101-34766 Refunds & Reimbursements	2,000.00		
R 101-34768 LRAC Grant	0.00		
R 101-34770 Pool Donations	0.00		
R 101-35000 Penalities	1,000.00		
R 101-35100 Court Fines	5,000.00		
R 101-35102 Local Fines	0.00		
R 101-35210 Impound Fees	0.00		
R 101-36210 Interest Earnings	60,000.00		
R 101-36220 Dividends	5,000.00		
R 101-36230 Contributions and Donations	1,000.00		
R 101-36240 Shop with a Cop Donation	0.00		
R 101-37125 Sales of Service or Property	0.00		
R 101-37400 Community Sign	1,500.00		
R 101-37401 Industrial Park Sign	1,200.00		
R 101-37520 Special Assess - County	1,000.00		
R 101-38010 Rental of Property	15,000.00		
R 101-38015 HCH Rental	0.00		
R 101-38020 Airport Land Rent	10,000.00		
R 101-38021 Airport Hanger Rent	13,000.00		
R 101-38022 Airport Fuel Receipts	4,000.00		
R 101-38071 Swimming Pool Lessons	1,000.00		
R 101-38700 Rental Housing Fees	5,000.00		
R 101-38910 Camping Fees	6,000.00		
R 101-39203 Transfer from Other Fund	200,000.00		
R 101-39320 Proceeds-FD Truck Lease	0.00		
	2,528,905.00		
Special Levy	433,886.00		
	2,528,905.00		

• LS transfer in =$100,000 No specific purpose but to help with gen levy
*Gen Fund Res transfer in $75,000
*2024 leftover pool budget $25000

6,000 2010B Proj 77 (2025)
25,000 2012 Proj 78 (2028)
36,530 Colony Tax Abate (2033)
75,000 2017B Proj 87 (2037)
25,420 2017C Prj 85 city hall (2042)
260,936 pool (2043)
(add in 5 yr housing tax rebate amts)
5,000 Housing abatement (max allowed $5,000 over 5yrs)

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
Council/Mayor/CA			
E 101-41110-100 Wages and Salaries	5,500.00		
E 101-41110-120 Employer Contrib Ret	70.00		
E 101-41110-122 FICA	430.00		
E 101-41110-430 Miscellaneous	1,000.00	training & supplies for new council member/s	
E 101-41305-100 Wages and Salaries	1,900.00		
E 101-41305-120 Employer Contrib Ret	0.00		
E 101-41305-122 FICA	140.00		
E 101-41305-430 Miscellaneous	500.00		
	9,540.00		
Administrator			
E 101-41310-100 Wages and Salaries	49,500.00		
E 101-41310-120 Employer Contrib Ret	3,800.00		
E 101-41310-122 FICA	3,900.00		
E 101-41310-130 Employer Paid Insurance	8,800.00		
E 101-41310-200 Office Supplies	500.00		
E 101-41310-208 Education	1,500.00		
E 101-41310-210 Operating Supplies	100.00		
E 101-41310-220 Repair/Maint Supply	100.00		
E 101-41310-300 Professional Srvs	100.00		
E 101-41310-320 Communications	2,000.00		
E 101-41310-331 Travel Expenses	400.00		
E 101-41310-400 Repairs & Maint Service	500.00		
E 101-41310-433 Dues, Fees, Subscriptions	100.00		
E 101-41310-500 Capital Outlay	2,000.00	new computer	
	73,300.00		
Clerk			
E 101-41400-100 Wages and Salaries	52,500.00		
E 101-41400-105 Overtime	0.00		
E 101-41400-120 Employer Contrib Ret	4,500.00		
E 101-41400-122 FICA	4,500.00		
E 101-41400-130 Employer Paid Insurance	12,000.00		
E 101-41400-200 Office Supplies	2,500.00		
E 101-41400-208 Education	2,500.00		
E 101-41400-210 Operating Supplies	200.00		

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-41400-220 Repair/Maint Supply	100.00		
E 101-41400-300 Professional Srvs	3,500.00	Banyon Annual Software support ($2,500) TIF 1 $1000	
E 101-41400-320 Communications	3,200.00		
E 101-41400-331 Travel Expenses	100.00		
E 101-41400-400 Repairs & Maint Service	400.00		
E 101-41400-433 Dues, Fees, Subscriptions	800.00		
E 101-41400-500 Capital Outlay	2,000.00	new computer	
	88,800.00		
Elections			
E 101-41410-100 Wages and Salaries	0.00		
E 101-41410-430 Miscellaneous	0.00		
	0.00		
Recording/Reporting			
E 101-41420-200 Office Supplies	1,500.00		
E 101-41420-350 Publication	13,000.00	Website $2,100 in 2024	
	14,500.00		
Accounting			
E 101-41530-100 Wages and Salaries	27,000.00		
E 101-41530-105 Overtime	0.00		
E 101-41530-120 Employer Contrib Ret	2,300.00		
E 101-41530-122 FICA	2,300.00		
E 101-41530-130 Employer Paid Insurance	5,800.00		
E 101-41530-200 Office Supplies	150.00		
E 101-41530-208 Education	200.00		
	37,750.00		
Internal Auditing			
E 101-41540-301 Auditing Services	9,500.00		
	9,500.00		
Law/Legal			
E 101-41600-304 Legal Fees	10,000.00		
E 101-41600-305 Employee Relations	2,000.00		
E 101-41600-306 Prosecuting Fees	12,000.00		
E 101-41600-307 Police Union Legal Fees	8,000.00	Flagherty & Hood Union Negotiation	
	32,000.00		
Planning/Zoning			

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-41910-100 Wages and Salaries	2,700.00		
E 101-41910-105 Overtime	0.00		
E 101-41910-120 Employer Contrib Ret	250.00		
E 101-41910-122 FICA	250.00		
E 101-41910-130 Employer Paid Insurance	1,000.00		
E 101-41910-200 Office Supplies	500.00		
E 101-41910-258 Planning/Zoning/Mapping	500.00		
E 101-41910-300 Professional Services	10,000.00		
E 101-41910-308 Building Codes	200.00		
E 101-41910-309 Rental Housing	4,000.00		
	19,400.00		
City Hall			
E 101-41940-200 Office Supplies	200.00		
E 101-41940-210 Operating Supplies	500.00		
E 101-41940-220 Repair/Maint Supply	3,000.00		
E 101-41940-300 Professional Srvs	0.00		
E 101-41940-380 Utility Services	13,000.00		
E 101-41940-400 Repairs & Maint Service	10,150.00		
E 101-41940-410 Rentals	1,500.00		
E 101-41940-400 Miscellaneous	0.00		
E 101-41940-433 Dues, Fees, Subscriptions	10,500.00		
E 101-41940-500 Capital Outlay	4,000.00		
	42,850.00		
Public Safety			
E 101-42110-100 Wages and Salaries	399,850.00		
E 101-42110-103 Part-Time Employees	10,000.00		
E 101-42110-104 Support Employee	5,000.00		
E 101-42110-105 Overtime	5,000.00		
E 101-42110-110 Call time	500.00		
E 101-42110-120 Employer Contrib Ret	91,500.00		
E 101-42110-122 FICA	8,500.00		
E 101-42110-130 Employer Paid Insurance	88,000.00		
E 101-42110-200 Office Supplies	3,000.00		
E 101-42110-208 Education	7,000.00		
E 101-42110-210 Operating Supplies	28,950.00		

For Engineering service for development planning, not specific

CH Cleaning - 5,000
window clean - 850
LCSC IT Srvcs - 1,800
Vehicle & other service - $2,500

LMC Dues ($3,500)
LCSC ($200)
CGMC ($5,300)
GMNP ($500)
Solid Waste Fee ($1,000)

Door entry system

~~5th officer~~
~~73,320 wages~~
~~12,980 PERA~~
~~17,250 Ins~~
~~1,100 FICA~~
~~104,650~~
~~2,500 Hiring Incentive~~
2,500 Hiring Incentive

fuel 14,000
wash 200
tech 2,500
misc 4,750
uniform 6,000
firearm 750
radio 750

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-42110-220 Repair/Maint Supply	1,500.00		
E 101-42110-300 Professional Srvs	4,750.00		
E 101-42110-320 Communications	6,500.00		
E 101-42110-331 Travel Expenses	250.00		
E 101-42110-400 Repairs & Maint Service	8,000.00		
E 101-42110-410 Rentals	1,500.00		
E 101-42110-425 Misc Task Force	1,000.00		
E 101-42110-433 Dues, Fees, Subscriptions	3,915.00		
E 101-42110-500 Capital Outlay	20,825.00		
	695,540.00		
Public Safety-Fire City Share			
E 101-42270-430 Miscellaneous	72,000.00		
	72,000.00		
Civil Defense Sirens			
E 101-42500-430 Miscellaneous	8,200.00		
	8,200.00		
Animal Control			
E 101-42700-430 Miscellaneous	4,000.00		
	4,000.00		
Highways/Street/Roads			
E 101-43100-100 Wages and Salaries	86,500.00		
E 101-43100-105 Overtime	0.00		
E 101-43100-120 Employer Contrib Ret	7,000.00		
E 101-43100-122 FICA	7,200.00		
E 101-43100-130 Employer Paid Insurance	22,500.00		
E 101-43100-200 Office Supplies	1,400.00		
E 101-43100-208 Education	1,300.00		
E 101-43100-210 Operating Supplies	18,000.00		
E 101-43100-220 Repair/Maint Supply	15,000.00		
E 101-43100-300 Professional Srvs	1,000.00		
E 101-43100-310 Tree Trimming/Removal	10,000.00		
E 101-43100-320 Communications	2,150.00		
E 101-43100-331 Travel Expenses	100.00		
E 101-43100-380 Utility Services	10,000.00		
E 101-43100-400 Repairs & Maint Service	9,000.00		

EAP 1,500
radar 150
misc/med 2,000
tows 350
BCA 750

2025
Vehicle $15,600 (3 of 3 yr lease)
Office Chairs $2,575 (7)
desk 1,350
storage 1,300

OTCHS contribution
$2,500

LCSC
Health/Safety
training
(734.00)+oth

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-43100-406 Asphalt R&M/Crack & Seal Coat	40,000.00		
E 101-43100-407 Sidewalk Repair	5,000.00		
E 101-43100-433 Dues, Fees, Subscriptions	2,000.00		
E 101-43100-500 Capital Outlay	42,375.00		
E 101-43100-607 PW Facility Prin	0.00		
E 101-43100-617 PW Facility Int	0.00		
	280,525.00		
Street Maintenance			
E 101-43123-224 Street Maint	40,500.00		
E 101-43123-226 Sign Repair Materials	5,000.00		
	45,500.00		
Snow/Ice Removal			
E 101-43125-430 Miscellaneous	6,500.00		
E 101-43125-540 Machine Hire	10,000.00		
	16,500.00		
Storm Drains			
E 101-43150-430 Miscellaneous	25,000.00		
	25,000.00		
Street Lighting			
E 101-43160-380 Utility Services	60,000.00		
	60,000.00		
Weed Control			
E 101-43260-430 Miscellaneous	400.00		
	400.00		
Swimming Pool			
E 101-45124-100 Wages and Salaries	60,000.00		
E 101-45124-105 Overtime	0.00		
E 101-45124-120 Employer Contrib Ret	2,500.00		
E 101-45124-122 FICA	2,550.00		
E 101-45124-200 Office Supplies	2,000.00		
E 101-45124-208 Education	5,000.00		
E 101-45124-210 Operating Supplies	20,000.00		
E 101-45124-220 Repair/Maint Supply	6,000.00		
E 101-45124-231 Credit Card Fees	500.00		
E 101-45124-270 Concessions	1,000.00		

MPCA Haz Waste Fee
Camera annual fee

2025
*Bobcat skidsteer & F250 lease payment ($19,851.66) 3 of 6 pymts
*computer (1/2 $1,000)
*Graco Line Lazor (15,000)
*Sweeper Drive Tires (900)
*generator for shop door (5,575)

Not in 2025
~~*Equip Fund (20,000 annual set aside)~~
~~*Pave around PW (10,000)~~

•Dust Guard (12,000)
•Gravel (8,000)
•Curb Painting (2,500)
•Streets (18,000)

Electicity $1,500
sand & salt

-SW 1ST STREET (8-10k)
-NW 1st Street

New str lights with 2024/25 prj
(2026 will be $80,000)

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-45124-300 Professional Srvs	0.00		
E 101-45124-320 Communications	300.00		
E 101-45124-380 Utility Services	7,000.00		
E 101-45124-400 Repairs & Maint Service	3,000.00		
E 101-45124-429 Change	0.00		
E 101-45124-433 Dues, Fees, Subscriptions	1,000.00		
E 101-45124-500 Capital Outlay	0.00		
	110,850.00		
Parks			
E 101-45200-100 Wages and Salaries	83,500.00		
E 101-45200-120 Employer Contrib Ret	6,700.00		
E 101-45200-122 FICA	6,700.00		
E 101-45200-130 Employer Paid Insurance	23,900.00		
E 101-45200-140 Unemployment	0.00		
E 101-45200-200 Office Supplies	500.00		
E 101-45200-208 Education	800.00		
E 101-45200-210 Operating Supplies	8,000.00		
E 101-45200-220 Repair/Maint Supply	8,000.00		
E 101-45200-300 Professional Srvs	5,000.00		
E 101-45200-310 Tree Trimming/Removal	8,000.00		
E 101-45200-331 Travel Expenses	0.00		
E 101-45200-380 Utility Services	2,800.00		
E 101-45200-400 Repairs & Maint Service	8,000.00		
E 101-45200-433 Dues, Fees, Subscriptions	500.00		
E 101-45200-500 Capital Outlay	36,300.00		
E 101-45200-607 PW Facility Prin	0.00		
E 101-45200-617 PW Facility Int	0.00		
E 101-45200-760 Seasonal Decorations	5,000.00		
	203,700.00		
Historic City Hall			
E 101-45202-220 Repair/Maint Supply	0.00		
E 101-45202-300 Professional Srvs	0.00		
E 101-45202-320 Communications	700.00		
E 101-45202-331 Travel Expenses	0.00		
E 101-45202-380 Utility Services	2,700.00		

paint Peterson Park shelter 750

Plan/Specs to bid Suspension Bridge paint proj $5,000

2025
*Replace Park signs (2,400)
*2 Weed Wackers (800)
*Push mower (600)
*computer (1/2 $1,000)
*Save for suspension brdg repaint (10,000)
*mulch for N of bridge in Peterson Park (1,500)
*boring in Peterson for sprinkler (20,000)

Not 2025
~~*Fencing for dog park (32,000)~~
~~*Brush mower for skid steer (8,900)~~
~~*Bobcat Landscape Rake (5,600)~~
~~*Updates for Sherin Park (75,000)~~
~~*finish Peterson Park play in Place~~

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-45202-400 Repairs & Maint Service	0.00		
E 101-45202-500 Capital Outlay	31,000.00		
	34,400.00		
Economic Development			
E 101-46500-420 Economic Development	90,600.00		
E 101-46500-421 WCI Endow/Bird Trail/Promo	15,750.00		
E 101-46500-422 Consulting	103,000.00		
	209,350.00		
Other Expenses			
E 101-49200-428 Condominium Expenses	3,000.00		
E 101-49200-470 Refunds & Reimbursements	0.00		
E 101-49200-471 (LS) Refunds & Reimbursements	0.00		
E 101-49200-490 Historical Society	500.00		
E 101-49200-491 PD Forfeiture/Shop wCop	0.00		
E 101-49200-492 Electronic Reader Board	1,000.00		
E 101-49200-493 Ambulance	32,500.00		
E 101-49200-494 Industrial Park Sign	0.00		
E 101-49200-498 LRAC PROJECTS	0.00		
E 101-49200-730 Property Taxes	2,000.00		
E 101-49200-735 Tax Abatement	0.00		
	39,000.00		
Library			
E 101-49201-700 Transfers	1,425.00		
E 101-49201-701 Library Levy Transfer	263,225.00		
	264,650.00		
Insurance & Other Charges			
E 101-49240-230 Banking Charges	1,500.00		
E 101-49240-360 Insurance & Bond Premiums	102,000.00		
	103,500.00		
Airport			
E 101-49810-200 Office Supplies	150.00		
E 101-49810-212 Motor Fuels	4,500.00		
E 101-49810-220 Repair/Maint Supply	500.00		
E 101-49810-300 Professional Srvs	200.00		
E 101-49810-320 Communications	1,300.00		

~~*Replace HCH deck (10,100)~~
*Replace HCH roof (31,000)

3 days/~~**4days**~~
10,000/~~**10,000**~~ advertising
600/~~**600**~~ misc meeting
35,000/~~**40,000**~~ business development
10,000/~~**10,000**~~ community development
35,000/~~**40,000**~~ housing development

-WCI 5 year commit $2,000 ea yr (2023 is 5th of new term) THEY REQUEST A $250 INCR 2020, THEN ANOTHER $250 INCR 2024 ($3,000)
-Birding Trl-$1,000,
-Council approved 1,500 to chamber for community ads,
- Tourism Marketing Co-op ($5,000)
-Incentives ($5,000)

30,000 Consulting/Planning
72,576 CEDA 3 days a week
~~953,156 CEDA 4 days a week~~

2023 short wages 10,000
2024 short wages 54,000
2025 wages 9,700, bldg ins 11,300

2025 GENERAL BUDGET

	2025 Budget	2025 Actual	Under (Over)
E 101-49810-360 Insurance & Bond Premiums	12,000.00		
E 101-49810-380 Utility Services	3,500.00		
E 101-49810-400 Repairs & Maint Service	2,000.00		
E 101-49810-433 Dues, Fees, Subscriptions	1,000.00		
E 101-49810-500 Capital Outlay	0.00		
E 101-49810-730 Property Taxes	3,000.00		
	28,150.00		
	2,528,905.00		

-May do Facility upgrade with existing reserves 2024.
-Future hangar or earthwork
-3 more cameras (use reserves)