PELICAN RAPIDS

CITY COUNCIL AGENDA

September 19, 2024

Tuesday, September 24, 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 – September 10, 2024
   b) Approval of Accounts Payable Listings
   c) Intent to Certify
      - R76000990579002
        614 SE 2nd Ave
        Amount Due $280.00
   d) Staff Reports
      1. Police Report (In Packet)
      2. Liquor Store Report (In Packet)

5. Post Office Boxes – Tessa Nord

6. PRAC Change Request #11 – Kelly Januszewski (In Packet)

7. EDA Update (In Packet)
   1. Housing Study
   2. SCDP Update
   3. Business Incentives
   4. Business Façade Improvement Program
      - Resolution 2024-14 Required Resolution Provisions for OTC CDA Community Growth Partnership Grant Program
   5. Yard of the Week Signs

8. Library Discussion

9. Review 2025 Budget
    - Approve Preliminary 2025 Budget
    - The Public Hearing to Pass the Final Budget will be on December 10, 2024 at 6:00 p.m. at City Hall Council Chambers
10. League of MN Cities Collaboration Services Proposal (In Packet)
11. Administrator Report
12. Mayor Report
13. Adjourn

September 10, 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, September 10, 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 Jordan Grossman, Street and Parks Superintendent Brian Olson.

General Attendance: Judy Tabbut, David Ellison and Kim Pederson from the Pelican Press were present.

Welcoming Remarks

Brent Frazier welcomed all attendees to the city council meeting, both those in-person and those joining via Zoom. The meeting was noted to be available on the Pelican Rapids YouTube channel and channel 14 on Wednesday evenings.

Announcements

Mayor Frazier announced upcoming events and meetings.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Citizen's Comments

Judy Tabbut provided comments expressing gratitude for removing the dam and moving the Pelican Market to Veterans Memorial River Park. She mentioned having discussions with Ryan Pesch about continuing the market there next year.

Additions/Deletions to Agenda

There were no additions or deletions to the agenda. A motion was made and seconded to accept the agenda as presented, passed unanimously.

Motion to accept the agenda as presented. Motion Passed. Made by Strand, seconded by Markgraf.

Approval of Consent Agenda

The consent agenda was presented for approval, encompassing council minutes from August 27, 2024, accounts payable listings, a utility report, and financial reports. The library report was pulled for separate discussion. A motion to approve the altered consent agenda was made, seconded, and passed unanimously.

Motion to approve the amended consent agenda. Motion passed. Made by Steve Foster, seconded by Kevin Ballard.

Library Report

Lance Roisum briefed details including the resignation of director Annie Wrigg and two library board members Cheryl Brenna and Sue Seifert, requiring replacement appointments and planning for a special library board meeting. Discussions occurred regarding hiring a new director, appointing new board members, and ongoing operational needs.

Motion to approve the library report. Motion Passed. Made by Strand, seconded by Markgraf.

Street and Parks Report

Brian Olson provided updates on Hydrant Flushing scheduled for September 22, sewer jetting, and pavement painting underway. He mentioned progress and completion of the SE 2nd Avenue Drainage project. Camping is slowing down for the season.

September 10, 2024 Council Meeting Minutes

Motion to approve the street and parks report. Motion Passed. Made by Strand, seconded by Markgraf.

PO Boxes

An extensive discussion centered on the installation and maintenance of central box units for mail that were triggered by the TH 59/108 Street Project. The responsibility for key distribution, box maintenance, snow removal, and liability issues were stressed. The decision was postponed to allow more investigation, particularly consultations with the post office.

Motion to postpone the PO Boxes responsibility decision. Motion Passed. Made by Strand, seconded by Markgraf.

Update on Hiring Process

Todd Quaintance provided an update on police officer hiring, indicating a conditional offer was made and the background process is underway. Discussions extended to Pelican Rapids Ambulance service provisions throughout the city, clarifying no intended reduction in service quality. Nuisance property enforcement and ongoing legal management were noted.

SE 2nd Avenue Drainage Improvement Pay Request No. 1

Lance Roisum requested approval for Pay Request No. 1 to Feldt Plumbing for $65,114.90 in relation to SE 2nd Avenue Drainage Improvement Project. The project received partial payment authorization, recognizing further final payments contingent on additional inspections.

Motion to approve SE 2nd Avenue Drainage Improvement Pay Request No. 1. Motion Passed. Made by Strand, seconded by Foster.

Pinewood Estates Pay Request No. 1

Approval was sought for Pinewood Estates Pay Request No. 1 for Landwehr Construction for $48,435.94 related to dirt work and preparations, which will be reimbursed by the county.

Motion to approve Pinewood Estates Pay Request No. 1. Motion Passed. Made by Ballard, seconded by Foster.

Chamber of Commerce Community Renewal Award

Recognition was given to the City by the Chamber of Commerce for notable street improvements, for the TH 59 Project.

Resolution 2024-12

Motion to approve **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** was made by Foster, seconded by Ballard. (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.

Resolution 2024-13

Motion to approve **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** was made by Foster, seconded by Strand. (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.

September 10, 2024 Council Meeting Minutes

2025 Preliminary General Budget Discussion

Danielle Harthun led a review of the proposed 2025 budget, explaining the rationale behind an increase in general and special tax levies. Detailed expense and income scenarios were studied, highlighting cuts realized via reduced capital and operating expenses.

Items that were cut were an additional police officer, upgrades to Sherin Park, CEDA present in town more. Speculative areas like the pool operations presented forecasts given absent data from prior usage years. Each department contribution to potential savings was discussed, balancing city service requirements against fiscal restrictions.

Concluding observations noted that the budget required finalization at the September 24 meeting.

Administrator Report

Lance 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 the Hwy 59/108 construction meetings and open houses, attended a department head meeting, worked with our Bond Counsel to get the needed resolutions to finalize PFA funding for the Hwy 59/108 project, met with Aimee Gourlay of LMC Collaboration Services about the Library issues and the services needed moving forward, attended multiple budget committee meetings, attended a pool construction meeting, he and Todd Quaintance conducted a job interview for the open police officer position, attended the Chamber of Commerce Annual Meeting and presented updates on the projects happening in the City, met with the postmaster about the new CMU postal boxes and reviewed the City's responsibilities, attended the WWTF Chloride Variance Public Meeting put on by the MPCA, Lance, Fire Chief Shad Hanson, and Mayor Frazier, met with Dunn Township representatives and continued discussion about the possibility of a satellite fire station and attended the Library Board meeting.

Mayor Report

Mayor Frazier reported since the last 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 August 28 and September 4, facilitated the Hwy 59/108 construction public meetings at the library on August 28 and September 4, conducted Conversations with the Mayor at the library on August 29, attended an General Budget Meeting on September 3 at city hall with Councilman Foster, Administrator Roisum and Clerk Harthun, attended an E-Bike Meeting with WCI representative Mallory Jarvi and Jordan Grossman of CEDA on September 3, presented the Invocation at the Pelican Rapids Area Chamber of Commerce Annual Meeting at Ohe's Barn on September 3, presented an interview with the League of Minnesota Cities mediator via Zoom regarding the library on September 4, attended a Zoom meeting at city hall with the Minnesota Pollution Control Agency, Administrator Roisum and Greg Stang of PeopleService on September 4 regarding a chloride variance of our Wastewater Treatment Facility, attended a meeting at city hall on a proposed fire hall for Dunn Township with Administrator Roisum and Fire Chief Shad Hanson and met with Administrator Roisum on September 9 to plan the agenda for this council meeting.

Adjourn

Motion to adjourn. Motion Passed. Made by Strand, seconded by Markgraf.

The meeting adjourned at 6:04 pm.

Danielle Harthun

Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

Bill Listing CITY 09/24/24

Vendor Name	Comments	Amount
APEX ENGINEERING GROUP	STR; IMPROVEMENT PROJECTS	$53,111.75
ARCO	ALL; FUEL	$1,281.75
ARVIG	ALL; COMMUNICATIONS	$1,194.76
BELL BANK CREDIT CARD	ALL; MAG MIC	$275.11
BRADRICK HOME & LAWN CARE	STR; TREE REMOVAL	$1,295.00
CARRS TREE SERVICE	STR; TRIM TREES	$1,500.00
CEDA	EDA; HOUSING STUDY	$14,750.00
DW JONES	ALL; 2024 AUG TAX ABATEMENT PYMT	$12,348.72
FARMERS ELEVATOR COMPANY	PK; BLANKET FOR SEEDING	$135.00
FLOW MEASUREMENT	WWTF, WTP; LABOR & SUPPLY	$1,982.00
GPNG	ALL; UTILITIES	$744.87
GROVE LAKE ELECTRIC LLC	PK; REPAIR OUTLET	$129.50
HAWKINS, INC	WTR, WWTF; CHEMICALS	$7,568.23
HILLBILLY LASER	ALL; MAILBOX #'S	$54.00
IN CONTROL INC	WTP; ENGINEERING SERVICES	$2,385.91
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	$930.00
LAKES COUNTRY SERVICE CO-OP	ALL; TECH SERVICES	$450.00
LEAGUE OF MN CITIES	ALL; MEMBERSHIP DUES (4 MONTHS)	$1,129.00
LIBRARY	EDA; COPIES	$30.00
MIDWEST RADIO OF FM	ALL; COMMUNITY ADVERTISING	$615.00
NELSON AUTO CENTER, INC	STR; REPAIR HVAC BLOWER	$2,162.43
NORTHLAND PORTABLE WELDING COMPANY	SWR; REPAIR HYDROLIC	$485.00
OK TIRE CRM	PD; TIRES	$716.59
PARK REGION CO OP	ALL; FUEL	$575.15
PELICAN RAPIDS PRESS	ALL; ANNUAL DISCLOSURE	$177.23
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	$23,355.00
RED RIVER VALLEY CONST	STR; REPAIR OLD SHOP BUILDING	$9,050.00
RMB ENVIRONMENTAL LABORATORIES	WCT; LAB TESTING	$606.10
SERVPRO	PK; FIRE CLEANUP INS DEDUCT	$500.00
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	$718.20
SOUTHTOWN	ALL; FUEL	$1,133.22
STREICHERS	PD; AMMO	$206.67
TASC	ALL; COBRA FEE	$19.32
TEAM LABORATORY CHEMICAL	LAG; MEGA BUGS	$1,800.00
TOWN WEB DESIGN	ALL; ANNUAL WEBSITE FEE	$2,015.00
VESTIS	STR; PK; LINEN SERVICE	$132.64
		TOTAL: $145,563.15

CITY OF PELICAN RAPIDS

Bill Listing LS – 09/24/2024

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	$252.55
ARVIG	COMMUNICATION	$186.91
BELLBOY CORPORATION	LIQUOR	$3,657.79
BERGSETH BROS. CO. INC	BEER	$17,463.98
BEVERAGE WHOLESALERS, INC	BEER	$11,553.56
BREAKTHRU BEVERAGE	LIQUOR	$3,622.48
DACOTAH PAPER CO	BAGS	$412.66
DS BEVERAGES, INC	BEER	$9,980.92
EMERALD ELEMENTS	THC	$695.00
GPNG	UTILITIES	$24.70
JOHNSON BROTHERS LIQUOR CO	WINE	$4,468.73
MCKINNON CO. INC	POP/MIX	$42.00
MIDWEST RADIO OF FM/AM	ADVERTISMENT	$425.00
PAUSTIS WINE COMPANY	WINE	$1,123.80
PHILLIPS WINE & SPIRITS	LIQUOR	$1,333.24
SOUTHERN GLAZERS	LIQUOR	$3,350.69
TOTAL REGISTER SYSTEMS	COMPUTER SERVICE	$2,072.34
		TOTAL: $60,666.35

Pelican Rapids Police Department

Monthly Report

August 2024

Accident-1050-MV-Rec Veh	4
911 Hangup Calls	5
Alarm-Panic	1
Animal Call	5
Assistance-Public	7
Assistance	2
Civil Dispute	3
Disturbance	2
Driving Complaint	3
EMS-Injury Accident	1
EMS-Medical	18
EMS-Transport	2
Fire-Alarm	1
Fire-Control Burn	8
Handgun Applications	1
Info For Officers	1
Lost & Found	1
Nuisance	2
OFP Violation	3
City Ord Violation	1
Other Calls For Service	6
Parking Comp/Privileges	6
Party Complaint	1
Police Escort	1
Scam	1
Suspicious Activity	2
Theft/Fraud Rep	3
Vehicle Theft	1
Vandalism	2
Warning-Traffic	6
Warrant	1
Welfare Check	4
Call for service-->	105

CITY OF PELICAN RAPIDS

Liquor Store Profit & Loss

August 2024

Account Descr		August 2024 Amt	August 2023 Amt	Difference to LY	2024 YTD Amt	2023 YTD Amt	YTD Difference
R Revenue							
R 609-34950	Other Revenues	$60.00	$41.00	$19.00	$318.00	$188.00	$130.00
R 609-36210	Interest Earnings	$853.61	$702.44	$151.17	$6,067.83	$5,785.05	$282.78
R 609-37811	Liquor & Wine Sales	$59,401.18	$70,789.54	($11,388.36)	$371,912.03	$419,686.90	($47,774.87)
R 609-37812	Beer Sales	$101,073.69	$121,579.63	($20,505.94)	$654,411.10	$747,156.38	($92,745.28)
R 609-37813	Ice Sales	$2,495.35	$3,619.00	($1,123.65)	$11,514.35	$17,346.92	($5,832.57)
R 609-37814	Pop/Mix/Misc Sales	$2,610.18	$3,099.88	($489.70)	$17,627.11	$18,765.81	($1,138.70)
R 609-37815	NA Beer/Wine Sales	$1,281.93	$1,543.15	($261.22)	$6,357.76	$7,655.99	($1,298.23)
R 609-37817	Gift Cards Sold	$291.35	$100.00	$191.35	$681.35	$1,134.00	($452.65)
R 609-37829	THC SALES	$6,736.86	$0.00	$6,736.86	$27,110.75	$0.00	$27,110.75
R 609-37940	Cash Short/Long	($0.27)	$0.04	($0.31)	($0.07)	$0.16	($0.23)
R Revenue		$174,803.88	$201,474.68	($26,670.80)	$1,096,000.21	$1,217,719.21	($121,719.00)
E Expenditure							
E 609-49750-100	Wages and	$12,054.46	$13,047.58	($993.12)	$106,560.78	$107,932.27	($1,371.49)
E 609-49750-120	Employer Contrib	$904.09	$957.67	($53.58)	$7,966.12	$7,554.58	$411.54
E 609-49750-122	FICA	$813.99	$907.13	($93.14)	$7,271.60	$7,468.00	($196.40)
E 609-49750-130	Employer Paid	$3,066.80	$2,868.64	$198.16	$24,896.30	$24,383.75	$512.55
E 609-49750-200	Office Supplies	$23.18	$19.63	$3.55	$890.54	$484.32	$406.22
E 609-49750-208	Education	$0.00	$0.00	$0.00	$813.60	$35.82	$777.78
E 609-49750-210	Operating	$76.30	$439.71	($363.41)	$2,214.29	$1,946.38	$267.91
E 609-49750-220	Repair/Maint	$0.00	$99.21	($99.21)	$217.53	$206.45	$11.08
E 609-49750-230	Banking Charges	$28.36	$29.56	($1.20)	$235.28	$274.60	($39.32)
E 609-49750-231	Credit Card Fees	$4,412.09	$11,139.31	($6,727.22)	$22,132.77	$44,483.66	($22,350.89)
E 609-49750-251	Liquor & Wine	$48,535.36	$60,580.20	($12,044.84)	$254,924.86	$277,985.84	($23,060.98)
E 609-49750-252	Beer Costs	$76,703.79	$97,024.25	($20,320.46)	$464,067.96	$537,473.08	($73,405.12)
E 609-49750-253	NA Beer/Wine	$833.29	$8,336.41	($7,503.12)	$4,031.11	$11,605.85	($7,574.74)
E 609-49750-254	Pop/Mix/Bar	$2,224.85	$5,857.70	($3,632.85)	$10,700.60	$14,225.91	($3,525.31)
E 609-49750-257	Ice Costs	$1,842.80	$2,676.00	($833.20)	$5,665.26	$8,614.03	($2,948.77)
E 609-49750-259	THC Costs	$5,691.32	$0.00	$5,691.32	$16,029.48	$0.00	$16,029.48
E 609-49750-260	Gift Cards Used	$50.20	$200.53	($150.33)	$623.21	$1,632.57	($1,009.36)
E 609-49750-320	Communications	$186.55	$184.86	$1.69	$1,499.38	$1,484.24	$15.14
E 609-49750-340	Advertising	$1,815.00	$390.00	$1,425.00	$4,045.00	$1,549.28	$2,495.72
E 609-49750-360	Insurance & Bond	$0.00	$0.00	$0.00	$11,232.00	$8,038.50	$3,193.50
E 609-49750-380	Utility Services	$862.24	$968.21	($105.97)	$6,477.77	$6,996.98	($519.21)
E 609-49750-400	Repairs & Maint	$0.00	($223.97)	$223.97	$728.77	$477.49	$251.28
E 609-49750-433	Dues, Fees,	$1,779.96	$1,700.00	$79.96	$4,758.74	$1,950.00	$2,808.74
E 609-49750-610	Interest	$0.00	$0.00	$0.00	($69.99)	$0.00	($69.99)
E 609-49750-700	Transfers	$100,000.00	$120,000.00	($20,000.00)	$117,986.94	$120,000.00	($2,013.06)
E Expenditure		$261,904.63	$327,202.63	($65,298.00)	$1,075,899.90	$1,186,803.60	($110,903.70)
		$436,708.51	$528,677.31	($91,968.80)	$2,171,900.11	$2,404,522.81	($232,622.70)

CITY OF PELICAN RAPIDS

Liquor Store - Balance Sheet

August 2024

	Bal Sht	Bal Sht Descr	Current Balance
	10100	Wells Fargo (1957)	($372,195.73)
	10114	MN 9650 - LS	$93,669.56
	10140	Credit Cards	$5,105.27
	10143	MN National Bank (0524 LS)	$160,956.05
	10146	Bell Bank City (0102)	$466,759.93
	10148	Bell Bank LS (0136)	$170,182.84
	10149	Bell Bank LS Save (0185)	$277,942.89
	10200	Petty Cash	$1,000.00
	10400	Investments	$7,000.00
	13910	Deferred Outflows-Pension	$31,337.00
	14211	Inv - Liquor & Wine	$184,583.36
	14212	Inv - Beer	$53,550.11
	14213	Inv - Ice	$198.53
	14214	Inv - Pop/Mix/Bar Supplies	$2,847.76
	14215	Inv - NA Beer & Wine	$1,009.29
	14217	Inv - THC	$2,979.62
	15500	Prepaid Insurance	$1,776.88
	16100	Fixed Asset-Land	$96,588.00
	16130	Accum. Depr. Land	($9,408.25)
	16160	Land Improvements	$13,333.63
	16200	Fixed Asset-Buildings	$562,782.00
	16230	Accum Depr. Building	($178,258.88)
	16400	Fixed Asset-Equip/Machinery	$11,255.42
	16430	Accum Deprec-Equipment	($5,448.50)
1 A			$1,579,546.78
	20200	Accounts Payable	($39,060.12)
	20850	Sales & Use Tax - LS	($37,483.40)
	21600	Accrued Wages & Salaries Payab	($3,343.55)
	23600	Compensated Absences Pay NC	($4,885.05)
	23700	Capital Lease Agree-Noncurrent	$0.00
	23900	Other Long-term Liabilities	($141,240.00)
	23910	Deferred Inflows-Pension	($350.00)
2 L			($226,362.12)
	25300	Fund Balance	($1,356,069.53)
	27200	Unreserved Retained Earn-	$2,884.87
3 E			($1,353,184.66)

4

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: ______________________

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CEDA
Community and Economic
Development Associates

1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164

www.cedausa.com

Press Release

FOR IMMEDIATE RELEASE

September 18, 2024

Contact: Jordan Grossman

City of Pelican Rapids

Pelican Rapids, MN 56572

City of Pelican Rapids Awarded $948,750 Grant for Small Cities Development Program

Pelican Rapids, MN - The City of Pelican Rapids is thrilled to announce that its recent grant application to the Small Cities Development Program (SCDP) has been approved for funding in the amount of $948,750 by the Minnesota Employment and Economic Development (DEED).

Following this exciting news, city representatives convened with the Otter Tail County Housing Redevelopment Authority (HRA) to further discuss the grant award and the forthcoming project timeline. The county HRA will be overseeing the administration of this grant for eligible applicants within the city limits.

With a keen awareness of the significant interest in the program, all stakeholders are currently undergoing essential training and collaboratively establishing a timeline for implementation. It is important to note that while the program is still in development, projects under this program are anticipated to commence in Spring 2025, subject to the grant's delayed award from DEED.

For individuals who completed a survey last fall expressing interest in the program, the HRA will reach out to applicants in the order in which their surveys were received. **It is unnecessary to contact the city or the HRA to indicate interest in the program, as the HRA will proactively contact eligible applicants as the program moves forward.**

As the program continues to evolve, updates will be shared with the community. The City of Pelican Rapids extends its gratitude for your patience and eagerly anticipates the diverse range of projects that will be made possible through this funding.

Pelican Rapids Business Incentives

PELICAN RAPIDS

The City of Pelican Rapids offers Business Incentives to new business owners/building owners within city limits or new commercial builds on undeveloped lots within city limits.

Incentives will be approved on a case-by-case basis and will require proof of ownership, a business plan, tax information or further documentation to be processed.

All interested businesses should connect with Jordan Grossman ***prior*** to form completion.

Contact Information
jordan.grossman@cedausa.com
701-219-3718 (M)
218-863-7076 (O)

______________________________ Business Owner

______________________________ Property Address

Please circle two or less incentives you wish to be considered for:

1. **Free or reduced City utilities up to $5,000.00 or for 1 year, whichever comes first**

   Eligible Applicants:
   Business Owner/Building Owner, registered with Secretary of State
   Located in commercial zone defined in the City zoning map
   New business to Pelican Rapids
   New owner of an existing business

   Non-eligible Applicants:
   Property owner not operating a business open to the public during regular business hours
   Located in a non-commercial zone
   Existing businesses expanding/moving to another location

2. **City of Pelican Rapids Tax Rebate Program**

Pelican Rapids Business Incentives

PELICAN RAPIDS

Year 1	**70% city tax rebated to taxpayer**
Year 2	**50% city tax rebated to taxpayer**
Year 3	**30% city tax rebated to taxpayer**
Year 4+	**0% city tax rebated to taxpayer**

Eligible Applicants:
Property Owner
Tax payer

Non-eligible Applicants:
Non property owner or tax payer

3. **Waive utility hook up fee and street breakup fee for new construction (applicable to buildings on city road frontage)**

4. **Other (Specify):**

Business Name: Email:

Phone Number: Business Address:

Pelican Rapids Business Incentives

PELICAN RAPIDS

Supplemental Documents/Information (Business plan/Proof of ownership/ Tax information/Etc.):

Incentives will be approved on a case-by-case basis and will require proof of ownership, a business plan, tax information or further documentation to be processed.

Business Owner Signature

Date

Upon review, we the undersigned, have discussed the options with the homeowner and agree to the chosen incentive.

Lance Roisum, Administrator

Danielle Harthun, Clerk-Treasurer

Pelican Rapids Economic Development Authority (EDA)

Business Façade Improvement Program

Purpose: The purpose of the Business Façade Improvement Grant Program is to establish a fund to assist building owners with the implementation of the vision for Pelican Rapids, which is to encourage continuation of a viable town by allowing prime retail sales and service uses, office, entertainment facilities, public and semi-public uses, and in special circumstances, residential use; and to preserve and build on the historic character of the town using the historic and natural resources available to create a tourist destination as well as to provide a unique blend of retail and service businesses for the convenience of local residents. This program is intended to be used by the greater business community of Pelican Rapids.

Duration: Matching grants (forgivable loans) may be made under these policies to the extent funds are available, as allocated to the fund by the Pelican Rapids Economic Development Authority.

Eligible Applicants: Applicants may include building owners and tenants of businesses in Pelican Rapids. Applicants may be individual owners, partnerships, corporations, tenant operators or contract for deed purchasers of property within Pelican Rapids. Each applicant must provide all documentation of entity status requested on the application form. The property, upon which the improvements will be made, must be of a conforming use or legal non-conforming use under the Pelican Rapids Zoning Ordinance. Matching grants are available to properties within appropriate Zoning Districts which are making visible changes to the facades or exteriors of buildings including parking and landscaping improvements as defined by the Zoning Administrator.

Required Match: All applicants must provide matching funds on a minimum 1:1 ratio for grants up to $5,000.

Eligible Uses: Matching grant dollars may be used for improvements to the exterior of buildings including brick replacement and repair, window and door replacement/repair, awnings and signs, exterior steps/entrances, landscaping and parking. Interior renovations may be approved on a case-by-case basis.

Number of Grants: Each applicant is generally eligible for one matching grant per calendar year; exceptions to be made by the Pelican Rapids EDA and City Council.

Size of Grant: To the extent funds are available, the EDA may offer up to five $5,000 matching grants for projects with a total cost of at least $10,000. Dollar amounts are subject to change and can be reallocated depending on the amount budgeted and project proposed.

Design Standards: All projects must meet the criteria identified in the Pelican Rapids Zoning Ordinances and approved by the Zoning Administrator.

Project Commencement: Projects utilizing the matching grant program may not begin prior to approval of the Design review, approval of the matching grant or issuance of a building permit.

Grant Payments: Applicants shall submit a copy of the invoice for the matching grant related improvement to the City. Grant payments shall typically be made directly to the owner / tenant after verification of completion of the work or supplying the product, following certification or inspection of the approved project by the City in accordance with the Zoning Ordinance and other city regulations. Under no circumstances will work completed prior to approval of the application be allowed to qualify for funds.

Timing of Approval of Funds: To be considered for approval in the same month, please have applications submitted to the City Office no later than the first of the month. Applications will be reviewed by the CEDA representative, then sent to the EDA board for approval, with the final approval coming from the City Council.

Timing of Use of Grant Funds: Applicants shall have one (1) year to complete the project and have applicant's contractor(s) receive the matching grant disbursements from the date that the matching grant received approval from the City of Pelican Rapids City Council. If the project is not started or completed within the allocated time frame a written notice to the City of Pelican Rapids EDA shall be provided as to the reasons for the delay in the project. The EDA may request an individual to attend a meeting in order to discuss the project in detail again. Once a written response is received from the EDA then one (1) additional year may be granted to continue to use the allocated funds. Security: At the City Council's discretion, the City Council may require the applicant and property owner (if different from the applicant) to execute a subsidy agreement and promissory note upon the approval of the matching grant. In addition, the City Council may require the property owner to execute a mortgage as security for the repayment pursuant to the terms of the promissory note.

Repayment: The amount of the loan (without interest) will be due and payable to the City of Pelican Rapids EDA five (5) years following the distribution of loan funds. If; however, the business to which the loan was granted remains in business in the improved building five (5) years following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business the improved building for at least five years following the distribution of loan funds, the loan shall be forgiven by the Pelican Rapids EDA. If the borrower is to sell the building prior to 5 years after the disbursement date, the loan amount will be forgiven 20% for each year since the disbursement. If it is within the first year, funds will be due, unless the borrower sold to an eligible operating entity as determined by the City of Pelican Rapids.

Conflict of Interest: The applicant shall submit the name(s) of the owner(s), shareholder(s), partner(s), sole proprietor, corporation member(s) or other person(s) or business(es) with any financial interest in the project and its financing in order to preclude any conflict of interest in the loan review and approval process. For More Information: Building owners/tenants interested in applying for the EDA façade improvement program may contact the CEDA representative.

Pelican Rapids Economic Development Authority (EDA) Business Facade Improvement Program

Applicant Name: ______________________________

Applicant Address: ______________________________

Applicant Phone: ______________________________

Applicant Email: ______________________________

Owner Name: ______________________________

Owner Phone: ______________________________

Building Address: ______________________________

Property Parcel ID: ______________________________

Proposed Start Date: ______________ End Date: ______________

Written Narrative for Scope of Project (detail all work proposed to be completed):

____

____

____

____

____

____

____

Checklist for Application:

- Fully completed application
- Plans, specifications, and designs for the proposed work to be completed
- If tenant, letter of support from owner authorizing work to take place
- Completed budget worksheet

Pelican Rapids Economic Development Authority (EDA) Business Facade Improvement Program

Budget Worksheet

Exterior Project Costs:

Masonry work	$_________	Carpentry	$_________
Awnings/canopy	$_________	Siding	$_________
Windows	$_________	Signage	$_________
Doors	$_________	Landscaping	$_________
Entryway/threshold	$_________	Restoration	$_________
Painting	$_________	Other (specify)	$_________

____

____

____

Total Estimated Cost $_________

By signing below, I agree that all information herein is true and correct to the best of my knowledge. I authorize the Pelican Rapids Economic Development Authority and City Council to use this provided information to make decisions and understand that I may not receive any loan funds. I also attest that I am the owner and operator of the business in Pelican Rapids Downtown Area and will use any allocated funds as appropriately defined in the policy.

Signature _________________________ Date _________________

RESOLUTION 2024-14
CITY OF PELICAN RAPIDS, MINNESOTA
REQUIRED RESOLUTION PROVISIONS FOR OTTER TAIL COUNTY COMMUNITY DEVELOPMENT AGENCY
COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM

WHEREAS, the City/Township of Pelican Rapids, MN has identified and reviewed a proposed project within the City/Township that meets the Otter Tail County Community Development Agency (CDA) Community Growth Partnership Grant program's purposes and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Community Growth Partnership Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

NOW THEREFORE BE IT RESOLVED that the City/Township of Pelican Rapids approves the application for funding from the Otter Tail County CDA Community Growth Partnership Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Otter Tail County CDA, Brent Frazier, *The Mayor of The City of Pelican Rapids,* is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the council on this 24th day of September, 2024.

Signed:	Witnessed:
Brent E Frazier Mayor	Danielle Harthun City Clerk-Treasurer

12:03 43

Payment details

Lana Hillbilly Laser

"Yard of the week signs! 🏡"

- $120

Social activity

0 0

Status

Complete

Payment method

Venmo balance

Transaction details

August 13, 2024, 3:57 PM · Public

HOUSING STUDY

Photo Courtesy of OTLCA

AUGUST 2024

Prepared By :

CEDA
Community and Economic Development Associates

Presented To :

PELICAN RAPIDS

ACKNOWLEDGMENTS

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PELICAN RAPIDS™

CEDA
Community and Economic Development Associates

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PELICAN RAPIDS

CEDA Community and Economic Development Associates

INTRODUCTION

OVERVIEW

The City of Pelican Rapids has contracted with CEDA to provide a comprehensive analysis of the housing market. This strategic partnership aims to discern and anticipate future growth trends within the City. The following study encompasses an in-depth examination, integrating demographic data and forward-looking projections. This data serves as a foundation to help diagnose conditions prevalent within the housing market for the City.

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Pelican Rapids received a grant for technical assistance from Minnesota Housing Partnership (MHP) to help direct future housing efforts. The MHP staff joined the Steering Committee meetings throughout the Housing Study process, and helped encourage public participation in the Community Survey and Focus Groups. In conjunction with other stakeholders, community leaders, and developers, Pelican Rapids hopes to address local housing needs in the coming years by developing land for new housing that will benefit existing and aspiring homeowners. Additionally, the City would like to find ways to provide more housing resources and education to citizens who rent in order to maintain housing affordability within the community.

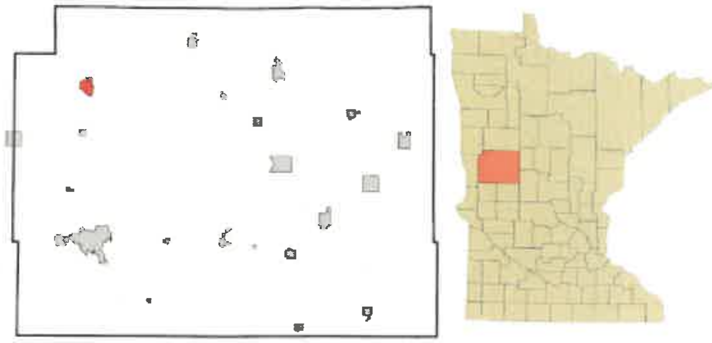
Pelican Rapids Friendship Festival

Thank you to MHP for the funding and support that enabled active participation in the community engagement efforts from minority groups in Pelican Rapids.

The goal of this report is to provide analytics on the current housing market, and also to connect the City with resources to ensure development can continue to move forward. With Otter Tail County working to develop 5,000 new housing units by 2025, Pelican Rapids aims to put together a strategy to encourage growth within the community.

OVERVIEW AND HISTORY

The demographic data presented in this report is derived from a diverse array of reputable sources. The study relies primarily on U.S. Census Data, including both the decennial census and the American Community Survey (ACS). Additional inputs are sourced from the Minnesota Demographer's Office, ESRI, as well as available municipal and county datasets. The data is sourced from the most recent versions of these entities, contributing to the timeliness and relevance of the analysis.



LOCAL HISTORY

Pelican Rapids is located in Westcentral Minnesota in Otter Tail County. The City is characterized by its small, close-knit community that has largely depended on agriculture and the processing of farm products. The City's origins date back to 1868 when the first settlers arrived and established trading posts for the British Northwest Company, and the settlers were interested in trading with the Chippewa Indians living in the area. The City was formally incorporated in 1883, one year after the railroad arrived in 1882.

Over the years, Pelican Rapids has become increasingly diverse. During the Vietnam War, when the local labor pool was diminished, West Central Turkeys recruited Hispanic workers from South Texas. In the 1980s, area churches began sponsoring East Asian refugees from war-torn countries. In the mid-1990s West Central Turkeys sponsored two families of Bosnian refugees. The Pelican Rapids community welcomed these immigrants and took the time to support the newcomers. As word spread to other Bosnian refugees, the number of immigrants making their way to Pelican accelerated, necessitating the Pelican Rapids Multicultural Committee. In 2001, the Somali population jumped from 15 to 150 individuals in three months.

Photo Courtesy of InForum

Pelican Rapids has grown to see these immigrants as their neighbors and friends and works to celebrate the diversity. In 1990, the population of Pelican Rapids was 1,886 and the City has grown by nearly 1,000 people since then, necessitating creative solutions to ensure adequate housing is available.

COMMUNITY ENGAGEMENT

As part of the housing study process, CEDA conducted three community engagement efforts including a resident survey, two focus group sessions, and a SWOT Analysis.

The resident survey was launched on May 16, 2024 and was available in physical and digital mediums through June 28, 2024. The survey was distributed to City staff, the Steering Committee, and posted on the City's website and Facebook pages. It was also shared with the focus group participants, and distributed at the Friendship Festival by MHP Staff. The survey received 103 responses. The survey results have been incorporated into the housing study, and a full report is included at the end of the study.

Two focus group sessions were held at the Pelican Rapids library on June 10, 2024. The sessions were geared towards non-English speakers, and translators were provided by MHP. There was a total of 21 participants and a full report is included at the end of the study.

The Steering Committee also participated in a SWOT Analysis which assesses the community's Strengths, Weaknesses, Opportunities and Threats. It is a tool used to open discussion of available resources and road blocks to better understand community dynamics. The results are included below.

Strengths

- Natural Beauty
- Great K-12 Schools
- Variety of Churches
- Strong Diversity
- Land for New Housing
- Strong Business Community
- New Construction Housing Incentives

Weaknesses

- Commercial and Residential Blight
- Language Barriers
- Limited Funding to Develop New Housing

Opportunities

- Otter Tail County HRA and Big Build Efforts
- RLF Program
- West Central Initiative Foundation
- Tourism
- Trails and Walkability

Threats

- High Construction Costs for New Housing
- Desire to Live on Lake (not in City Limits)

EXECUTIVE SUMMARY

In April 2024, the City of Pelican Rapids created a Steering Committee to lead a Comprehensive Housing Assessment conducted by Community and Economic Development Associates (CEDA). The City received technical assistance from Minnesota Housing Partnership (MHP), and they were able to organize and provide funding to community champions to gather community input. CEDA met with the Steering Committee three times throughout the process to present data, gather feedback, and prioritize recommendations.

In June, CEDA presented preliminary data to the Steering Committee. The data showed that Pelican Rapids has a young, growing population that is expected to increase by 64 residents or 24 households over the next 5 years. In addition, the City is quite diverse with a strong Hispanic, Somali, and Bosnian community. With a low median age, and significant number of young families, the City has a household size of 2.70 which is higher than the County or State averages. The City also has a high percentage of rental housing, and many complexes and units are managed by a few landlords.

CEDA hosted focus groups at the library for all to attend, but the meetings were specifically geared towards non-English speakers. There were 21 participants, and most were Hispanic. Discussion centered on current housing conditions and desired housing improvements. Participants shared that affordable rental housing in Pelican Rapids meets basic housing needs, but the units do not have air conditioning laundry machines are often out of order, and living spaces are very small for families. Participants living in the Mobile Home Park shared that the units are older and rundown, the electrical is outdated, and there are no street lights. Despite this information, the participants felt a strong sense of community in Pelican Rapids. When looking at solutions, residents desired translation services to apply to financial assistance programs. Participants also shared a desire to see larger living units to accommodate families.

The City's housing conditions were also examined by conducting a windshield survey of each residential home. Each home was given a rating on a 4 point scale with 4 indicating sound condition or move-in ready, and 1 indicating several deficiencies and may be beyond repair. The average rating in Pelican Rapids was 3.11. There were 29 housing units that were given a rating of 1. These units may be in need of demolition.

CEDA examined local employment in Pelican Rapids. Over the last decade wages have increased and the median household income has grown to $56,477. This is an increase of 67% which has surpassed inflation, but still leaves an affordability gap when looking at housing costs for new construction. There has also been an increase in the number of residents leaving Pelican Rapids for work.

As a result, CEDA prepared 10 recommendations that have been prioritized by the Steering Committee including:

EXECUTIVE SUMMARY

Housing Recommendations

1. Development of 20 - 24 Lots and space for a multifamily housing complex
2. Development of 16 - 20 Affordable Rental Housing Units
3. Development of 8-10 Homes for 1 Level living
4. Rehabilitation of Owner Occupied Housing
5. Demolition of Dilapidated Structures
6. Rehabilitation of Renter Occupied Housing
7. Development of 16 - 20 Homes for First Time Homebuyers
8. Cooperative Ownership of the Mobile Home Park
9. Development of 9-12 Senior with Services Housing Units
10. Promotion of Home Ownership Opportunities

These recommendations are provided in greater detail beginning on page 37. The Housing Needs Assessment is the first step in pursuing housing development, rehabilitation and home education. The study has identified recommendations which are coupled with funding programs that the City could utilize to make progress.

Photo Courtesy of Pelican Rapids Area EDC

DEMOGRAPHIC AND PROJECTION DATA

OVERVIEW

This report draws upon pertinent data from both the U.S. Census and the American Community Survey (ACS) to conduct a comprehensive analysis. This approach includes a historical examination, providing insights into the realization of anticipated trends. The findings serve as a valuable foundation for shaping future projections.

By drawing upon this pertinent demographic data we can conduct a thorough examination of historical trends and anticipated developments. This data-driven approach enables us to identify demographic shifts, population growth, and other critical factors that influence housing demand. Consequently, the insights gained from this analysis inform and shape the housing recommendations at the conclusion of this report, ensuring they are aligned with the needs and trends within Pelican Rapids.

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POPULATION DATA AND TRENDS

The first set of data studied was the population. While public and private intervention can positively or negatively shape the outcome, this data, based on historical trends, forms the basis for determining future housing recommendations.

The population in Pelican Rapids is growing. The City saw a 26% increase in residents between 1990 - 2000, which the Steering Committee thought to be a result of growing operations at the Jenni-O Turkey Plant. Utilizing the average growth rate between 1970 and 2020, it was determined that the population is growing by approximately .5% each year. This growth has led to changing needs within the community, and will result in 64 new residents in the next 5 years.

POPULATION TRENDS

The City also has the ability to attract residents from outside the community. It was noted during the introductory steering committee session by the City Administrator that realtors have received calls weekly from people inquiring about additional senior housing options that are smaller, require lower maintenance, and/or are slab-on-grade single level homes. In addition, Otter Tail County has taken a vested interest in housing and has committed to building 5,000 new units between 2020 - 2025. These are major influences that can bear great changes to the housing market. The following sections continue to break down the data for Pelican Rapids and show the City's needs.

Population Data and Projections

Community	1970	1980	1990	2000	2010	2020	2024	2029
Pelican Rapids	1,835	1,867	1,886	2,374	2,464	2,577	2,615	2,679
Otter Tail County	46,097	51,937	50,714	57,159	56,604	60081	60,620*	61,983*

*This data was sourced from the State Demographic Center.
Source: Census, and CEDA

POPULATION BY AGE

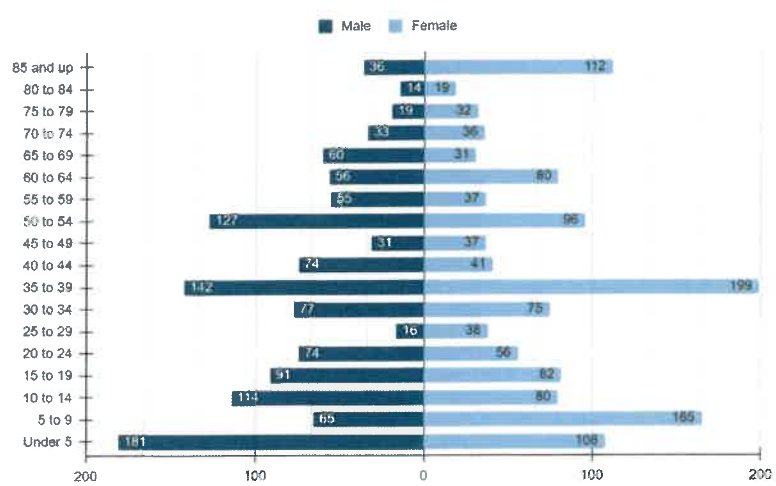
The population pyramid breaks down population data by age cohorts to provide insight on the demographic makeup of the community. This data can be used to show the potential needs of the community in the future. Pelican Rapids' median age is 36, which is younger than the State's median age of 39.

Pelican Rapids has a rather unique population pyramid compared to many rural communities similar in size in Minnesota, with a substantial number of residents (about 27%) age 14 and younger. This demographic makes up a little more than a quarter of the population, and helps substantiate the median age of the community being 3 years younger than the State's median age.

Additionally, nearly 26% of Pelican Rapids' population is in the 20 to 39 age demographic, which indicates further potential for continued population growth due to the number of adults in their child-bearing years. It is important to note that there has been a 7% decrease over the last decade in this age group, but it still is a substantial factor influencing positive growth in Pelican Rapids.

The retirement age cohort (65-85+) makes up 15% of the population in Pelican Rapids which is smaller than other Greater Minnesota Cities of similar size. Crosslake, Minnesota's retirement cohort makes up 42% of the population, Glenwood Minnesota is at 26.4%, and Ortonville, Minnesota is at 27.8%. Additionally, Otter Tail County's retirement age cohort is at 24.4%. Over the next 10 years, we expect to see an increase in residents age 70 - 79. When researching the market potential for senior housing in Pelican Rapids, an 11% increase in the retirement age cohort was realized. This data is in line with insight that realtors receive calls weekly from people inquiring about the availability of single level housing.

2022 Population Pyramid



Source: 2022 ACS

HOUSEHOLDS AND SIZE

Household data closely follows the population totals and household size. There were discrepancies in the data sources, so the total number of households was compared to the population and the household size as reported by the Census. It was found that the SDC data for 2012 reflects corrections in the Census Count, and thus was used as the 2012 data point.

The number of households has grown as the population in Pelican Rapids has increased. Household size has also grown over the past 10 years. It is significantly higher than both the County (2.38) and State (2.45) household size. This is a unique outlier that results in different needs than the County including larger units with more bedrooms.

As household size increases it is important to plan new housing for a growing household population, particularly when a substantial portion of the population includes children and adults in their child-bearing years. Additional housing will also help attract and/or retain residents employed in or near Pelican Rapids.

Households and Size

	Category	Count
2012	Total Households	909
	Size	2.66
2022	Total Households	941
	Size	2.70
2029	Total Households	973
	Size	2.70

Source: 2012 SDC, 2022 ACS, 2029 CEDA

HOUSEHOLD BY TYPE OF OCCUPANT

The data on household occupant types in 2022 compared to 2012 reveals a few interesting trends. The percentage of married couples with children is 13% higher than the County which may be one reason why the household size is higher than both Otter Tail County and the State. Single parent households are also significantly more common in Pelican Rapids than in the rest of the County where it is more common to find individual households with no children. This reflects a younger population in Pelican Rapids compared to the rest of Otter Tail County.

The introduction of new categories, “Cohabitating” and “Cohabitating with Children”, in 2021 to ACS data, adds an interesting dimension to the data. While there is no comparative data from 2012, the inclusion of this category suggests a recognition of diverse living arrangements within the community.

Pelican Rapids Household by Occupant Type

Type	2012	2022
Married Couples	25.50%	20.19%
Married w/Related Children	28.57%	29.97%
Single Person	2.28%	29.76%
Single w/ Related Children	12.70%	12.22%
Cohabitating	n/a	6.27%
Cohabitating w/ Children	n/a	1.59%
Nonfamily Households	30.95%	n/a
Total	**100.00%**	**100.00%**

Source: 2012, 2022 ACS

Otter Tail County Household by Occupant Type

Type	2012	2022
Married Couples	38.51%	37.39%
Married w/Related Children	18.69%	17.32%
Single Person	4.43%	35.22%
Single w/ Related Children	6.29%	4.18%
Cohabitating	n/a	4.08%
Cohabitating w/ Children	n/a	1.81%
Nonfamily Households	32.09%	n/a
Total	**100.00%**	**100.00%**

Source: 2012, 2022 ACS

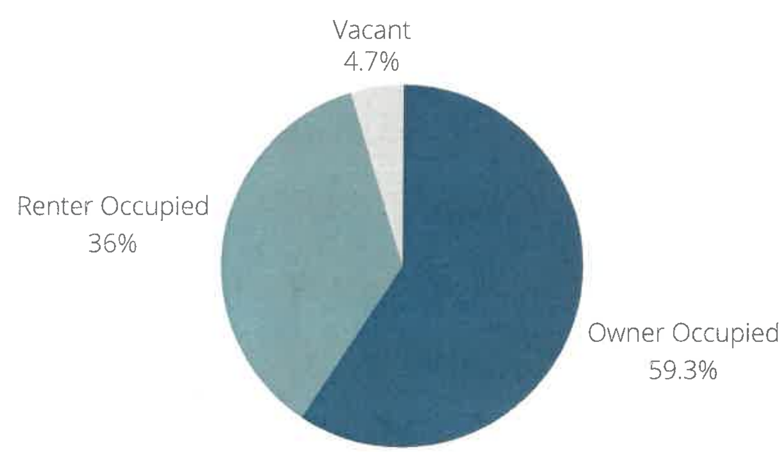
HOUSING TENURE

Housing tenure helps to demonstrate the homeowner-to-renter ratio and exhibits the number of vacant units. CEDA found inaccuracies in the online census data when compared to data the City had. To ensure accuracy, CEDA worked with the City to cross reference rental housing data and utility billing data. The results are shown in the chart below.

CEDA collected data on 1,039 housing units in Pelican Rapids. Using the information gathered a rental vacancy rate of 5.1% and a homeowner vacancy rate of 4.5%. A vacancy rate of 5% shows a healthy balance of housing options within the community, but it is expected that there are a significant number of these units that are not inhabitable. Since the previous housing study, the vacancy rate has decreased from 8.2% as reported in the 2010 Census.

**The rental vacancy rate was estimated based on contact with 81% of the housing units in Pelican Rapids. CEDA was unable to connect with landlords operating 19% or 73 rental units.*

Housing Tenure



Source: 2024 City of Pelican Rapids

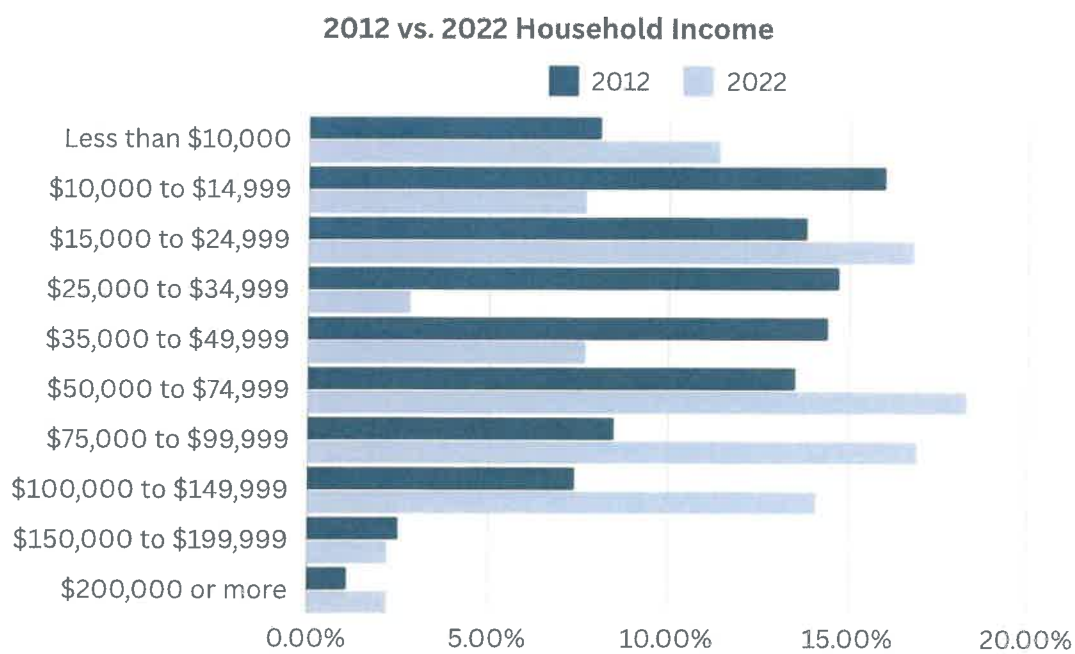
INCOME DATA

In this section, the data pertaining to median household income, a measure of data gathered by the American Community Survey (ACS) that distinguishes itself from average household income was examined, Unlike the mean, the median considers outliers by determining the middle value in a data series. Household income data provides insight into housing affordability for residents and informs the community about resident's ability to purchase new homes.

In 2022 the median household income in Pelican Rapids was $56,477, an increase of more than 67% from $33,796 in 2012. The median income for Otter Tail County, meanwhile, was $67,990 in 2022, an increase of nearly 43% from $47,579 in 2012. While seeing the median household income increase over a 10 year period isn't uncommon, the increase of 67% surpasses the rate of inflation, and indicates additional buying power.

The number of households making more than $50,000 per year has increased by 21%. Conversely, the number of households making less than $25,000 has remained nearly the same since 2012, only decreasing by 2%. This data indicates a growing disparity in overall household income during the past decade. Income disparity can contribute to decreasing homeownership rates.

Another measure of income data is the poverty rate. In Pelican Rapids, the poverty rate is 26.4% of residents which is twice the rate for the State of Minnesota. Participants at the focus group mentioned that Jenni-O has cut hours for a number of workers since COVID. As a result, their monthly household income is less. Participants also said the part time employment makes it difficult for some to apply for grants and housing assistance as they still make too much to qualify for such assistance.



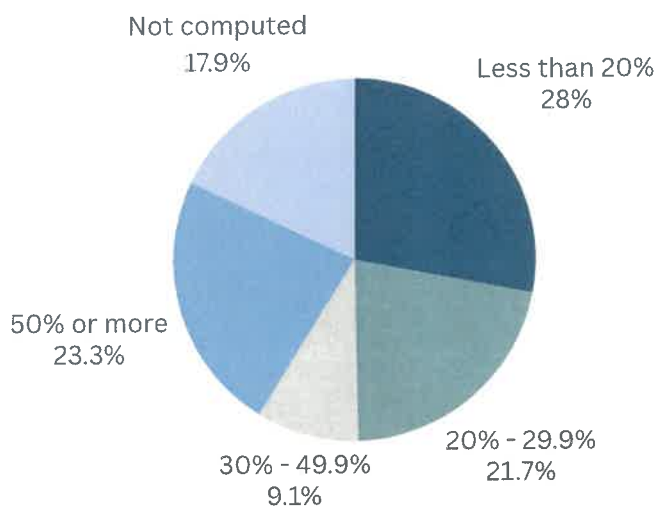
Source: 2012, 2022 ACS

ESTIMATED INCOME AND HOUSING COST -RENTERS

In Pelican Rapids 38% of householders rent their home. The rental housing inventory in section 4 concluded that renters pay between $300 - $1315 per month. This is a significant range which could contribute to high housing costs for some renters. According to the American Community Survey in 2022, approximately 32% of renters pay 30% or more of their gross income towards rent, which categorizes them as rent burdened. Additionally, 23% of households that are considered rent burdened in Pelican Rapids are paying 50% or more of their gross household income towards rent indicating they are severely rent burdened.

National trends show that in 2022, more than half of all U.S. renters spend more than 30% of their income on housing. In addition, almost half of all cost burdened renters spend more than 50% of their income on housing. While it is common to see rent-burdened households, it is crucial to recognize that these households often have to forgo savings and make difficult trade-offs to manage their expenses.

2022 Gross Rent as a Percentage of Income

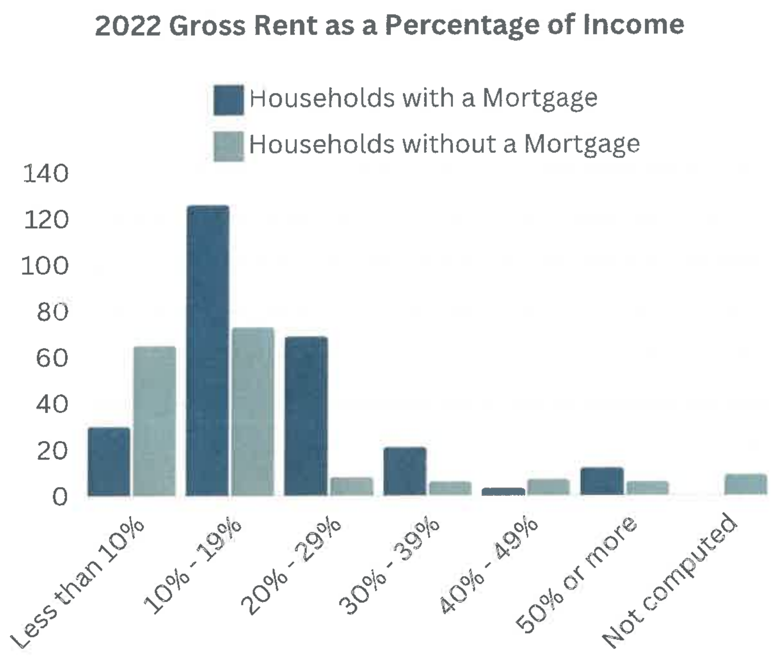


Source: 2022 ACS

ESTIMATED INCOME AND HOUSING COST -OWNERS

According to ACS, 40% of homeowners in Pelican Rapids own their homes mortgage free. This statistic isn't unseen in rural communities, but it does stand out. It likely indicates that a large number of residents have lived in Pelican Rapids for many years. In Pelican Rapids, just over 86% of homeowners with a mortgage pay less than 30% of their gross monthly income toward housing costs. This aligns with the common mortgage industry practice where lenders aim to keep monthly payments below this threshold. It also indicates solid stability for homeowners in Pelican Rapids. Looking at Otter Tail County slightly more homeowners own their home mortgage free at 43.6%. In Otter Tail County, 87.9% of homeowners without a mortgage pay less than 30% of their income toward housing costs.

For homeowners with a mortgage in Pelican Rapids, the median payment is $1,444, which is about the same as Otter Tail County's median payment of $1,489. Additionally, homeowners in Pelican Rapids without a mortgage payment have a median payment of $344, which is much lower than Otter Tail County's median of $534.



Source: 2022 ACS

EXISTING HOUSING DATA

OVERVIEW

This section provides a picture of the current housing market in Pelican Rapids. The section begins by examining the number of new homes built over the last several years, and then examines the physical characteristics of the housing stock. Market data including recent home sales and active residential listings are also studied to understand local trends. The section concludes with information on housing affordability within the community.

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BUILDING PERMIT TRENDS

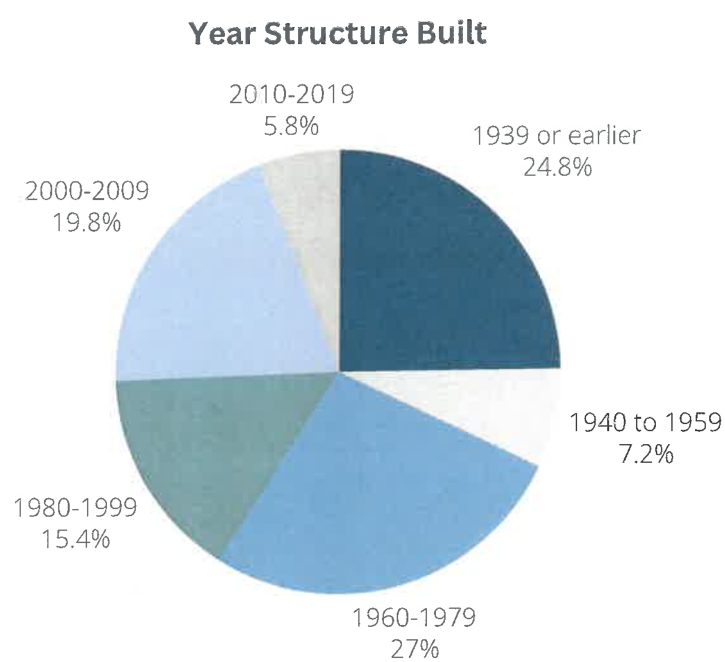
The building permit data shows a level of construction and rehabilitation activity for residential properties within the City. Over the last 5 years, one apartment complex was built, 3 homes were moved into the community, 1 duplex was built, and 3 single family homes were constructed. Additionally, another apartment complex was built in 2018. This construction has added 81 new housing units within the community over the last 6 years.

New twinhome construction in Pelican Rapids

PHYSICAL HOUSING CHARACTERISTICS

As data is gathered on demographic trends, and resident input is gathered through community engagement efforts, a picture of housing needs begins to form. At the same time, the existing housing stock is examined to understand potential gaps that residents may be experiencing.

There are 1,039 housing units in Pelican Rapids. Despite a quarter of those units being built prior to 1939, the City has a diversified housing stock in terms of age. Driving through Pelican Rapids, there is consistency in housing age in neighborhoods. Closer to downtown, homes are older and often exhibit signs of necessary repair. Homes on the edges of the City are newer and there is room for future development.

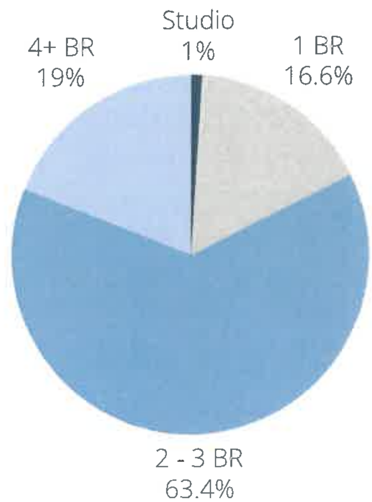


Source: 2022 ACS

PHYSICAL HOUSING CHARACTERISTICS

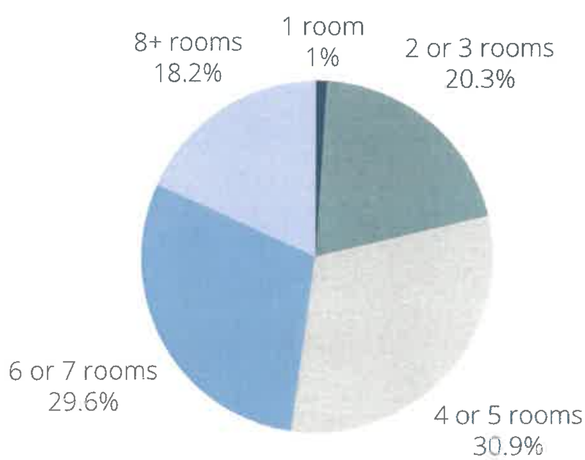
The majority of housing units have 4 - 7 total rooms, and feature 2 - 3 bedrooms. The focus group participants shared a desire for larger homes with more bedrooms, and the survey results showed that 71% of residents would prefer a 3 or 4 bedroom home.

Number of Bedrooms in Housing Unit



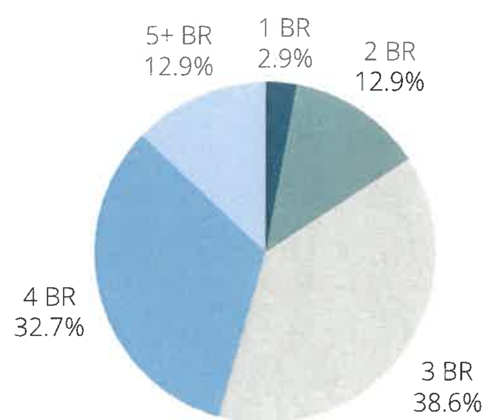
Source: 2022 ACS

Number of Rooms in Housing Unit



Source: 2022 ACS

What is your preferred home size?
101 responses



Source: 2024 CEDA Resident Survey

LIFE CYCLE HOUSING

The housing lifecycle demonstrates the various housing needs experienced as residents move through different phases of life. The chart below shows the 6 stages of housing that are needed to ensure a balanced supply of housing options for residents.

Entry Level Householders
Often young singles or couples that prefer to rent.

First Time Homebuyer & Move Up Renters
Often married or cohabitating couples, some with children, looking for modestly priced single family homes.

Move Up Homebuyers
Often families with children in their late 30s to early 50s looking for newer, larger, more expensive single family homes.

Empty Nesters & Never Nesters
Often couples in their late 50s to late 60s that prefer owning but seek lower maintenance.

Young Independent Seniors
Often in their early 70s to early 80s who had preferred owning, but are now considering rental options with lower maintenance.

Older Seniors
Often 80 or older who may need to move out of a single family home to reduce maintenance and upkeep needs.

Survey responses show 72% of renters are interested in homeownership in the next 5 years. This population is likely looking for first time homebuyer opportunities. In addition, residents age 20 - 39 make up 26% of the population in Pelican Rapids, and these residents are also likely to be first time homebuyers.

Despite a high percentage of residents desiring homeownership opportunities, there continues to be a high population of renters in Pelican Rapids. The previous housing study noted that new rental developments would likely exceed affordability for many renters in Pelican Rapids. Despite this, there is a continued need to maintain rental units and increase offerings. Additional townhomes would likely be supported in Pelican Rapids as they are able to accommodate larger families with more space and bedrooms than what is typically available in an apartment. Grant programs like Minnesota Housing Workforce Housing Program and the Low Income Housing Tax Credit Program can also help manage affordability for residents.

In addition to first time homebuyer opportunities, the steering committee shared that there are frequent inquiries for patio homes and other young independent senior options. Often, this population has additional buying power compared to first time homebuyers. This type of development may attract new community members looking to move off the farm, or out of a busy metropolitan area.

HOUSING CONDITIONS

The CEDA team conducted a Housing Conditions report by conducting a windshield survey of 645 homes excluding multifamily units. Of those housing units, 74% were rated in the top two condition categories. The average score was 3.11. Compared to the 2015 housing study, the percentage of homes rated a 1 or a 2 has increased. The majority of the increase in 1 ratings is due to the inclusion of mobile homes in the data. In the 2015 housing study mobile homes were tracked separately.

Similar to the 2015 Housing Study, homes on the southeast side of Pelican Rapids are in better condition than in other parts of the City. Another important takeaway is that homes on the Northwest side of the City are more likely to have a rating of 3 which is generally a good place to start when looking at home rehabilitation efforts because repairs are generally more feasible in comparison to the home's total value.

1 DILAPIDATED

A rating of 1 was the lowest possible rating and indicated the home was dilapidated. Homes rated 1 contained multiple deficiencies and are likely candidates for demolition. Likely homes rated a 1 have been abandonded.

2 MAJOR REPAIR

A rating of 2 indicated the home needs major repair. It likely has multiple improvements that need to be addressed. This could be projects such as a new roof, siding, windows, and doors, or foundation.

3 MINOR REPAIR

A rating of 3 indicated the home needs minor repair. It is likely in good condition, but may have a tired appearance and may have one improvement that needs to be addressed.

4 SOUND

A rating of 4 indicated the home appears structurally sound and in good condition. There are no deficiencies and the home appears to be "move-in ready".

HOUSING CONDITIONS

The housing committee expressed a desire to improve homes in the community, but difficulty working with property owners. This is a common issue especially for small communities. A first step to improving housing conditions is to create an inventory of housing that may be beyond repair and to focus on vacant properties first. These homes are likely suitable for demolition and will generate community support for improvements to occupied units as well.

	Sound	Minor Repair	Major Repair	Delapidated	Total
Northeast	14	25	15	3	57
Northwest	40	64	61	15	180
Southeast	195	92	30	2	319
Southwest	22	28	30	9	89
Total	**271**	**209**	**136**	**29**	**645**

	Sound	Minor Repair	Major Repair	Delapidated	Total
Northeast	24.56%	43.86%	26.32%	5.26%	100.0%
Northwest	22.22%	35.56%	33.89%	8.33%	100.0%
Southeast	61.13%	28.84%	9.40%	0.63%	100.0%
Southwest	24.72%	31.46%	33.71%	10.11%	100.0%
Total	**42.02%**	**32.40%**	**21.09%**	**4.50%**	**100.0%**

Source: CEDA Housing Conditions Study

HOME SALE DATA AND ACTIVE RESIDENTIAL LISTINGS

HOMES SALE DATA

There were a total of 217 residential sales in Pelican Rapids between January 2021 and December 2023. The chart below excludes 59 multi-parcel sales to give a more accurate picture of the average home sale. The total number of sales is down from the previous 3 years which included 333 residential property transactions.

Home Sales 2021 - 2023

Residential Sales	Price
Low Sale Price	$11,700
Median Sale Price	$270,000
Average Sale Price	$342,067.40
High Sale Price	$1,193,000

Source: Otter Tail County Assessor

ACTIVE RESIDENTIAL LISTINGS

As of July 22, 2024, 11 properties were listed for sale including 6 single family homes, 1 new construction single family home, 2 bare lots, 1 duplex, and 1 mixed use building with apartments on the top floor, according to Zillow. Six of these properties had been listed for 100 days or more. This was surprising, but may be due to the list price. Out of the 7 single family homes, 4 of the homes were above the median sale price determined by CEDA while examining recent home sales.

Active Listing on Zillow

TAX DATA

Examining tax data is an important factor in determining housing affordability. The chart below is based on the median home sale price in Pelican Rapids. The value was then extrapolated using tax rates from nearby Cities with similarities to Pelican Rapids. Perham is nearby Pelican Rapids in the same County, with a larger population. Frazee and Parkers Prairie both have a school located in the City with similar amenities to Pelican Rapids. Glenwood is the most similar in population to Pelican Rapids. While examining this data it was realized that the overall tax rate falls just below Parkers Prairie, but is considerably higher than the other communities examined. This data plays a role in housing affordability especially when looking at new construction.

Tax Rate Comparison

City	Year	Home Value	City Tax	Total Tax
Perham	2022	$270,000	$1,340	$3,236
Frazee	2022	$270,000	$1,707	$3,412
Glenwood	2022	$270,000	$1,830	$3,657
Pelican Rapids	2022	$270,000	$2,446	$4,389
Parkers Prairie	2022	$270,000	$2,574	$4,551

Source: League of Minnesota Cities

HOUSING AFFORDABILITY

As previously stated the median household income in Pelican Rapids is $56,477, and the median home sale price over the last 3 years is $270,000. With various types of down payments the model below shows basic housing affordability. The 5% and 10% down payment options have monthly payments that may be out of reach for the median household in Pelican Rapids, and it may be difficult for residents to afford a 20% down payment.

While this may create difficulty when constructing new homes there are programs available to help ease the cost burden. First Time Homebuyer programs through USDA-RD and FHA can also provide alternative financing methods that have low down payment options, competitive interest rates, and monthly payment support. The Minnesota Housing First Generation Home Program is also an important resource to bridge affordability gaps. While these programs are available, it is common for residents to be unfamiliar with them. Promotion and education to potential homebuyers is critical to raising awareness.

Housing Affordability Scenarios

5% Down Payment	10% Down Payment	20% Down Payment
Median Income: $56,477	Median Income: $56,477	Median Income: $56,477
Home Price: $270,000	Home Price: $270,000	Home Price: $270,000
Down Payment: $13,500	Down Payment: $27,000	Down Payment: $54,000
30 Year Fixed Monthly Mortgage: $1,707	30 Year Fixed Monthly Mortgage: $1,617	30 Year Fixed Monthly Mortgage: $1,437
Percent of Income: 36.3%	Percent of Income: 34.4%	Percent of Income: 30.5%

Source: CEDA

RENTAL HOUSING INVENTORY

OVERVIEW

Rental housing is crucial in rural areas because it provides flexible and affordable living options for a diverse range of residents, including young professionals, seniors, and transient workers. It supports economic growth by attracting and retaining a mobile workforce, who might not be ready or able to commit to homeownership. Additionally, rental housing caters to the needs of seniors looking to downsize and those seeking temporary accommodation while transitioning to permanent homes. By offering diverse and affordable rental options, rural communities can ensure a stable and dynamic population base, fostering economic and social vitality.

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RENTAL LICENSING AND INSPECTION

Pelican Rapids has a Rental Licensing and Inspection Program. Property owners that wish to rent property are required to apply and register their property as an approved rental in the City. Property owners are also required to renew their license on a regular basis. In order to be an approved rental property the property must meet the City's requirements as defined in its ordinance (Chapter 10, 1002.09-1002.15).

The Colony Apartments

RENTAL HOUSING INVENTORY

MARKET RATE

Pelican Rapids has 195 market rate rental units and 4 known vacancies across 17 complexes. CEDA was only able to contact 8 complexes. There were several property owners that were contacted three separate times and were either unwilling to speak with us or were unable to be reached.

Market Rate Rental Units in Pelican Rapids range from $390 per month to as much as $1,315 per month. While much of this variance has to do with the age and quality of the units, the majority fall between $700 - $900 per month. According to data listed online, there are available units as low as $300 per month. The previous housing study highlighted the need to preserve affordable market rate rental units, which is still important. There is also a need to ensure properties make deferred maintenance improvements.


The Colony Apartments

SUBSIDIZED

Pelican Rapids has 122 subsidized units and 8 known vacancies across 3 complexes. CEDA was able to contact the Mill Pond View Apartments, and able to find information online for the Townhomes of Pelican Rapids, but was unable to contact Ridgecrest Apartments.

- Residents at Mill Pond View pay approximately 30% of their income for rent and it is capped at $866 per month. It was noted that most pay less than that. This is a rural development property for senior and disabled residents.

- Residents at the Townhomes of Pelican Rapids pay between $885 - $995 and they must meet income restrictions. The property is a Low Income Housing Tax Credit Project.

Mill Pond Apartments

RENTAL HOUSING INVENTORY

HOUSING CHOICE VOUCHERS

The Otter Tail County HRA has a housing choice voucher program. The program is open to low income families, seniors, disabled, and/or single individuals. Privately owned rentals such as duplexes, townhomes, apartments, single family homes, and mobile homes are included if the rent is reasonable and the unit meets the Housing Quality Standards (HQS) established by the Department of Housing and Urban Development (HUD).

The program provides rental assistance to qualified, income eligible individuals. The program is structured to allow eligible families to select their own units. Tenants pay 30-40% of their adjusted gross monthly income toward utilities and rent.

Currently, there are 111 tenants using vouchers in Otter Tail County. The program has used all available funding, and the County is unsure when funds will become available.

Family Size	Extremely Low Income	Very Low Income
1	$19,550	$32,550
2	$22,350	$37,200
3	$25,820	$41,850
4	$31,200	$46,500
5	$36,580	$50,250
6	$41,960	$53,950
7	$47,340	$57,700
8	$52,720	$61,400

Source: Otter Tail County HRA

RENTAL HOUSING INVENTORY

SENIOR WITH SERVICES

Pelican Valley Senior Living includes an assisted living facility, memory care facility, and skilled nursing facility. Vacancies have decreased since the previous housing study, and the assisted living went from 50% occupancy to a significant waiting list.

- Riverfront Manor has 20 assisted living units, and 24 individuals are on the waiting list. This facility was built in 2002.
- Riverfront on Main provides memory care services and has 25 units and 4 openings.
- Pelican Valley Care Center provides skilled nursing services and has 32 beds and 1 opening.

Based on a 10-mile service area surrounding Pelican Rapids, there is a population of 7,120 people, which is expected to increase to 7,190 people by 2029. The number of residents aged 65 and older is expected to increase from 922 to 1,025 by 2029. This suggests that there will be an increased demand for senior with services units.

Riverfront Manor

Pelican Rapids Senior Living

RENTAL HOUSING INVENTORY

ANALYSIS

The City of Pelican Rapids has 394 rental housing units with an estimated 20 vacancies. The City has a healthy amount of rental housing for its size, and the vacancy rate of 5.1% allows for housing mobility and transitions. Despite this, focus group participants noted the cost of the newer rental units is too high, and the older units do not have air conditioning or reliable laundry facilities.

Additional construction of rental housing should focus on maintaining affordability for residents in the community. Also, there is a desire for larger rental units with more bedrooms for young families. Townhomes or twin homes would likely be a popular option to maximize affordability and meet the needs of families.

EMPLOYMENT AND ECONOMIC TRENDS

OVERVIEW

A community's economic conditions, particularly in terms of employment opportunities and wages, play a pivotal role in shaping the housing dynamics of a community. The availability of jobs and competitiveness of wages directly influence the ability of residents to afford housing, and also plays a role in people choosing whether or not to live in a community.

According to 2022 ACS data, the population of people 16 and older in Pelican Rapids is 1,784. Of that population, 58.6% are in the labor force with an average commute time of 24 minutes. It is estimated that 59 people employed in Pelican Rapids work from home.

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INFLOW AND OUTFLOW CHART

Pelican Rapids' employment inflow and outflow, a data point that provides insight into the makeup of the labor force in the area, as well as the commuting trends, shows potential to capture new residents and businesses in the coming years. According to the most recent available data from 2021, 752 people work in Pelican Rapids but live elsewhere. Additionally, 902 people live in the city but work elsewhere, and 297 people live and work in the city.

Source: 2021 On the Map

WORKFORCE AND UNEMPLOYMENT RATE

According to data from On the Map Census, there are 1,199 jobs in Pelican Rapids. The greatest number of jobs is in Manufacturing, and the largest employer, West Central Turkeys includes about 630 jobs. In 2023, the Department of Employment and Economic Development (DEED) reported average annual wages for the top industry sectors in Pelican Rapids.

The wages are as follows:

1. Manufacturing - $51,012
2. Health Care & Social Assist. - $40,872
3. Retail Trade - $26,312
4. Educational Services - $44,720
5. Utilities - $104,988

*Wages for Utilities were only available for Otter Tail County as a whole.

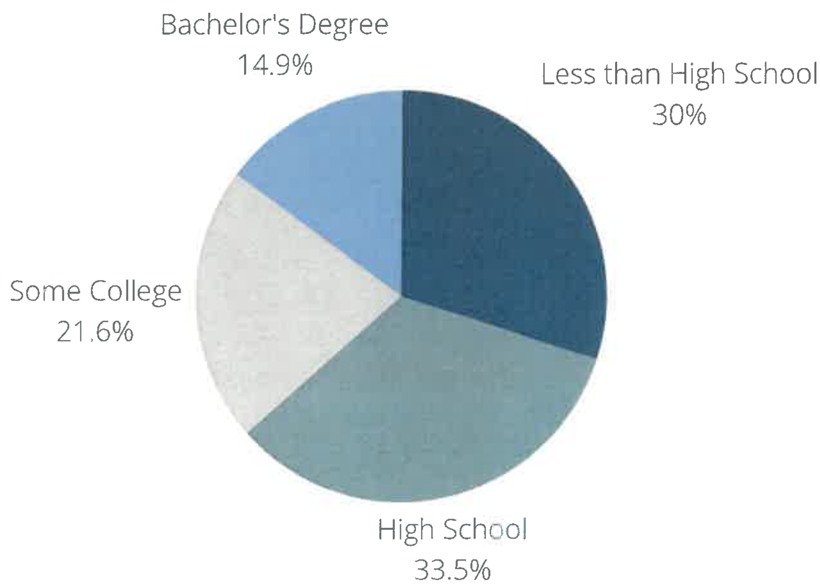
The unemployment rate in Pelican Rapids is low at 1.6%, half of the Otter Tail County rate of 3.2% and well below the State's unemployment rate of 2.7%. A low unemployment rate is a positive indicator but should be monitored to ensure residents have stable, full-time employment that meets their needs.

NAICS Industry Sector	2020	
Manufacturing	772	42.0%
Health Care and Social Assistance	424	23.1%
Retail Trade	164	8.9%
Educational Services	161	8.8%
Utilities	65	3.5%
Public Administration	33	1.8%
Wholesale Trade	28	1.5%
Finance and Insurance	26	1.4%
Transportation and Warehousing	24	1.3%
Other Services (excluding Public Administration)	24	1.3%
Agriculture, Forestry, Fishing and Hunting	20	1.1%
Management of Companies and Enterprises	19	1.0%
Professional, Scientific, and Technical Services	17	0.9%
Administration & Support, Waste Management and Remediation	16	0.9%
Mining, Quarrying, and Oil and Gas Extraction	14	0.8%
Real Estate and Rental and Leasing	13	0.7%
Accommodation and Food Services	7	0.4%
Information	6	0.3%
Construction	5	0.3%
Arts, Entertainment, and Recreation	0	0.0%

Source: On the Map Census

EDUCATIONAL ATTAINMENT

In Pelican Rapids about 70% of the population has at least a high school diploma. This is considerably lower than Otter Tail County (93%) and the State of Minnesota (94%). Only 36.5% of residents have at least some college while only 14.9% have a bachelor's degree or higher. This was a surprising statistic.



Source: 2022 ACS

COMMUTING PATTERNS

In Pelican Rapids 79.8% of workers commute to work via car, truck, or van and have an average daily commute of 24 minutes. Compared to 2011, the average commute time has nearly doubled from 12.4 minutes. When comparing the inflow and outflow data cited in Section 5a to 2011 data, one can see that the increase in commute time is reflective of an increase of residents leaving the City for work.

This data indicates there are potentially less people spending time in Pelican Rapids due to employment, which can lead to less people spending money and generating tax revenue for the community and local businesses, as well as spending less time at places like public parks and other recreational amenities.

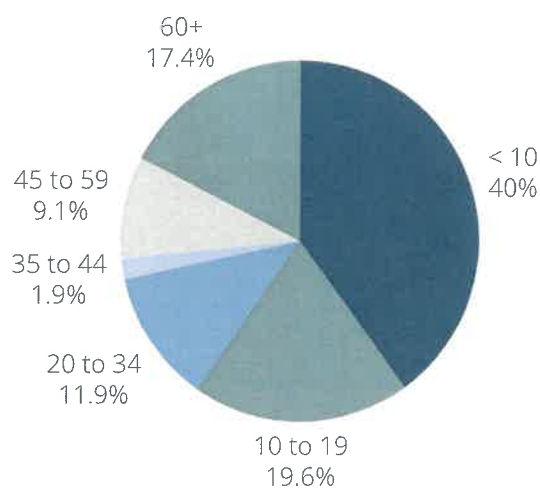
Most residents in Pelican Rapids arrive at work by driving or carpooling, with only 5.8% of residents working from home. The mean number of workers per vehicle is 1.12. Of residents, 88.6% work within Otter Tail County with only 11.3% working outside the county.

When looking at the number of people that work in Pelican Rapids but live elsewhere, in conjunction with the commute times, it illustrates the potential to capture new residents. About 26.5% of commuters travel more than 45 minutes to work in the city. While a number of factors can influence the reason for a portion of the city's workforce traveling more than 45 minutes, efforts to increase the availability of housing and meet demands may result in some of those commuters relocating to Pelican Rapids.

Means of Transportation to Work	
Car, truck, or van	79.8%
Drove alone	66.1%
Carpooled	13.6%
In 2-person carpool	11.8%
In 3-person carpool	0%
In 4-person carpool	1.8%
Workers per car, truck, or van	1.1%
Public Transportation (excluding taxicab)	0%
Walked	9.2%
Bicycle	0%
Taxicab, motorcycle, or other means	5.2%
Worked from home	5.8%

Source: 2022 ACS

Travel Time To Work in Minutes



Source: 2022 ACS

FINDINGS AND RECOMMENDATIONS

FINDINGS

The City of Pelican Rapids is experiencing steady growth and can expect to see 64 new residents, or 24 new households over the next 5 years. Within Pelican Rapids, there is a high household size of 2.7 people per household which far exceeds the County and State averages. The City is more diverse than similarly sized communities and has put significant effort towards ensuring residents have access to resources. Data also shows that while Pelican Rapids is more affordable than neighboring communities, median household income is lower than the County and poverty levels are twice as high as the State average. Since the last housing study the City has put significant effort into developing new housing to accommodate new residents, and vacancy levels have continued to decrease.

Comments from residents, realtors, and steering committee members suggest that while Pelican Rapids is more affordable than neighboring communities, there is a need to focus on home rehabilitation and also demolition to combat an aging housing stock and deferred maintenance. While CEDA agrees this is critical, it was observed through the survey that residents rated their housing conditions lower than what was established in the independent housing conditions report drafted by CEDA.

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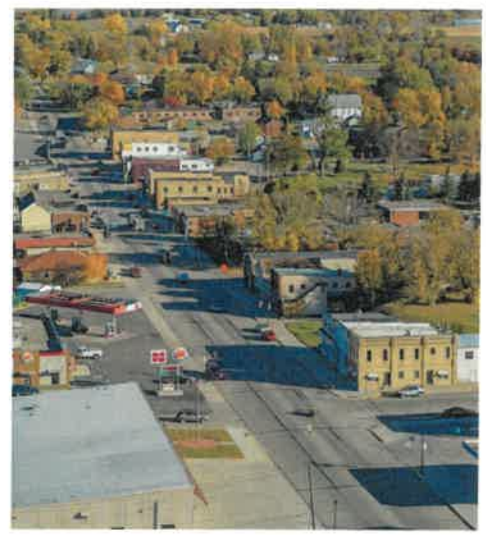


City of Pelican Rapids

Based on the information gathered from this study, future development should focus on maintaining affordability for residents by leveraging available housing grant resources. In addition to new development, a renewed emphasis on home rehabilitation, and the demolition of substandard structures should be coordinated with the replacement of housing units. The following recommendations include new development to accommodate the replacement of 2 housing units per year.

1. Development of Lots

The City of Pelican Rapids is experiencing growth and over the last 6 years has developed 81 units, including 75 multifamily units, 3 single-family homes, and 3 homes have been brought into the community. This is an increase in development activity when compared to the previous housing study. Despite this, there is still a need for additional units. In order to prepare for development, the opportunities below should be publicized widely for private development. Many of these sites may not be economically viable and may need housing tax incentives or infrastructure funding to make development possible.

As of this report, there are some available opportunities for lot development which are described below. Over the next 5 years, an additional 20 - 24 single-family lots should be prepared for development to supplement the needs of new construction recommendations. In addition, potential locations for a new multifamily complex should also be reviewed.

- Old Fergus Rd and 9th Ave. SW - City owns 4.6 acres
  - This site has access to City infrastructure and would be suitable for single-family housing.

- Undeveloped Ag Land North of 1st Ave. NW - City owns 76 acres
  - Water and sewer infrastructure could be extended to this site for development. It is currently zoned R2 and would be suitable for an apartment complex. Due to its size and proximity to the turkey plant, it could serve as a location for an affordable rental housing project.
  - There is some concern about the site being in close proximity to the wastewater retention ponds.

- Land Owned by Lake Region Electric Coop - Approximately 20 acres
  - Lake Region has drawn up plans to construct housing on the east end of their property. The area has significant sloping which has prevented development in the past.

- Private Development Southwest of City Limits - 124 acres
  - A private developer owns 124 acres of land that formerly served as a mobile home park. This land is just outside City limits, and much of the land is considered wetland. There are approximately 40 acres outside of the wetland that could be annexed into the City for future development. Utilities would have to be extended approximately ½ mile. This would be suitable for low-density development.

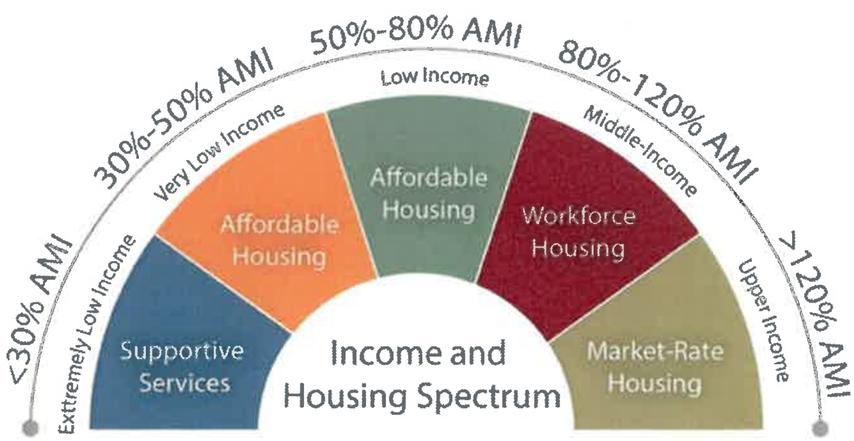
RECOMMENDATIONS

2. Development of Affordable Rental Housing

The 2015 Housing Study was largely focused on rental housing initiatives, and since the Study, The Colony Apartment Complex and Westfield Apartments were constructed. These projects introduced new market rate rental housing. This project was designed to meet the needs of the local workforce, but the Steering Committee shared that many of the units are rented by older adults looking for new construction and lower maintenance. During the focus group discussions, the participants in both groups indicated that the rental rates are too high. The participants of the focus groups were largely families looking for affordable options and more space. There is a continued need in Pelican Rapids for rental housing options that are affordable to the incomes generated by employment in Pelican Rapids.

Over the next 5 years, the City has a need for 16 - 20 new subsidized rental housing units. Based on the growth Pelican Rapids is experiencing, the high number of workers driving into the City for work, and some of the existing rentals that are deteriorating - developing new affordable rental options will enable residents to stay in Pelican Rapids and encourage local employees to move to the City. These units should be geared towards families and include 3 bedroom units, when possible. Townhomes or Twin Homes would offer larger units that would be desirable for young families. The survey results showed that residents desire covered garages and large yards or open spaces. Convenient access to local parks and trails would also be a nice amenity.

The chart below depicts levels of housing affordability. As you can see the Low Income Housing Tax Credit Program is geared towards very low income and low income residents, while the workforce housing program serves middle income residents.



Source: Camoin Associates

RECOMMENDATIONS

There are two key programs that CEDA has outlined to support the development of affordable rental housing including the Low Income Housing Tax Credit Program and the Workforce Housing Program. Both of these programs are offered by Minnesota Housing. These programs are further described below.

Low Income Housing Tax Credit Program

The Low Income Housing Tax Credit Program is a competitive grant offered by MN Housing to develop affordable housing for residents. This program is designed to develop affordable housing for households at 30% - 80% of the Area Median Income set by HUD. The program is quite complex and may require technical assistance during the application process.

Lake City, MN Opened October 2023
For Households at 60% AMI

Workforce Housing Grant Program

The Workforce Housing Program is another competitive grant offered by MN Housing. This program is designed to develop market rate rental housing based on the wages of area workers. The program covers up to 50% of total development costs.

Warroad, MN Opened in 2024
Market Rate or Workforce Housing

3. Development of 1 Level Living

During the steering committee meeting, members shared that realtors have expressed a need for more options for older adults to find new construction and lower maintenance properties. According to the population data, 17% of Pelican Rapids residents are between the ages of 50 - 64. New housing options for these residents will free up larger homes in the City for younger families.

Over the next 5 years, the City could accommodate 8 - 10 homes for older adults. These units should have minimal steps, covered/attached 2 - 3 car garages, 2 - 3 bedrooms, and 2 bathrooms. Some examples of 1 level living options are shown to the right.

Twin Home in Fergus Falls
Constructed by Rogness Contracting

Greater Minnesota Housing Infrastructure Grant Program

While there are not many funding options for low density, market rate housing, the Greater Minnesota Housing Infrastructure Program may be a good fit to construct a new development. This is a new program that provides funding to install housing infrastructure including roads, water, sewer, and electrical utilities. The grant will fund up to 50% of the infrastructure cost, and the program is set to launch in 2024.

1 Level Home in Sauk Rapids
Constructed by DG Homes

4. Rehabilitation of Owner Occupied Housing

In Pelican Rapids, approximately 25% of homes were built prior to 1939. A quality housing stock requires continual maintenance, and in this case may benefit from education and program promotion in addition to financial assistance for low income households.

According to the housing survey, the majority of renters are interested in home ownership in the next 5 years. These potential homeowners may qualify for programs to rehabilitate a home needing additional maintenance, and these community members already have a vested interest to stay in Pelican Rapids. They may be more likely to consider a home in need of repairs if they are aware of programs to assist them.

The housing condition report concluded that the average home rating was 3.11. The report also showed that there is a higher concentration of lower ratings on the west side of the City. Rehabilitation efforts geared towards homes given a 3 rating or those in need of minor repair, are the most economically feasible to make improvements.

Small Cities Development Program

The Small Cities Development Program is provided through DEED with funding from HUD to provide grant funding to communities for rehabilitating owner occupied houses, commercial buildings, and updating public infrastructure. In order to be eligible, a project must meet one of three objectives; benefit people of low and moderate incomes, eliminate slum and blighted conditions, or eliminate an urgent threat to public health or safety. The City of Pelican Rapids recently worked with the County to apply to this program and is waiting to hear back.

Federal Home Loan Bank

The Federal Home Loan Bank is also a resource that can be used by member community banks to obtain funding that can be used to offer low interest loans to homeowners looking to make home improvements. In addition, the organization has grant rounds to receive grant funding for home rehabilitation.

Otter Tail County

Otter Tail County has a few programs that can also help with owner-occupied rehabilitation. They offer a deferred loan program with up to $30,000 and 50% forgiveness. They also have an emergency home repair fund for low and very low income homeowners. In addition, the County promotes use of the USDA 504 program for home repairs.

5. Demolition of Dilapidated Structures

Housing quality and the physical condition of housing units are essential considerations for the health and well-being of residents, but also an individual's decision when choosing where to live. Improving and conserving homes plays a vital role in addressing quality housing, but there are times when homes are beyond the point of repair and pose a threat to the community.

Both in the 2015 housing study and the current housing study, a housing conditions report was completed. In 2015, 18 homes were given a housing conditions rating of "1" indicating there were multiple deficiencies and these units were possibly in need of demolition. Using the same rating system for the current housing study, 29 homes were given a 1 rating. There was an increase in the number of units given a 1 rating, in part, because mobile homes were included, but despite that there is an increasing percentage of units that may be in need of demolition. These units are potential health and safety concerns for residents, and these homes have an impact beyond the properties themselves. These lots already have utility connections and provide an opportunity to develop new homes without concern for infrastructure development fees.

The Steering Committee expressed concerns about approaching property owners. CEDA suggests focusing on properties that may be easier to obtain first and establishing a track record for eliminating blight and replacing housing units first, and then moving onto more difficult property transactions. The CEDA team was unaware of a grant program to support demolition, but could be a part of a larger project to construct new infill units. A City led effort to construct new homes on blighted lots could prove to be a more competitive grant application than new construction alone.

6. Rehabilitation of Rental Housing

Housing quality or the physical condition of housing plays a vital role in the long term sustainability and preservation of housing units. For existing residents, quality housing ensures safety, stability, and retention of residents. Potential new residents are also influenced by the quality of housing. As noted in the previous housing study, and still relevant today, the preservation of affordable rental units is critical to ensuring there are sufficient housing options to meet the needs of the community.

There are a number of available programs for rehabilitation of rental properties and subsidized rental housing. A few of these programs are listed below.

Multi-Family Housing Preservation Grant

USDA offers a Multi-Family Housing Preservation Grant which provides grants to sponsoring agencies for the repair or rehabilitation of housing owned or occupied by low and very low income rural residents.

Rental Rehabilitation Deferred Loan Program

Minnesota Housing offers a program called the Rental Rehabilitation Deferred Loan (RRDL) Program which provides financing for rehabilitation and repair of naturally occurring affordable housing and federally subsidized housing including USDA 515 properties. The loan is typically structured as a 20 year term with 0% interest, and if certain conditions are met 10% of the total is forgiven at the end of the term.

Minnesota Housing Rehabilitation Loan Programs

Minnesota Housing also offers two rehabilitation programs through the Consolidated RFP. These include the HOME Investment Partnership and the PARIF Program. Both are structured as 30 year loan programs with 0% interest for rehabilitating multifamily structures. The HOME program also provides financing for new multifamily construction projects.

RECOMMENDATIONS

7. Development of First Time Homebuyer Opportunities

Pelican Rapids population pyramid revealed that 26% of residents are between the ages of 20 - 39. The Steering Committee and Focus Groups both described a housing affordability problem for young residents looking for first time homebuyer opportunities which likely includes residents in this age group. Despite this, there is a significant population looking to pursue home ownership.

Over the next 5 years, the City could accommodate 16 - 20 homes for first time homebuyers. These starter homes can range in type and cost quite a bit. More affordable options may include modular homes or twin homes, while a more traditional new build may be a split level, stick built construction method.

Typically first time homebuyers are looking for 2 - 3 bedroom units with the potential to finish the basement for additional living space. These homes include modest finishes, and a variety of styles as shown in the photos below. However, based on feedback from the resident survey, designing homes with 4 bedrooms and a large yard, when possible, would be particularly appealing to local residents.

Greater Minnesota Housing Infrastructure Grant Program

While there are not many funding options for low density, market rate housing, the Greater Minnesota Housing Infrastructure Program may be a good fit to construct a new development. This is a new program that provides funding to install housing infrastructure including roads, water, sewer, and electrical utilities. The grant will fund up to 50% of the infrastructure cost, and the program is set to launch in 2024.

Twin Home in Benson

Modular Home in Parkers Prairie
Constructed by Showcase Homes

Split Level in Elk River

8. Cooperative Ownership of the Mobile Home Park

The City has a mobile home park on the northwest side of town with approximately 70 units. The park has been listed for sale recently, but has not been sold. According to the residents, the units are older, and the electrical is outdated.

During the focus group, insight from many residents was gathered including common themes of older units that lack adequate insulation, emergency shelter, and lighting on the roadway. It was impressive to see such a strong turn out of residents from this community. Many work in Pelican Rapids at local businesses like the Jenni-O Turkey Plant and want to provide a better housing situation for their families. A cooperative ownership model may provide these residents with more opportunities to improve their situation without being forced to move out of the community to find better living conditions.

There are organizations dedicated to supporting the cooperative model for mobile home parks that can help lead residents through the process and decide if this would be an effective solution. Resident owned communities ensure that local needs are met, and can help preserve the housing units. It is common for mobile home parks to fall into deterioration when the infrastructure is not maintained and ownership is not engaged and visible in the community.

In addition to consideration of the cooperative model, the City can take a proactive approach by identifying and enforcing code violations and following up on any infrastructure concerns that arise.

The State of Minnesota offers the Manufactured Home Community Redevelopment Grant Program that can support funding of infrastructure or the acquisition of the park.

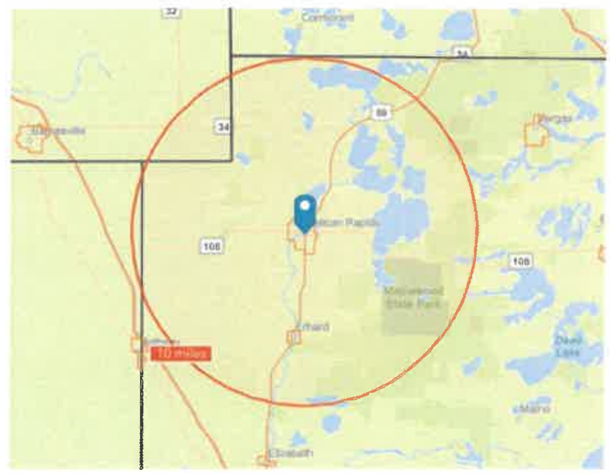
RECOMMENDATIONS

9. Senior with Services

Pelican Valley Senior Living includes an assisted living facility, memory care facility, and skilled nursing facility. There are 77 units between each of the 3 facilities. Vacancies have decreased since the previous housing study, and the assisted living went from 50% occupancy to a significant waiting list.

Skilled nursing facilities are state regulated and follow complex licensing procedures. Preparation for expansion or new facilities can take a significant amount of time. As such, it is important to begin conversations with owners early in order to plan for higher demand. Pelican Rapids is fortunate to have an existing network for senior living, but there will be an increased demand. Some of this demand may be met by neighboring facilities which were not examined in this project scope.

Based on a 10 mile service area around Pelican Rapids, there is a total population of 7,120 people and it is expected to increase to 7,190 people by 2029. In 2024, 922 people in the service area are 65 years and older. By 2029, ESRI anticipates 1,025 will be 65 years and older. Research recommends a senior living capacity between 2% and 10% of the population 65 years and older. Currently, Pelican Rapids capacity is 8%. In order to maintain this capacity, it is recommended to add 9 senior with services units, but could add 12 units due to the current wait list for assisted living.



Source: ESRI

Although there are limited grant opportunities available, USDA-RD has the Community Facilities Program which provides grant funding up to $50,000 and low interest, long term loan funding that can be used for the improvement or expansion of nursing facilities.

10. Promotion of Homeownership Opportunities

Approximately 32% of renters in Pelican Rapids are rent burdened, and pay more than 30% of their income on housing. In addition, 72% or 28 survey respondents are interested in homeownership opportunities in Pelican Rapids. The focus group participants shared that opportunities for housing mobility feels out of reach in Pelican Rapids. Affordability is a major concern.

The United States Department of Agriculture - Rural Development (USDA-RD) and the Federal Housing Administration (FHA) offer first time homebuyer products including programs that cover down payments, have low interest rates, and offer short term payment assistance. These programs can be marketed at the City level and interested individuals can be referred to the appropriate agencies for assistance.

It was also noted by many residents that translation services are needed to access these services. Establishing trusted networks and reliable access to translation services can be implemented at a local level to achieve better communication with diverse residents.

HOUSING RESOURCES

LOCAL RESOURCES

Pelican Rapids Homeownership Incentives

The City of Pelican Rapids offers waived and reduced fees for utility connections on new construction, reduced or free utilities up to 1 year for construction on a vacant lot, and free membership to the pool for up to 2 years. In addition, if a property can be split into multiple parcels for additional new home construction, the City can defer the assessment for utility services up to 7 years until the property is developed.

Rental Housing Assistance/Housing Choice Voucher Program

The Otter Tail County HRA administers the Housing Choice Voucher Program (Section 8) which provides rental assistance to eligible low-income families.

Otter Tail County Property Tax Refund for New Construction

The Otter Tail County Property Tax Rebate Program provides a refund of up to $15,000 of future property taxes for the construction of new homes. This program can be used by home owners or developers, and must be for construction of a primary residence.

Otter Tail County Down Payment Assistance Program

This program provides down payment assistance of up to 6% of the purchase price of a home for income qualifying individuals. The program is structured as a 0% interest loan, with a maximum deferred loan of $15,000 that must be repaid when refinancing, selling, or at the end of the first mortgage term.

Otter Tail County Owner Occupied Rehabilitation Loan

The County offers up to $30,000 deferred loans for home rehabilitation efforts for income qualifying individuals. Up to 50% of the loan can be forgiven after 5 years, and the remainder is paid upon sale or mortgage refinancing.

STATE RESOURCES

MN Housing Greater MN Workforce Housing Development Program
Provides competitive financial assistance to build market-rate and mixed-income residential rental properties in Greater Minnesota. This program has received a substantial funding increase.
Sara Bunn at sara.bunn@state.mn.us or 651-296-9827
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/workforce-housing.html

MN Housing Greater Minnesota Housing Infrastructure Program
Grants to provide up to 50% of the cost of public infrastructure for housing development. This is a new program that will likely be coming out in early 2024.
mn.housing@state.mn.us or 800-657-3769
https://www.mnhousing.gov/local-government.html

MN Housing Low Income Housing Tax Credit Program
The Low Income Housing Tax Credit Program awards and allocates federal tax credits to owners of qualified affordable rental housing projects. These Housing Tax Credit (HTC), which offer a 10-year reduction in tax liability, are sold to investors in exchange for capital to build eligible affordable rental housing units in new construction, rehabilitation, or acquisition with rehabilitation.
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/housing-tax-credits.html

DEED Small Cities Development Program
Provides competitive grant and loan funding for owner-occupied rehabilitation projects. This program requires communities to hire an administrative agency to fulfill the grant requirements to disburse funds.
Christian Nordeng at christian.nordeng@state.mn.us or 800-857-3858

MN Housing Local Housing Trust Fund
Provides matching grants to incentivize local housing trust funds. This program received $5.8 million from the legislature in 2023 to continue and expand this program.
mn.housing@state.mn.us or 800.657.3769
https://www.mnhousing.gov/local-government.html

MHP Housing Trust Fund Technical Assistance
This program provides support for communities looking to start a local housing trust fund.
info@mhponline.org or 651-649-1710

First Generation Homebuyer Loan Program
Provides down payment assistance for first-generation homebuyers if their parent(s) or legal guardian(s) never owned their primary residence or owned a home but lost it due to foreclosure. The program offers loans of up to $35,000 to approximately 1,500 applicants, and the funds are available on a first-come, first-serve basis until gone.
Laura Bolstad at laura.bolstad.grafstrom@state.mn.us or 651-296-6346
https://www.mnhousing.gov/homeownership/firstgen.html

MN Housing Rental Rehabilitation Deferred Loan (RRDL)
Provides funding to rehab naturally occurring affordable and federally subsidized rental housing in Greater Minnesota. This includes USDA RD section 515 properties. The loan is typically structured as a 20-year term with 0% interest, and 10% is forgiven at the end of the term if criteria are met.
Danielle Salus at danielle.salus@state.mn.us or 651-284-3178
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/deferred-loans-and-grant-programs.html

MN Housing HOME Reinvestment Partnership
Provides financing for the acquisition, new construction, or rehabilitation of federally and non-federally assisted multifamily rental housing.
Aaron Keniski at aaron.keniski@state.mn.us
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/deferred-loans-and-grant-programs.html

MN Housing Preservation (PARIF)
This program preserves the supply of federally assisted and supportive housing for low-income individuals and families. Federally assisted developments include those with Section 8 contracts, Rural Development rental assistance or financing, and on tribal land.
https://www.mnhousing.gov/content/published/api/v1.1/assets/CONTDD4F3
B19513745E0889FC3367D00E47D/native?cb= cache abc6&channel Token=294436b7dd6c45
70988cae88f0ee7c90&d ownload=false

STATE RESOURCES

MN Housing Publicly Owned Housing Program (POHP)
Assists HRAs in rehabilitating and preserving public housing. It has a 20-year deferred forgivable loan with a 35-year compliance period. A grant round will be coming out in the Fall of 2024.
Janine Langsjoen at Janine.Langsjoen@state.mn.us
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/deferred-loans-and-grant-programs.html

MN Housing State Housing Tax Credit Program and Contributing Fund
Provides financing for multifamily and single-family projects throughout Minnesota. This is a new program that will likely be coming out in 2024.
Krissi Mills at StateHTC.MHFA@state.mn.us
https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/deferred-loans-and-grant-programs/state-housing-tax-credit-(shtc).html

MN Housing Home Improvement Fix-Up Fund
This is a program that is offered to non-profit or government entities in Minnesota, and homeowners are encouraged to reach out to their local administrative agency to take part in this program.
Tal Anderson at tal.anderson@state.mn.us or 651-296-2198

MHP - USDA RD 525 Transfer Technical Assistance
Minnesota Housing Partnership's staff can help with technical assistance for nonprofits, public housing agencies and other entities regarding Section 515 properties.

Manufactured Home Community Redevelopment Grant
The Manufactured Home Community Redevelopment Program is a grant program to fund infrastructure improvements or the acquisition of manufactured home parks. It addresses the needs of aging manufactured home communities.
MNHousing.ManufacturedHomes@state.mn.us
https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html

GMHF Minnesota Equity Fund
Minnesota Equity Fund is a subsidiary of the Greater Minnesota Housing Fund. In addition to the permanent and interim financing GMHF provides, MEF utilizes tax credits to invest in housing projects.
info@gmhf.com or 651-221-1997
https://gmhf.com/finance/minnesota-equity-fund/

USDA - RD Single Family Housing Repair Loans & Grants (Section 504)
Also known as the Section 504 Home Repair program, this provides loans to very-low-income homeowners to repair, improve, or modernize their homes or grants to elderly very low-income homeowners to remove health and safety hazards.
https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-repair-loans-grants/mn

USDA - RD Single Family Housing Direct Home Loans
Also known as the Section 502 Direct Loan Program, this program assists low- and very low-income applicants obtain decent, safe, and sanitary housing in eligible rural areas by providing payment assistance to increase an applicant's repayment ability. Payment assistance is a type of subsidy that reduces the mortgage payment for a short time. The amount of assistance is determined by the adjusted family income.
https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-direct-home-loans

USDA-RD Single Family Housing Guaranteed Loan Program
The Section 502 Guaranteed Loan Program guarantees loans through approved lenders for low to moderate income individuals. Eligible applicants may purchase, build, rehabilitate, improve or relocate a dwelling in an eligible rural area with 100% financing. The program provides a 90% loan note guarantee to approved lenders to reduce the risk of extending 100% loans to eligible rural homebuyers – so no money down for those who qualify.
https://www.rd.usda.gov/programs-services/single-family-housing-programs/single-family-housing-guaranteed-loan-program

USDA-RD Housing Preservation Grants
It provides grants to sponsoring organizations for the repair or rehabilitation of housing owned or occupied by low- and very low-income rural citizens. USDA will award a total of $18,500,000 in Housing Preservation Grant Program funding for the repair and rehabilitation of rural housing units.
https://www.rd.usda.gov/programs-services/single-family-housing-programs/housing-preservation-grants

USDA-RD Multifamily Housing Direct Loans
This program provides competitive financing for affordable multi-family rental housing for low-income, elderly, or disabled individuals and families in eligible rural areas.
https://www.rd.usda.gov/programs-services/multifamily-housing-programs/multifamily-housing-direct-loans

FEDERAL RESOURCES

HUD Choice Neighborhoods Implementation Grants
Choice Neighborhoods Implementation Grants support those communities that have undergone a comprehensive local planning process and are ready to implement their "Transformation Plan" to redevelop the neighborhood.
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/cn/grants

HUD Mixed Finance Public Housing
Mixed-finance public housing allows HUD to mix public, private, and non-profit funds to develop and operate housing developments. New developments may be made up of a variety of housing types: rental, homeownership, private, subsidized, and public housing. These new communities are built for residents with a wide range of incomes and are designed to fit into the surrounding community.
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph

HUD Rural Capacity Building for Community Development and Affordable Housing Grants
Enhances the capacity and ability of local governments, Indian tribes, housing development organizations, rural CDCs, and rural CHDOs to carry out community development and affordable housing activities that benefit low- and moderate-income families and persons in rural areas. OPDC administers the competition.
capacitybuilding@hud.gov
https://www.hud.gov/program_offices/comm_planning/section-4

HUD Self-Help Homeownership Opportunity Program
The Self-Help Homeownership Opportunity Program (SHOP) awards grant funds to eligible national and regional nonprofit organizations and consortia. Funds must be used for eligible expenses to develop decent, safe, and sanitary non-luxury housing for low-income persons and families who otherwise would not become homeowners.
https://www.hud.gov/program_offices/comm_planning/shop

APPENDIX

OVERVIEW

This section outlines the community engagement efforts that were conducted for the housing study including interviews with area realtors, focus groups with local residents, and the community survey. The information contained here is included throughout the housing study and was utilized to form housing recommendations for the community.

TABLE OF CONTENTS

REALTOR INTERVIEWS

CEDA contacted three local realtors from the Pelican Rapids area to better understand the housing market. Two were able to provide insight on the needs of local homebuyers and housing activity in the area. The following five questions were asked.

1. What do you think are Pelican Rapids' biggest strengths when it comes to housing in the community?
2. What do you think are Pelican Rapids' biggest weaknesses when it comes to housing in the community?
3. When talking with prospective homebuyers in Pelican what's the #1 request you hear?
4. What are your thoughts on the housing programs offered in Pelican Rapids/Otter Tail County?
5. How do you see the housing market changing in Pelican Rapids in the next 5-10 years?

Both realtors indicated that a strength in Pelican Rapids is homes are more affordable than surrounding communities. The biggest concern was limited new construction activity. It was shared that many clients are looking for a minimum of a 3 bedroom home, and that clients are looking for homes under $150,000. Both realtors thought additional education for potential homebuyers regarding available programs would be highly beneficial. It was mentioned that with limited new construction, homeowners were not "moving up", and this could be a potential for growth. Both expected to see an increase in residents over the next 5 - 10 years.

FOCUS GROUP SUMMARIES

Overview

On June 10, 2024, CEDA hosted two focus groups at the Pelican Rapids Library in order to gather data from non-English speaking residents in the City. MHP provided funding to bring in community champions who translated for staff and local residents. There were 21 residents in attendance at the two focus group meetings, and the sessions provided important feedback that may have otherwise been missed.

Focus Group 1

The first focus group included 3 Somali residents who shared their housing experiences with us, and provided background on the Somali population in Pelican Rapids. The participants shared that most Somali families rent housing in Pelican Rapids, but many units do not have air conditioning, the laundry machines are unreliable, and the living spaces are small for families. While the Somali population has grown, there is concern about rising housing costs making it difficult to stay in the community. The participants shared that the Somali community in Pelican Rapids is very tight-knit and they often support each other both financially and physically in order to overcome challenges. The participants enjoyed the small, peaceful, safe environment in Pelican Rapids, but feel there is a housing shortage. Participants desired rental units with more bedrooms and modern amenities.

Focus Group 2

The second focus group included 18 participants. Most were Hispanic, but there were also a couple of Bosnian residents. The majority of participants lived in the Mobile Home Park and these individuals expressed concern for their living units. While the participants felt that their basic needs were being met, they described dismal living conditions including older units with poor insulation, outdated electric, no street lights, and no emergency shelter. Many commented that in the winter months, windows have to be covered in order to stay warm. One participant stated *"My goal is to provide safe, affordable housing and put food on the table so I can take care of my family. I don't want to have to look outside of Pelican."*

When asked about home improvements or new housing, participants shared a desire for larger homes for families so that siblings could be separated by gender. They also shared a desire for units with air conditioning and gas appliances. Participants mentioned that basements would provide emergency shelter, and they wished there were lit sidewalks since many of them walk to work.

At the end of the meeting participants were asked what type of support they need for housing. Participants shared that work hours at the turkey plant had been cut to 20 hours per week during COVID which makes them ineligible for many assistance programs. Despite this, they struggle to make ends meet. Participants also mentioned that translators are needed to assist with filling out applications and understanding the program rules and requirements.

COMMUNITY SURVEY

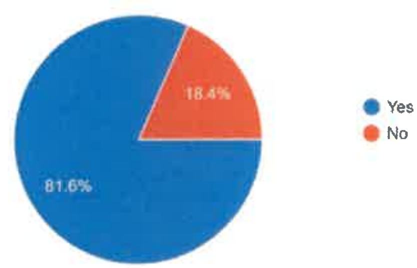
Gathering community feedback is an important part of the housing study process. It ensures that the final plan is representative of the community's needs and wants. A survey was conducted to collect valuable feedback from community members in Pelican Rapids. To distribute the survey the City posted it on Facebook and posted flyers at City Hall and other local businesses. The survey was shared with focus group participants, sent to stakeholders in the community, and MHP Staff distributed the survey at the Friendship Festival. The survey received 103 responses from online and paper mediums. The data provides a snapshot of feedback from local residents and community members.

Section 1: Demographic Questionnaire

While examining the data, it is important to understand the demographic responding to the survey. Of respondents, 82% live in Pelican Rapids, and 56% work in Pelican Rapids. One of the goals of the survey was to ensure strong participation from minority groups within the community. The majority of of respondents, 45% indicated a race other than Caucasian. This result was obtained through MHP's technical assistance which included designating community champions to encourage residents to take the survey.

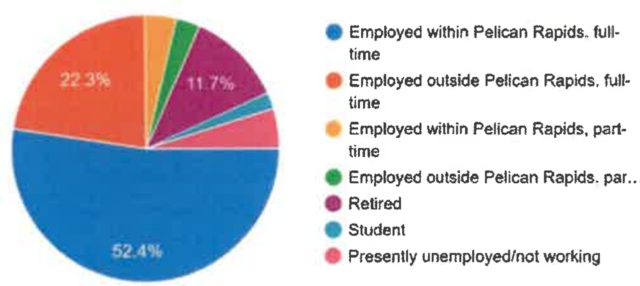
Do you live in Pelican Rapids?

103 responses



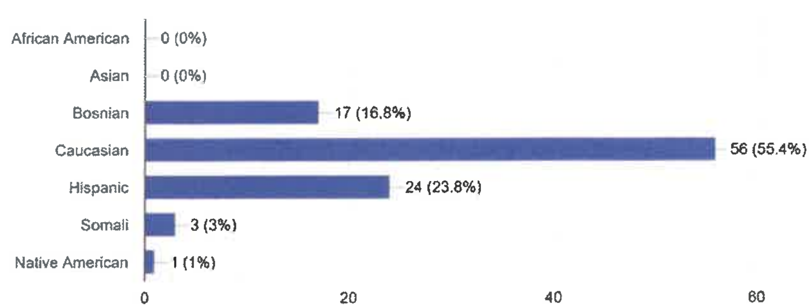
What is your employment status?

103 responses



What is your race?

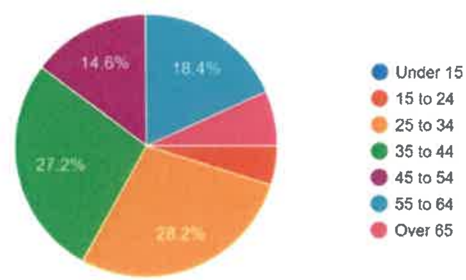
101 responses



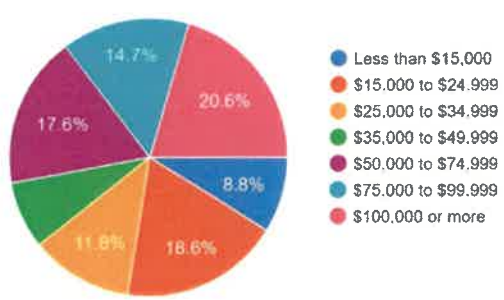
COMMUNITY SURVEY

The responses on age and number of years lived in Pelican Rapids was quite diverse and representative of the community demographics. Similarly, there was a wide variability of responses to the annual household income question and employment industry. Based on the ACS data in comparison to the survey results, there is a good sample population from which to draw conclusions.

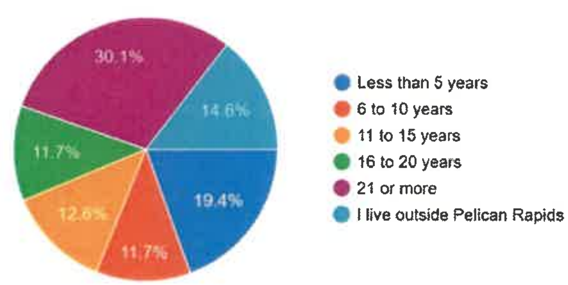
Please select the age group you fall in.
103 responses



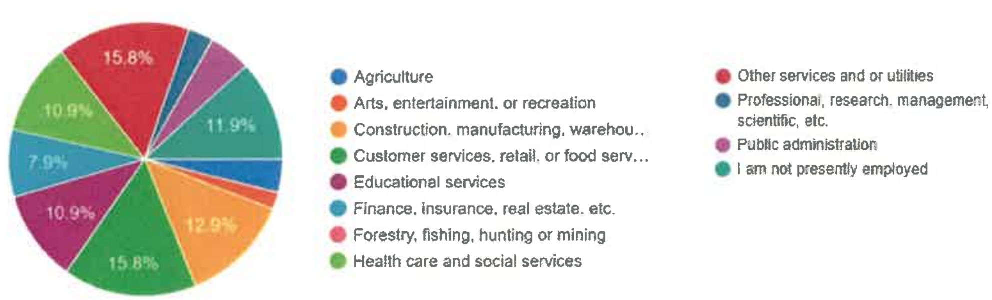
What is your household income range?
102 responses



How long have you lived in Pelican Rapids?
103 responses

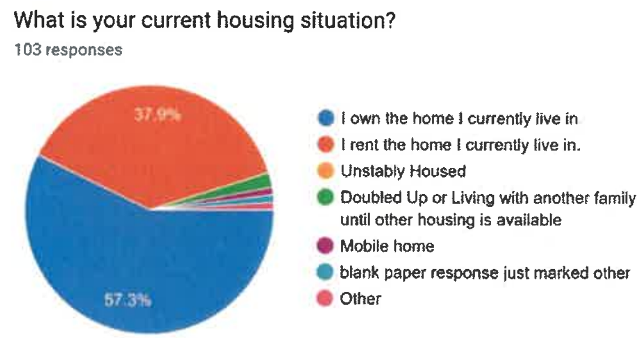


Please select the industry that most closely aligns with your current job.
101 responses

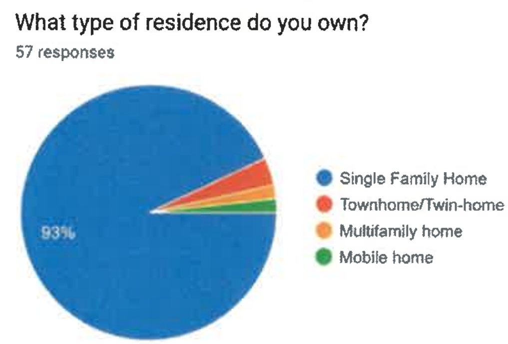


COMMUNITY SURVEY

When asked about their current housing situation, 57% indicated they own their home, and 38% are renters. There were 5 other responses which are shown in the chart.

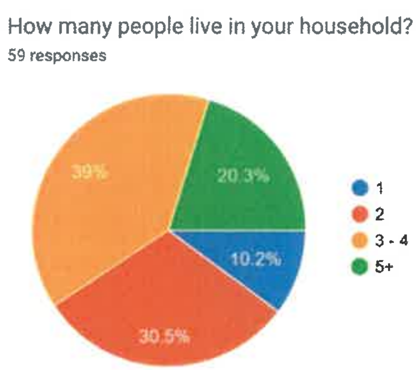


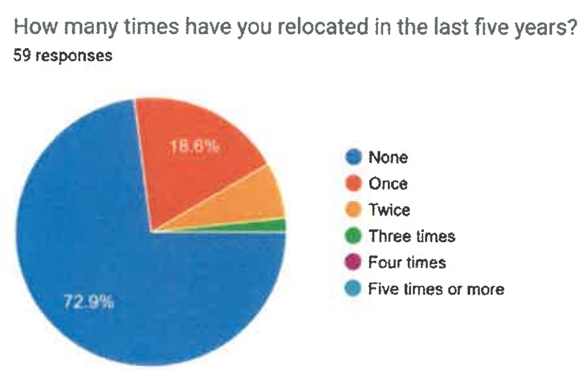
Section 2: Homeownership Questionnaire
This section included responses from 59 homeowners. **The majority of respondents,**93%, own single family homes, but there were two responses indicating ownership of a townhome or twinhome, one response indicating a multifamily home, and one response indicating a mobile home.



39% of respondents have 3-4 people living in their household while 20% have 5 or more people. These are reflective of larger household sizes than are seen in many Greater Minnesota communities.

The majority of respondents, 73%, have not relocated in the last 5 years indicating respondents are familiar with the community.



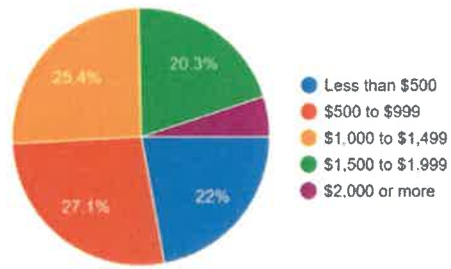


COMMUNITY SURVEY

The steering committee spent a lot of time discussing home rehabilitation. The survey results showed that 83% of homeowners responding to the survey are willing to invest in maintenance or improvements in the next 5 years. Only 3% stated that they are unwilling to invest in future maintenance. When asked what specific improvements they would like to make 37% indicated a partial remodel or renovation. Along these same lines, all survey respondents were asked about their current housing conditions. The results of this question compared to the housing conditions report from CEDA revealed that respondents indicated lower scores compared to what was reported by CEDA. This question is shown in Section 4.

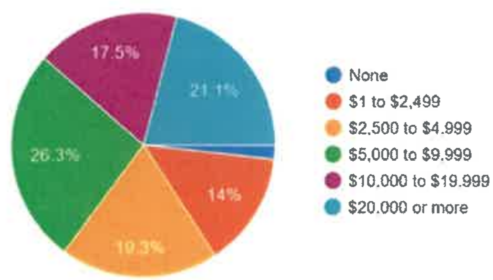
How much do you currently pay for housing per month?

59 responses



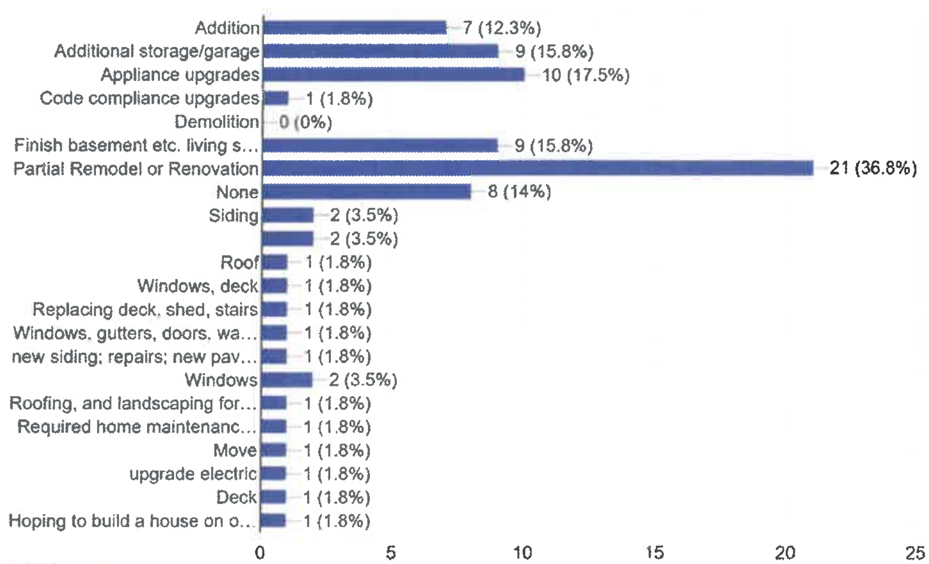
How much have you spent on maintenance or improvements in the last 5 years?

57 responses



What are your anticipated future maintenance or improvements in the next 5 years?

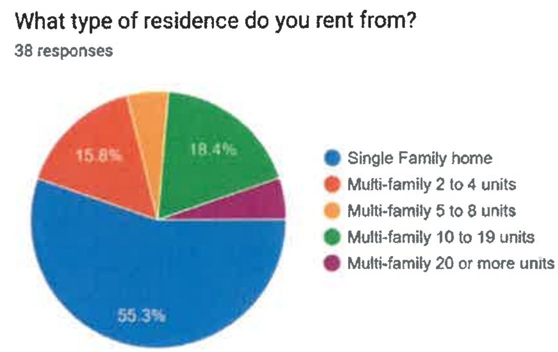
57 responses

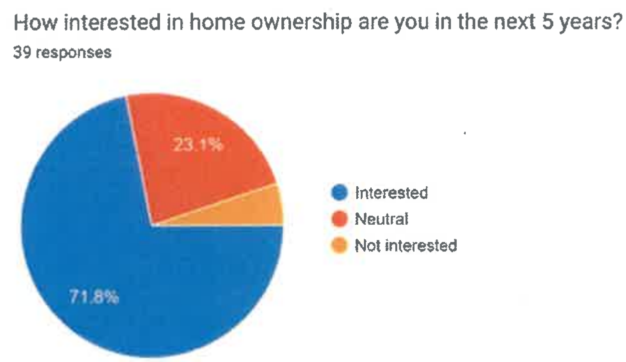


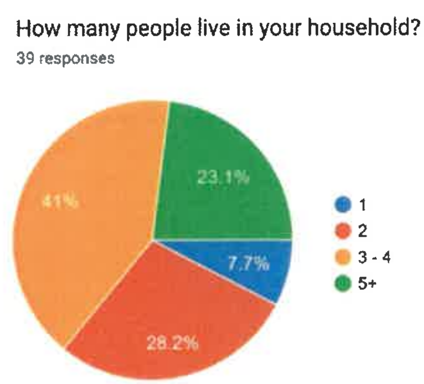
COMMUNITY SURVEY

39 respondents indicated that they rented their home. Of those individuals 55% rent a single family home, with the remaining responses indicating a multifamily structure.

Most notably, 72% of renters are interested in home ownership in the next 5 years. This is an indication that many of the renters are likely young individuals looking to purchase a home in Pelican Rapids. In addition, 64% of renters have 3 - 5 people in their household. According to the rental housing inventory, most multifamily units are 1 - 2 bedrooms with a limited number of 3 bedroom options. This makes it difficult for renters to find options to suit their needs in Pelican Rapids.







COMMUNITY SURVEY

72% of renters have relocated either once or no times in the last 5 years, which shows that these individuals are likely long term renters.

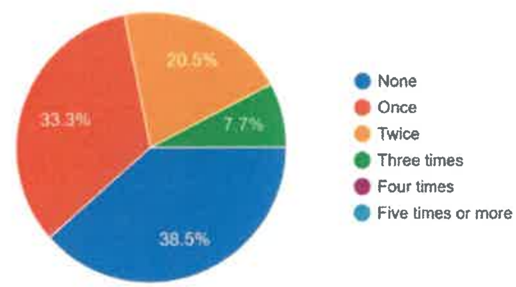
The question about monthly rent showed that most renters pay between $500 - $1500 per month.

Section 4: General Questionnaire

When asked, respondents satisfaction with their current housing situation based on location, size, quality, and amenities; location received the highest level of satisfaction. This is a common response seen in our housing studies of rural areas. There is additional detail shown in the chart.

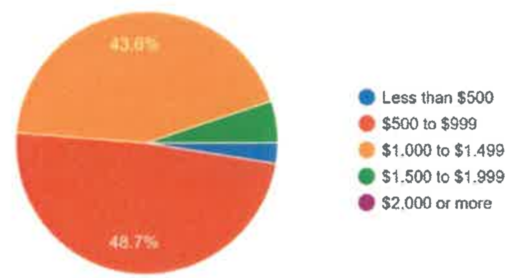
How many times have you relocated in the last 5 years?

39 responses

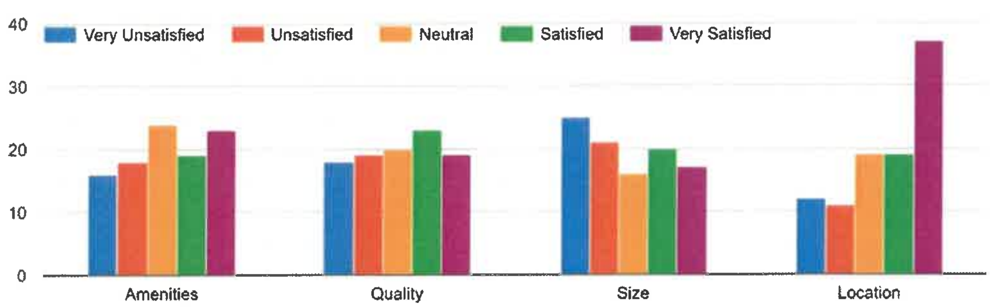


How much is your rent per month?

39 responses



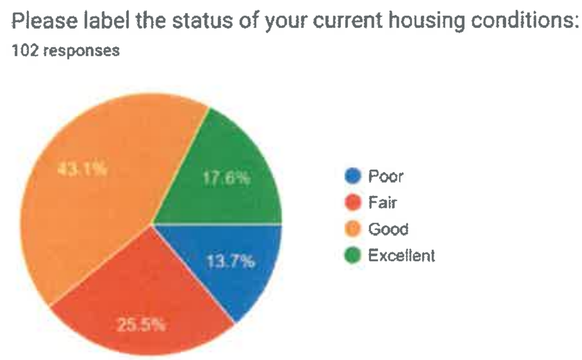
How satisfied are you with your current housing situation? Classify the importance of each category below:

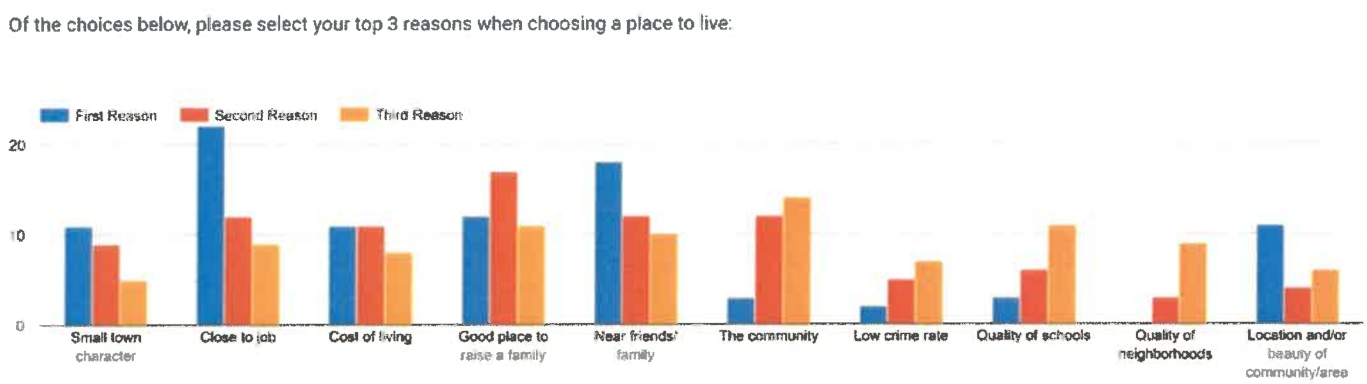


COMMUNITY SURVEY

Respondents were also asked to rate the status of their current housing condition, and in general respondents rated lower averages than the Housing Conditions Report conducted by CEDA. The average score from the survey was 2.64 if each category is converted to a numerical value similar to the housing conditions report. Comparatively, the average score in the report was 3.11. Also, none of the respondents who indicated they are renters rated their housing condition as excellent. Finally, none of the minority respondents indicated excellent housing conditions.

When asked about their top three reasons for selecting a place to live, the top response was close to job, followed by near friends/family, and good place to raise a family.



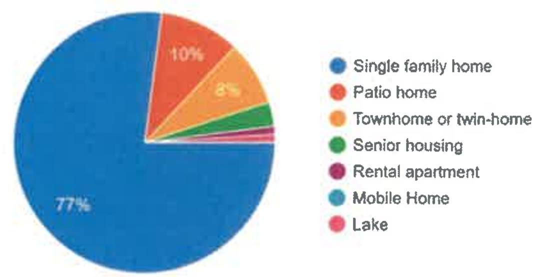


COMMUNITY SURVEY

When asked about their housing preferences the majority of respondents indicated a desire for a single family home with 3 - 4 bedrooms, a large yard, and an attached garage. 10% of respondents indicated a preference for a patio home and those respondents were looking for smaller units with 2 - 3 bedrooms.

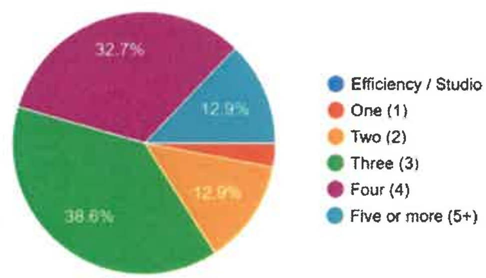
What is your preferred housing type if you were to relocate?

100 responses

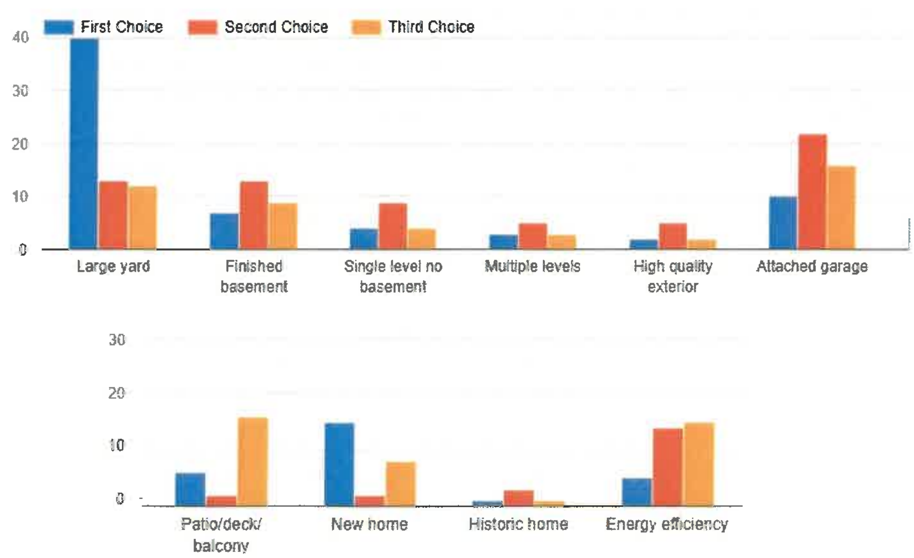


What is your preferred home size? (number of bedrooms)

101 responses

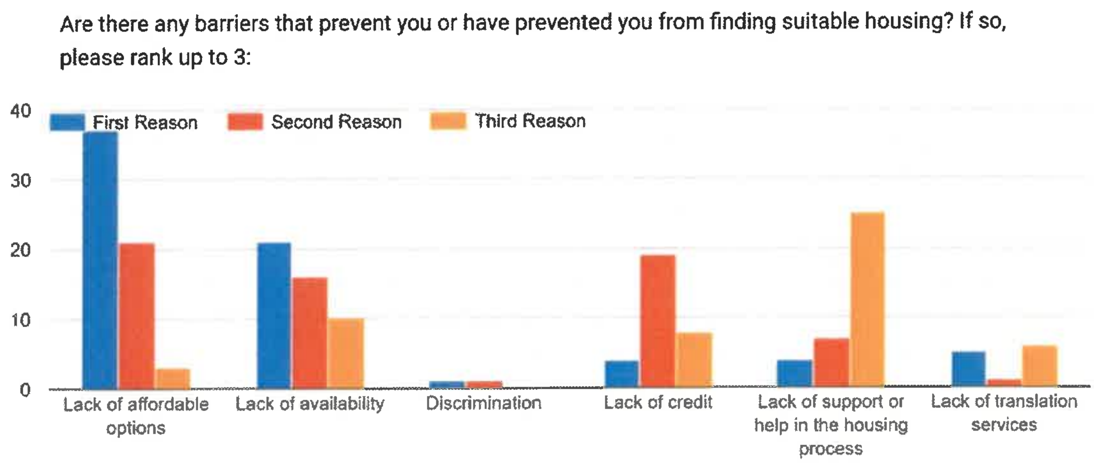


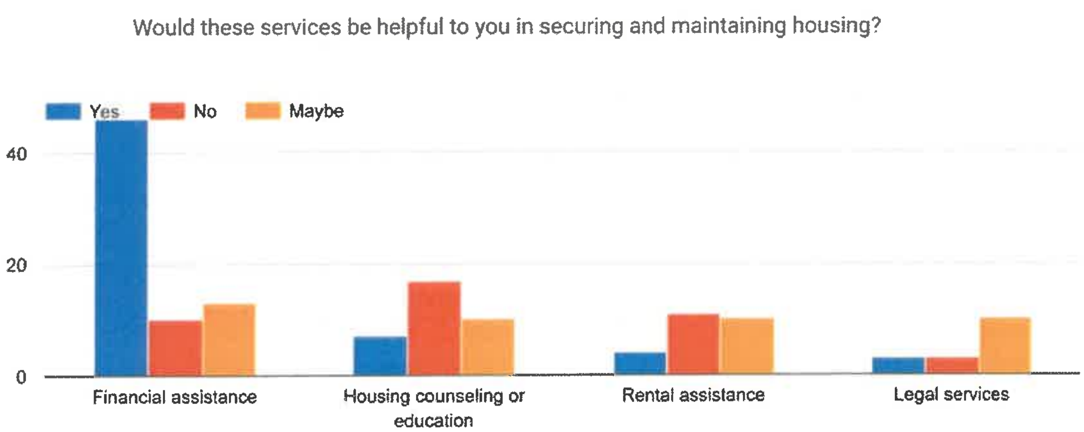
What are your top three desired home amenities?



COMMUNITY SURVEY

There were two survey questions on housing assistance including a question on housing barriers and assistance. The results of both questions overwhelmingly suggest that respondents feel there is a lack of affordable options and are looking for financial assistance. A significant number of respondents skipped both of these questions.





COMMUNITY SURVEY

The final two questions required open-ended responses. The first question asked "Do you think your city or county government should do more to address housing affordability and availability? If so, what specific actions would you like to see taken?"

When coded this question revealed 46 responses. A total of 29 responses indicated they wanted City or County involvement in housing solutions, 4 responses indicated they didn't want City or County involvement, and 13 were unclear/NA.

- The city needs to develop land for middle class housing and not keep focusing on "affordable housing". Pelican Rapids will never grow and thrive unless we make decisions to actually grow! City council needs to have an investment mindset, not a poverty mindset to keep everything, and not a risk averse mindset to anything with risk. No risk =no growth. All of the businesses in the area with middle class employees typically drive in from DL or Fergus! Of course many of them would move here if Pelican would develop middle class housing.
- Work brought me to Pelican. I'd like to live in Pelican but there was no decent houses available in Pelican. We bought a house outside of Pelican and not living there really upsets my partner and I.
- Yes, more space to build in city limits
- Acquire more land and build more single family homes. Twin condos are nice but usually for retired folks.
- Yes, for every single family home removed, a new one should be built (I.e school parking lots)
- Yes, there needs to be more houses built in Pelican Rapids
- Yes, allow tax abatement programs for new housing
- Yes - tax incentives etc for development
- Yes
- Yes, supporting new construction of single family homes with tax incentives to new home buyers
- Resources for renters to easily find all renting options, more incentives for people to do something with the empty houses or rough ones to get fixed up?
- Help the citizens of pelican rapids
- Affordable houses, possibility of mortgage
- More houses available at a cost where people can afford it and be able to be close to our jobs
- Yes. Specific financial loan programs
- I believe the government needs to make more houses in Pelican to retain and grow the population.
- Yes they are currently lacking in leadership on the housing issue
- availability of low income repairs
- Yes! The 9 lot development already planned is great!
- Yes
- Yes

- Not for me, but the people I know, is the documentation. Many people have some documentation, but not full Citizenship Documentation. The inability to have US government ID makes it so that some people can't get a bank account which makes it harder to pay for rent. These are very specific problems that can impact not just New Americans, but American born citizens as well. Providing trusted individuals to help people navigate finding a place to live with kindness and compassion is key.
- Yes- any way the city can help is welcomed
- Promote new builds with tax breaks or cheap lot prices.
- Si (Yes)
- Ayudar con financiamiento a personas de clases medía para obtener su vivienda (Help middle class people with financing to obtain their home)
- Si (Yes)
- Claro que si me gustaría y nos apoyaran sobre todo a las personas que es su primera vivienda sin poner tanto pretexto para una comprar una casa que nos apoyen (Of course I would like it and they would support us, especially the people who are in their first home, without so much of an excuse to buy a house that they support us)
- Si, pur la razon que saben i neglus de la ci dad (Yes, for the reason that they know the neglus? of the city)

- Provide education on how to buy a home from start to finish. Prevent companies from buy(ing) homes.
- Pues si se pudiera disponer de un lugar grande para colocar nuevas casas rodantes (Well, if we could have a large place to place new mobile homes)
- Promote town
- Because pelican is a small town, and we need more housing here.
- Good government
- More apartments
- Not enough houses in town
- Some attention to seniors
- Coordinating with other home owners to obtain group pricing and timelines with contractors to lower the cost of renovations.
- Not sure
- Some more new housing developments in pelican
- Not sure
- Na

- Taxes are really high compared to other towns.
- No...quit giving taxpayer land away to developers
- absolutely not
- No

COMMUNITY SURVEY

The second open ended question asked respondents to leave any other final comments. The 22 responses are indicated below:

- Build affordable HOUSES and not anymore subsidized housing. Make a nice subdivision
- Other small towns are being developed such as Barnesville Pelican Rapids should use this as a similar model
- Develop more land/housing options
- Pelican is basing its existence on the Turkey Plant.
- Pelican Rapids is in need of single family and senior housing.
- My spouse and I tried to buy a home in the city limits but ultimately purchased outside of Pelican rapids because of low inventory. Anecdotally, we know of at least three young families who would love to move to Pelican but are unable to do so because of a lack of housing supply in the town.
- There are a number of seniors living in good homes who would prefer to move into decent senior housing. This would obviously free up these homes for young families and your housing issue would be solved
- The city is awesome at doing everything they can, always!
- needs to replace the roof and windows
- Waiting for options...
- Demolition of the dilapidated homes. Hold rental owners accountable for the condition of rental and the long term appearance of the home. To many Slum lords that ask a crazy amount for rent.
- It would be really helpful to everyone in need of a home. Pelican Rapids is a nice community and it would be really nice if there were more homes available at an affordable price.
- More housing option for the lower income
- We need more housing, and if not at least renovate the rentals to livable
- Small houses big yard would do well
- We need more housing
- It seems so often we are asked to do housing surveys.... Every time the polls come back that the city needs more single family homes.... Yet minimal progress. Please city of Pelican Rapids build single family homes in PR!
- I was unable to find housing due to making too much money! Pelican Rapids only has options for dead beats with no money!
- We lose A LOT of people willing to live here due to lack of housing.
- Me gustaría tener la oportunidad de una vivienda para darle una mejor comodidad a mi familia (I would like to have the opportunity for a home to provide better comfort for my family)
- Ojalá construyan casas nuevas y tengamos la dicha de obtener una casa (I hope they build new houses and we have the joy of obtaining a house)
- necitamos mas apolla y interpretes en nuetia idis me (We need more support and interpreters for our news)

9

		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		

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	For Engineering service for development planning, not specific	
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	CH Cleaning - 5,000 window clean - 850 LCSC IT Srvcs - 1,800 Vehicle & other service - $2,500	
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	LMC Dues ($3,500) LCSC ($200) CGMC ($5,300) GMNP ($500) Solid Waste Fee ($1,000)	
E 101-41940-500 Capital Outlay	4,000.00	Door entry system	
	42,850.00		
Public Safety			
E 101-42110-100 Wages and Salaries	399,850.00	~~5th officer~~ ~~73,320 wages~~ ~~12,980 PERA~~ ~~17,250 Ins~~ ~~1,100 FICA~~ ~~104,650~~ ~~2,500 Hiring Incentive~~ 2,500 Hiring Incentive	
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	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)

10

League of MN Cities Insurance Trust
Collaboration Services
Pelican Rapids Proposal for Collaboration Assessment

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agourlay@lmc.org

Scope of Work

The Pelican Rapids City Council and Library Board requested collaboration assistance to:

- Clarify roles and responsibilities between the Council, Library Board, Library Director, City Administrator and staff (city and library)
    - Document a complaint process
- Repair relationships and improve teamwork
    - Clarify process and expectations for communication, information sharing, and working together moving forward

Collaboration Services does not tell participants what to do or decide who is "right" or "wrong". Rather, we gain a deep understanding of what matters to those involved through assessment conversations, and then propose a way the City Council and Library Board might move forward together. We then work with the City to implement the process if desired.

Assessment Logistics

- Our goal is that everyone is clear and comfortable with the process to increase participation and reduce mistrust.
- Collaboration Services met virtually with the Library Director, Library Board Chair, City Administrator and Mayor to understand what the council and board were thinking about the scope of work.
- Collaboration Service staff would like to meet with people from the City Council, Library Board, city and library staff and others to understand their perspectives related to roles and responsibilities, relationships and teamwork, and identify issues, if any, which need to be addressed.
- We would like to meet with
    - Council liaison to the library
    - One other council member
    - Library Board members
    - Library staff members
    - City Attorney
    - Viking Library System (Erin Smith was suggested)
    - Others can be added as necessary to hear all perspectives
- We will also review other public information as necessary (meeting minutes, formal documents, news reports, etc.)
- We will provide a summary of key themes form our individual meetings and propose a process or processes (e.g., a session for LMC research to provide best practices, facilitated dialogue to repair relationships, or problem-solving session) to address issues.

- The City Council will decide, with input from the Boards, how to move forward with organization-wide steps. If there are suggested steps for the Library which are within library authority, the Library Board members will decide.

Assessment and Reporting Process

- All interviewees will be asked about the same topics: 1) Describe your perspective on the situation which brings you to this point.; 2) What issues need to be addressed?; 3) Describe any barriers you have encountered trying to address issues.; 4) What would be good outcomes from your perspective?; 5) Discuss process considerations to help move toward the outcomes (e.g., timing, who participates)?; and, 6) Anything else you would like to share?.
- At the end of each interview, which will take about an hour, we will check in that we have heard key points correctly.
- It is generally helpful for everyone to hear the recommendations and discuss them together to reduce mistrust. I recommend reporting themes from interviews and recommendations during a meeting of interviewees. After discussion and revision, the representatives will take the proposal to the Council and Boards. I will assist if desired.
- Note again that my role is to provide understanding and recommendations, and not to make judgements about who is "right" or "wrong".

Schedule

- It is important that the City Council and Board are aware of and consent to this process. Assuming both bodies support this approach, work can begin as soon as the Council and Boards indicate support, and interviews can be scheduled.
- We will meet with as many people as possible in person on the same day or days. If someone is unavailable when we are in Pelican Rapids we will schedule virtual meetings.

Confidentiality

- Specific information from interview conversations will not be shared. However, information will be used to develop key themes and issues which will inform the recommendations. Individuals may identify information which they do not wish to be reflected.
- Information from individual interviews will be reported in aggregate. No individual will be identified by name. In addition, if an interviewee could be the only person to provide information, he or she will have the option of requesting that it not be included in the summary report.
- So that interviewees can speak openly, all participants agree that there will be no retribution for participation.