



PELICAN RAPIDS

CITY COUNCIL AGENDA

October 3, 2024

Tuesday, October 29, 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 – October 8, 2024
 - b) Approval of Accounts Payable Listings
 - c) Staff Reports
 1. Utility Report – August & September (In Packet)
 2. Liquor Store Report
 - d) Intent to Certify – Mowing
 1. R76000990253000, 76000990225000, 76000220010000
26 SE 4th Ave 315-317 SE 1st St 1300 N Broadway
Amount Due: \$450.00
 2. R76000990535000
108 NW 2nd St
Amount Due: \$162.50
 - e) Gambling Permit – St. Leonard Church – 12/12/24
 - f) Park Board Minutes
 - g) Planning Board Minutes
5. Design Intent – Scott DeMartalaere
 - PRAC – Punch List
 - Change Request No. 13 (In Packet)
6. MWC Advertising – Danny Hallock (In Packet)
7. Business Façade Improvement Program Application – Jordan Grossman
8. 2025 CEDA Contract (In Packet)
9. Police Report – Chief Quaintance (In Packet)
10. Resolution 2024-16 – Pledging to Fund Aquatic Center (In Packet)

11. Administrator Report
12. Mayor Report
13. Adjourn

CITY OF PELICAN RAPIDS

CITY BILL LISTING 10/29/24

Vendor Name	Comments	Amount
APEX ENGINEERING GROUP	HWY 59/108	\$57,388.58
ARCO	ALL; FUEL	\$1,661.86
ARVIG	ALL; COMMUNICATIONS	\$1,181.88
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$734.40
BIG JOHNS PELICAN PIZZA	ADMIN; SAFETY MTG MEAL	\$52.81
BRIANS REPAIR	STR; REPAIR TIRE	\$262.00
DEPARTMENT OF EMPLOYMENT & ECO	ALL; UNEMPLMENT	\$118.68
FERGUSON WATERWORKS	SWR, WTR; 1" METER	\$870.75
GOPHER STATE ONE CALL	SWR; LOCATES	\$36.45
GPNG	ALL; UTILITIES	\$513.27
GREAT PLAINS FIRE	FD; NEW BOOTS	\$6,498.24
HAWKINS, INC	WWTF, WTP; CHLORINE	\$2,898.83
HILLBILLY LASER	ALL; RETIREMENT AWARD	\$45.00
KREKELBERG LAW FIRM CITY	CH; LEGAL	\$360.00
LEAGUE OF MN CITIES	CLK; EDUCATION	\$30.00
LREC	SIGN, AIR; UTILITIES	\$101.20
MARTINSON CONSTRUCTION	STR; INSTALL STEEL ON OLD PW	\$10,922.83
MN BCA	PD; CJDN ACCESS FEE	\$600.00
NAPA	STR; WINTERIZING SUPPLIES	\$137.30
NORTH CENTRAL BUS & EQUIPMENT INC	PD; SQUAD REPAIR SET	\$350.00
NORTHLAND SECURITIES INC	ALL; AGENT FEES	\$2,400.00
NORTHLAND TRUST SERVICES INC	ALL; BOND PAYMENTS	\$647,259.80
PARK REGION CO OP	ALL; FUEL	\$355.90
PELICAN RAPIDS PRESS	ALL; NEWS	\$1,324.03
PEOPLESERVICE, INC	WWTF; MONTHLY SERVICE	\$23,355.00
PPI CONSULTING LLC	PD; PSYCH EVAL	\$475.00
RMB ENVIRONMENTAL LABORATORIES	WCT LAB TESTING	\$1,448.66
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$1,795.50
SOUTHTOWN	ALL; FUEL	\$1,077.42
TEAM LABORATORY CHEMICAL	STR; CLEANING SUPPLIES	\$164.75
TEDDER INDUSTRIES LLC	PD; NEW HIRE EQUIPMENT	\$188.99
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$603.87
VESTIS	PK, STR; LINEN SERVICE	\$132.64

TOTAL: \$765,345.64

CITY OF PELICAN RAPIDS
LIQUOR STORE BILL LISTING 10/29/24

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	\$194.05
ARVIG	COMMUNICATION	\$187.42
BERGSETH BROS. CO. INC	BEER	\$19,356.47
BEVERAGE WHOLESALERS, INC	BEER	\$10,384.26
BREAKTHRU BEVERAGE	BEER/LIQUOR	\$3,318.61
DACOTAH PAPER CO	BAGS	\$322.94
DS BEVERAGES, INC	BEER/LIQUOR	\$6,889.73
GPNG	UTILITIES	\$24.70
JOHNSON BROTHERS LIQUOR CO	LIQUOR	\$4,571.14
OTTERTAIL POWER	UTILITIES	\$682.68
PAUSTIS WINE COMPANY	WINE	\$575.00
PHILLIPS WINE & SPIRITS	LIQUOR	\$627.92
SOUTHERN GLAZERS	WINE/LIQUOR	\$5,960.09
VIKING COCA-COLA BOTTLING CO	POP/MIX	\$345.20
TOTAL: \$53,440.21		

Date: October 10, 2024

To: City of Pelican Rapids

From: Dennis Dalager, Calvin Miller, Operators

O & M Report: September 2024

Water Operation & Maintenance

- Well sequence has been changed.
- Fluoride test done weekly, and results sent in to MN Dept. of Health.
- Changed chlorine tanks as needed.
- Work orders completed.

Wastewater Operation & Maintenance

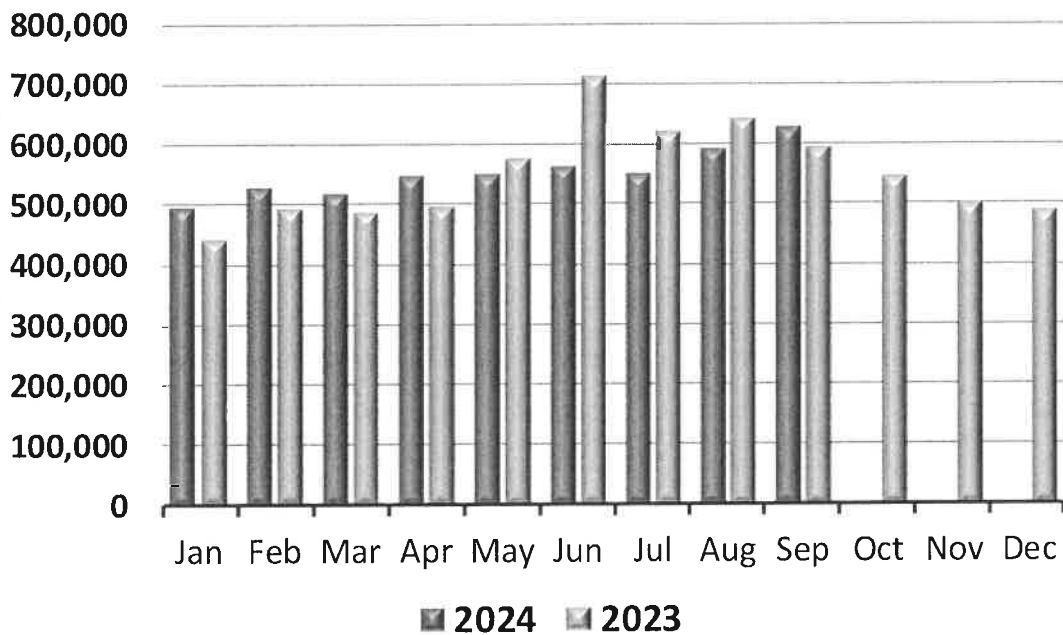
- Daily and weekly samples have been taken and sent into RMB labs as needed.
- DMR completed.
- Bio-solids have been sent into RMB and waiting on results. Biosolids tank is at 13.4 feet.
- Work orders completed for wastewater plant.

PeopleService INC.

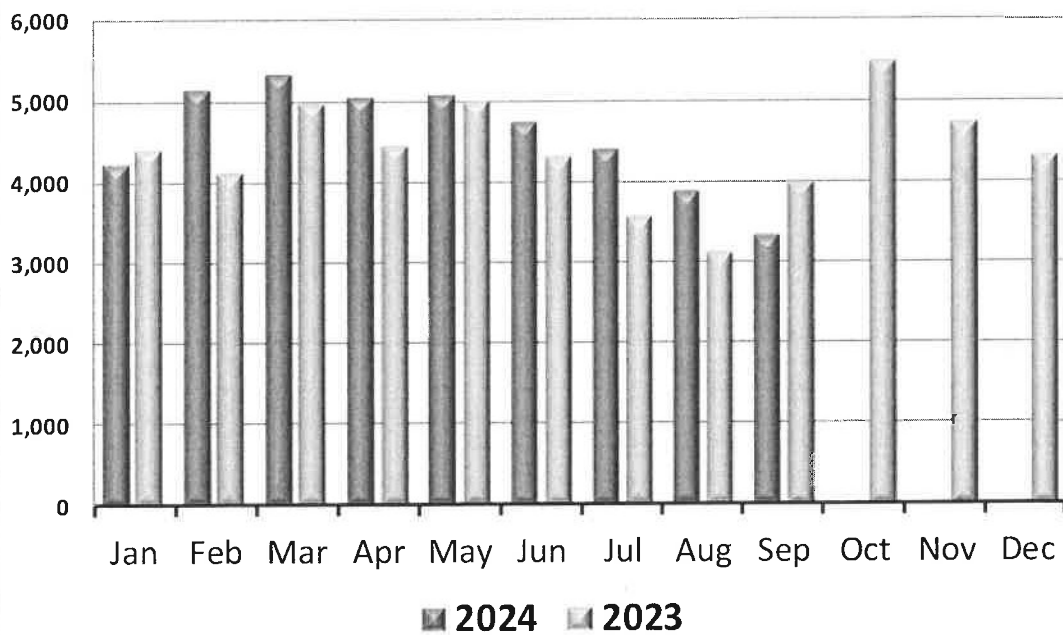
Water & Wastewater Professionals

		September-24	August-24	September-23
Water	Units			
Average Daily Pumped	gallons	628,000	593,320	594,833
Maximum Daily Pumped	gallons	973,000	1,079,000	888,000
Total Monthly Pumped	gallons	18,864,000	18,393,000	17,845,000
Average Daily Fluoride Conc.	mg/L	0.74	0.68	0.54
Fluoride used	gallons	305.00	230.00	199.00
Total Chlorine Residual	mg/L	0.51	0.53	0.50
Chlorine used	lbs	644.00	431.00	563.00
Phosphorus				
Phos Influent	mg/L	10	9	8
Phos Effluent	mg/L	0.60	0.50	0.80
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/YTD	318.10	229.60	271.14
Phos Effluent Loading Permit Limit	kg/YTD	1,257.60	1,257.60	1,257.60
Chemical Used	gallons	3,317.00	3,856.00	3,972.00
Total Chloride	mg/L	196.00	510.00	488.00
Effluent Flow				
Average Daily	gallons	453,000	420,000	411,000
Maximum Daily	gallons	568,000	569,000	1,068,000
Total Monthly	gallons	13,577,000	13,008,000	12,326,000
Precipitation Monthly Total	Inches	0.25	3.61	3.40
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$18,634.00	\$21,898.00	118%	75%
Total	\$18,634.00	\$21,898.00	118%	75%

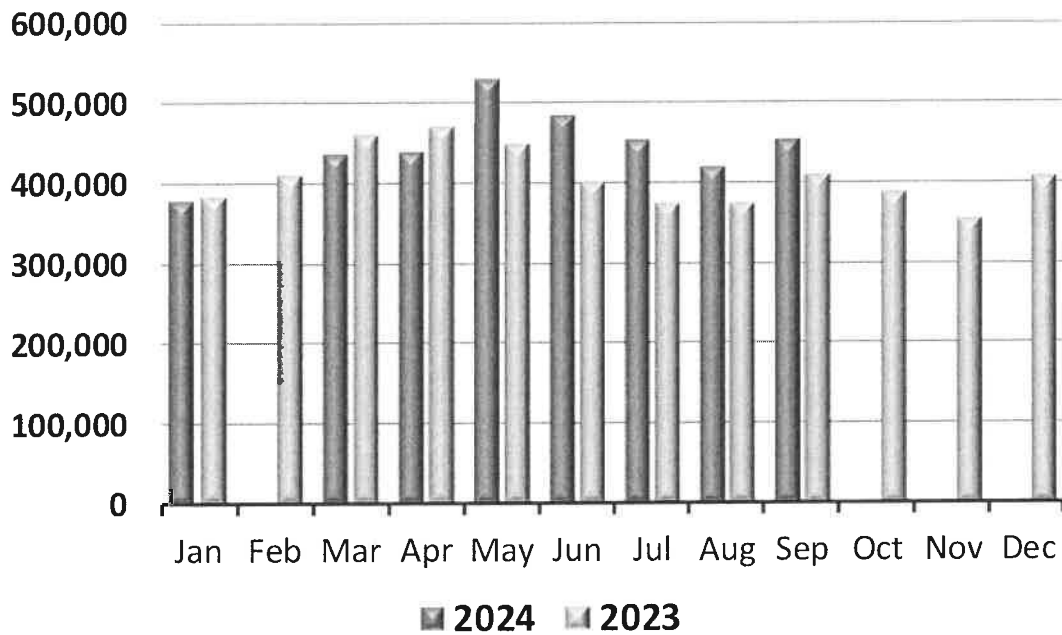
Average Daily Water Pumped - In Gallons



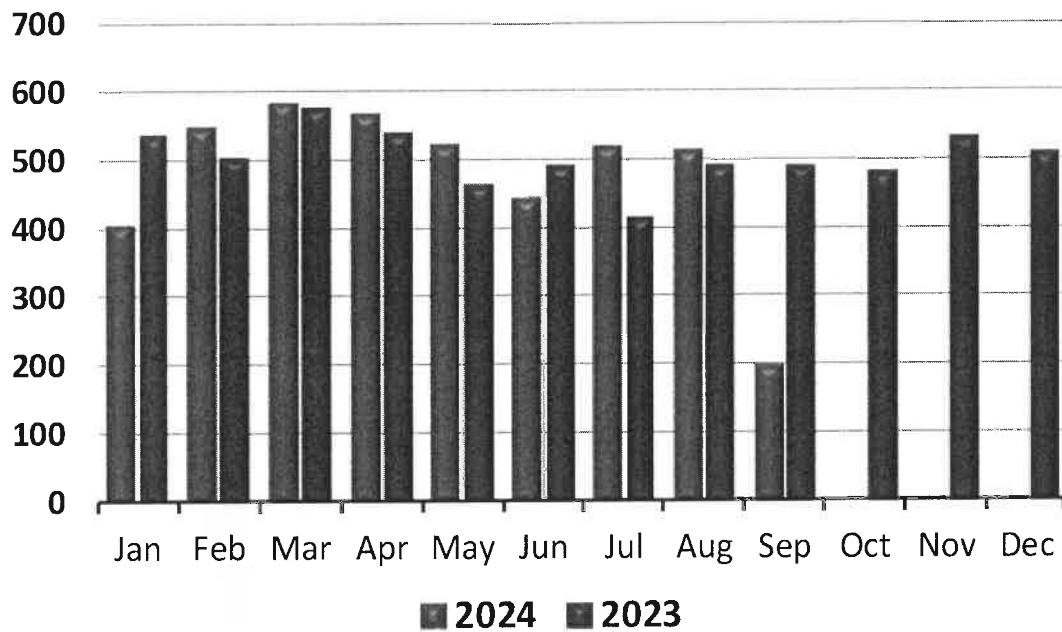
Monthly Total of Chemical used - In Gallons



Average Daily Wastewater Pumped - In Gallons



Total Monthly Chloride





Date: September 24, 2024

To: City of Pelican Rapids

From: Dennis Dalager, Calvin Miller, Operators

O & M Report: August 2024

Water Operation & Maintenance

- Rotate well sequence.
- Fluoride tests are done weekly, and report sent into the state.
- Changed chlorine tanks as needed.
- Daily chlorine tests.
- Completed work orders for waterside.
- Replaced gasket on Well #8.
- Filled sink hole around building for wells #8 & #9.

Wastewater Operation & Maintenance

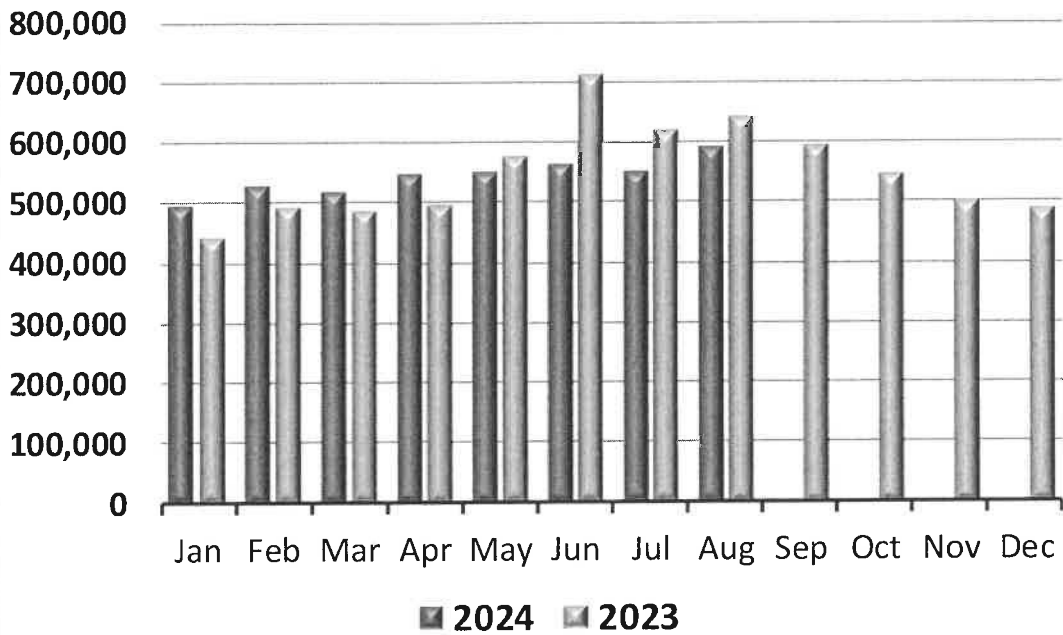
- The blower has been running fine for the month of August since VFD was installed.
- Daily and weekly samples taken. Weekly samples sent into RMB labs.
- DMR completed.
- Decanting off both digesters and wasted the rest to biosolids tank.
- Decanting off biosolids tank to prep for fall hauling.
- Work orders for wastewater side complete.

PeopleService INC.

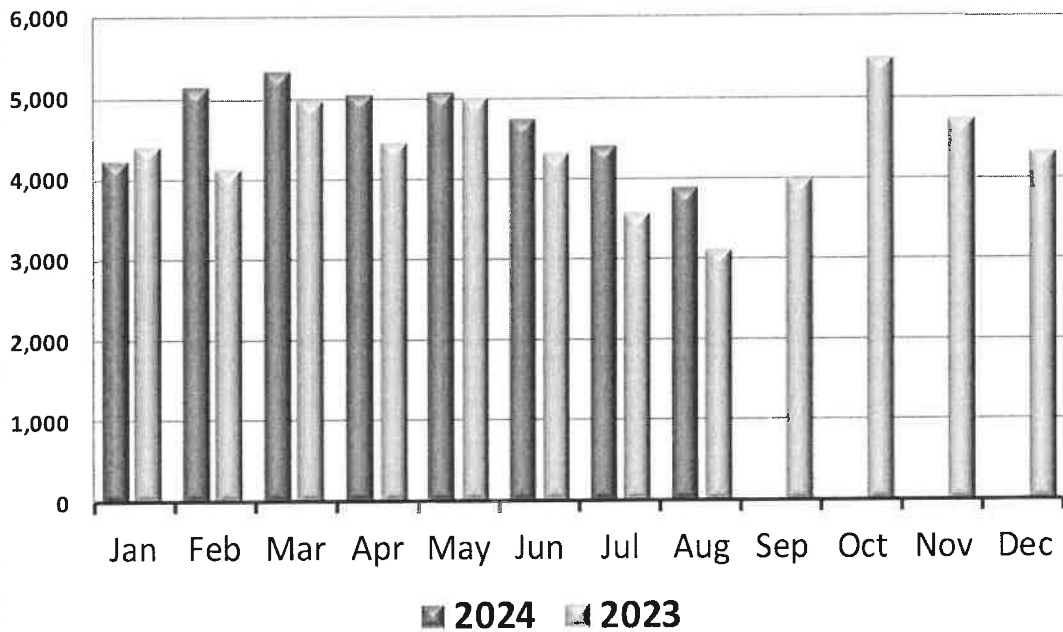
Water & Wastewater Professionals

		August-24	July-24	August-23
Water	Units			
Average Daily Pumped	gallons	593,320	550,387	642,742
Maximum Daily Pumped	gallons	1,079,000	736,000	840,000
Total Monthly Pumped	gallons	18,393,000	17,062,000	19,925,000
Average Daily Fluoride Conc.	mg/L	0.68	0.70	0.66
Fluoride used	gallons	230.00	212.00	165.00
Total Chlorine Residual	mg/L	0.53	0.34	0.87
Chlorine used	lbs	431.00	514.00	575.00
Phosphorus				
Phos Influent	mg/L	9	12	12
Phos Effluent	mg/L	0.50	0.60	1.20
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/YTD	229.60	173.50	262.85
Phos Effluent Loading Permit Limit	kg/YTD	1,257.60	1,257.60	1,257.60
Chemical Used	gallons	3,856.00	4,384.00	3,106.00
Total Chloride	mg/L	510.00	517.00	489.00
Effluent Flow				
Average Daily	gallons	420,000	453,000	375,000
Maximum Daily	gallons	569,000	543,000	472,000
Total Monthly	gallons	13,008,000	14,035,000	11,641,000
Precipitation Monthly Total	Inches	3.61	3.02	5.59
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$18,634.00	\$20,939.00	112%	67%
Total	\$18,634.00	\$20,939.00	112%	67%

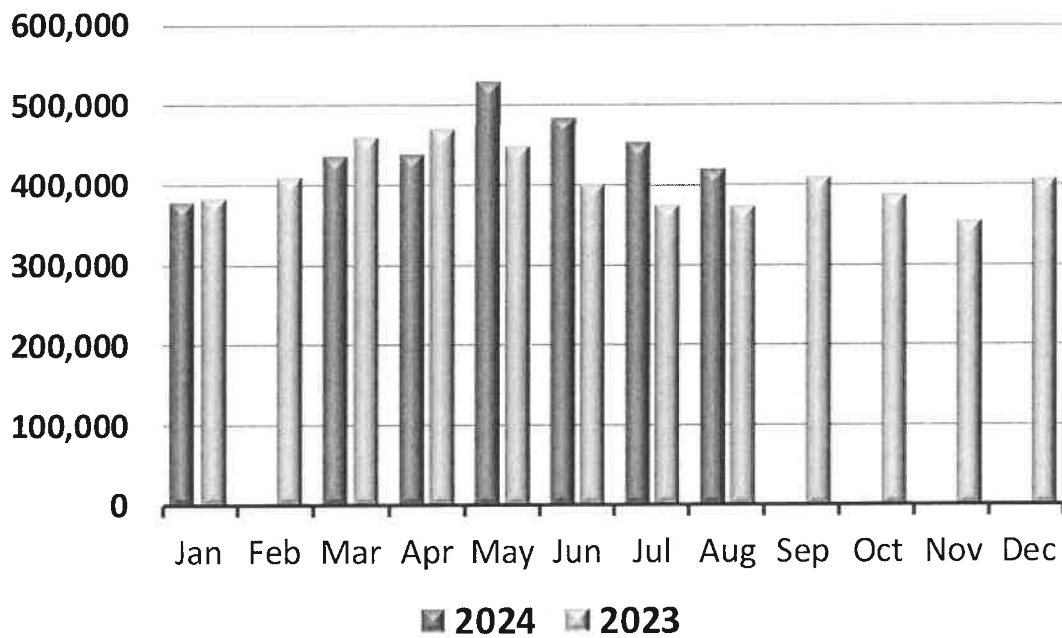
Average Daily Water Pumped - In Gallons



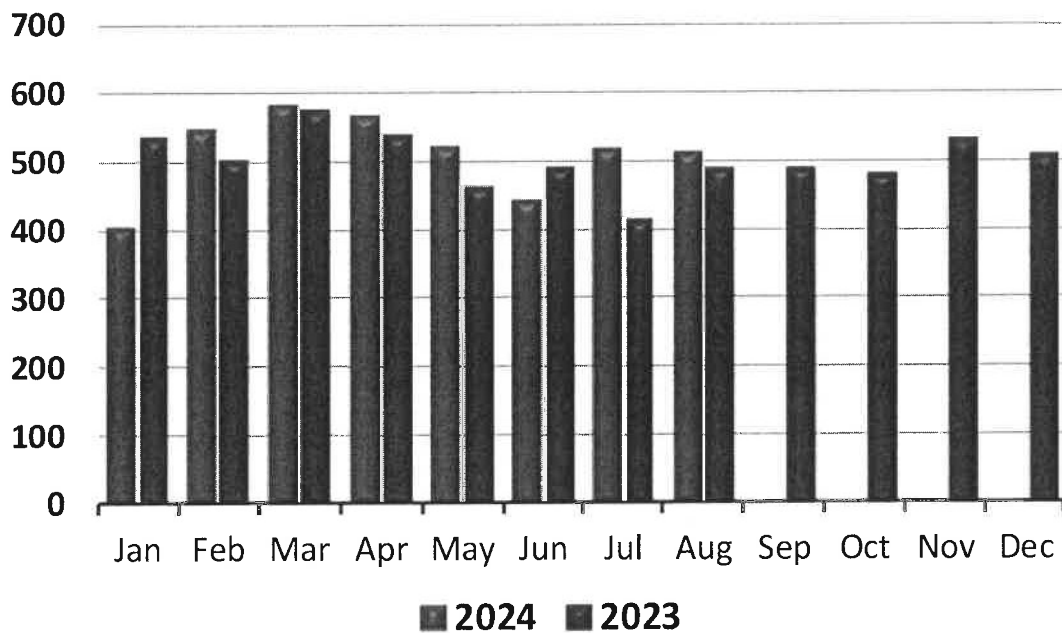
Monthly Total of Chemical used - In Gallons



Average Daily Wastewater Pumped - In Gallons



Total Monthly Chloride



CITY OF PELICAN RAPIDS

Liquor Store - Balance Sheet

10/01/24

		Current	
Bal Sht	Bal Sht Descr		Balance
10100	Wells Fargo (1957)		(\$372,195.73)
10114	MN 9650 - LS		\$93,801.55
10140	Credit Cards		\$2,054.48
10143	MN National Bank (0524 LS)		\$160,995.42
10146	Bell Bank City (0102)		\$474,154.16
10148	Bell Bank LS (0136)		\$85,708.27
10149	Bell Bank LS Save (0185)		\$306,525.83
10200	Petty Cash		\$1,000.00
10400	Investments		\$7,000.00
13910	Deferred Outflows-Pension		\$31,337.00
14211	Inv - Liquor & Wine		\$189,291.30
14212	Inv - Beer		\$57,675.19
14213	Inv - Ice		\$122.20
14214	Inv - Pop/Mix/Bar Supplies		\$3,454.36
14215	Inv - NA Beer & Wine		\$1,171.75
14217	Inv - THC		\$3,513.10
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			\$1,538,229.18
20200	Accounts Payable		(\$39,060.12)
20400	Compensated Absences		\$0.00
20850	Sales & Use Tax - LS		(\$11,685.05)
21600	Accrued Wages & Salaries Payab		(\$3,343.55)
23600	Compensated Absences Pay NC		(\$4,885.05)
23900	Other Long-term Liabilities		(\$141,240.00)
23910	Deferred Inflows-Pension		(\$350.00)
2 L			(\$200,563.77)
25300	Fund Balance		(\$1,340,588.57)
27200	Unreserved Retained Earn-		\$2,923.16
3 E			(\$1,337,665.41)

CITY OF PELICAN RAPIDS

Liquor Store Profit & Loss 10/01/24

Account Descr	September 2024 Amt	September 2023 Amt	Difference to LY	2024 YTD Amt	2023 YTD Amt	YTD Difference
R Revenue						
R 609-34950 Other Revenues	\$19.00	\$25.00	(\$6.00)	\$337.00	\$213.00	\$124.00
R 609-36210 Interest Earnings	\$171.36	\$637.89	(\$466.53)	\$6,239.19	\$6,422.94	(\$183.75)
R 609-37811 Liquor & Wine Sales	\$40,992.99	\$57,761.63	(\$16,768.64)	\$412,905.02	\$477,448.53	(\$64,543.51)
R 609-37812 Beer Sales	\$73,645.63	\$105,674.53	(\$32,028.90)	\$728,056.73	\$852,830.91	(\$124,774.18)
R 609-37813 Ice Sales	\$1,177.00	\$2,311.30	(\$1,134.30)	\$12,691.35	\$19,658.22	(\$6,966.87)
R 609-37814 Pop/Mix/Misc Sales	\$1,661.21	\$2,663.12	(\$1,001.91)	\$19,288.32	\$21,428.93	(\$2,140.61)
R 609-37815 NA Beer/Wine Sales	\$499.96	\$976.57	(\$476.61)	\$6,857.72	\$8,632.56	(\$1,774.84)
R 609-37817 Gift Cards Sold	\$15.00	\$460.00	(\$445.00)	\$696.35	\$1,594.00	(\$897.65)
R 609-37829 THC SALES	\$4,602.35	\$0.00	\$4,602.35	\$31,713.10	\$0.00	\$31,713.10
R 609-37940 Cash Short/Long	\$0.12	\$6.17	(\$6.05)	\$0.05	\$6.33	(\$6.28)
R Revenue	\$122,784.62	\$170,516.21	(\$47,731.59)	\$1,218,784.83	\$1,388,235.42	(\$169,450.59)
E Expenditure						
E 609-49750-100 Wages and	\$12,415.43	\$12,949.93	(\$534.50)	\$118,976.21	\$120,882.20	(\$1,905.99)
E 609-49750-120 Employer Contrib	\$931.16	\$971.23	(\$40.07)	\$8,897.28	\$8,525.81	\$371.47
E 609-49750-122 FICA	\$841.58	\$899.60	(\$58.02)	\$8,113.18	\$8,367.60	(\$254.42)
E 609-49750-130 Employer Paid	\$3,066.80	\$2,876.56	\$190.24	\$27,963.10	\$27,260.31	\$702.79
E 609-49750-200 Office Supplies	\$38.29	\$34.71	\$3.58	\$928.83	\$519.03	\$409.80
E 609-49750-208 Education	\$0.00	\$676.73	(\$676.73)	\$813.60	\$712.55	\$101.05
E 609-49750-210 Operating	\$468.66	\$2,256.49	(\$1,787.83)	\$2,682.95	\$4,202.87	(\$1,519.92)
E 609-49750-220 Repair/Maint	\$0.00	\$6.88	(\$6.88)	\$217.53	\$213.33	\$4.20
E 609-49750-230 Banking Charges	\$28.36	\$27.88	\$0.48	\$263.64	\$302.48	(\$38.84)
E 609-49750-231 Credit Card Fees	\$3,692.01	\$8,136.77	(\$4,444.76)	\$25,824.78	\$52,620.43	(\$26,795.65)
E 609-49750-251 Liquor & Wine	\$19,180.33	\$32,074.45	(\$12,894.12)	\$274,105.19	\$310,060.29	(\$35,955.10)
E 609-49750-252 Beer Costs	\$58,682.57	\$57,625.02	\$1,057.55	\$522,750.53	\$595,098.10	(\$72,347.57)
E 609-49750-253 NA Beer/Wine	\$758.90	\$94.95	\$663.95	\$4,790.01	\$11,700.80	(\$6,910.79)
E 609-49750-254 Pop/Mix/Bar	\$1,563.67	\$1,636.55	(\$72.88)	\$12,264.27	\$15,862.46	(\$3,598.19)
E 609-49750-257 Ice Costs	\$576.10	\$913.30	(\$337.20)	\$6,241.36	\$9,527.33	(\$3,285.97)
E 609-49750-259 THC Costs	\$2,481.60	\$0.00	\$2,481.60	\$18,511.08	\$0.00	\$18,511.08
E 609-49750-260 Gift Cards Used	\$0.00	\$52.85	(\$52.85)	\$623.21	\$1,685.42	(\$1,062.21)
E 609-49750-300 Professional Srvs	\$2,072.34	\$0.00	\$2,072.34	\$2,072.34	\$0.00	\$2,072.34
E 609-49750-320 Communications	\$186.91	\$187.07	(\$0.16)	\$1,686.29	\$1,671.31	\$14.98
E 609-49750-340 Advertising	\$725.00	\$0.00	\$725.00	\$4,770.00	\$1,549.28	\$3,220.72
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	\$883.87	\$1,029.39	(\$145.52)	\$7,361.64	\$8,026.37	(\$664.73)
E 609-49750-400 Repairs & Maint	\$1,010.85	\$64.00	\$946.85	\$1,739.62	\$541.49	\$1,198.13
E 609-49750-433 Dues, Fees,	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$117,986.94	\$120,000.00	(\$2,013.06)
E Expenditure	\$109,604.43	\$122,514.36	(\$12,909.93)	\$1,185,504.33	\$1,309,317.96	(\$123,813.63)
	\$232,389.05	\$293,030.57	(\$60,641.52)	\$2,404,289.16	\$2,697,553.38	(\$293,264.22)

Park board minutes, August 19, 2024

The meeting was called to order by Kate at 0900. Present were Brian, Kate, Amber, Amy, Judi, and Adam.

Added to the agenda was EDC/pickleball courts

The Minutes from May were approved as stands.

Letter from Pelican Valley Senior Living Center concerning the safety and assesibility of the walkway in Sherin Park was read and discussed. Brian reported that this will be upgraded with the campground in the next 3-4 years. At this time the maintenance department will continue to grade it the best they can. Amy will compose a letter to them communicating this.

Memorial Trees. Due to the overwhelming success of the campaign no further applications will be accepted at this time. There were 17 memorial trees planted and an additional 4 trees through the Lions Club. Amy will reach out to Lou regarding an article in the Press.

Veterans Park flower beds: One of the large overgrown flower beds will be removed to make more space for activities and people in the park.

Swimming Pool Update: Possible completion by mid September.

EDC/pickleball courts: Park board members have been approached a number of times about getting courts in town. Various locations have been suggested. This topic has been tabled for future discussion.

Next meeting date is set for October 21, 2024 at 4 PM at the City Hall.

Submitted by Judith Engebretson, recorder

July 29, 2024 Planning Commission Meeting Minutes

Call to Order

Chairman Waller called the Planning Commission meeting to order at 4:00 pm on Monday, July 29, 2024 in Council Chambers, City Hall. Planning Commissioners present were Steve Strand, John McMillen, John Waller III and Harold Holt. Kim Haugrud and Rudy Martinez were absent. Staff present were Administrator Roisum, Secretary Harthun and CEDA Rep Jordan Grossman.

Additions / Deletions to Agenda

There were no additions or deletions made to the agenda.

Motion to approve the agenda as presented. Motion carried, made by Strand, seconded by McMillen.

Approval of Minutes

Motion to approve the minutes. Motion carried, made by Strand, seconded by McMillen.

SW City Lot Discussion

Lance Roisum reviewed city owned lots in the SW. The lots are used for storm water drainage but if they are delineated and the reconveyance process done, a portion of the land could be used for housing. Motion carried, made by Waller, seconded by McMillen to recommend Council start moving forward with the reconveyance and delineation.

Sherin Park Campground

Apex Engineering has started laying out additional campsites in Sherin Park. At this point, there is no charge.

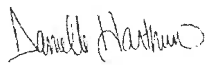
Commercial Storage Discussion

In the past, the Planning Commission discussed commercial storage but nothing was done at the time. It has come up a few times so staff are recommending the Planning Commission look into it. Motion carried, made by Waller, seconded by Strand to look into commercial storage.

Adjourn

With no further items to discuss, a motion was made and seconded to adjourn the meeting at 4:25 pm.

Motion carried, made by Holt, seconded by Strand.



Danielle Harthun
Secretary to the Planning Commission

Hammers Construction Inc.

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

5

Change Request

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

Number: 13
Date: 10/3/2024
Job: 23-073 PR Aquatics Center
Phone:

Description: Additional Trench Drains

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

Additional trech drains in pool deck me meet slope requirements for ADA and state.

The total direct cost to perform this work is				\$20,685.06
(Please refer to attached sheet for details.)				
	Management Fee	\$20,685.06	5.00%	\$1,034.25
			Total:	\$21,719.31

If you have any questions, please contact me at .

Submitted by: Hammers Construction, Inc

Approved by: _____
Date: _____

Hammers Construction Inc.

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

Change Request 13 Price Breakdown
Continuation Sheet

Description: Additional Trench Drains

Description	Labor	Material	Equipment	Subcontract	Other	Price
Plumbing & Heating Sub				\$17,244.00		\$17,244.00
ACO: general purpose drain		\$3,441.06				\$3,441.06
Subtotal:						\$20,685.06



2011 Great Northern Drive
Fargo, North Dakota 58102
Phone: 701.282.5900
Fax: 701.281.0819

September 18, 2024

Hammers Construction Inc.
44434 Harvest Ave
PO Box 148
Perham, MN 56573

RE: Pelican Rapids Aquatic Center

Eric,
Below are our costs associated with installing the Trench drainage system for pool.
This is a T&M cost not to exceeded.

Plumbing Piping Labor Total Cost:	\$32,040.00
Plumbing Material /Stakes Cost	<u>\$ 404.00</u>
Change Order Total Cost	\$32,444.00

Plumbing Piping Labor Billed to date: (\$ 15,200.00)

New Total: \$ 17,244.00

If you have any questions, please feel free to contact our office at 701.282.5900.

Sincerely,
ROBERT GIBB & SONS

Michael Cegla

Michael Cegla



PELICAN RAPIDS

^d
Highway Run - We're Open for the Holidays
Pelican Rapids
November 6th - Dec 31, 2024

**Prepared For: Jordan Grossman/ Community &
Business Development Specialist**



Designed by TownMapsUSA.com

Prepared By: Danny Hallock Strategic Marketing Specialist

Date: 10/22/2024

Overview

Objectives:

While Pelican Rapids may experience some construction this summer, the town will be WIDE OPEN and welcoming for year round cabin owners, lakefront residents, and tourists alike. Our goal is to provide updates on The Mighty 790 - 104.7 KFGO and FROGGY 99.9, keeping visitors informed and confident in their travel plans, while dispelling concerns about road slowdowns.

The Pelican Rapids campaign will also include live opportunities for promotional event interviews, allowing direct engagement with our audience to address any concerns during this period of construction.

Approach:

- KFGO Gone Outdoors Program: Leveraging this program's reach and relevance among outdoor enthusiasts, we will feature segments dedicated to winter tourism in Pelican Rapids. This will ensure that travelers planning outdoor activities are well-informed and prepared to shop in Pelican.
- Afternoons Live with Tyler Axness on KFGO: Tyler will host live interviews with local authorities, and tourism experts to promote shopping in Pelican Rapids.
- Froggy 99.9 Weathers: Weather updates play a crucial role in travel planning. By incorporating road reports and that Pelican is Open! Froggy 99.9, we will provide comprehensive information to listeners, helping them make informed decisions while traveling.

Key Benefits:

- Enhanced Awareness: The campaign will ensure that travelers and tourists are aware that the road construction on Highway 59 is over for winter journeys.
- Positive Engagement: Live interviews and interactive content foster positive engagement with our audience, building trust and loyalty towards our media platforms.
- Access to the number 1 stations in the region

Proposed Media

KFGO HOLIDAY GIFT GUIDE

The KFGO Holiday Gift Guide is an interactive website on kfgo.com that helps shoppers keep their dollars local. The KFGO gift team will feature products that you offer on multiple web pages dedicated to finding the perfect gift for your wife, your husband, mom, dad, teens, in-laws, co-workers, friends (near and far) and just about anyone else on your shopping list. We'll help get shoppers to "Go-Go-Go" to your business and each day we will feature a different local sponsor of our KFGO Holiday Gift Guide by showcasing their product at 12:10pm on It Takes 2 with Amy & JJ!

Gift Guide Sponsorship Includes:

- Business gift featured on the KFGO.com Holiday Gift Guide on KFGO.com
- Business gift showcased through social media mentions on KFGO
- 25 Live/Recorded mentions on KFGO as Holiday Gift Guide sponsor
- Your business on as Gift of the Day segment at 12:10pm on selected day on IT2
- Custom text keyword with your business name driving customers to purchase
- 2 - :30 second commercials on It Takes 2 with Amy and JJ when segment airs

City needs to provides the following write-up for a product they want featured for:

- 1.) *His*
- 2.) *Her*
- 3.) *Teenagers*
- 4.) *Under 25*



KFGO Gone Outdoors with Brewer & Agre

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 35+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25 – 54)

Pelican Rapids to receive:

2- :30 commercial per week in Gone Outdoors with Brewer and Agre (36 total)

Mention in 20 Gone Outdoors w/Brewer and Agre promos per week (360 total)

Live - Mention in Gone Outdoors with Brewer and Agre Opening Billboard

Mention in Gone Outdoors with Brewer and Agre Closing Billboard

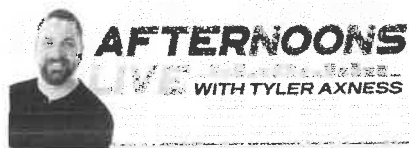
Logo and link on Gone Outdoors with Brewer and Agre on kfgo.com

Minimum One interview per month

KFGO- 5pm Hour - The Drive Time News Hour with Derek Hanson

The Drive Time News Hour takes you home every Friday with the day's news, sports and Traffic Reports. All brought to you by the City of Pelican Rapids.

City to receive 4 - Ids in the show and specific information for that week's detours at 5:12 and 5:25. City to also receive one thirty second branding commercial every Friday in the drive.



KFGO - Tyler Axness on the ROAD in November or December

Tyler Axness is On the Road and traveling all over North Dakota and Minnesota to showcase local businesses, attractions, events and the great outdoors that are all over our beautiful landscape. Rediscover everything that we love about living in our area with On the Road with Tyler Axness on a weekday of your choice.

On the Road with Tyler Axness Sponsorship Includes:

- Afternoons Live with Tyler Axness broadcasting live 2pm-5pm on-location
- Interview on Afternoons Live with Tyler Axness (2-5 minutes)
- 1 - :30 second commercials 2pm-5pm during Afternoons Live
- 20 Live/Recorded promos leading up to On the Road show
- Social Media post promoting Tyler Axness broadcasting LIVE



Froggy Thursday - Friday Weekend Weather Sponsorships-

There's few sponsorships more recognizable than delivering the weather to an audience on a weekly basis. The #1 country station in Adults 25-54 and Women 18-34 delivers daily weather each hour from 6am-7pm and this is your opportunity to tie into the presentation with a name mention and a 10 second tag read by the leader in Country Music. FROGGY 99.9!

FROGGY 99.9 Weather Sponsorship Includes:

4 - Selected sponsorship's per week

Weather sponsorship includes brought to you by name mention and 10 second tag when weather sponsorship is read by FROGGY 99.9

Conclusion:

This proposal outlines a comprehensive advertising campaign to emphasize that Pelican Rapids is WIDE OPEN for business this winter. While construction on Minnesota Highway 59 has paused for the season, travelers can still enjoy smooth access to the area. Through live and recorded updates on The Mighty 790 - 104.7 KFGO and FROGGY 99.9, we'll provide real-time

information on road conditions and the best routes, ensuring a seamless winter travel experience. Key promotional event interviews and collaborations with MNDOT will help inform and encourage visits, promoting safe and enjoyable travel throughout the winter months.

Schedule and Investment

Below is the campaign schedule breakdown of media and placement, based on the goals and objectives we outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the campaign, please communicate that as we discuss.

Media	Rate	Qty	Price
<i>KFGO Gone Outdoors with Brewer & Agre</i>	<i>\$90</i>	<i>8 Weeks</i>	<i>\$720</i>
<i>KFGO Friday Going Home Show</i>	<i>\$100</i>	<i>8 Weeks</i>	<i>\$800</i>
<i>KFGO Tyler on the Road Show in Nov or Dec.</i>	<i>\$300</i>	<i>1 Week</i>	<i>\$300</i>
<i>5 - Weekly Froggy 99.9 Weather Sponsorships</i>	<i>\$100</i>	<i>8 Weeks</i>	<i>\$800</i>
KFGO Holiday Gift Guide	\$250	1 Month	\$250

Total Cash Investment	\$2870
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- City of Pelican to receive No Charge November or December
 - 2 Weeks of FM Minutes on KFGO & Froggy 99.9
FM Minutes include 5 - :10 Commercials per day
= 35 Per week



- City of Pelican to receive 1 – KFGO It takes 2, three hour show (BDA - on a Thursday or Friday)



3 - Bonus Sponsorship and dates on Gift Guide

Gift Guide Sponsorship Includes:

Business gift featured on the KFGO.com Holiday Gift Guide on KFGO.com

- *Business gift showcased through social media mentions on KFGO*
- *25 Live/Recorded mentions on KFGO as Holiday Gift Guide sponsor*

Accountability & Execution

Throughout this campaign, it is imperative that we get feedback from you and your team in a timely fashion so that we can keep things moving forward and validate that the messaging and media is dialed in. As a communication standard, we should plan to meet each month to review how the campaign performed and discuss any needed adjustments. This

meeting allows us to review performance and attribution reports from all of the media that is included

If the City would like to build a “Pelican is Open” Web site to drive listeners to see what the city has to offer, City of Pelican Rapids would also allow for Radio Analytics code to be added to measure lift and response to City Website.

City of Pelican to receive access to real time digital dashboard and monthly digital reporting.



City of Pelican Rapids Approval

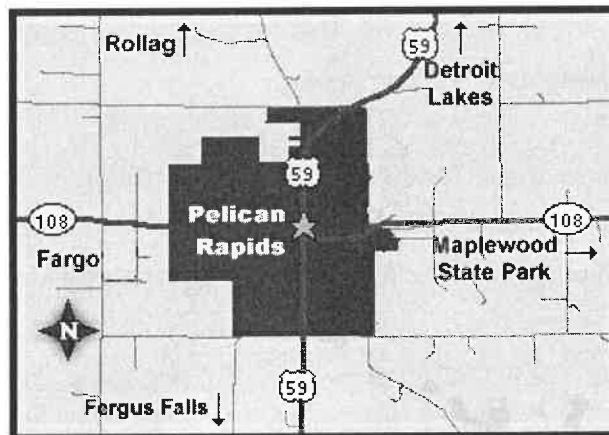
Pelican Rapids approval _____

Midwest Advertising Approval _____



*Highway Run - We're Open for the Sun - Summertime in
Pelican Rapids
To run May 1st - September 10th*

**Prepared For: Jordan Grossman/ Community &
Business Development Specialist**



Prepared By: Danny Hallock Strategic Marketing Specialist

Date: 10/22/2024

Overview

Objectives:

While there will be construction again in the summer of 2025, Pelican Rapids will be WIDE OPEN and ready for cabin owners, lakefront people and tourists. Our objective is to provide real-time updates on The Mighty 790 - 104.7 KFGO and FROGGY 99.9 for tourists throughout the summer to entice travel and push back fears of slowdowns on the roads. Alternate routes near Highway 59 are readily available and we're making sure you know where to go all summer long.

The Pelican Rapids campaign will offer live opportunities for key promotional event interviews. This will enable our audience to engage directly with Pelican Rapids to address concerns during the construction period.

Approach:

- KFGO Gone Outdoors Program: Leveraging this program's reach and relevance among outdoor enthusiasts, we will feature segments dedicated to road construction updates and travel advisories on Highway 59. This will ensure that travelers planning outdoor activities are well-informed and prepared.
- KFGO Afternoons Live and The KFGO Tyler Axness Program: These programs will host live interviews with MN DOT officials, local authorities, and tourism experts to discuss road construction progress, anticipated delays, and strategies for minimizing disruptions to travel plans.
- Froggy 99.9 Weathers: Weather updates play a crucial role in travel planning. By incorporating road construction alerts into weather reports on Froggy 99.9, we will provide comprehensive information to listeners, helping them make informed decisions while traveling.

Key Benefits:

- Enhanced Awareness: The campaign will ensure that travelers and tourists are aware of the road construction on Highway 59, reducing surprises and frustration during their journeys.
- Positive Engagement: Live interviews and interactive content foster positive engagement with our audience, building trust and loyalty towards our media platforms.
- Access to the number 1 stations in the region

Proposed Media



KFGO Gone Outdoors with Brewer & Agre

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 35+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25+)

Number 1 rated show Sat 11am – Noon in ND, SD and Minnesota (Persons 25 – 54)

Pelican Rapids to receive:

2- :30 commercial per week in Gone Outdoors with Brewer and Agre (36 total)

Mention in 20 Gone Outdoors w/Brewer and Agre promos per week (360 total)

Live - Mention in Gone Outdoors with Brewer and Agre Opening Billboard

Mention in Gone Outdoors with Brewer and Agre Closing Billboard

Logo and link on Gone Outdoors with Brewer and Agre on kfgo.com

Minimum One interview per month

KFGO- 5pm Hour - Friday Derek Hanson Drive Home Show

The Drive Time News Hour takes you home every Friday with the day's news, sports and Traffic Reports. All brought to you by the City of Pelican Rapids.

City to receive 4 - Ids in the show and specific information for that week's detours at 5:12 and 5:25. City to also receive one thirty second branding commercial every Friday in the drive.



KFGO - Tyler Axness on the ROAD in June or August

Tyler Axness is On the Road and traveling all over North Dakota and Minnesota to showcase local businesses, attractions, events and the great outdoors that are all over our beautiful landscape. Rediscover everything that we love about living in our area with On the Road with Tyler Axness on a weekday of your choice.

On the Road with Tyler Axness Sponsorship Includes:

- Afternoons Live with Tyler Axness broadcasting live 2pm-5pm on-location
- Interview on Afternoons Live with Tyler Axness (2-5 minutes)
- 1 - :30 second commercials 2pm-5pm during Afternoons Live
- 20 Live/Recorded promos leading up to On the Road show
- Social Media post promoting Tyler Axness broadcasting LIVE



Froggy Thursday - Friday Weekend Weather Sponsorships-

There's few sponsorships more recognizable than delivering the weather to an audience on a weekly basis. The #1 country station in Adults 25-54 and Women 18-34 delivers

daily weather each hour from 6am-7pm and this is your opportunity to tie into the presentation with a name mention and a 10 second tag read by the leader in country, FROGGY 99.9!

FROGGY 99.9 Weather Sponsorship Includes:

5 - Selected sponsorship's per week

Weather sponsorship includes brought to you by name mention and 10 second tag when weather sponsorship is read by FROGGY 99.9

Conclusion:

This proposal outlines a comprehensive advertising campaign that utilizes multiple media channels to address the need for awareness of Minnesota Highway 59 road construction and delays. Through live and recorded information, key promotional event interviews, and collaborative efforts with MN DOT, we aim to facilitate smooth and enjoyable travel experiences for summer visitors while promoting responsible travel practices.

Schedule and Investment

Below is the campaign schedule breakdown of media and placement, based on the goals and objectives we outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the campaign, please communicate that as we discuss.

Media	Rate	Qty	Price
<i>KFGO Gone Outdoors with Brewer & Agre</i>	<i>\$90</i>	<i>20 Weeks</i>	<i>\$1800</i>
<i>KFGO Friday Going Home Show</i>	<i>\$100</i>	<i>20 Weeks</i>	<i>\$2000</i>
<i>KFGO Tyler on the Road Show in June or August</i>	<i>\$300</i>	<i>1 Week</i>	<i>\$300</i>
<i>5 - Weekly Froggy 99.9 Weather Sponsorships</i>	<i>\$100</i>	<i>20 Weeks</i>	<i>\$2000</i>

Total Cash Investment	\$5100
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- City of Pelican to receive No Charge for 2025
- 2 Weeks of FM Minutes on KFGO & Froggy 99.9
FM Minutes include 5 - :10 Commercials per day
= 35 Per week



- City of Pelican to receive 1 – Free KFGO It takes 2, three hour show (BDA - on a Thursday or Friday)

City of Pelican to receive a free booth and sponsorship of the KFGO 2025 Parking Lot Picnic. City will be able to hand out information and provide drawings for certificates to Pelican business.

Accountability & Execution

Throughout this campaign, it is imperative that we get feedback from you and your team in a timely fashion so that we can keep things moving forward and validate that the messaging and media is dialed in. As a communication standard, we should plan to meet each month to review how the campaign performed and discuss any needed adjustments. This meeting allows us to review performance and attribution reports from all of the media that is included

City of Pelican Rapids would also allow for Radio Analytics code to be added to measure lift and response to City Website.

City of Pelican to receive access to real time digital dashboard and monthly digital reporting.



City of Pelican Rapids Approval

Pelican Rapids approval _____

Midwest Advertising Approval _____

Contract for Professional Services



This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the City of Pelican Rapids, a political subdivision of the State of Minnesota, hereafter “the City”, to define the terms by which CEDA shall provide technical and management expertise services to the City.

I. Agreement scope and purpose. The City hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the City more effectively accomplishing:

- * Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- * Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- * The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- * The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well-being of the community and/or for businesses who are unable to obtain financing from conventional sources

II. Services to be provided by CEDA. CEDA agrees to provide technical and management expertise in the form of staff and materials to the City. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the City’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the City’s needs and operations:

- * Accessing of grantor funding for the City’s economic development programming
- * Providing loan packaging services for the City’s business assistance programs
- * Administering local, regional and state revolving loan funds, if appropriate
- * Drafting the City’s Economic Development Annual Work Plan(s)
- * Planning, facilitating, and/or directly conducting the City’s community and business development projects, including as necessary, staffing those projects as directed by the City in consultation with CEDA. These efforts shall include (but are not limited to), the following:
 - * seeking city and county involvement
 - * developing relationships and partnerships to enhance the City’s goals
 - * preparing economic development guidelines
 - * promoting the use of local assets to support and promote value-added processes and unique based businesses
- * Assisting with local surveys related to business and industry, community, and land and buildings
- * Assisting with the City’s economic development marketing efforts and coordination through website development and maintenance
- * Coordinating and hosting forums in which the City’s economic development programming are open for the public’s review
- * Create/update community marketing plan(s): update data and information, produce new and/or updated handouts and materials.
- * Implement marketing plan(s).
- * Design a survey and meet with the businesses to gather information on business perceptions, concerns, and needs.
- * Develop a business listing

- * Research and report to EDA on the idea of establishing a revolving loan fund program for business and/or housing rehab.
- * Promote and educate the public on the availability and use of various economic development programs available to them.
- * Develop contacts, initial meeting, develop and assemble appropriate materials and project information for specific projects.
- * Research, develop and assemble appropriate materials and project information for new housing subdivision.

III. Obligations of the City.

- A. The City shall reimburse CEDA for staff time provided at the rate of \$72,576 not to exceed annually. This is based on an average of twenty-four hours per week.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the City in writing prior to the provision of the materials.
- C. The City shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

- A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the City under this Agreement neither creates a release of CEDA staff to employment at the City nor makes such staff subject to supervision by the City.
- B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the City or to bind the City in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.
- C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the City with certification of such coverage.
- D. CEDA shall be responsible to invoice the City for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is through December 31, 2025, commencing January 1, 2025. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the City or by the City to CEDA. Upon termination, the City shall be liable to pay CEDA for services performed at \$72,576 per year, pro-rated to the commencement date and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

CITY OF PELICAN RAPIDS

By _____

Its _____

Date _____

By _____

Its _____

Date _____

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By 

Its CEO/President

Date October 12, 2024



9

Pelican Rapids Police Department

October 2024

- 1) Oath of Office - Sam Holmes
- 2) Approve Conditional Offer to S.M.
- 3) Discuss - Civil Defense Storm Sirens
 - a) We received the mitigation grant from Otter Tail County
 - b) Location change of North Siren-Requesting approval of new locaiton
 - c) Funding for 2nd
- 4) Transfer funds from 100 Line budget to 210 line budget
Transfer \$15,000 from 100 line wages to 210 operating line

RESOLUTION NO. 2024-16

CITY OF PELICAN RAPIDS

RESOLUTION PLEDGING TO FUND THE PELICAN RAPIDS AQUATIC CENTER

WHEREAS, the City Council of the City of Pelican Rapids, County of Otter Tail, State of Minnesota, acknowledges the Pelican Rapids Pool is a great asset to the community and its residents.

NOW, THEREFORE, BE IT RESOLVED that the City Council shall pledge to support the Pelican Rapids Aquatic Center and fund the 2025 operations and maintenance budget of \$110,850.

Adopted by the City Council of the City of Pelican Rapids, Minnesota this the 29th day of October 2024.

Mayor Brent E. Frazier

ATTEST

City Clerk Danielle Harthun