PELICAN RAPIDS

CITY COUNCIL AGENDA October 4, 2024

Tuesday, October 8, 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 24, 2024
   b) Approval of Accounts Payable Listings
   c) Intent to Certify
      1. R 76000260031900
         Amount Due $329.26
         Unpaid Utility Bills
   d) Staff Reports
      1. Police Report (In Packet)
      2. Financial Reports
5. Planning Commission Recommendations
   - Fence Variance (In Packet)
   - Ridgecrest Lot Sales Discussion
6. Continuation of Residential New Construction Tax Rebate Program-Jordan Grossman (In Packet)
7. Library Report
8. PRAC – Hammer's Construction (In Packet)
   - Change Request #13
   - Pay Request #14
9. Street and Parks Report – Brian Olson
   - Resolution No. 2014-15 (In Packet)
10. Administrator Report
11. Mayor Report
12. Adjourn

September 24, 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 24, 2024 in Council Chambers, City Hall. Clerk-Treasurer Harthun conducted a roll call verifying the presence of Council Members Steve Strand, Kevin Ballard, Curt Markgraf, Steve Foster and Mayor Brent E. Frazier.
Staff present: Administrator Lance Roisum, Clerk-Treasurer Danielle Harthun, Police Chief Todd Quaintance, CEDA Rep Jordan Grossman.
General Attendance: Tessa Nord, John Dunwell, Scott DeMartelaere, John Waller III and Kim Pederson from the Pelican Press

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

There were no Citizen Comments.

Additions/Deletions to Agenda

A motion was made to add an agenda item about pickle ball courts.

Motion to approve the agenda with the addition of the pickle ball courts. Motion made by Steve Strand, seconded by Curt Markgraf, passed unanimously.

Approval of Consent Agenda

The consent agenda was presented for approval, encompassing council minutes from September 10, 2024, accounts payable listings, to certify $280 to property taxes for parcel 76000990579002, police report and liquor store report.

Motion to approve the consent agenda. Motion made by Steve Foster, seconded by Kevin Ballard, passed unanimously.
In discussion, it was clarified that the unpaid bill was related to fire services, not water.

PRAC Change Request No. 11

Scott DeMartelaere presented on behalf of Kelly Januszewski, detailing a request for compensation due to unplanned winter weather expenses incurred during the construction at Pelican Rapids Aquatic Center.
The council questioned the additional costs of $27,616.44 and planned construction progress. Scott assured the council of timely completion with detailed future scheduling updates.

Motion to approve Change Order No. 11 for Hammers Construction. Motion made by Kevin Ballard, seconded by Steve Foster, passed unanimously.

EDA Update

Housing Study

September 24, 2024 Council Meeting Minutes

Jordan Grossman presented an updated housing study, mentioning it was completed by CEDA with input from a steering committee with recommendations for city development actions. A detailed discussion was held regarding the next strategic steps for housing development.
Motion to approve the housing study. Motion made by Curt Markgraf and seconded by Steve Foster, passed unanimously.

SCDP Update

An update on the Small Cities Development Program fund approval for $948,750 for enhancements to residential and commercial properties was provided, summarizing timelines and procedures.

Business Incentives

Council reviewed the proposed financial incentives for new businesses for Pelican Rapids, outlining various rebate options available to business owners. A new business will have the option to pick two of the following: Free or reduced utilities, tax rebate program or utility hook-up fees.

Motion to approve business incentives as presented. Motion made by Kevin Ballard, seconded by Steve Stand, passed unanimously.

Business Facade Improvement Program

Jordan Grossman presented a facade improvement proposal aiding downtown businesses with potential financial assistance through a county match.

Motion to approve **RESOLUTION 2024-14 REQUIRED RESOLUTION PROVISIONS FOR OTC CDA COMMUNITY GROWTH PARTNERSHIP GRANT PROGRAM** was made by Steve Foster, seconded by Curt Markgraf. (A complete text of this resolution is part of permanent public record in the City Clerk's office.) Motion passed and resolution declared duly adopted.

Yard of the Week Signs

She provided an update on the Yard of the Week Program and requested reimbursement for the signs of $120.

Motion to approve the signs reimbursement. Motion made by Curt Markgraf, seconded by Steve Foster, passed unanimously.

Pickle Ball

Discussion centered on establishing pickle ball courts, referencing location behind the pool and funding discussions including a 1:1 match which would be the land. Although noting a preference for four courts, logistical preferences were detailed. Potential collaboration with Pelican Valley for a parking lot was mentioned.

Motion to approve exploring pickle ball court development north of the pool. Motion made by Kevin Ballard and seconded by Steve Foster, passed unanimously.

Post Office Boxes - Tessa Nord

Tessa Nord clarified responsibility for post office boxes installed due to road project impacts, detailing ongoing city liabilities, future maintenance, and key management. The responsibilities for administering keys, managing potential liabilities like maintenance or damage, and cost disputes arose in council discussions.

Motion to charge a $75 deposit for all three keys with administration performed by the city, covering lock changes if required. Motion by Steve Foster, amended and seconded by Steve Strand passed unanimously.

Library Discussion

The Library Director had informed the library board of her resignation. Recommendations for addressing immediate library staffing needs were presented, with discussions on an interim solution to hire two part-time substitute library employees. Appointments for library board positions were proposed.

Motion to accept the resignation of the library director. Motion made by Steve Foster, seconded by Steve Strand, passed unanimously.

Motion to hire up to two additional part-time substitute library employees. Motion made by Steve Foster, seconded by Kevin Ballard, passed unanimously.

Motion to confirm library board appointments for Dave Ellison and Kate Martinez. Motion made by Steve Foster, seconded by Steve Strand, passed unanimously.

League of MN Cities Collaboration Services Proposal

It was proposed to continue with collaboration services from the League of Minnesota Cities Insurance Trust to help clarify roles and responsibilities between the Council, Library Board, Library Director, City Administration and staff. The proposal also aims to repair relationships and improve teamwork while clarifying the process and expectations for communication, information sharing and working together moving forward.

Motion to approve collaboration services engagement. Motion made by Kevin Ballard and seconded by Steve Foster, passed unanimously.

Review 2025 Budget

Approve Preliminary 2025 Budget

Council discussed the preliminary 2025 budget. Focus areas were addressed, like the operating and debt costs for the new aquatic center and maintaining fiscal responsibility for the taxpayers. Using reserves was discussed to limit tax increases.

Motion to approve preliminary 2025 budget. Motion made by Steve Foster, seconded by Curt Markgraf, passed unanimously.

Public Hearing for Final Budget

The Public Hearing to approve the 2025 final budget will be held December 10, 2024, 6:00 p.m. at City Hall in Council Chambers.

Administrator Report

Administrator Roisum reported that since the last city council meeting he has; worked with Clerk and Mayor to set council agenda and prepped for the meeting, attended the Hwy 59/108 construction meetings and open houses, attended a pool construction meeting, Jordan and I met with Otter Tail County Community Development representatives and discussed the Big Build Initiative, Pinewood Estates, and the Small Cities Development Program, attended an EDA and EDC meeting, attended the final presentation of the Housing Study put on by CEDA, met with Library employees and discussed scheduling options moving forward, met with the Library Director, created a draft supplemental application and scoring sheet for the Library Director position, attended monthly Municipal Solar Cohort put on by West Central Initiative, attended Library Special Meeting, worked with Justin from Kutak Rock on closing documents needed to finalize PFA funding for Hwy 59/108 project, attended the online Eagleview Connect Explorer training put on by Otter Tail County, met with Clerk and PeopleService to discuss 2025 Water and Sewer Budgets.

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 September 12 Housing Study Meeting at city hall, attended a Blue Cross MN National Fitness Campaign Health Site Zoom Meeting at city hall on September 17 with the Administrator and Jordan Grossman of CEDA, facilitated the September 18 EDA Meeting at city hall on September 18, interviewed Kate Woolever-Martinez and

David Ellison as potential Library Board members and met with Administrator Roisum on September 23 to plan for this council meeting.

Adjourn

The meeting adjourned at 6:19 pm.

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

Danielle Harthun

Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

CITY - Bill Listing CITY 10-08-24

Vendor Name	Comments	Amount
BELL BANK CREDIT CARD	ALL; MISCEL	$17.17
CARLSONSV	ALL; 2023 AUDIT	$16,030.00
CLIMATE MAKERS INC.	CH; VAV PD ROOM	$1,029.00
CULLIGAN OF DETROIT LAKES	ALL; WATER	$32.75
DESIGN INTENT ARCHITECTS	PL; CONSTRUCTION ADMIN	$7,239.84
EGGE CONSTRUCTION INC	STR; FIX CURBSTOP	$5,416.20
FARMERS ELEVATOR COMPANY	PK; WEED CONTROL	$42.87
FERGUSON WATERWORKS	SWR, WTR; Register and Meters	$4,222.72
GALLS	PD; SUPPLIES	$307.34
HAWKINS, INC	WWTF, WTP; FERRIC	$12,208.45
LAKELAND GEN STORE	PK; WOOD PROTECTOR	$45.99
LAKES COUNTRY SERVICE CO-OP	STR; RANDOM DRUG TESTING	$35.00
LARRYS SUPER MARKET	ALL; DISTILLED WATER	$13.23
MARCO	ALL; COPIES/PRINTING	$335.16
MOENKEDICKS WINDOW WIZARD	ALL; WINDOW CLEANING	$123.00
NAPA	STR; OIL	$129.96
NETWORK CENTER, INC	ALL; COMP SERVICE	$114.00
OTTERTAIL POWER	ALL; UTILITY	$17,737.51
POWERPLAN RDO	STR; BELT KIT	$389.57
QUADIENT	ALL; POSTAGE	$800.00
STRAND HARDWARE	PD; REPAIR SUPPLIES	$11.14
SUMMIT FIRE PROTECTION	SWR; GENERATOR	$461.00
TEAM LABORATORY CHEMICAL	SWR; ROOT KILLER	$325.00
VERIZON WIRELESS	ALL; PD JETPACK	$120.03
VESTIS	PK; STR; LINEN SERVICE	$132.64
VOL FIREFIGHTERS ASSOC	FD; VFBA RENEWAL	$220.00
		$TOTAL: 67,540.16

CITY OF PELICAN RAPIDS

LIQUOR STORE - Bill Listing LS 10-08-24

Vendor Name	Comments	Amount
ABSOLUTE ICE	ICE	$282.70
ALL AMERICAN ADVERTISING	ADVERTISING	$165.00
ARTISAN BEER COMPANY	TCH	$850.70
BERGSETH BROS. CO. INC	BEER	$7,474.25
BEVERAGE WHOLESALERS, INC	BEER/LIQUOR/THC	$5,326.24
BREAKTHRU BEVERAGE	LIQUOR	$948.61
CARLSONSV	AUDIT	$3,500.00
DS BEVERAGES, INC	BEER	$8,056.09
JOHNSON BROTHERS LIQUOR CO	WINE	$10,048.52
PEPSI	POP/MIX	$275.95
PHILLIPS WINE & SPIRITS	LIQUOR	$2,044.44
VIKING COCA-COLA BOTTLING CO	POP/MIX	$348.90
		TOTAL: $39,321.40

Pelican Rapids Police Department
Monthly Report
September 2024

Accident-1050-MV-Rec Veh	3
911 Hangup Calls	3
Alarm-Holdup	1
Animal Call	4
Assistance-Public	5
Burglary Report	1
Civil Dispute	2
Disturbance	5
Domestic Assault	2
Driving Complaint	3
EMS-Injury Accident	3
EMS-Medical	17
Fire-Alarm	1
Fire-Control Burn	2
Harassment Order Viol	1
Hazardous Material	1
Lost & Found	4
Missing Person	1
Nuisance	4
Other Calls For Service	10
Parking Comp/Privileges	4
Prints Finger	2
Records Check	5
Scam	2
School Assistance	1
Suspicious Activity	7
Terroristic Threats	2
Theft/Fraud Rep	6
Unlock	1
Vehicle Off Rd/non Rep Cr	2
Warning-Traffic	7
Welfare Check	5
Monthly Total ->>>>	117

** Approve hire of S.H. upon successful completeion of background/psych eval.

**Notice that an Officer Brandenburger has given notice of resignation.
Effective- October 18th, 2024
Request Brandenburger status to change from FT to PT.

5

PELICAN RAPIDS

Application for Request to Planning Commission

AUG 30 2024

Paid Ck # 5219

Applicant/Contact Information

Applicant Name	Sarah Centeno / Larky & Wendy Watkins			
Applicant Address	*Street Address* 105 1st Ave NW	*City* Pelican Rapids	*State* MN	*Zip* 56537
Home Phone Number: (Area Code, Phone Number) 218-671-8672		**Work Phone Number:** (Area Code, Phone Number)		
Email Address:		**Fax Number:** (Area Code, Phone Number)		
Name of Business (if applicable):				
Business Address (if applicable):				
Bus Phone Number: (Area Code, Phone Number)		**Bus Fax Number:** (Area Code, Phone Number)		

Nicole Lee OTC

Proposed Site (subject property) of Planned Request

Address:	105 1st Ave NW	
Parcel ID:	76000990133000	
Legal Description:	Sect-22 Twp-136 Range-043 ORIGINAL PLAT-PELICAN RAPIDS E 40' OF LOT 14 & W1/2 OF LOT 15 BLK 6	
Land Use:	*Existing?*	*Proposed?*
Zoning:	*Existing?*	*Proposed?*

Action requested: (Check appropriate item)

- [x] Variance
- [ ] Conditional or Special Use Permit
- [ ] Vacation
- [ ] Rezoning
- [ ] Interim Use Permit
- [ ] Lot Split
- [ ] Ordinance Amendment
- [ ] Other

Please provide a detailed description of your request and attach a copy of your property layout (if applicable)

Needing to have a fence in yard at a 6 foot height for safety of child at the residence. Child has disability and having the 6 foot fence prevents him from climbing over and keeps him safely in the yard. Prevent him from going onto the busy road in front of the home.

I understand that any application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account closure. I also understand that as the applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

[signature]	8/29/24	Larkey L. Watkins	8/29/24
Applicant Signature	**Date**	**Co-Applicant Signature**	**Date**

I hereby certify that I am the fee title owner/contract for deed vendee of record for the above-mentioned property. Failure to prove ownership may void any agreements entered into by the City of Pelican Rapids and I will be held liable for any and all costs incurred by the City.

[signature]	8/29/24	Larkey L. Watkins	8/29/24
Property Owner Signature	**Date**	**Co-Property Owner Signature**	**Date**

OFFICE USE ONLY (below)

Pursuant to the requirements of Chapter 9 of the Pelican Rapids City Code, this application was received by me or my duly designed representative on 8-30-2024, and I hereby certify that this application meets all the necessary application requirements.

[signature]	8-30-2024
Zoning Administrator	**Date**

Planning Commission Action: Date 9/30/2024

☒ Approved	Additional Comments:	
☐ Denied	Reason:	

City Council Action: Date ____________________

☐	Approved	Additional Comments:	
☐	Denied	Reasons:	

Other Comments:

OTTER TAIL COUNTY - MINNESOTA

HOUSING TAX REBATE APPLICATION

(Application Period 1/1/2020 through 12/31/2024)

Property Owner / Applicant: ______________________

Current Address: ______________________

Telephone: ______________ E-Mail: ______________

Are property taxes current? ☐ Yes ☐ No Anticipated Construction Start Date (as defined below): __________

Proposed Project: ☐ New Construction ☐ Replacement of housing unit

Project Type: ☐ Single Family ☐ Two Family

Project Address (if available): ______________________

Parcel Number: ______________ Estimated Project Valuation: $ __________

Applicant Statement:
(Please provide a statement as to why you are requesting an abatement of property taxes.)

Attach site plan with location of house, parcel information and parcel number. (Include letter of consent from property owner if subject to purchase agreement.)

I / We as applicant(s) for the Housing Tax Rebate certify that no construction has begun or will begin prior to the taxing authority's decision on my/our application. For the purposes of this provision, construction shall include the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

I / We as applicant(s) for the Housing Tax Rebate submit this application having read the policy and understand the provisions as outlined including, but not limited to, the potential of a partial abatement in year one, construction must commence within one year of the approval, assessors cannot be refused access to the property for assessment purposes, and the abatement is awarded following full payment of real estate taxes due annually and only in the years in which the owner is a permanent resident of Otter Tail County.

______________________ __________
Construction & Provisions Certification Signature *Date*

☐ *I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.*

FOR OFFICE USE ONLY: ELIGIBLE / APPLICABLE APPROVALS

Otter Tail County ______________________ Date: __________

☐City or ☐ Township of

______________ ______________________ Date: __________

Disclaimer: Each taxing entity makes its own decision on approval or denial of application for tax rebate. Applications must comply with all requirements of the policy/program as outlined in the policy/program guidelines and build within allotted timeframe or tax rebate offer will be automatically terminated. Building cannot start until such time as all taxing entities have approved and written authorization is provided.

Please submit completed application with attachments to:

Otter Tail County Community Development
520 West Fir Ave, Fergus Falls, MN 56537
or: cda@ottertailcounty.gov

OTTER TAIL COUNTY - MINNESOTA

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: 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 .... (Please refer to attached sheet for details.)			$20,685.06
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	$ 404.00
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

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

HAMMERS CONSTRUCTION

Date 08/25/2023

Lance Roisum
City of Pelican Rapids
PO Box 350
Pelican Rapids, MN 56572

Regards: Pelican Rapids Aquatic Center

Mr. Roisum,

Attached is a pay request for August 2024. This request includes costs accrued for labor, materials, and equipment thus far on the project. The pools have been prepped for painting and the life floor. The drywall has been installed in the family locker bathroom and is currently being finished. Concrete decks and drains are complete. Fencing around the pool deck has started setting panels. Electrical and plumbing finishes continues in the building. The gas meter has been set and the line brought into the building. Interior masonry has been completed and walls have been washed. Sealing of the block is scheduled for next week with epoxy floors after that. Started pouring in the new concrete curb and finished grade on the east side of the building.

If you have any questions on the invoice, please let me know.

Thank you,

Kelly Januszewski
Project Manager
Hammers Construction Inc.
Office: 218-346-2195
Cell: 218-457-4134
kellyj@hci-mn.com

REQUEST FOR PAYMENT

From: Hammers Construction Inc.
P.O. Box 148
Perham, MN 56573-0148

To: City of Pelican Rapids
315 North Broadway
PO Box 350
Pelican Rapids, MN 56572

Invoice: 130134
Draw: 14
Invoice date: 8/23/2024
Period ending date: 8/25/2024

Contract For:

Request for payment:

Original contract amount	$4,961,980.00	
Approved changes	$16,209.96	
Revised contract amount		$4,978,189.96
Contract completed to date		$4,455,709.31
Add-ons to date	$0.00	
Taxes to date	$0.00	
Less retainage	$221,133.15	
Total completed less retainage		$4,234,576.16
Less previous requests	$3,808,472.44	
Current request for payment		$426,103.72
Current billing		$448,530.24
Current additional charges	$0.00	
Current tax	$0.00	
Less current retainage	$22,426.52	
Current amount due		$426,103.72
Remaining contract to bill	$743,613.80	

Project: 23073-0
PR Aquatic Center

Contract date:

Architect: [signature] 10/2/2024

Scope: $426,103.72

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

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

CONTRACTOR: Hammers Construction Inc.

By: [signature]

Date: 08/23/24

State Of MN

County Of Otter Tail

Subscribed and sworn to before me this 23 day of August , 2024

Notary Public Cheryl R Johnson

My commission expires: 1-31-2029

CHERYL R JOHNSON
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31 2029

REQUEST FOR PAYMENT DETAIL

Project: 23073-0 / PR Aquatic Center Invoice: 130134 Draw: 14 Period Ending Date: 8/25/2024

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
1	General Conditions	317,052.00	269,494.20	15,852.60		285,346.80	90.00	31,705.20	14,267.33
2	Performance & Payment Bond	33,048.00	33,048.00			33,048.00	100.00		
3	Demolition	33,480.00	31,806.00			31,806.00	95.00	1,674.00	1,590.30
4	Sitework	257,963.00	232,166.70			232,166.70	90.00	25,796.30	11,608.35
5	Concrete	355,450.00	284,360.00	35,545.00		319,905.00	90.00	35,545.00	15,995.29
6	Masonry	601,560.00	571,482.00	18,046.80		589,528.80	98.00	12,031.20	29,476.44
7	Metals	32,453.00	30,830.35	1,622.65		32,453.00	100.00		1,622.65
8	Woods & Plastics	74,322.00	66,889.80	3,716.10		70,605.90	95.00	3,716.10	3,530.31
9	Moisture & Protection	314,460.00	298,737.00	15,723.00		314,460.00	100.00		15,723.00
10	Openings	62,841.00	56,556.90	3,142.05		59,698.95	95.00	3,142.05	2,984.95
11	Finishes	77,279.00	42,503.45	23,183.70		65,687.15	85.00	11,591.85	3,284.38
12	Specialties	55,956.00	27,978.00	19,584.60		47,562.60	85.00	8,393.40	2,378.13
13	Furnishings	51,840.00		25,920.00		25,920.00	50.00	25,920.00	1,296.00
14	Special Construction	2,174,796.00	1,631,097.00	217,479.60		1,848,576.60	85.00	326,219.40	92,428.83
15	Plumbing/HVAC	319,680.00	255,744.00	47,952.00		303,696.00	95.00	15,984.00	15,184.80
16	Electrical	199,800.00	159,840.00	19,980.00		179,820.00	90.00	19,980.00	8,991.00
CO01	CRs #1 - #3	15,642.92	14,078.63	782.14		14,860.77	95.00	782.15	743.04
CO02	CO02 CR# 4-5	567.04	567.04			567.04	100.00		28.35
	Totals	4,978,189.96	4,007,179.07	448,530.24		4,455,709.31	89.50	522,480.65	221,133.15

RESOLUTION
No. 2024-15

WINTER MAINTENANCE AGREEMENT

BE IT RESOLVED, that the following request is approved by the City or Township and Otter Tail County is hereby authorized to provide the materials and or services as requested below.

BE IT RESOLVED, that the work will be included in our regular maintenance or after our regular maintenance work is completed.

BE IT RESOLVED, that there is a 5 Ton minimum with no returns or dump backs.

CITY/TOWNSHIP Pelican Rapids

		APPROX. QTY.
WINTER SAND COST	$44.40 Per Cubic Yard or $31.70 Per Ton	0-100
STRAIGHT SALT COST	$141.13 Per Cubic Yard or $128.30 Per Ton	
STRAIGHT SAND COST	$17.37 Per Cubic Yard or $12.41 Per Ton	

SALT/SAND TO BE HAULED BY ______________________
City/Township/Contractor

SALT/SAND TO BE LOADED BY COUNTY PERSONNEL ONLY

BE IT FURTHER RESOLVED, that the City or Township will be responsible for all cost of materials and services provided.

Adopted this 8th day of October, 2024.

____
City or Township Official

Comments:

OTTER TAIL
COUNTY - MINNESOTA

HIGHWAY
505 South Court Street, Suite 1
Fergus Falls, MN 56537

MEMO

SEP 27 2024

DATE: September 23, 2024

TO: Cities & Townships

FROM: Cristi Field, Maintenance Supervisor

SUBJECT: **Winter Maintenance Material Pick Up Times, Contact Persons & Resolution**

Attached is the annual *Winter Maintenance Resolution* (sent to clerks). If you intend to pick up sand/salt materials and we don't have a signed resolution, this could delay pickup of materials.

Salt/Sand material can be picked up by Cities & Townships at 8:00 am Monday through Friday again this year. Our working hours will differ due to winter maintenance needs. Please call the day before to schedule your 8 am pick up to guarantee maintenance staff is there. **Maintenance staff will not be at their locations unless notified the day before.** All other loading must be by appointment only. Only County employees are authorized to use County loaders/equipment for insurance reasons. Pick-up Locations are listed below.

We are not authorized to sell salt/sand to private parties due to State of Minnesota contract requirements. You may receive requests to buy salt/sand through the Townships but are not required to approve this transaction. Please have an advanced decision on this matter.

There is a 5 Ton minimum. We do not allow returns or dump backs.

Please call the following lead workers for loading salt/sand:

Pick-up Locations		Lead Worker	
Fergus Falls, Battle Lake		Dean Larson	218-770-7153
	(Alternate)	Bruce Haugrud	218-841-5116
Henning, New York Mills, and Parkers Prairie		Jeff Ratz	218-841-3493
	(Alternate)	Jeff Arndt	218-770-7234
Pelican Rapids		Bruce Haugrud	218-841-5116
	(Alternate)	Dean Larson	218-770-7153

Please complete the *Resolution* and return it to our office:

Otter Tail County Highway Department
505 South Court Street, Suite 1
Fergus Falls, MN 56537
Attn: Rachel