



PELICAN RAPIDS

CITY COUNCIL AGENDA

November 8, 2024

Tuesday, November 12, 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 29, 2024
 - b) Approval of Accounts Payable Listings
 - c) Intent to Certify to Taxes
 1. 121 SE 8th St
Parcel No.: 76000260031901
Amount Due: \$491.85 Unpaid Utility Bills
 2. 501 SE 2nd Ave
Parcel No.: 76000990479006
Amount Due: \$166.93 Unpaid Utility Bills
 - d) Staff Reports
 1. Police Report (In Packet)
 2. Financial Reports
 - e) Cigarette License 2025: For Larry's Supermarket – Brittany Dokken, Southtown C Store – Jeanne Hovland, Park Region Co-op – Susan Bruggeman, Paul's of Pelican – Luke Loerzel, Dollar General – DG Retail
 - f) Recreational Game License 2025: VFW Gilmore Weik Post 5252, Pelican Rapids Pool Hall – Robert Bowers
 - g) Business License 2025: Mobile Home Park – Z & Z Associates
 - h) Plumbers Registration 2025: Wrigley Mechanical – Blake Wrigley, Hanson's Plumbing and Heating – Jason Schrupp, Pelican Plumbing – Marty Hanson, Ripplinger Plumbing – Stephen Erb
 - i) Outdoor Sales Lot 2025: Brad Sachs – Sachs Motors and Recreation
5. Friendship Festival – Justin Fure
6. Remove Water Penalties/Turn on Fees – Roger Schleske
 - The Timeline of Bills and Notices Sent
 - Blue Notice sent via mail on September 16, 2024

- Red Notice Taped on Resident Door at 3:41 pm on September 30, 2024. Owner of Property was Mailed Notice via Certified Mail on September 30, 2024.
 - Owner of Property Signed for the Certified Mail Piece on October 3, 2024 at 9:20 am.
7. Fire Department – Shad Hanson
 - Raising Retirement Benefits
 8. Pinewood Estates Pay Request #2 (In Packet)
 9. Hwy 59 Underpass Discussion – Bob Schlieman (In Packet)
 10. 2023 Audit Review – Dean Birkeland
 11. Crosswalk Sign Discussion
 12. Street and Parks Report – Brian Olson
 13. MN National Sleigh Rides
 - December 6, 2024, 4-6 p.m. Sherin Campground
 14. Last Meeting in December Discussion
 15. Cavass the Vote – Resolution No. 2024-17 (In Packet)
 16. Civil Defense Alarm Discussion
 17. Library Report (In Packet)
 - Approve Custodian Hire
 18. Administrator Report
 19. Mayor Report
 20. Adjourn

October 29, 2024 Council Meeting Minutes

Call to Order

Mayor Frazier called the regular City Council meeting to order at 4:30 pm on Tuesday, October 29, 2024 in Council Chambers, City Hall.

Roll Call of Members

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: Danny Hallock, Dan Cash, Aimee Gourlay, Laura Honeck, Scott DeMartalaere, Kelly Januszewski, Audrey Wifall, Everett Ballard, Sammy Holmes, and Kim Pederson from the Pelican Press

Welcoming Remarks

The Mayor 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's comments submitted or discussed during this meeting.

Additions / Deletions to Agenda

Mayor Brent Frazier noted changes to the agenda, deleting item 4d 1 Intent to Certify and adding several bullet points under number 5. These additions included Change Order No. 14 of \$21,719.31, Change Order No. 15 of \$330.00, and Pay Request No. 15 of \$193,528.91. Further additions included No. 14 Houston Engineering and No. 15 Lighted Horse Parade.

Motion to approve the agenda with the additions and the deletion was made by Ballard and seconded by Strand. All members voted in favor; motion carried.

Approval of Consent Agenda

The following items were considered under the consent agenda:

The consent agenda was presented for approval that included council minutes from October 29, 2024, accounts payable listings, utility and liquor store reports, to certify \$162.50 to property taxes for parcel 760009900535000 for unpaid mowing bills, Gambling Permit for St. Leonard Church on December 12, 2024 and park and planning commission meeting minutes.

Motion to approve the consent agenda was made by Foster. Seconded by Ballard. Motion carried.

Lighted Horse Parade - Audrey Wifall and Everett Ballard

Audrey Wifall and Everett Ballard presented on the lighted horse parade. They discussed the parade route, which would remain the same as last year, the need for no parking zones between

October 29, 2024 Council Meeting Minutes

roundabouts, and the necessity for cones and signage to communicate no parking effectively. The council motioned to approve the proposed route and no parking signs/barricades.

Motion to approve the lighted horse parade was made by Strand. Seconded by Foster. Motion carried.

Design Intent – Scott DeMartalaere and Kelly Januszewski

PRAC Punch List

Scott DeMartalaere reported that several inspections and modifications for the PRAC punch list had taken place and items needing fixing had been identified and communicated to the contractor. The state was scheduled for inspection on November 7.

Change Request No. 13

Change Request No. 13 pertained to redesigning and improving the deck for better water drainage, costing \$21,719.31.

Change Request No. 14

Change Request No. 14 involved modifications to storm water pipes, costing \$10,780.80.

Change Request No. 15

Change Request No. 15 related to the certification of valves costing \$330.00. The total amount of change requests discussed was \$32,838.11.

Pay Request No. 15

Pay Request No. 15 totaling \$193,528.91 was reviewed and considered.

The council expressed concern over the change orders and their cost. Nonetheless, these were justified as necessary by Scott DeMartalaere and Hammers Construction as beneficial for the project's longevity and functionality.

Motion to approve change requests 13, 14, and 15 was made by Markgraf. Seconded by Ballard. Motion carried.

Motion to approve pay request 15 was made by Foster. Seconded by Markgraf. Motion carried.

MWC Advertising – Danny Hallock and Dan Cash

Representatives from MWC discussed the success of the summer radio advertising campaigns and proposed options for holiday advertisements to promote Pelican Rapids businesses. Strategies included using radio analytics to increase exposure and responsiveness. They proposed leveraging outdoor shows and holiday guides to involve local businesses.

The timing for approving the advertising campaigns through EDA was discussed. It was decided to try to arrange a special EDA meeting to enable timely promotions for holiday events like the lighted horse parade.

Business Façade Improvement Program Application – Jordan Grossman

Jordan Grossman presented an application from the Masons for the commercial rehab program. The council reviewed and approved a request for a \$5,000 matching grant.

Motion to approve the Masons rehab program grant application was made by Strand. Seconded by Ballard. Motion carried.

2025 CEDA Contract

October 29, 2024 Council Meeting Minutes

The council was presented with a contract renewal for CEDA with a 5% increase from 2024, making the new amount \$72,576. This increase was already included in the preliminary budget.

Motion to approve the 2025 CEDA Contract was made by Strand. Seconded by Markgraf. Motion carried.

Police Report

Chief Quaintance reported on department updates including the swearing in of Officer Sammy Holmes.

A motion to approve the conditional hire of Sandra Mendoza was discussed and approved.

Motion to approve the conditional hire was made by Strand. Seconded by Ballard. Motion carried. Chief Quaintance also touched on the siren projects funded by two grants, discussing logistics, locations, and recommending moving a siren site to a more suitable location north of the turkey plant.

Motion to approve the new location for the siren was made by Ballard. Seconded by Strand. Motion carried.

Discussion related to finding funds for a second siren was deferred to a future meeting.

The council also approved the transfer of \$15,000 from the police department's wage line to equipment to handle additional hiring costs.

Motion to approve the transfer of \$15,000 for equipment expenditures was made by Ballard. Seconded by Foster. Motion carried.

Resolution 2024-16 - Pledging to Fund Aquatic Center

Motion to approve **RESOLUTION 2024-16 PLEDGING TO FUND AQUATIC CENTER** was made by Strand, seconded by Foster. (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.

Houston Engineering

The council reviewed and approved an invoice from Houston Engineering. This pertains to the engineering services for a local project, which will be reimbursed by the DNR.

Motion to approve the Houston Engineering invoice was made by Strand. Seconded by Ballard. Motion carried.

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 pool construction meetings, attended an EDA and an EDC meeting, met with the Mayor and Greg Stang about PeopleService issues, attended a safety committee meeting, met with the online MCMA group, attended a Pinewood Estates Construction meeting, attended an OTC Transportation Plan Advisory Committee meeting, conducted interviews with Chief Quaintance, and Sergeant Iverson for the open Police Officer position, met with Apex and OTC about the contaminated soil found at the Pinewood Estates site, worked on the State of Minnesota special appropriation annual progress report, finished the MDH requirements regarding the water service lines notifications and inventory, attended multiple informational webinars offered by the League of Minnesota Cities, met with Apex and MnDOT discussing the possible Hwy 59 pedestrian underpass, met with the Interview Committee for the Library Director position.

October 29, 2024 Council Meeting Minutes

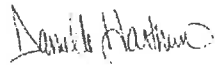
Mayor Report

Mayor Frazier reported that since the last city council meeting he has; submitted columns to the Pelican Press, visited with businesses and non-profits, attended the Merchants On The Move Lunch for street construction contractors and workers and MnDOT personnel at EL Peterson Park on October 14, met on October 15 at city hall with Greg Stang of PeopleService and Administrator Roisum regarding Water Treatment Plant maintenance items, attended the 2024-2025 Hwy59/108 staff meetings at city hall on October 16 and 23, facilitated the Hwy 59/108 public meetings at the library on October 16 and 23, facilitated the EDA meeting on October 16 at city hall, conducted a Conversations with the Mayor session at the library on October 24, met with Administrator Roisum on October 28 to plan the agenda for this meeting, attend an E-Bike Meeting on October 29 with members of CEDA, WCI and CLS at Chavez Taqueria and attended a Teams Meeting on October 29 at city hall with Administrator Roisum and personnel of WCI, PRHS and Apex Engineering regarding a possible US Hwy 59 Underpass.

Adjournment

The meeting adjourned at 5:55 pm.

Motion to adjourn was made by Strand. Seconded by Markgraf. Meeting adjourned.



Danielle Harthun
Clerk-Treasurer

CITY OF PELICAN RAPIDS

Bill Listing CITY 11-12-24

Vendor Name	Comments	Amount
ARCO	ALL; FUEL	\$1,592.10
BELL BANK CREDIT CARD	ALL; SUPPLIES	\$655.79
BRAUN INTERTEC CORPORATION	STR; MATERIAL TESTING	\$7,649.76
COOPERS TECHNOLOGY GROUP, INC	ALL; OFFICE SUPPLIES	\$177.38
CULLIGAN OF DETROIT LAKES	WTR; WATER	\$73.00
EGGE CONSTRUCTION INC	STR; BLADE STREETS	\$330.00
FERGUSON WATERWORKS	WTR; SWR; FLANGE KIT	\$479.43
FLOW MEASUREMENT	WWTF; FLOW METER	\$827.00
GALLS	PD; UNIFORMS	\$3,528.12
GOPHER STATE ONE CALL	WTR; SWR; LOCATES	\$48.60
GROVE LAKE ELECTRIC LLC	PK; PANEL PETERSON PARK	\$4,148.18
HAWKINS, INC	WWTF; WTP; FERRIC	\$12,223.76
HILLBILLY LASER	ALL; PARK SIGNS	\$1,320.00
KREKELBERG LAW FIRM	PD; PROSECUTING FEES	\$885.00
LAKES COUNTRY SERVICE CO-OP	COMP TECH SERVICES	\$150.00
LEAGUE OF MN CITIES	ALL; ADOBE ANNUAL PAYMENT	\$414.00
LEAGUE OF MN CITIES BERKLEY	ALL; PROP INS 24-25	\$46,610.00
MARCO TECHNOLOGIES LLC.-TECH	ALL; COPIES/PRINTING	\$335.16
MID STATE WIRELESS	STR; EMERGENCY WARNING SYSTEM	\$337.50
MOENKEDICKS WINDOW WIZARD	ALL; WINDOW CLEANING	\$123.00
OK TIRE CRM	PD; SQUAD TIRES	\$530.00
OTTERTAIL POWER	ALL; UTILITIES	\$15,031.67
PARK REGION CO OP	ALL; FUEL	\$497.59
PELICAN PETE BODY SHOP	PD; TOWING SERVICE	\$120.00
QUADIENT	ALL; POSTAGE	\$1,593.30
SOURCE ONE GROUP, INC	SWR; LEACHATE MANAGEMENT	\$718.20
SOUTHTOWN	ALL; FUEL	\$795.41
STOCK GROWERS BANK	STR; 23 F250 & BOBCAT INT	\$19,851.66
STRAND HARDWARE	PD; STR; SUPPLIES	\$222.32
USA BLUEBOOK	WWTF; REFRIGERATED SAMPLER	\$4,029.76
VERIZON WIRELESS	ALL; COMMUNICATIONS	\$463.94
VERSATERM PUBLIC SAFETY	PD; SQUAD CAM	\$8,649.00
VESTIS	PK; STR; LINEN SERVICE 05/23/24	\$265.28

TOTAL: \$134,675.91

CITY OF PELICAN RAPIDS

Bill Listing LS 11-12-24

<u>Vendor Name</u>	<u>Comments</u>	<u>Amount</u>
ABSOLUTE ICE	ICE	\$230.00
ALCOHOL & GAMBLING ENFORCEMENT	2025 BUYERS CARD	\$20.00
ARTIC GLACIER	BEER	\$780.60
BELL BANK CREDIT CARD	TONER	\$45.09
BELLBOY CORPORATION	LIQUOR	\$2,608.59
BERGSETH BROS. CO. INC	BEER	\$5,124.43
BEVERAGE WHOLESALERS, INC	BEER	\$5,376.39
DS BEVERAGES, INC	BEER/LIQUOR/THC	\$3,166.55
JOHNSON BROTHERS LIQUOR CO	LIQUOR/WINE/THC	\$15,795.29
OTTERTAIL POWER	UTILITIES	\$599.56
VIKING COCA-COLA BOTTLING CO	POP/MIX	\$343.25
		TOTAL: \$34,089.75

11/6/2024

PR Public Library bills

Vendor Name	Purpose	Amount	Account #
Arvig	Communications	\$148.92	21145500320
Ballard Sanitation	Utilities	\$67.81	21145500380
Bell Bank Credit Card	DVD's, Supplies, Candy	\$567.90	multiple
Cengage Learning	Books	\$392.11	21145500435
City Billing	Postage	\$6.70	21145500200
Great Plains Natural Gas	Utilities	\$181.00	21145500380
Hoopla Digital	Hoopla Usage Sept & Oct	\$1,714.68	21145500440
Ingram	Books	\$1,659.33	21145500435
Liberty Business Systems	Copy Machine	\$106.39	21145500200
Midwest Tape	Dvds	\$75.72	21145500440
Mr. Plumber LLC	Faucets Installed	\$5,700.00	21145500500
Otter Tail Power	Utilities	\$450.69	21145500380
Summit	Fire Alarm & Cell Dialer	\$1,507.00	21145500401
Viking Library System	VLS Service	\$909.50	21145500445
Viking Library System	IT Support	\$1,600.00	21145500465
Total		\$15,087.75	

Pelican Rapids Police Dept
October 2024

Accident-1050-MV-Rec Veh	2
911 Hangup Calls	7
Alarm-Holdup	2
Animal Call	5
Assault Report	1
Assistance-Public	11
Assistance	3
Attempt To Locate	1
ATL-Warrant To Serve	1
Civil Dispute	1
Disturbance	6
Driving Complaint	4
EMS-Injury Accident	1
EMS-Medical	13
Fire-Alarm	2
Fire-Control Burn	1
Fire Call-Other	2
Fire-Hazardous Material	1
Fire-Structure All	1
Harassment/Stalking	1
Info For Officers	2
Lost & Found	1
Nuisance	3
Open Door/Window	2
Other Calls For Service	6
Parking Comp/Privileges	5
Programs-Tours-Events	1
Records Check	1
Suspicious Activity	7
Theft/Fraud Rep	6
Vandalism	2
Warning-Traffic	4
Welfare Check	3

Monthly Total --> 111

Application for Payment Date:	<u>11/7/2024</u>	
Application for Payment Period:	<u>9/4/2024</u>	through 11/6/2024

1. ORIGINAL CONTRACT PRICE.....	\$	\$612,511.23
2. Net change by Change Orders.....	\$	\$0.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$612,511.23
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$479,108.58
5. RETAINAGE:		
a. 5.0% X <u>\$479,108.58</u> Work Completed.....	\$	\$23,955.43
b. 5.0% X <u>\$0.00</u> Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5 a + Line 5 b).....	\$	\$23,955.43
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5 c).....	\$	\$455,153.15
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$48,435.94
8. AMOUNT DUE THIS APPLICATION.....	\$	\$406,717.21

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

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

Contractor Signature

Date:

Date: 11/7/24

851 60th St S

St. Cloud, MN 56301

APPLICATION FOR PAYMENT NO. 2

Itemized Progress Summary

Apex Project No. 24-189.0053

Application for Payment Date: 11/7/2024

Application for Payment Period: 9/4/2024

through

11/6/2024

BASE BID OPTION 2

Item			Contract Information			B		C	D	E	F	G
Bid Item No.	Spec. Number	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / D)	Balance to Finish (G - F)
1	2021.501	MOBILIZATION	1	LUMP SUM	\$38,640.00	\$38,640.00	1.00	\$38,640.00		\$38,640.00	100%	\$0.00
2	2101.502	GRUBBING	124	EACH	\$96.60	\$11,978.40	124	\$11,978.40		\$11,978.40	100%	\$0.00
3	2104.502	SALVAGE BENCH	2	EACH	\$226.00	\$452.00		\$0.00		\$0.00		\$452.00
4	2104.503	REMOVE CURB & GUTTER	137	LIN FT	\$10.75	\$1,472.75	114	\$1,225.50		\$1,225.50	83%	\$247.25
5	2104.503	REMOVE FENCE	1200	LIN FT	\$3.05	\$3,660.00	1,200	\$3,660.00		\$3,660.00	100%	\$0.00
6	2104.503	SALVAGE FENCE	102	LIN FT	\$12.20	\$1,244.40	102	\$1,244.40		\$1,244.40	100%	\$0.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	382	SQ YD	\$10.65	\$4,068.30	525	\$5,591.25		\$5,591.25	137%	(\$1,522.95)
8	2104.601	SALVAGE PLAYGROUND EQUIPMENT	1	LUMP SUM	\$4,530.00	\$4,530.00		\$0.00		\$0.00		\$4,530.00
9	2105.607	COMMON EXCAVATION	479	CU YD	\$7.80	\$3,736.20	479	\$3,736.20		\$3,736.20	100%	\$0.00
10	2106.507	COMMON EMBANKMENT (CV)	1083	CU YD	\$7.30	\$7,905.90	1,083	\$7,905.90		\$7,905.90	100%	\$0.00
11	2108.504	GEOTEXTILE FABRIC TYPE S	2119	SQ YD	\$2.12	\$4,492.28	2,119	\$4,492.28		\$4,492.28	100%	\$0.00
12	2123.610	MACHINE TIME	10	HOUR	\$300.00	\$3,000.00	2	\$450.00		\$450.00	15%	\$2,550.00
13	2211.507	AGGREGATE BASE (CV) CLASS 5	803	CU YD	\$44.90	\$36,054.70	777	\$34,887.30		\$34,887.30	97%	\$1,167.40
14	2360.504	TYPE SP 12.5 WEAR CRS MIX(3:C1) 5" THICK	2157	SQ YD	\$12.30	\$26,531.10	166	\$2,041.80		\$2,041.80	8%	\$24,489.30
15	2360.504	TYPE SP 12.5 NON WR CRS MIX(3:C2) THICK	2111	SQ YD	\$12.30	\$25,965.30	2,030	\$24,969.00		\$24,969.00	96%	\$996.30
16	2503.503	8" PVC PIPE SEWER	678	LIN FT	\$96.45	\$65,393.10	869	\$83,560.55		\$83,560.55	97%	\$1,832.55
17	2503.503	12" RC PIPE SEWER	432	LIN FT	\$64.40	\$27,820.80	434	\$27,949.60		\$27,949.60	100%	(\$126.80)
18	2503.503	15" RC PIPE SEWER	184	LIN FT	\$75.40	\$13,873.60	184	\$13,873.60		\$13,873.60	100%	\$0.00
19	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	1	EACH	\$710.00	\$710.00	1	\$710.00		\$710.00		\$0.00
20	2503.602	4" CLEAN-OUT ASSEMBLY	10	EACH	\$650.00	\$6,500.00	10	\$6,500.00		\$6,500.00		\$0.00
21	2503.602	6" CLEAN-OUT ASSEMBLY	1	EACH	\$875.00	\$875.00		\$0.00		\$0.00		\$875.00
22	2503.602	8"x4" PVC WYE	10	EACH	\$400.00	\$4,000.00	11	\$4,400.00		\$4,400.00		(\$400.00)
23	2503.602	8"x6" PVC WYE	1	EACH	\$471.00	\$471.00		\$0.00		\$0.00		\$471.00
24	2503.603	4" PVC SANITARY SERVICE PIPE	375	LIN FT	\$41.75	\$15,656.25	385	\$16,491.25		\$16,491.25		(\$835.00)
25	2503.603	6" PVC SANITARY SERVICE PIPE	58	LIN FT	\$45.60	\$2,644.80		\$0.00		\$0.00		\$2,644.80
26	2503.603	SEWER INSPECTION	678	LIN FT	\$4.50	\$3,051.00		\$0.00		\$0.00		\$3,051.00
27	2503.608	DUCTILE IRON FITTINGS	215	POUND	\$23.20	\$4,988.00	283	\$6,797.60		\$6,797.60		(\$1,809.60)
28	2504.601	TEMPORARY WATER SERVICE	1	LUMP SUM	\$5,530.00	\$5,530.00	1	\$5,530.00		\$5,530.00		\$0.00
29	2504.602	YARD HYDRANT	1	EACH	\$1,040.00	\$1,040.00	1	\$1,040.00		\$1,040.00		\$0.00
30	2504.602	HYDRANT	1	EACH	\$7,425.00	\$7,425.00	1	\$7,425.00		\$7,425.00		\$0.00
31	2504.602	1" CORPORATION STOP	10	EACH	\$378.00	\$3,780.00	10	\$3,780.00		\$3,780.00		\$0.00
32	2504.602	2" CORPORATION STOP	1	EACH	\$684.00	\$684.00	1	\$684.00		\$684.00		\$0.00
33	2504.602	6" GATE VALVE & BOX	3	EACH	\$2,880.00	\$8,640.00	3	\$8,640.00		\$8,640.00		\$0.00
34	2504.602	6" SADDLE	11	EACH	\$655.00	\$7,205.00	11	\$7,205.00		\$7,205.00		\$0.00
35	2504.602	1" CURB STOP & BOX	10	EACH	\$708.00	\$7,080.00	9	\$6,372.00		\$6,372.00		\$708.00
36	2504.602	2" CURB STOP & BOX	1	EACH	\$1,160.00	\$1,160.00	1	\$1,160.00		\$1,160.00		\$0.00
37	2504.603	1" TYPE PE PIPE	400	LIN FT	\$17.60	\$7,040.00	351	\$6,177.60		\$6,177.60		\$862.40
38	2504.603	2" TYPE PE PIPE	537	LIN FT	\$30.40	\$16,111.20	53	\$1,611.20		\$1,611.20		(\$851.20)
39	2504.603	6" PVC WATERMAIN	25	LIN FT	\$41.00	\$1,025.00	532	\$21,812.00		\$21,812.00		\$2,065.00
40	2504.604	4" POLYSTYRENE INSULATION	39.6	SQ YD	\$53.20	\$2,106.72	20	\$1,064.00		\$1,064.00	51%	\$1,042.72
41	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	2	EACH	\$2,730.00	\$5,460.00	2	\$5,460.00		\$5,460.00	100%	\$0.00
42	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 4007	4	EACH	\$4,046.00	\$16,184.00	4	\$32,184.00		\$32,184.00	100%	\$0.00
43	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	3	EACH	\$4,213.00	\$12,639.00	3	\$12,639.00		\$12,639.00	100%	\$0.00
44	2506.502	ADJUST FRAME & RING CASTING	1	EACH	\$270.00	\$270.00		\$0.00		\$0.00		\$270.00
45	2506.603	CONSTRUCT 8" OUTSIDE DROP	12	LIN FT	\$715.00	\$8,580.00	1216	\$8,694.40		\$8,694.40	101%	(\$114.40)
46	2531.503	CONCRETE CURB & GUTTER DESIGN B618	114	LIN FT	\$40.00	\$4,560.00	63	\$3,720.00		\$3,720.00	82%	\$840.00
47	2531.503	CONCRETE CURB & GUTTER DESIGN R418	884	LIN FT	\$31.95	\$28,243.80	882	\$28,179.90		\$28,179.90	100%	\$63.90
48	2531.604	8" CONCRETE VALLEY GUTTER	53	SQ YD	\$131.20	\$6,953.60	42	\$5,510.40		\$5,510.40	79%	\$1,443.20
49	2540.601	INSTALL PLAYGROUND EQUIPMENT	1	LUMP SUM	\$7,240.00	\$7,240.00		\$0.00		\$0.00		\$7,240.00
50	2540.602	INSTALL BENCH	2	EACH	\$412.00	\$824.00		\$0.00		\$0.00		\$824.00
51	2557.603	INSTALL CHAIN LINK FENCE	102	LIN FT	\$18.20	\$1,856.40		\$0.00		\$0.00		\$1,856.40
52	2563.601	TRAFFIC CONTROL	1	LUMP SUM	\$2,235.00	\$2,235.00	0.75	\$1,676.25		\$1,676.25	75%	\$558.75
53	2564.618	SIGN TYPE C	12.93	SQ FT	\$79.60	\$1,029.23		\$0.00		\$0.00		\$1,029.23
54	2571.604	GEOTEXTILE WEED BARRIER FABRIC	171	SQ YD	\$3.10	\$530.10		\$0.00		\$0.00		\$530.10

A			Contract Information			B	C	D	E	F	G	
Item			Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / G)	Balance to Finish (G - F)
Bid Item No.	Spec. Number	Description										
55	2573.501	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$500.00	\$500.00		\$0.00		\$0.00		\$500.00
56	2573.502	STORM DRAIN INLET PROTECTION	2	EACH	\$180.00	\$360.00	2	\$360.00		\$360.00	100%	\$0.00
57	2573.503	SILT FENCE - TYPE MS	713	LIN FT	\$3.40	\$2,424.20	561	\$1,907.40		\$1,907.40	79%	\$516.80
58	2574.507	COMMON TOPSOIL BORROW	1,055	CU YD	\$54.15	\$57,128.25	55	\$2,978.25		\$2,978.25	5%	\$54,150.00
59	2575.501	TURF ESTABLISHMENT	1	LUMP SUM	\$21,670.00	\$21,670.00		\$0.00		\$0.00		\$21,670.00
60	2575.607	LANDSCAPE ROCK	28	CU YD	\$27.50	\$770.00		\$0.00		\$0.00		\$770.00
TOTAL - BASE BID OPTION:						\$589,670.18		\$456,945.03	\$0.00	\$456,945.03	77%	\$132,725.15

Additive Alternate No. 1

A			B										F		G
Item		Contract Information					C		D	E	Total Completed and Stored to Date (D + E)		% (F / G)	Balance to Finish (G - F)	
Bid Item No.	Spec. Number	Description	Estimated Quantity	Unit	Unit Bid Price	Bid Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)						
1	2105.607	COMMON EXCAVATION	840	CU YD	\$5.20	\$4,368.00	840.00	\$4,368.00				\$4,368.00	100%	\$0.00	
2	2106.507	COMMON EMBANKMENT (CV)	3,587	CU YD	\$5.15	\$18,473.05	3,587.00	\$18,473.05				\$18,473.05	100%	\$0.00	
TOTAL - Additive Alternate No. 1:						\$22,841.05		\$22,841.05	\$0.00			\$22,841.05	100%	\$0.00	

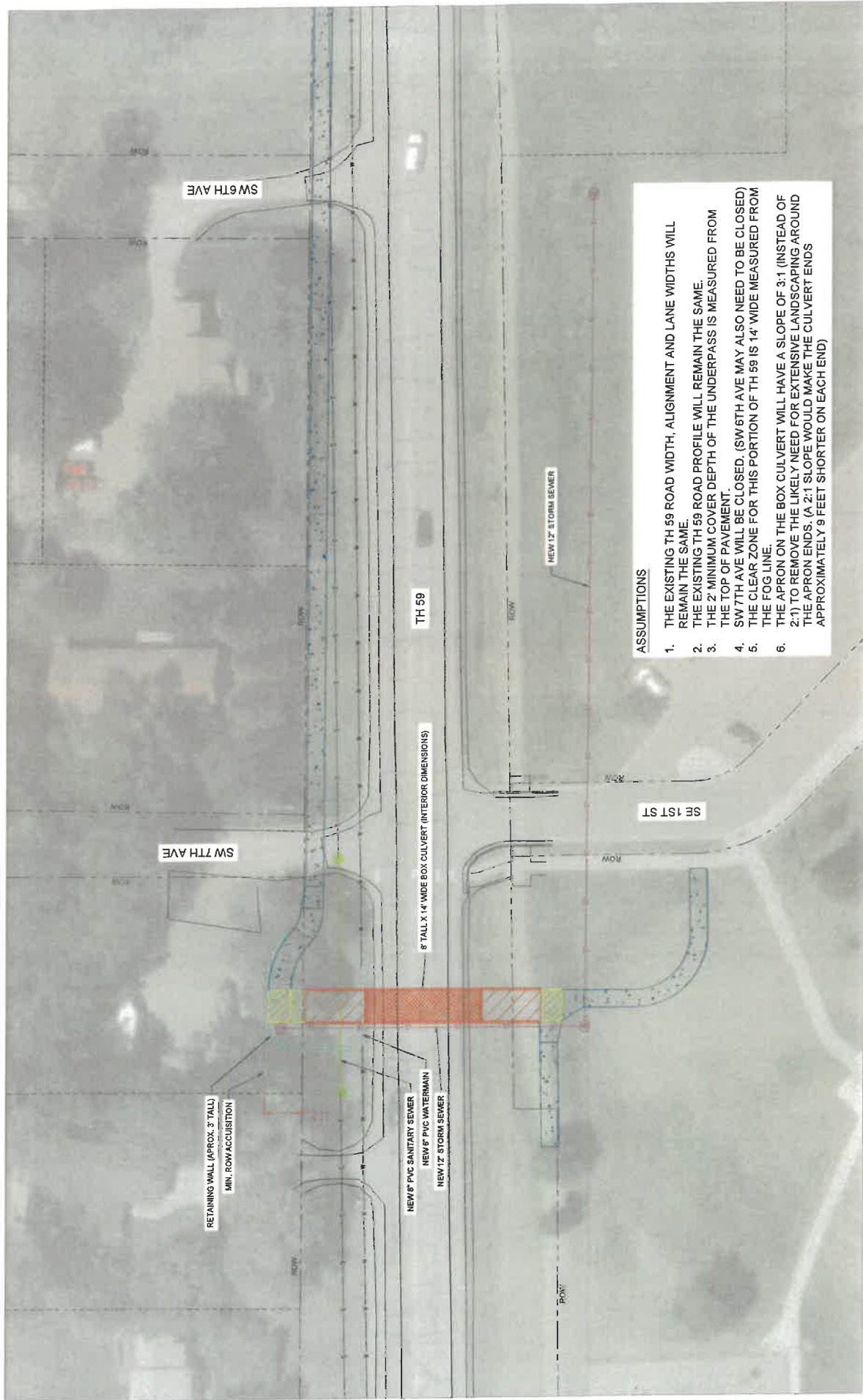
EXTRA WORK & OTHER PAYMENTS:

		STORM SEWER DEDUCTION		LUMP SUM	-\$1,300.00	\$0.00	1.00	-\$1,300.00		-\$1,300.00		\$1,300.00
		CONTAMINATED SOILS EXPLORATORY EXCAVATION		HOURLY	\$415.00	\$0.00	1.50	\$622.50		\$622.50		(\$622.50)
						\$0.00		\$0.00		\$0.00		\$0.00
TOTAL EXTRA WORK AND OTHER PAYMENTS:						\$0.00		-\$677.50	\$0.00	-\$677.50		\$677.50

CHANGE ORDERS:

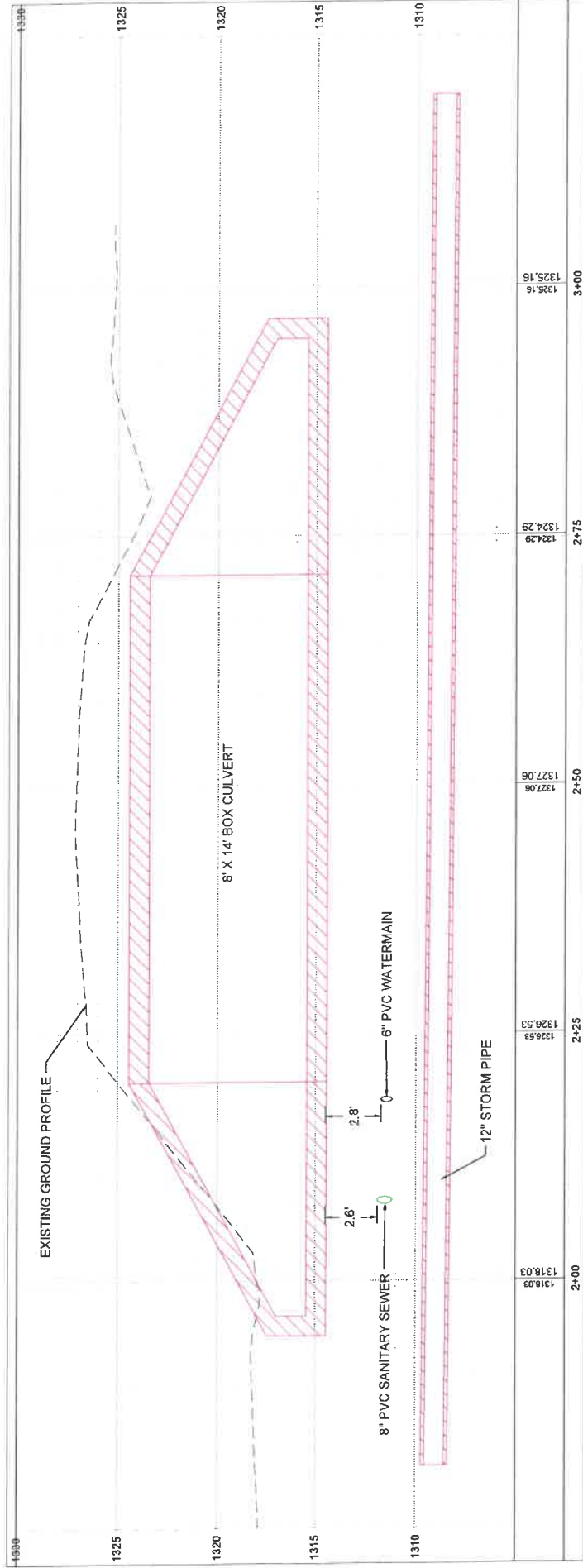
Change Order No. 1:

						\$0.00		\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00		\$0.00
						\$0.00		\$0.00		\$0.00		\$0.00
TOTAL CHANGE ORDERS:						\$0.00		\$0.00		\$0.00		\$0.00
TOTAL CONTRACT - Base Bid Option 2 + Additive Alternate No. 1:						\$612,511.23		\$479,108.58	\$0.00	\$479,108.58	78%	\$133,402.65



ASSUMPTIONS

1. THE EXISTING TH 59 ROAD WIDTH, ALIGNMENT AND LANE WIDTHS WILL REMAIN THE SAME.
2. THE EXISTING TH 59 ROAD PROFILE WILL REMAIN THE SAME.
3. THE 2' MINIMUM COVER DEPTH OF THE UNDERPASS IS MEASURED FROM THE TOP OF PAVEMENT.
4. SW 7TH AVE WILL BE CLOSED. (SW 6TH AVE MAY ALSO NEED TO BE CLOSED)
5. THE CLEAR ZONE FOR THIS PORTION OF TH 59 IS 14' WIDE MEASURED FROM THE FOG LINE.
6. THE APRON ON THE BOX CULVERT WILL HAVE A SLOPE OF 3:1 (INSTEAD OF 2:1) TO REMOVE THE LIKELY NEED FOR EXTENSIVE LANDSCAPING AROUND THE APRON ENDS. (A 2:1 SLOPE WOULD MAKE THE CULVERT ENDS APPROXIMATELY 9 FEET SHORTER ON EACH END)





RESOLUTION NO. 2024-17

A RESOLUTION CERTIFYING THE RESULTS OF THE
TUESDAY, NOVEMBER 5, 2024 ELECTION
(Canvass Election)

WHEREAS: The City of Pelican Rapids held an election for the office of Mayor and two Council Members on Tuesday, November 5, 2024, during the General Election with approximately _____ persons voting, including absentee votes.

WHEREAS: On this 12th day of November, 2024 the City Council has met to canvass said election results;

WHEREAS: The votes tabulated at said election were:

MAYOR		VOTES	COUNCIL MEMBER		VOTES
<i>Brent E. Frazier</i>	690	(94.26%)	<i>Don Perrin</i>	447	(29.43%)
<i>Write-In</i>	42	(5.74%)	<i>Shelley Gummeringer</i>	359	(23.63%)
			<i>Kevin Ballard</i>	325	(21.40%)
			<i>John E. Waller III</i>	207	(13.63%)
			<i>Patrick Patterson</i>	174	(11.45%)
			<i>Write-In</i>	7	(0.46%)

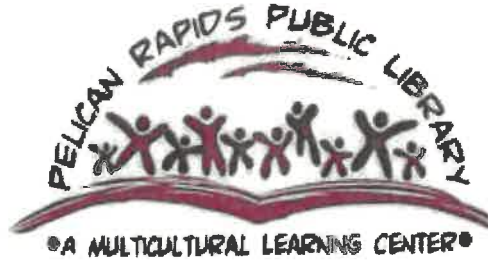
THEREFORE BE IT RESOLVED by the Pelican Rapids City Council that the official election results for the office of Mayor for the term of 2025-2026 shall be Brent E. Frazier.

BE IT FURTHER RESOLVED by the Pelican Rapids City Council that the official election results for the offices of Council Member for the term of 2025-2028 shall be Don Perrin and Shelley Gummeringer.

Adopted this 12th day of November 2024.

Attest: _____
Danielle Harthun, City Clerk

Brent E. Frazier, Mayor



Library Board Meeting

Monday, November 4th, 2024

6 PM

Pelican Rapids Public Library

1. Approval of Agenda
2. Approval of October 7th, 2024 minutes
3. Approval of Bills (Kevin)
4. Financial Report (Danielle Harthun)
5. Friends Update (Deb Hauge)
6. Approve Hiring of Olesia Zlochevska (Custodian)
7. Director Interview committee update (Dave)
8. Library Update (Nanette)
9. Fireplace (Nanette)
10. Window Washing request (Nanette)
11. Hoopla discussion (Nanette)
12. Viking Board nominee
13. Discuss structured review process
14. Next meeting December 2nd

The mission of the Pelican Rapids Public Library is to enrich individual and community life and serve as a community resource through materials, programs and service for all people throughout their lives

**Library Board Meeting
October 7, 2024, 6 p.m., library**

Meeting was called to order by Kevin Ballard.

1. A motion was made by Kathy Knuteson-Olson to approve the agenda with the addition of #17, Nanette Albright discussion; #18, Director email access; seconded by Judy Tabbut, motion approved.
2. A motion was made by Kathy Knuteson-Olson to approve minutes from Sept. 9, Sept. 19, Sept. 26, 2024 with corrections. Judy Tabbut seconded the motion, motion approved.
3. A motion was made by Kathy Knuteson-Olson to approve the bills. Judy Tabbut seconded. Motion passed.
4. Danielle Harthun, city clerk, gave the financial report. A motion was made by Kathy Knuteson-Olson to have the city remove the snow from the sidewalks by the library. Judy Tabbut seconded the motion. Motion passed.
5. A motion was made by Judy Tabbut to accept the resignations of Annie Wrigg-library director, Cheryl Brenna-Chairperson, Sue Seifert-vice chairperson, and RaeNell Buss-Erickson-custodian. Kathy Knuteson-Olson seconded the motion. Motion passed.
6. Friends update was given Deb Hauge. The book trailer is closed, the Tablescape luncheon was a success and a \$1000.00 grant was received. Some baby sweaters could be given to the baby bundles.
7. A motion was made by Kate Martinez to approve the job description for Library Director. Kathy Knuteson-Olson seconded the motion. Motion passed.
8. A motion was made by Judy Tabbut to approve the posting of the Library Director position on MPLA, MLA, Minnesota League of Cities and Pelican Press starting October 8, 2024. Kate Martinez seconded the motion. Motion approved.
9. The search committee will be the library board.
10. A motion was made by Kevin Ballard to approve the interview committee: Ruth Holmgren, Laura Januszewski, Glenn Moerke, Lance Roisum, David Ellison, Erin Smith, and Kate Martinez. Kathy Knuteson-Olson made a seconded. Motion approved. The interview committee will meet to decide interview questions and format. The interview committee will make a recommendation to the library board after background checks and other city requirements. The second week in November would be for interviews.
11. No action was taken on Annie Wrigg's payout of remaining vacation days.
12. Reviewed the part-time library substitute job description. Kate Martinez made a motion to accept the job description with corrections. Kathy Knuteson-Olson seconded. Motion passed.
13. A motion was made by Judy Tabbut to pay \$15.00 an hour for part-time library substitutes. Kate Martinez seconded the motion. Motion passed. Kate made a motion to hire Elizabeth Brooks and Ruth Holmgren as part-time library substitutes. Kathy Knuteson-Olson seconded the motion. Motion passed.
14. The library custodian job description was reviewed. A motion was made by Kate Martinez to accept the job description with corrections. Judy Tabbut seconded the motion. Motion passed. The library custodian--step 1 is \$16.63 an hour at 15 hours a week.
15. The chairperson had no discussion.
16. Next meeting is November 4th, 2024 at 6pm at the library.

Additions to the agenda-

17. Nanette Albright, staff person in charge of daily operations, added a few items. The library coffee bar is being reinstated and will open soon. Kate Martinez made a motion to have Nanette attend a workshop-What's new in young adult literature - on Dec. 9, 2024 with the cost of \$325.00. Nanette received a scholarship so the cost will be reimbursed. Kathy Knuteson-Olson seconded the motion. Motion passed. A motion was made to sell the VHS tapes and then was rescinded. A motion was made by Kate Martinez to give the VHS tapes to the Friends of the Library. Judy Tabbut seconded the motion. Motion passed.
18. Director email access- Erin Smith- Viking Library. Erin talked about running the library in the upcoming weeks. A motion was made by Kevin Ballard to approve Nanette Albright with temporary access to the director's email. Kathy Knuteson-Olson seconded the motion. Motion passed.

Meeting adjourned.

A handwritten signature in black ink, appearing to read "Judy Tabbut". The signature is written in a cursive, flowing style.