



REGULAR CITY COUNCIL MEETING AGENDA

Tuesday, February 13, 2024, at 6:00 P.M.

Location: Church of Christ 205 1st St. NE Plainview
also streamed on FaceBook Live: <https://www.facebook.com/plainviewmn/>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS – *Using the Four Minutes Per Attendee Policy*

The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's names may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes. Council members may ask clarifying questions but is not intended to be a back-and-forth discussion. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address for the record. We ask that citizens maintain social distancing and that all comments remain respectful.

In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.

Should you have any questions related to the City Council Agenda, PLEASE contact the City Administrator at 507-534-2229.

This agenda item is intended to provide an opportunity for citizens to address the City Council. The topics can include any agenda item or general comment they would like to share with the City Council. We do expect that all participants provide a name and address of their residence and expect that all parties remain respectful and adhere to the four-minute period to permit all to participate. This is the only portion of the meeting that public comments are allowed.

4. APPROVAL OF AGENDA

5. APPROVAL OF CONSENT AGENDA

- A. City Council Minutes- January 9, 2024, and January 10, 2024
- B. Bills
- C. Permits/Licenses/Donations
 - 1. Building Permit Extension – Lindsay and Alex Bartley
- D. Department Head Reports and Board Minutes
- E. Planning Commission 2023 Annual Report to Council
- F. Appointment of Election Judges for 2024 Elections – Resolution 2024-04
- G. Sale of Police Department's 2013 Ford Explorer

6. UNFINISHED BUSINESS - none

7. NEW BUSINESS

- A. Facility Use Agreement with the Church of Christ – Resolution 2024-05
- B. Building Inspection Proposals
- C. Street Sweeper Purchase
- D. 2024 Pool Staff Wages
- E. 2024 Public Works Seasonal Wages
- F. Amend City Code Chapter 200 Municipal Administration – Fire Department Membership
- G. Minnesota Housing Workforce Development Program Resolution of Support for Tax Abatement – Resolution 2024-06

8. INFORMATION ONLY DOCUMENTS

9. COUNCIL COMMENT

10. ADJOURN

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 5.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the January 9, 2024, Regular Meeting Proceedings. 2. Motion to approve Minutes of the January 10, 2024, Special Joint City Council/Planning Commission Meeting/Work Session proceedings.	

REGULAR PLAINVIEW CITY COUNCIL MEETING

Tuesday January 9, 2024, at 6:00 P.M.

1. CALL TO ORDER – Mayor Luckstein called the Regular Plainview City Council meeting to order on Tuesday January 9, 2024, at 6:00 p.m.

Council Members in attendance: Aaron Luckstein, Holly Reeve, Lindsay Hammer Bartley, Ben Jacobs, and Don Kuschel.

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Police Chief Jason Timm.

Department Heads absent: Library Director Alice Henderson and Public Works Director Shane Loftus.

Guests in attendance: Drew Weber with Bolton & Menk, Eric Bennett, Mike Lyons, Vanessa Klavetter, Matt Taylor, Seamus Johnston, Jae Gourley, Tim Weaver, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE -

3. PUBLIC COMMENTS – None.

4. APPROVAL OF AGENDA – Motion by Kuschel, second by Hammer Bartley to approve the Agenda.

Motion carried unanimously.

5. APPROVAL OF CONSENT AGENDA – Motion by Jacobs, second by Kuschel to approve the Consent Agenda.

Motion carried unanimously.

A. City Council Minutes – December 12, 2023, December 20, 2023, and December 29, 2023

B. Bills

C. Permits/Licenses/Donations –

1. Gambling Permit – Plainview Lion's Club

D. Department Head Reports and Board Minutes –

E. Meeting Schedule for 2024 –

Regular City Council meetings will be held the second Tuesday of each month at 6:00 p.m. at the Church of Christ. The August Council meeting will be held Tuesday August 6, 2024, due to the Primary Election being held on August 13, 2024.

F. Plainview Volunteer Fire Department Appointments for 2024 –

Fire Chief – Mike Lyons

Assistant Chiefs – Jason Bade, Jim Tentis, and Matt Taylor

G. Official Designations for 2024 –

Designation of Banks and Investment Institutions – Peoples State Bank, Foresight Bank, Edward Jones, 4M Fund.

Authorization of Official Signatories – Aaron Luckstein (Mayor), Vicki Axley (Finance Director), David Todd (City Administrator), Carol Kujath (City Clerk), Kayla Hall (Deputy Clerk).

Authorization of Facsimile Signatures: Aaron Luckstein (Mayor) and Vicki Axley

(Finance Director).

Designation of Official Newspaper – Plainview News.

Designation of Auditor (2023 Audit) – Hawkins Ash CPA, LLP.

Designation of Engineer – Brian Malm Bolton & Menk, Inc.

Designation of Treasurer – Vicki Axley (Finance Director).

Designation of City Attorneys – Mike Flaherty - Flaherty & Hood (Civil Attorney),

Brandon Fitzsimmons – Flaherty & Hood (Personnel Attorney), Wabasha County

Attorney (Criminal Attorney)

H. Appointments to the Fire Relief Association for 2024 –

Vicki Axley, Finance Director

Holly Reeve, Councilmember

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

A. 2024 Fee Schedule – Ordinance 2024-01 and Resolution 2024-01 –

Each year the City Council reviews and amends the fees set forth for City services and utilities. Administrator Todd stated the changes to the fee schedule for 2024.

Motion made by Reeve, second by Hammer Bartley to approve Ordinance 2024-01, an Ordinance of the City of Plainview, Minnesota amending the City Fees and Charges.

Aye: Luckstein, Reeve, Jacobs, Hammer Bartley, and Kuschel

Nay: None

Motion carried unanimously.

Motion by Jacobs, second by Kuschel to approve Resolution 2024-01 allowing for Summary Publication of Ordinance amending the City Fees and Charges.

Motion carried unanimously.

2024 Fee Schedule can be viewed at City Hall or on the City of Plainview's website

B. Commercial District Improvement Loan Application –

The EDA Board brought a Commercial District Improvement Loan in the amount of \$10,000 to Dale and Shantelle Speedling before City Council for approval. This loan would be for building improvements at the Young Love Floral & Finds business located on West Broadway. The EDA Board of Directors approved the loan application at their December 19, 2023, meeting. The total cost of the project is \$40,000.

Motion by Luckstein, second by Jacobs to approve the Commercial District Improvement Loan in the amount of \$10,000 to Young Love Floral & Finds/Dale and Shantelle Speedling.

Motion carried unanimously.

C. Earned Sick and Safe Time (ESST) Policy Update –

The state of Minnesota passed the Earned Sick and Safe Time (ESST) law, which took effect January 1, 2024. This law is a requirement for all Minnesota employers with one or more employees to provide paid leave benefits to eligible employees. “Earned Sick and Safe Time” is paid time off earned at one hour for every 30 hours worked, up to a maximum of 48 hours per year. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the city. Employees begin accruing ESST from their first day of employment up to a

maximum of 48 hours a year. Employees are allowed to carry over unused ESST to the following year but cannot exceed 80 hours in total. Earned Sick and Safe Time is a Minnesota state law and is not intended to supersede any federal labor laws.

The League of Minnesota Cities developed a model policy for all Minnesota cities regarding the new ESST law. This document will be incorporated into Plainview's Personnel Policy as an amendment for 2024, once approved.

(see attached document)

Motion by Hammer Bartley, second by Reeve to approve Resolution 2024-02, amending the Plainview Personnel Policy update to reflect the new ESST law.

Motion carried unanimously.

D. 2023 Street & Utility Improvements – Pay Estimate No. 7 –

Drew Weber with Bolton & Menk brought forward Pay Estimate No. 7 for Council approval. This pay estimate included the adjustments completed before the snowfall. Bolton & Menk has reviewed the pay estimate and recommend payment in the amount of \$19,896.43.

Motion by Jacobs, second by Reeve to approve the Pay Estimate No. 7 from Bolton & Menk to Elcor Construction in the amount of \$19,896.43 for the 2023 Street and Utility Improvements.

Motion carried unanimously.

E. Amending City Code Chapter 200 Planning Commission Meetings –

The Planning Commission discussed the need to have a minimum number of meetings as per City Code 207.3 at their December 5, 2023, meeting. It was discussed to bring it forward for Council approval to remove the number of meetings required to as deemed necessary. The Planning Commission voted unanimously to recommend the Council amend Chapter 200, Section 207.3 of the Plainview City Code. The code shall read as follows:

207.3 Organization, Meetings, Etc. The commission shall elect a chairperson and vice chairperson from among its appointed members for a term of one (1) year. The commission may create and fill such other offices as it may determine. The committee shall hold as many regular or special meetings as it deems necessary each year to complete its work.

It was noted that the Planning Commission meetings dates and times will remain the same, however will only have a meeting if necessary that month.

Motion by Kuschel, second by Hammer Bartley to approve Resolution 2024-03, amending Chapter 200, Section 207.3, language eliminating the minimum number of meetings of the Planning Commission.

Motion carried unanimously.

9. INFORMATION ONLY DOCUMENTS – None.

10. COUNCIL COMMENT

-Reeve – Welcome and congratulations to the new Fire Chief Mike Lyons. Thank you for your dedication to the Plainview Fire Department.

-Reeve – Thank you to Ed Jacobs for his 40 years of service on the Plainview Fire Department with 16 of those years as the Fire Chief.

-Luckstein – Update on EDA, are contracting with CEDA. CEDA is going through the hiring process. They are hopeful to have someone hired by the end of January. If anyone has any questions regarding the EDA, they can reach out to the City Administrator David Todd, EDA Chairperson Marie Zabel-Stelling, or Mayor Aaron Luckstein.

-Luckstein – Very thankful to Carrie Eversman for helping in managing the Plainview Business Center, putting a lot of time there, along with John Coons. Thankful for Marie Zabel-Stelling in the leadership of the EDA Board.

-Luckstein – The business banners have reached the end of their useful life. If any local businesses are interested in having a banner in the future, please reach out and we will get your business on the list. Once the CEDA person is hired, they will be working on the business banners.

-Luckstein – Attended the quarterly clean water discussion series, and the focus was on PFAS. The expectation is that the Plainview-Elgin Sanitary Sewer District along with every other municipality in the state will be looking at PFAS monitoring within their biosolids that are applied to agricultural fields. There will be a cost associated with that, and potentially federal rule making which could have potential rate increases to cover the cost.

11. ADJOURN –

Motion by Luckstein, second by Kuschel to adjourn the Plainview City Council meeting.

Motion carried. Meeting adjourned at 6:17 p.m.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

**Plainview City Council & Planning Commission
Special Meeting/Work Session
Wednesday, January 10, 2024**

1. **CALL TO ORDER-** Mayor Luckstein called the Plainview City Council and Planning Commission Special Meeting/Work Session to order on Wednesday, January 10, 2024, at 5:00 p.m.

Council Members in attendance: Luckstein, Reeve, Jacobs, Hammer Bartley, and Kuschel.
Council Members absent: None.

Planning Commission Members in attendance: Reeve, Kuschel, Kujath, Walkes, and Liebenow-Anttila.
Planning Commission Members absent: Durgin.

Department Heads in attendance: City Administrator David Todd, City Clerk Carol Kujath, and Deputy City Clerk Kayla Hall.

Department Heads absent: Public Works Director Shane Loftus, Library Director Alice Henderson, Finance Director Vicki Axley, and Police Chief Jason Timm.

Guests in attendance: Brian Malm and Mojra Hauenstein with Bolton & Menk.

2. **APPROVAL OF AGENDA** – Motion by Reeve, second by Kuschel to approve the Agenda. Motion unanimously approved.

3. **DISCUSSION**

- A. **Building Inspection Proposals –**

For the past several months, the City of Plainview as well as permit applicants, have been experiencing issues with the services provided by CMS. Those issues have ranged from poor service to the city, lost permits, slow turnaround times, slow response to questions from the city and permit applicants, and slow responses to inspections. The planning commission suggested that the city look for an alternate provider for building inspection services. It was discovered that CMS was the only inspection company in the area that the city could use for this service. Administrator Todd reached out to other cities in the area and discovered that multiple cities were having similar issues with CMS and expressed their desire to find an alternate company for building inspection services. Administrator Todd reached out to MNSPECT and had initial discussions regarding providing services to Plainview. MNSPECT initially told Administrator Todd that providing services to just one city was not tenable but if multiple cities were to request those services, they would be willing to venture into this area. Administrator Todd coordinated a Zoom meeting with 11 other cities searching for alternative providers for building inspection services other than CMS. MNSPECT had representatives on the call, and it was determined that they would send out a proposal for services to each of the 11 cities to evaluate whether they would be interested in building inspection services. Ultimately, MNSPECT and CMS submitted proposals for services that Administrator Todd put before the

Council and Planning Commission to provide direction for staff to proceed. Administrator Todd had Bolton & Menk conduct an analysis of both proposals from a cost perspective as well as other services to compare the two. It was determined that the Planning Commission would make a proposal at their next regular meeting in February to the City Council recommending the proposal they wish to have the city enter.

B. 600 Code Revisions Discussion –

Brian Malm with Bolton & Menk along with city staff have been revising the 600 Code. Malm provide Council and staff with a long list of revisions. The Council and Planning Commission discussed and gave input as needed. Malm will make the changes per the Council and Planning Commission's recommendations and will bring the 600 Code revisions to the next Planning Commission meeting for approval.

4. **ADJOURN** – Motion by Luckstein, second by Kuschel to adjourn the City Council and Planning Commission Special Meeting/Work Session.
Motion carried unanimously. Meeting adjourned at 7:32 p.m.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Bills	AGENDA SECTION: Consent
PREPARED BY: Vicki Axley	AGENDA NO. 5.B.
ATTACHMENTS: Bills Report	APPROVED BY: dt
RECOMMENDED ACTION: Motion to approve payment of all bills listed in attached report.	

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[Report].GL Account = {<>} "10121709"
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Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106742 ADVANCED ELECTRONIC DESIGN, INC.								
01/24/2024	8277249	1	Invoice	SQUAD ACCESSORIES/PD	01/15/2024	01/25/2024	1,186.34	101-42100-228
02/01/2024	8277268	1	Invoice	SQUAD ACCESSORIES/PD	01/23/2024	02/01/2024	533.38	101-42100-590
02/07/2024	8277290	1	Invoice	SQUAD ACCESSORIES/PD	01/23/2024	02/07/2024	638.98	101-42100-590
Total 106742 ADVANCED ELECTRONIC DESIGN, INC.:							2,358.70	
106977 ALBRECHT, SCOTT								
01/26/2024	PL23-101 RE	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106977 ALBRECHT, SCOTT:							100.00	
106356 ALL FLAGS, LLC								
02/01/2024	172842	1	Invoice	FLAGS/STREETS	01/29/2024	02/01/2024	1,681.23	101-43100-217
Total 106356 ALL FLAGS, LLC:							1,681.23	
19 APPEL'S SERVICE INC								
01/11/2024	108044	1	Invoice	2016 F-350 TIRES & VALVE STEM/PW	12/08/2023	01/12/2024	808.20	101-43100-221
Total 19 APPEL'S SERVICE INC:							808.20	
106862 ArchiveSocial, Inc.								
01/17/2024	285295	1	Invoice	SOCIAL MEDIA ARCHIVE SUBSCRIPTION	01/01/2024	01/17/2024	4,188.00	101-41500-309
Total 106862 ArchiveSocial, Inc.:							4,188.00	
106617 AT&T MOBILITY								
01/11/2024	2872918546	1	Invoice	PHONES POLICE	12/25/2023	01/12/2024	803.90	101-42100-321
Total 106617 AT&T MOBILITY:							803.90	
106748 AT-SCENE LLC								
01/17/2024	1642	1	Invoice	SUBSCRIPTIONS ICRIMEFIGHTER ENTERP	01/01/2024	01/17/2024	1,535.00	101-42100-309
Total 106748 AT-SCENE LLC:							1,535.00	
106772 BADGER METER								
01/11/2024	80148269	1	Invoice	MONTHLY FEE-ORION CELLULAR	12/28/2023	01/12/2024	562.48	601-49400-321
02/06/2024	80150679	1	Invoice	MONTHLY FEE-ORION CELLULAR	01/31/2024	02/07/2024	562.48	601-49400-321
Total 106772 BADGER METER:							1,124.96	
104716 BAKER & TAYLOR								
01/22/2024	L2300462 JA	1	Invoice	BOOKS/LIBRARY	12/31/2023	01/23/2024	662.85	211-45500-592
Total 104716 BAKER & TAYLOR:							662.85	
329 BECKLEYS OFFICE PRODUCTS								
02/06/2024	100546	1	Invoice	paper shred	02/06/2024	02/07/2024	44.50	101-41500-401
01/24/2024	99720	1	Invoice	paper shred	01/09/2024	01/25/2024	44.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							89.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
31 BENNETT & SONS SAND & GRAVEL								
01/22/2024	40198	1	Invoice	F&I WATERLINE FROM MAIN TO CURB STOP	09/30/2023	01/23/2024	4,608.60	101-43100-224
Total 31 BENNETT & SONS SAND & GRAVEL:							4,608.60	
154 BENNETT'S FOOD CENTER								
01/25/2024	00309111	1	Invoice	COOKIES & WATER FOR SAFETY TRAINING/	10/11/2023	01/25/2024	16.97	101-43100-331
01/25/2024	00818172	1	Invoice	BEVERAGES FOR EMPLOYEE APPRECIATIO	12/13/2023	01/25/2024	21.94	101-41500-437
01/25/2024	304973	1	Invoice	RETURNED SNACKS/POOL	09/14/2023	01/25/2024	92.40-	225-45128-259
Total 154 BENNETT'S FOOD CENTER:							53.49-	
106463 BOLTON & MENK, INC.								
01/11/2024	0327804	1	Invoice	GENERAL ENGINEERING	12/29/2023	01/12/2024	3,240.00	101-41500-303
01/11/2024	0327806	1	Invoice	WATER FEASIBLTY STUDY	12/29/2023	01/12/2024	592.00	601-49400-303
01/11/2024	0327825	1	Invoice	2023 STREET PROJECT	12/29/2023	01/12/2024	18,714.60	418-48000-303
01/11/2024	0327826	1	Invoice	ORCHARD HILLS 7TH	12/29/2023	01/12/2024	297.00	101-41500-303
01/11/2024	0327827	1	Invoice	ORCHARD HILLS 8TH	12/29/2023	01/12/2024	297.00	101-41500-303
01/22/2024	0328508	1	Invoice	CEMETERY GIS SYSTEM	01/15/2024	01/23/2024	5,227.50	235-49010-590
Total 106463 BOLTON & MENK, INC.:							28,368.10	
106219 BRAUN, DAVID								
01/24/2024	498097	1	Invoice	SUPPLIES/PW	01/19/2024	01/25/2024	40.00	101-43100-217
Total 106219 BRAUN, DAVID:							40.00	
106889 BUREAU OF CRIMINAL APPREHENSION								
01/11/2024	31937	1	Invoice	DMT-G CERTIFICATION-J. PRIETO VALLES/P	10/24/2023	01/12/2024	375.00	101-42100-331
Total 106889 BUREAU OF CRIMINAL APPREHENSION:							375.00	
106969 CAMP-SITE RV, INC.								
01/05/2024	12/27/23	1	Invoice	ATV TRAILER/RURAL FIRE	12/27/2023	01/05/2024	9,867.00	245-42200-590
Total 106969 CAMP-SITE RV, INC.:							9,867.00	
106834 CANON FINANCIAL SERVICES, INC.								
02/06/2024	31919489	1	Invoice	COPIER/LIBRARY	01/12/2024	02/07/2024	66.80	211-45500-401
Total 106834 CANON FINANCIAL SERVICES, INC.:							66.80	
106449 CINTAS CORPORATION								
02/01/2024	4178720801	1	Invoice	MATS & SCRAPER/PW	01/02/2024	02/01/2024	34.67	101-43100-310
02/01/2024	4179565752	1	Invoice	MOPS&TOWELS/CITYHALL	01/09/2024	02/01/2024	30.81	101-41500-310
02/01/2024	4179565894	1	Invoice	MATS & SCRAPER/PW	01/09/2024	02/01/2024	34.67	101-43100-310
02/01/2024	4180998239	1	Invoice	MATS & SCRAPER/PW	01/23/2024	02/01/2024	34.67	101-43100-310
02/01/2024	4181691262	1	Invoice	MATS & SCRAPER/PW	01/30/2024	02/01/2024	34.67	101-43100-310
Total 106449 CINTAS CORPORATION:							169.49	
105990 CIVIC SYSTEMS, LLC								
01/17/2024	CVC24179	1	Invoice	SEMI ANNUAL SOFTWARE SUPPORT/ADM	12/19/2023	01/17/2024	5,668.00	101-41500-309
Total 105990 CIVIC SYSTEMS, LLC:							5,668.00	
51 CONSTRUCTION MGMT. SERVICES								
01/11/2024	819-234240-	1	Invoice	BUILDING INSPECTION	01/05/2024	01/12/2024	1,922.27	101-41500-316

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 51 CONSTRUCTION MGMT. SERVICES:							1,922.27	
105949 CUSTOM COMMUNICATIONS INC.								
01/17/2024	567390	1	Invoice	FIRE ALARM MONITORING/PW	12/14/2023	01/17/2024	123.11	101-43100-310
01/17/2024	567391	1	Invoice	FIRE ALARM MONITORING/FIRE HALL	12/14/2023	01/17/2024	209.39	101-42200-321
Total 105949 CUSTOM COMMUNICATIONS INC.:							332.50	
105316 DAKOTA SUPPLY GROUP								
02/06/2024	S103465520.	1	Invoice	FAUCETS & CONNECTORS/CITY HALL	02/05/2024	02/07/2024	236.89	101-41500-223
Total 105316 DAKOTA SUPPLY GROUP:							236.89	
106428 DATA SMART COMPUTERS INC.								
01/11/2024	82839	1	Invoice	MICROSOFT 365 LICENSES, EXCHANGE ON	11/02/2023	01/12/2024	220.80	101-41500-309
01/12/2024	83615	1	Invoice	NETWORK SECURITY	01/01/2024	01/12/2024	212.50	101-41500-309
01/12/2024	83616	1	Invoice	CLOUD BACKUP MONTHLY/ADMIN	01/01/2024	01/12/2024	10.00	101-41500-309
01/12/2024	83772	1	Invoice	FIRE DEPT IT SUPPORT	01/02/2024	01/12/2024	72.50	101-42200-310
01/12/2024	83773	1	Invoice	MICROSOFT 365 LICENSES, EXCHANGE ON	01/02/2024	01/12/2024	220.80	101-41500-309
01/12/2024	84059	1	Invoice	ADMIN IT SUPPORT	01/04/2024	01/12/2024	217.50	101-41500-310
01/12/2024	84077	1	Invoice	ADMIN IT SUPPORT	01/05/2024	01/12/2024	72.50	101-41500-310
01/12/2024	84087	1	Invoice	ADMIN IT SUPPORT-SECURITY UPDATES	01/08/2024	01/12/2024	652.50	101-41500-310
01/29/2024	84203	1	Invoice	ADMIN IT SUPPORT-DAVID'S COMPUTER	01/29/2024	01/29/2024	217.50	101-41500-310
02/07/2024	84233	1	Invoice	MICROSOFT 365 LICENSES, EXCHANGE ON	02/01/2024	02/07/2024	220.80	101-41500-309
02/07/2024	84344	1	Invoice	MONTHLY DATTO BACKUP	02/01/2024	02/07/2024	149.00	101-41500-309
02/07/2024	84345	1	Invoice	MONTHLY SENTINELONE SECURITY	02/01/2024	02/07/2024	212.50	101-41500-309
02/07/2024	84346	1	Invoice	CLOUD BACKUP MONTHLY/ADMIN	02/01/2024	02/07/2024	10.00	101-41500-309
02/07/2024	84553	1	Invoice	ADMIN IT SUPPORT	02/06/2024	02/07/2024	145.00	101-41500-310
Total 106428 DATA SMART COMPUTERS INC.:							2,633.90	
105564 DEARBORN LIFE INS CO.								
01/17/2024	FEBRUARY	1	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	148.35	101-41500-131
01/17/2024	FEBRUARY	2	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	334.39	101-42100-131
01/17/2024	FEBRUARY	3	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	72.67	101-43100-131
01/17/2024	FEBRUARY	4	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	74.43	211-45500-131
01/17/2024	FEBRUARY	5	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	35.15	225-45200-131
01/17/2024	FEBRUARY	6	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	35.15	601-49400-131
01/17/2024	FEBRUARY	7	Invoice	EMPLOYEE INS.	01/12/2024	01/17/2024	34.17	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							734.31	
68 DEMCO								
01/24/2024	7419942	1	Invoice	BINDER TAPE, BOOKMARKS/LIBRARY	01/09/2024	01/25/2024	86.87	211-45500-201
Total 68 DEMCO:							86.87	
106974 DEMING, TOM								
01/26/2024	PL23-226 RE	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/19/2024	01/29/2024	100.00	101-41500-32210
Total 106974 DEMING, TOM:							100.00	
680 DVS								
01/25/2024	00 STRG - 2	1	Invoice	LICENSE RENEWAL 00 STRG PW	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	04 CHEV - 2	1	Invoice	LICENSE RENEWAL 04 CHEV PW	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	08 HAUL - 24	1	Invoice	LICENSE RENEWAL 08 HAUL PD TRAILER	11/21/2023	01/25/2024	20.25	101-42100-221
01/25/2024	09 INTL - 24	1	Invoice	LICENSE RENEWAL 09 INTL PW	11/21/2023	01/25/2024	20.25	101-43100-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/25/2024	14 GMC - 24	1	Invoice	LICENSE RENEWAL 14 GMC PW	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	15 CHEV - 2	1	Invoice	LICENSE RENEWAL 15 CHEV FIRE DEPT.	11/21/2023	01/25/2024	20.25	101-42200-221
01/25/2024	16 FORD - 2	1	Invoice	LICENSE RENEWAL 16 FORD F350 PW-BUC	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	16 GMC - 24	1	Invoice	LICENSE RENEWAL 16 GMC PW	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	19 INTL - 24	1	Invoice	2019 INTL TRUCK/PW LICENSE RENEWAL	11/21/2023	01/25/2024	20.25	101-43100-221
01/25/2024	22 FORD - 2	1	Invoice	LICENSE RENEWAL 22 FORD F250 PW	11/21/2023	01/25/2024	20.25	101-43100-221
Total 680 DVS:							202.50	
106372 EGAN								
01/24/2024	JC612054N0	1	Invoice	REPAIR GFCI ON LIGHT POLES	01/08/2024	01/25/2024	588.00	225-45200-221
02/01/2024	JC612119N0	1	Invoice	REPAIR PARKING LOT LIGHTS AT TRAILHEA	01/25/2024	02/01/2024	216.25	225-45200-221
Total 106372 EGAN:							804.25	
106798 ELCOR CONSTRUCTION, INC.								
01/11/2024	0H1.127562	1	Invoice	2023 STREET PROJECT-PAY ESTIMATE #7	01/02/2024	01/12/2024	19,896.43	418-48000-530
Total 106798 ELCOR CONSTRUCTION, INC.:							19,896.43	
105649 ELECTRIC PUMP								
02/01/2024	0077481	1	Invoice	SERVICE CALL-HIGH RISE LIFT STATION	01/22/2024	02/01/2024	1,102.50	602-49450-221
Total 105649 ELECTRIC PUMP:							1,102.50	
106973 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE								
01/18/2024	94622209	1	Invoice	GIS SOFTWARE LICENSING	12/11/2023	01/18/2024	1,137.00	235-49010-309
Total 106973 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE:							1,137.00	
105806 FLAHERTY & HOOD, P.A.								
01/11/2024	20592	1	Invoice	DECEMBER GENERAL LEGAL FEES	01/02/2024	01/12/2024	1,832.65	101-41500-304
01/11/2024	20672	1	Invoice	DECEMBER LABOR/EMPLOYMENT ATTORN	01/02/2024	01/12/2024	862.50	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							2,695.15	
93 FORESIGHT BANK								
01/05/2024	FEB. 1, 2024	1	Invoice	SERIES 2020A GO REV BOND PRINCIPAL	01/03/2024	01/05/2024	228,000.00	300-47000-601
01/05/2024	FEB. 1, 2024	2	Invoice	SERIES 2020A GO REV BOND INTEREST	01/03/2024	01/05/2024	18,102.25	300-47000-611
Total 93 FORESIGHT BANK:							246,102.25	
105336 GALE/CENGAGE LEARNING								
01/22/2024	83064613	1	Invoice	BOOKS/LIBRARY	12/15/2023	01/23/2024	71.07	211-45500-592
Total 105336 GALE/CENGAGE LEARNING:							71.07	
104 GOPHER STATE ONE CALL								
02/05/2024	4010686	1	Invoice	LOCATES/WATER	01/31/2024	02/07/2024	33.10	601-49400-310
02/05/2024	4010686	2	Invoice	LOCATES/SEWER	01/31/2024	02/07/2024	33.10	602-49450-310
Total 104 GOPHER STATE ONE CALL:							66.20	
106564 HAWKINS, INC.								
01/24/2024	6668683	1	Invoice	Water Supplies	01/17/2024	01/25/2024	954.52	601-49400-217
Total 106564 HAWKINS, INC.:							954.52	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105808 HBC, INC.								
02/07/2024	105099 FEB	1	Invoice	PHONE&INTERNET/FIRE DEPT.	02/02/2024	02/07/2024	196.28	101-42200-321
01/17/2024	105099 JAN	1	Invoice	PHONE&INTERNET/FIRE DEPT.	01/02/2024	01/17/2024	196.28	101-42200-321
01/18/2024	1277099 DE	1	Invoice	PHONE & INTERNET/POOL	12/02/2023	01/18/2024	33.40	225-45128-321
02/07/2024	1277099 FE	1	Invoice	PHONE & INTERNET/POOL	02/02/2024	02/08/2024	33.41	225-45128-321
01/18/2024	1277099 JAN	1	Invoice	PHONE & INTERNET/POOL	01/02/2024	01/18/2024	33.41	225-45128-321
02/07/2024	71466 FEBR	1	Invoice	PHONE&INTERN/LIBRARY	02/02/2024	02/07/2024	56.94	211-45500-321
01/17/2024	71466 JANU	1	Invoice	PHONE&INTERN/LIBRARY	01/02/2024	01/17/2024	56.58	211-45500-321
02/05/2024	78487 FEBR	1	Invoice	PHONE INTERNET/ADMIN	02/02/2024	02/07/2024	478.28	101-41500-321
02/05/2024	78487 FEBR	2	Invoice	PHONE INTERNET/POLICE	02/02/2024	02/07/2024	353.71	101-42100-321
02/05/2024	78487 FEBR	3	Invoice	PHONE INTERNET/PUBLIC WORKS	02/02/2024	02/07/2024	317.17	101-43100-321
01/17/2024	78487 JANU	1	Invoice	PHONE INTERNET/ADMIN	01/02/2024	01/17/2024	478.28	101-41500-321
01/17/2024	78487 JANU	2	Invoice	PHONE INTERNET/POLICE	01/02/2024	01/17/2024	353.71	101-42100-321
01/17/2024	78487 JANU	3	Invoice	PHONE INTERNET/PUBLIC WORKS	01/02/2024	01/17/2024	317.17	101-43100-321
Total 105808 HBC, INC.:							2,904.62	
116 HIGH PLAINS								
01/24/2024	4773	1	Invoice	FUEL/PW	12/26/2023	01/25/2024	59.85	101-43100-212
01/24/2024	7520	1	Invoice	FUEL/SNOW	12/05/2023	01/25/2024	33.52	101-43125-212
01/24/2024	8499	1	Invoice	FUEL/PW	12/12/2023	01/25/2024	85.10	101-43100-212
01/24/2024	8524	1	Invoice	FUEL/PW	12/12/2023	01/25/2024	109.20	101-43100-212
01/24/2024	8757	1	Invoice	FUEL/PW	12/13/2023	01/25/2024	97.62	101-43100-212
01/24/2024	8909	1	Invoice	FUEL/PW	12/14/2023	01/25/2024	62.32	101-43100-212
01/24/2024	9586	1	Invoice	FUEL/PW	12/07/2023	01/25/2024	27.25	101-43100-212
Total 116 HIGH PLAINS:							474.86	
106978 HORSMAN, BRANDON								
01/26/2024	PL23-146 RE	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106978 HORSMAN, BRANDON:							100.00	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
01/05/2024	FEBRUARY	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	4,260.00	101-41500-131
01/05/2024	FEBRUARY	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,420.00	101-42100-131
01/05/2024	FEBRUARY	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,192.80	101-43100-131
01/05/2024	FEBRUARY	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	227.20	101-43125-131
01/05/2024	FEBRUARY	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,420.00	225-45200-131
01/05/2024	FEBRUARY	6	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,420.00	601-49400-131
01/05/2024	FEBRUARY	7	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,420.00	602-49450-131
01/05/2024	FEBRUARY	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,602.00	101-41500-131
01/05/2024	FEBRUARY	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	12,816.00	101-42100-131
01/05/2024	FEBRUARY	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	1,345.68	101-43100-131
01/05/2024	FEBRUARY	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	256.32	101-43125-131
01/05/2024	FEBRUARY	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/03/2024	01/05/2024	3,204.00	211-45500-131
01/29/2024	MARCH 202	1	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	4,425.00	101-41500-131
01/29/2024	MARCH 202	2	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,475.00	101-42100-131
01/29/2024	MARCH 202	3	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,239.00	101-43100-131
01/29/2024	MARCH 202	4	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	236.00	101-43125-131
01/29/2024	MARCH 202	5	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,475.00	225-45200-131
01/29/2024	MARCH 202	6	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,475.00	601-49400-131
01/29/2024	MARCH 202	7	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,475.00	602-49450-131
01/29/2024	MARCH 202	1	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,682.00	101-41500-131
01/29/2024	MARCH 202	2	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	13,456.00	101-42100-131
01/29/2024	MARCH 202	3	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	1,412.88	101-43100-131
01/29/2024	MARCH 202	4	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	269.12	101-43125-131
01/29/2024	MARCH 202	5	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	01/29/2024	01/29/2024	3,364.00	211-45500-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:							62,568.00	
106777 JEFF'S TREE SERVICE								
01/22/2024	123123	1	Invoice	TREE REMOVAL & STUMP GRINDING: 630 2	12/31/2023	01/23/2024	4,950.00	101-43100-222
Total 106777 JEFF'S TREE SERVICE:							4,950.00	
348 JOHN DEERE FINANCIAL								
01/24/2024	IP39643	1	Invoice	MN AG GROUP-PIN/SNOW	01/17/2024	01/24/2024	1.44	101-43125-221
Total 348 JOHN DEERE FINANCIAL:							1.44	
106520 KENNY SYLVESTER CONSTRUCTION								
01/22/2024	DEC 11, 202	1	Invoice	CLEANING CITY HALL/COUNCIL	01/20/2024	01/23/2024	600.00	101-41110-401
01/22/2024	DEC 11, 202	2	Invoice	CLEANING CITY HALL/ADMIN	01/20/2024	01/23/2024	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
141 KREOFISKY BUILDING SUPPLIES								
02/06/2024	2401-823399	1	Invoice	ADHESIVE/WATER	01/02/2024	02/07/2024	7.99	601-49400-223
02/06/2024	2401-824300	1	Invoice	HVAC VENT TAPE, BATTERIES/PW	01/05/2024	02/07/2024	78.96	101-43100-217
02/06/2024	2401-824320	1	Invoice	PEGBOARD HOOK, STEEL ROD/PW	01/05/2024	02/07/2024	8.88	101-43100-217
02/06/2024	2401-825496	1	Invoice	SAW BLADE/PW	01/10/2024	02/07/2024	33.99	101-43100-217
02/06/2024	2401-825904	1	Invoice	SHELF SUPPORT, TRIM FUEL/LIBRARY	01/11/2024	02/07/2024	46.62	211-45500-590
02/06/2024	2401-826119	1	Invoice	SUPPLIES/LIBRARY	01/12/2024	02/07/2024	7.82	211-45500-590
02/06/2024	2401-826873	1	Invoice	MISC FASTENERS, SCREWS/SNOW	01/17/2024	02/07/2024	4.08	101-43125-221
02/06/2024	2401-827153	1	Invoice	STRAIGHT BIT/LIBRARY	01/18/2024	02/07/2024	17.79	211-45500-590
02/06/2024	2401-827285	1	Invoice	ROUTER BIT/LIBRARY	01/18/2024	02/07/2024	10.49	211-45500-590
02/06/2024	2401-827296	1	Invoice	RETURN ROUTER BIT/LIBRARY	01/18/2024	02/07/2024	10.49	211-45500-590
02/06/2024	2401-827411	1	Invoice	PAINT RAGS, FOAM BRUSH/LIBRARY	01/19/2024	02/07/2024	11.91	211-45500-590
02/06/2024	2401-828159	1	Invoice	STAIN, BLEND-FIL PENCIL/LIBRARY	01/23/2024	02/07/2024	24.98	211-45500-590
02/06/2024	2401-828521	1	Invoice	TORX SCREWS/LIBRARY	01/24/2024	02/07/2024	6.80	211-45500-590
02/06/2024	2401-828677	1	Invoice	BIT/PW	01/25/2024	02/07/2024	1.80	101-43100-217
02/06/2024	2401-828702	1	Invoice	MISC FASTENERS, SCREWS/LIBRARY	01/25/2024	02/07/2024	8.79	211-45500-590
02/06/2024	2401-828751	1	Invoice	CORNER BRACE ZINC, MISC FASTENERS, S	01/25/2024	02/07/2024	23.17	211-45500-590
02/06/2024	2401-828972	1	Invoice	SHELF SUPPORT/LIBRARY	01/26/2024	02/07/2024	4.99	211-45500-590
02/06/2024	2401-829630	1	Invoice	BRAIDED HOSE, CLAMP, COUPLING/FIRE D	01/30/2024	02/07/2024	11.67	101-42200-223
Total 141 KREOFISKY BUILDING SUPPLIES:							300.24	
106730 KUJATH, CAROL								
01/24/2024	1/23/24 MILE	1	Invoice	MILEAGE TO WABASHA-ELECTION JUDGE T	01/23/2024	01/25/2024	26.20	101-41410-331
Total 106730 KUJATH, CAROL:							26.20	
106329 LAKE CITY RECYCLING & DISPOSAL								
02/06/2024	117632	1	Invoice	GARBAGE/PARKS	02/01/2024	02/07/2024	72.54	225-45200-384
02/06/2024	117632	2	Invoice	GARBAGE/PARKS	02/01/2024	02/07/2024	72.54	225-45200-384
02/06/2024	117632	3	Invoice	GARBAGE/CEMETERY	02/01/2024	02/07/2024	72.54	235-49010-384
02/06/2024	117632	4	Invoice	GARBAGE/STREETS	02/01/2024	02/07/2024	50.25	101-43100-384
02/06/2024	117632	5	Invoice	GARBAGE/PW	02/01/2024	02/07/2024	72.54	101-43100-384
02/06/2024	117632	6	Invoice	GARBAGE/FIRE HALL	02/01/2024	02/07/2024	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							395.17	
106017 LEAGUE OF MN CITIES INSURANCE TRUST								
01/25/2024	10003143-20	1	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	6,718.08	101-41110-362

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/25/2024	10003143-20	2	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	4,869.97	101-41500-362
01/25/2024	10003143-20	3	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	5,402.62	101-42100-362
01/25/2024	10003143-20	4	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	5,927.67	101-42200-362
01/25/2024	10003143-20	5	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	15,004.64	101-43100-362
01/25/2024	10003143-20	6	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	5,231.41	211-45500-362
01/25/2024	10003143-20	7	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	12,966.29	225-45128-362
01/25/2024	10003143-20	8	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	17,287.44	225-45200-362
01/25/2024	10003143-20	9	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	3,272.01	235-49010-362
01/25/2024	10003143-20	10	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	5,927.67	245-42200-362
01/25/2024	10003143-20	11	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	6,610.60	601-49400-362
01/25/2024	10003143-20	12	Invoice	2024 PROPERTY/LIABILITY INSURANCE	01/25/2024	01/25/2024	4,565.60	602-49450-362
Total 106017 LEAGUE OF MN CITIES INSURANCE TRUST:							93,784.00	
106590 LICKITY STITCH								
01/24/2024	1417	1	Invoice	UNIFORM K.HALL	01/10/2024	01/25/2024	45.00	101-41500-417
01/24/2024	1417	2	Invoice	UNIFORM V.AXLEY	01/10/2024	01/25/2024	25.48	101-41500-417
Total 106590 LICKITY STITCH:							70.48	
106720 LOFFLER COMPANIES INC.								
01/24/2024	35668549	1	Invoice	ADMIN COPIER LEASE	01/08/2024	01/25/2024	161.22	101-41500-401
01/11/2024	4570025	1	Invoice	COPIES/LIBRARY	01/02/2024	01/12/2024	33.27	211-45500-401
02/05/2024	4600113	1	Invoice	COPIER CHARGES/ADMIN	02/01/2024	02/07/2024	100.59	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							295.08	
160 LYONS OIL MINI MART								
01/12/2024	12/31/23 STA	1	Invoice	CREDIT/DISCOUNT DECEMBER 2023	12/31/2023	01/12/2024	.85-	225-45200-212
01/12/2024	12/31/23 STA	2	Invoice	CREDIT/DISCOUNT DECEMBER 2023	12/31/2023	01/12/2024	5.92-	101-43100-212
01/12/2024	5654919	1	Invoice	FUEL/PW	12/22/2023	01/12/2024	75.36	101-43100-212
01/12/2024	5654953	1	Invoice	FUEL/PW	12/26/2023	01/12/2024	61.42	101-43100-212
01/12/2024	5656702	1	Invoice	CAR WASHES/PD	12/31/2023	01/12/2024	10.73	101-42100-221
01/12/2024	5656904	1	Invoice	FUEL/PARKS	12/05/2023	01/12/2024	18.92	225-45200-212
01/12/2024	5656966	1	Invoice	FUEL/PARKS	12/08/2023	01/12/2024	51.58	225-45200-212
01/12/2024	5657496	1	Invoice	FUEL/PW	12/05/2023	01/12/2024	54.32	101-43100-212
01/12/2024	5954893	1	Invoice	FUEL/PW	12/15/2023	01/12/2024	128.44	101-43100-212
01/12/2024	5957265	1	Invoice	FUEL/PW	12/20/2023	01/12/2024	57.00	101-43100-212
Total 160 LYONS OIL MINI MART:							451.00	
106053 M&M CONSTRUCTION & CLEANING INC.								
01/24/2024	692	1	Invoice	HAUL OUT SNOW	01/10/2024	01/25/2024	880.00	101-43125-310
01/24/2024	711	1	Invoice	HAUL OUT SNOW 1/13/24	01/15/2024	01/25/2024	2,970.00	101-43125-310
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							3,850.00	
164 MACQUEEN EQUIPMENT INC.								
01/11/2024	P09908	1	Invoice	LADDER TRUCK SUPPLIES/FIRE DEPT	10/11/2023	01/12/2024	610.80	101-42200-221
01/11/2024	P09909	1	Invoice	LADDER TRUCK EQUIP REVIEW/FIRE DEPT	10/11/2023	01/12/2024	416.05-	101-42200-221
01/11/2024	P09927	1	Invoice	LADDER TRUCK EQUIP-PLATES/FIRE DEPT	10/13/2023	01/12/2024	229.69	101-42200-221
01/11/2024	P09996	1	Invoice	LADDER TRUCK SHELIVING/FIRE DEPT	10/26/2023	01/12/2024	1,304.18	101-42200-221
01/11/2024	P10026	1	Invoice	LADDER TRUCK COMPARTMENT,DOOR/FIR	10/31/2023	01/12/2024	2,327.81	101-42200-221
01/11/2024	P10043	1	Invoice	LADDER TRUCK COMPARTMENT/FIRE DEPT	11/02/2023	01/12/2024	2,861.93	101-42200-221
Total 164 MACQUEEN EQUIPMENT INC.:							6,918.36	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106871 MARTIN, JERRY								
01/26/2024	PL23-283 RE	1	Invoice	BUILDING PERMIT REFUNDABLE DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106871 MARTIN, JERRY:							100.00	
106823 MAXWELL CONSTRUCTION SERVICES								
01/26/2024	PL23-240 RE	1	Invoice	REFUND DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106823 MAXWELL CONSTRUCTION SERVICES:							100.00	
105998 METERING & TECHNOLOGY SOLUTION								
01/24/2024	INV4100	1	Invoice	BRONZE BARE METER/WATER	01/08/2024	01/25/2024	1,486.79	601-49400-550
02/01/2024	INV4278	1	Invoice	CELLULAR ENDPOINT;WALL MOUNT	01/29/2024	02/01/2024	104,487.57	601-49400-550
Total 105998 METERING & TECHNOLOGY SOLUTION:							105,974.36	
175 MICHAEL'S TIRE & AUTO								
01/24/2024	136582	1	Invoice	211 OIL CHANGE, FLUIDS/PD	12/01/2023	01/25/2024	64.65	101-42100-221
01/24/2024	136583	1	Invoice	171 OIL CHANGE, FLUIDS, REPLACE LF SHA	12/26/2023	01/25/2024	385.25	101-42100-221
02/05/2024	136903	1	Invoice	KEROSENE/PW	01/17/2024	02/07/2024	65.00	101-43100-212
Total 175 MICHAEL'S TIRE & AUTO:							514.90	
106719 MIDWEST TAPE								
01/22/2024	2000018848	1	Invoice	BOOKS/LIBRARY	01/02/2024	01/23/2024	637.03	211-45500-592
Total 106719 MIDWEST TAPE:							637.03	
106430 MN DEPT. OF NATURAL RESOURCES								
02/01/2024	1980-5091/2	1	Invoice	WATER PERMIT INVOICE	01/26/2024	02/01/2024	1,355.02	601-49400-310
Total 106430 MN DEPT. OF NATURAL RESOURCES:							1,355.02	
223 MN ENERGY RESOURCES CORP.								
01/18/2024	0503043614	1	Invoice	GAS UTILITY/SEWER	12/29/2023	01/19/2024	29.30	602-49450-383
01/18/2024	0503078391	1	Invoice	GAS UTILITY/FIRE HALL	12/29/2023	01/19/2024	417.08	101-42200-383
01/18/2024	0503494971	1	Invoice	GAS UTILITY/ICE RINK	01/03/2024	01/19/2024	74.25	225-45127-383
01/18/2024	0505377887	1	Invoice	GAS UTILITY/COUNCIL	12/29/2023	01/19/2024	83.72	101-41110-383
01/18/2024	0505377887	2	Invoice	GAS UTILITY/ADMIN	12/29/2023	01/19/2024	83.73	101-41500-383
01/18/2024	0505377887	3	Invoice	GAS UTILITY/PD	12/29/2023	01/19/2024	83.73	101-42100-383
01/18/2024	0506816622	1	Invoice	GAS UTILITY/SEWER	01/03/2024	01/19/2024	16.21	602-49450-383
01/18/2024	0506912263	1	Invoice	GAS UTILITY/PUBLIC WORKS	01/02/2024	01/19/2024	345.98	101-43100-383
01/18/2024	0507609025	1	Invoice	GAS UTILITY/LIBRARY	12/29/2023	01/19/2024	190.74	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							1,324.74	
105220 MN PUBLIC FACILITIES AUTHORITY								
01/24/2024	FEB 20 2024	1	Invoice	MPFA-11-0036-R-FY12 INTEREST PAYMENT	01/20/2024	01/25/2024	1,180.76	601-49400-611
Total 105220 MN PUBLIC FACILITIES AUTHORITY:							1,180.76	
105717 MOTOROLA SOLUTIONS, INC.								
01/11/2024	8281725018	1	Invoice	RADIO BATTERY/POLICE	09/27/2023	01/12/2024	106.50	101-42100-217
01/11/2024	8281788264	1	Invoice	RADIO/POLICE	12/21/2023	01/12/2024	5,777.68	101-42100-590
Total 105717 MOTOROLA SOLUTIONS, INC.:							5,884.18	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106763 NELSON GRANITE LIMITED								
02/07/2024	101128	1	Invoice	PLAQUES-S&L KOHLS, J&L GRAVES	02/06/2024	02/07/2024	1,192.00	235-49010-36285
Total 106763 NELSON GRANITE LIMITED:							1,192.00	
106936 NORTHLAND TRUST SERVICES, INC.								
01/05/2024	FEB. 1, 2024	1	Invoice	SERIES 2023A GO REV BOND PRINCIPAL	01/03/2024	01/05/2024	175,000.00	300-47000-601
01/05/2024	FEB. 1, 2024	2	Invoice	SERIES 2023A GO REV BOND INTEREST	01/03/2024	01/05/2024	75,020.00	300-47000-611
Total 106936 NORTHLAND TRUST SERVICES, INC.:							250,020.00	
106201 NORTHVIEW BANK								
01/05/2024	FEBRUARY	1	Invoice	SERIES 2015A GO INTEREST PAYMENT	11/15/2023	01/05/2024	9,675.00	300-47000-611
01/05/2024	FEBRUARY	2	Invoice	SERIES 2015A GO PRINCIPAL	11/15/2023	01/05/2024	82,000.00	300-47000-601
Total 106201 NORTHVIEW BANK:							91,675.00	
106085 ON-SITE COMPUTERS, INC.								
01/11/2024	CW89820	1	Invoice	M365 MAIL MIGRATION/PD	11/15/2023	01/12/2024	750.00	101-42100-310
01/11/2024	CW89857	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	12/01/2023	01/12/2024	98.00	101-42100-309
01/11/2024	CW89946	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	12/01/2023	01/12/2024	205.82	101-42100-310
01/11/2024	CW90297	1	Invoice	NEW PRINTER SETUP/PD	12/11/2023	01/12/2024	80.50	101-42100-310
01/12/2024	CW90406	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	01/02/2024	01/12/2024	98.00	101-42100-309
01/12/2024	CW90505	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	01/02/2024	01/12/2024	212.14	101-42100-310
Total 106085 ON-SITE COMPUTERS, INC.:							1,444.46	
106161 PEOPLE'S ENERGY COOPERATIVE								
01/19/2024	2643900 JAN	1	Invoice	ELEC WELL #3	01/05/2024	01/19/2024	457.00	601-49400-381
01/19/2024	2647400 JAN	1	Invoice	ELEC SKATING RINK	01/05/2024	01/19/2024	95.00	225-45127-381
01/19/2024	2658900 JAN	1	Invoice	ELEC POOL	01/05/2024	01/19/2024	149.00	225-45128-381
01/19/2024	2706100 JAN	1	Invoice	ELEC NE LIFT STATION	01/05/2024	01/19/2024	253.00	602-49450-381
01/19/2024	2709900 JAN	1	Invoice	ELEC WEST BROADWAY	01/05/2024	01/19/2024	11.00	101-42500-381
01/19/2024	2714900 JAN	1	Invoice	ELEC STREET LIGHTS	01/05/2024	01/19/2024	3,106.00	101-43100-381
01/19/2024	2738000 JAN	1	Invoice	ELEC WELL #2	01/05/2024	01/19/2024	2,467.00	601-49400-381
01/19/2024	2739100 JAN	1	Invoice	ELEC PW BUILDING	01/05/2024	01/19/2024	340.00	101-43100-381
01/19/2024	2747700 JAN	1	Invoice	ELEC SW SIREN	01/05/2024	01/19/2024	72.00	101-42500-381
01/19/2024	2764400 JAN	1	Invoice	ELEC NW LIFT STATION	01/05/2024	01/19/2024	449.00	602-49450-381
01/19/2024	2767800 JAN	1	Invoice	ELEC CEMETERY FLAG LIGHT	01/05/2024	01/19/2024	65.00	235-49010-381
01/19/2024	2777600 JAN	1	Invoice	ELEC LIBRARY	01/05/2024	01/19/2024	300.00	211-45500-381
01/19/2024	3036800 JAN	1	Invoice	ELEC FIRE HALL	01/05/2024	01/19/2024	170.00	101-42200-381
01/19/2024	3038100 JAN	1	Invoice	ELEC CITY HALL/COUNCIL	01/05/2024	01/19/2024	144.00	101-41110-381
01/19/2024	3038100 JAN	2	Invoice	ELEC CITY HALL/ADMIN	01/05/2024	01/19/2024	144.00	101-41500-381
01/19/2024	3038100 JAN	3	Invoice	ELEC CITY HALL/PD	01/05/2024	01/19/2024	144.00	101-42100-381
01/19/2024	3041300 JAN	1	Invoice	ELEC WEDGEWOOD PARK	01/05/2024	01/19/2024	81.00	225-45200-381
01/19/2024	3042300 JAN	1	Invoice	ELEC WATER TOWER	01/05/2024	01/19/2024	259.00	601-49400-381
01/19/2024	3043900 JAN	1	Invoice	ELEC BIKE TRAIL	01/05/2024	01/19/2024	65.00	225-45200-381
01/19/2024	3274000 JAN	1	Invoice	ELEC 6TH ST SW LIGHTS	01/05/2024	01/19/2024	126.25	101-43100-381
01/19/2024	3274100 JAN	1	Invoice	ELEC 4TH ST SW LIGHTS	01/05/2024	01/19/2024	153.47	101-43100-381
01/19/2024	3274200 JAN	1	Invoice	ELEC 2ND ST SW LIGHTS	01/05/2024	01/19/2024	116.33	101-43100-381
01/19/2024	3274300 JAN	1	Invoice	ELEC 1ST ST SW LIGHTS	01/05/2024	01/19/2024	102.45	101-43100-381
01/19/2024	3333200 JAN	1	Invoice	ELEC ECKSTEIN TENNIS COURT	01/05/2024	01/19/2024	72.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							9,341.50	
105723 PEOPLES STATE BANK-GENERAL								
01/05/2024	FEB. 1, 2024	1	Invoice	2019A GO TAX ABATE PRINCIPAL	01/04/2024	01/05/2024	75,000.00	300-47000-601
01/05/2024	FEB. 1, 2024	2	Invoice	2019A GO TAX ABATE INTEREST	01/04/2024	01/05/2024	6,470.00	300-47000-611

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105723 PEOPLES STATE BANK-GENERAL:							81,470.00	
651 PITNEY BOWES GLOBAL FINANCIAL SERV.								
01/17/2024	3106468779	1	Invoice	LEASE POSTAGE MACHINE	12/28/2023	01/17/2024	159.57	101-41500-401
Total 651 PITNEY BOWES GLOBAL FINANCIAL SERV.:							159.57	
239 PLAINVIEW NEWS								
02/07/2024	77413	1	Invoice	ADVERTISE/FEE ORDINANCE 2024-01	01/18/2024	02/07/2024	45.93	101-41500-343
02/07/2024	77467	1	Invoice	ADVERTISE/FEE ORDINANCE 2024-01	01/25/2024	02/07/2024	45.93	101-41500-343
Total 239 PLAINVIEW NEWS:							91.86	
238 PLAINVIEW PARTS HOUSE								
01/11/2024	719723	1	Invoice	OIL, FILTER/PW	12/05/2023	01/12/2024	33.60	101-43100-221
01/11/2024	720151	1	Invoice	CUT OFF WHEEL KIT/PW	12/12/2023	01/12/2024	12.63	101-43100-217
01/11/2024	720258	1	Invoice	LED LIGHT, GROMMET, CUT OFF WHEEL, PL	12/14/2023	01/12/2024	46.05	101-43100-217
01/11/2024	720300	1	Invoice	SPLIT LOOM/SNOW	12/14/2023	01/12/2024	10.00	101-43125-221
01/11/2024	720806	1	Invoice	WIPER BLADES/PW	12/22/2023	01/12/2024	33.76	101-43100-221
01/11/2024	721033	1	Invoice	FILTERS/PARKS	12/27/2023	01/12/2024	37.18	225-45200-221
01/11/2024	721106	1	Invoice	PLUG TAP/PARKS	12/28/2023	01/12/2024	3.58	225-45200-221
01/11/2024	721199	1	Invoice	FILTERS/PW	12/29/2023	01/12/2024	122.46	101-43100-221
02/05/2024	721294	1	Invoice	COUPLER, HOSES & FITTINGS/SNOW	01/02/2024	02/07/2024	158.32	101-43125-221
02/05/2024	721341	1	Invoice	MICROFIBER PADS & TOWELS, CLEANER/P	01/02/2024	02/07/2024	36.78	101-43100-217
02/05/2024	721534	1	Invoice	ELECTRICAL TAPE/PW	01/05/2024	02/07/2024	4.32	101-43100-217
02/05/2024	721823	1	Invoice	2.5 DEF/PW	01/10/2024	02/07/2024	23.98	101-43100-217
02/05/2024	721991	1	Invoice	WIPER BLADES & WINDSHIELD WASHER/P	01/12/2024	02/07/2024	39.88	101-43100-221
02/05/2024	722378	1	Invoice	RAINX/PW	01/17/2024	02/07/2024	9.63	101-43100-217
02/05/2024	722481	1	Invoice	FLAP DISC/SNOW	01/18/2024	02/07/2024	22.68	101-43125-221
Total 238 PLAINVIEW PARTS HOUSE:							594.85	
240 PLAINVIEW POSTMASTER								
02/01/2024	FEBRUARY	1	Invoice	UTILITY BILLING	02/01/2024	02/01/2024	240.38	601-49400-322
02/01/2024	FEBRUARY	2	Invoice	UTILITY BILLING	02/01/2024	02/01/2024	240.38	602-49450-322
Total 240 PLAINVIEW POSTMASTER:							480.76	
231 PLAINVIEW-ELGIN SANITARY DISTRICT								
01/24/2024	4TH QTR 23	1	Invoice	SEWER CHARGES-4TH QUARTER 2023	01/19/2024	01/25/2024	192,780.21	602-49450-385
Total 231 PLAINVIEW-ELGIN SANITARY DISTRICT:							192,780.21	
741 QUILL CORPORATION								
01/24/2024	36405287	1	Invoice	CLOROX WIPES/ADMIN	01/02/2024	01/25/2024	14.79	101-41500-211
01/24/2024	36405287	2	Invoice	OFFICE SUPPLIES/ADMIN	01/02/2024	01/25/2024	213.02	101-41500-201
01/24/2024	36417905	1	Invoice	PICTURE FRAMES/ADMIN	01/03/2024	01/25/2024	41.18	101-41500-201
01/24/2024	36472984	1	Invoice	PRINTER TONER/ADMIN	01/04/2024	01/25/2024	218.99	101-41500-201
Total 741 QUILL CORPORATION:							487.98	
105845 RAHMAN HEATING, AC &								
01/11/2024	24256-1	1	Invoice	SERVICE HEAT/AMBULANCE BUILDING	12/29/2023	01/12/2024	36.00	101-41500-227
02/06/2024	24372	1	Invoice	WATER PANEL/LIBRARY	01/17/2024	02/07/2024	140.00	211-45500-223
01/25/2024	24392-1	1	Invoice	REPAIR HEATING SYSTEM/AMBULANCE BUI	01/22/2024	01/25/2024	199.78	101-41500-227
01/11/2024	I-23859-1	1	Invoice	SERVICE BOILER/CITY HALL	10/13/2023	01/12/2024	750.37	101-41500-223

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105845 RAHMAN HEATING, AC &:							1,126.15	
390 RITEWAY BUSINESS FORMS								
01/17/2024	23-85297	1	Invoice	2023 TAX FORMS	01/09/2024	01/17/2024	95.99	101-41500-201
Total 390 RITEWAY BUSINESS FORMS:							95.99	
398 RIVERLAND COMMUNITY COLLEGE								
01/25/2024	1179942	1	Invoice	TRAINING 1, 2 & HAZ - R. LUCAS/FIRE DEPT	09/19/2023	01/25/2024	1,500.00	101-42200-331
Total 398 RIVERLAND COMMUNITY COLLEGE:							1,500.00	
106972 ROCHESTER AREA ECONOMIC DEVELOPMENT, INC								
01/24/2024	JAN 2024	1	Invoice	2024 INVESTMENT	01/10/2024	01/25/2024	3,500.00	101-46500-433
Total 106972 ROCHESTER AREA ECONOMIC DEVELOPMENT, INC:							3,500.00	
106438 SAND CREEK EAP, LLC								
01/24/2024	JAN 2024	1	Invoice	EMPLOYEE ASSISTANCE	01/01/2024	01/25/2024	500.00	101-41500-401
Total 106438 SAND CREEK EAP, LLC:							500.00	
106975 SCHAEFER, JOSEPH								
01/26/2024	PL23-176 RE	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106975 SCHAEFER, JOSEPH:							100.00	
106976 SCHNEIDER, RYAN								
01/26/2024	PL23-84 REF	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106976 SCHNEIDER, RYAN:							100.00	
106451 SCHWICKERT'S TECTA AMERICA								
01/29/2024	PL23-246 RE	1	Invoice	REFUND BUILDING PERMIT DEPOSIT	01/18/2024	01/29/2024	100.00	101-41500-32210
Total 106451 SCHWICKERT'S TECTA AMERICA:							100.00	
268 SELCO								
01/24/2024	51924	1	Invoice	ILS PACKAGE, PC SUPPORT/LIBRARY	01/03/2024	01/25/2024	431.69	211-45500-418
01/24/2024	51985	1	Invoice	OVERDRIVE 2024/LIBRARY	01/16/2024	01/25/2024	1,259.49	211-45500-592
Total 268 SELCO:							1,691.18	
106979 SPEEDLING, SHANTELLE & DALE								
02/01/2024	2/1/24 COM	1	Invoice	COMMERCIAL DISTRICT IMP. LOAN-YOUNG	02/01/2024	02/01/2024	10,000.00	203-46600-460
Total 106979 SPEEDLING, SHANTELLE & DALE:							10,000.00	
284 STREICHER'S								
01/11/2024	I1668454	1	Invoice	UNIFORM/A. FERGUSON	12/01/2023	01/12/2024	95.98	101-42100-417
Total 284 STREICHER'S:							95.98	
106971 TALOS DYNAMICS								
01/05/2024	1613	1	Invoice	VEST-J. MCKELLIPS/PD	11/09/2023	01/05/2024	1,960.59	101-42100-417

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106971 TALOS DYNAMICS:							1,960.59	
106744 TENVOORDE FORD, INC.								
01/22/2024	INV23445	1	Invoice	2023 FORD INTERCEPTOR SQUAD CAR	01/17/2024	01/17/2024	42,128.88	101-42100-590
Total 106744 TENVOORDE FORD, INC.:							42,128.88	
716 THREE RIVERS COMMUNITY ACTION								
02/01/2024	JANUARY 20	1	Invoice	TRANSIT BUS FEES	01/31/2024	02/01/2024	1,182.50	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							1,182.50	
104900 TOMS LAWN & CLEANING SERVICE								
01/24/2024	414	1	Invoice	CLEANING/LIBRARY	12/31/2023	01/25/2024	765.00	211-45500-401
02/06/2024	430	1	Invoice	CLEANING/LIBRARY	01/31/2024	02/07/2024	770.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							1,535.00	
50 ULTIMATE SAFETY CONCEPTS, INC.								
01/22/2024	209370	1	Invoice	FIRE EXTING/FIREHALL	01/11/2024	01/23/2024	216.06	101-42200-310
01/22/2024	209371	1	Invoice	FIRE EXTING/STREET	01/11/2024	01/23/2024	189.50	101-43100-310
01/22/2024	209372	1	Invoice	INSP FIRE EXT/CITYHALL	01/11/2024	01/23/2024	67.50	101-41500-310
01/22/2024	209373	1	Invoice	INSP FIRE EXT/LIBRARY	01/11/2024	01/23/2024	45.00	211-45500-310
01/22/2024	209374	1	Invoice	INSPECT FIRE EXTING/POLICE	01/11/2024	01/23/2024	98.50	101-42100-310
Total 50 ULTIMATE SAFETY CONCEPTS, INC.:							616.56	
106785 US INTERNET CORP.								
01/17/2024	4238154	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	12/31/2023	01/17/2024	31.50	101-41500-309
02/06/2024	4291248	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	01/31/2024	02/07/2024	31.50	101-41500-309
Total 106785 US INTERNET CORP.:							63.00	
106967 VETSCH HARDWOODS INC								
01/24/2024	72605	1	Invoice	RED OAK/LIBRARY	01/08/2024	01/25/2024	669.90	211-45500-590
02/06/2024	72656	1	Invoice	RED OAK/LIBRARY	01/15/2024	02/07/2024	600.00	211-45500-590
Total 106967 VETSCH HARDWOODS INC:							1,269.90	
105461 VISA/TCM BANK N.A.								
01/09/2024	#0165 JANU	1	Invoice	AMAZON-BOOK/LIBRARY	01/02/2024	01/10/2024	15.95	211-45500-592
01/09/2024	#0165 JANU	2	Invoice	AMAZON-SOAP, GOO GONE, HANGING FOL	01/02/2024	01/10/2024	112.04	211-45500-201
01/09/2024	#6188 JANU	1	Invoice	AMAZON-LOCK PIN/PW	01/02/2024	01/10/2024	53.65	101-43100-217
01/09/2024	#6188 JANU	2	Invoice	AMAZON-SOUNDBAR/PW	01/02/2024	01/10/2024	107.36	101-43100-217
01/09/2024	#6188 JANU	3	Invoice	AMAZON-LOCK PIN/PW	01/02/2024	01/10/2024	53.65	101-43100-217
01/09/2024	#6188 JANU	4	Invoice	AMAZON-LOCK PIN/PW	01/02/2024	01/10/2024	18.24	101-43100-217
01/09/2024	#6188 JANU	5	Invoice	USPS-POSTAGE/WATER	01/02/2024	01/10/2024	5.50	601-49400-322
01/09/2024	#6188 JANU	6	Invoice	AMAZON-MULTIGAS DETECTOR/SEWER	01/02/2024	01/10/2024	901.95	602-49450-221
01/09/2024	#6188 JANU	7	Invoice	AMAZON-CHAIN LINK WIRE TIES/PARKS	01/02/2024	01/10/2024	43.30	225-45200-221
01/09/2024	#6188 JANU	8	Invoice	AMAZON-CHAIN LINK WIRE TIES/PARKS	01/02/2024	01/10/2024	30.32	225-45200-221
01/09/2024	#6196 JANU	1	Invoice	HARBOR FREIGHT-SUPPLIES/PW	01/02/2024	01/10/2024	97.30	101-43100-217
01/09/2024	#6196 JANU	2	Invoice	MENARDS-PAPER TOWELS, PIPE INSULATI	01/02/2024	01/10/2024	166.21	101-43100-217
01/09/2024	#6196 JANU	3	Invoice	HOME DEPOT-UTILITY KNIFE, SAWS, BATTE	01/02/2024	01/10/2024	958.87	101-43100-217
01/10/2024	#6634 JANU	1	Invoice	LATE FEE	01/02/2024	01/10/2024	21.32	101-41500-437
01/09/2024	#6725 JANU	1	Invoice	MENARDS-GLOVES UNIFORM/M. ELLINGSO	01/02/2024	01/10/2024	27.16	225-45200-417
01/09/2024	#6840 JANU	1	Invoice	COSTCO-GARBAGE BAGS, CLEANING SUPP	01/02/2024	01/10/2024	44.67	101-41500-211
01/09/2024	#6840 JANU	2	Invoice	COSTCO-PLATES, STORAGE CONTAINERS,	01/02/2024	01/10/2024	39.97	101-41500-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/09/2024	#6840 JANU	3	Invoice	MAGNOLIA COTTAGE-UNIFORM/C. KUJATH	01/02/2024	01/10/2024	29.95	101-41500-417
01/09/2024	#6840 JANU	4	Invoice	ADOBE-C. KUJATH	01/02/2024	01/10/2024	21.46	101-41500-433
01/09/2024	#6931 JANU	1	Invoice	SCHEELS-UNIFORM/K. HALL	01/02/2024	01/10/2024	297.97	101-41500-417
01/09/2024	#6998 JANU	1	Invoice	AMAZON-MOLLE ATTACHMENT CLIP/PD	01/02/2024	01/10/2024	18.99	101-42100-417
01/09/2024	#6998 JANU	2	Invoice	MICROSOFT-ONLINE SERVICES/PD	01/02/2024	01/10/2024	17.71	101-42100-309
01/09/2024	#6998 JANU	3	Invoice	HOSTGATOR.COM-WEEBLY/PD	01/02/2024	01/10/2024	8.99	101-42100-321
01/10/2024	#7798 JANU	1	Invoice	USPS-POSTAGE/PD	01/02/2024	01/10/2024	6.35	101-42100-322
01/10/2024	#7798 JANU	2	Invoice	AMAZON-STORAGE BOXES/PD	01/02/2024	01/10/2024	23.99	101-42100-201
01/10/2024	#7798 JANU	3	Invoice	CDW GOVT-XEROX/PD	01/02/2024	01/10/2024	947.01	101-42100-201
01/10/2024	#7798 JANU	4	Invoice	SCHEELS-UNIFORM K. KUHLEMEIER/PD	01/02/2024	01/10/2024	855.12	101-42100-417
01/10/2024	#7798 JANU	5	Invoice	APPLE.COM/PD	01/02/2024	01/10/2024	.99	101-42100-321
01/10/2024	#7798 JANU	6	Invoice	USPS-POSTAGE/PD	01/02/2024	01/10/2024	9.65	101-42100-322
01/10/2024	#7798 JANU	7	Invoice	USPS-POSTAGE/PD	01/02/2024	01/10/2024	9.65	101-42100-322
01/10/2024	#7798 JANU	8	Invoice	BEST BUY-THUMB DRIVE/PD	01/02/2024	01/10/2024	75.67	101-42100-201
01/10/2024	#7798 JANU	9	Invoice	5.11 INC-UNIFORM L. SZYMANSKI/PD	01/02/2024	01/10/2024	74.95	101-42100-417
01/10/2024	#7798 JANU	10	Invoice	SP 3DMATS-FLOOR MATS DURANGO/PD	01/02/2024	01/10/2024	119.74	101-42100-217
01/10/2024	#7798 JANU	11	Invoice	TRUE CLASSIC-UNIFORM B. MILLER/PD	01/02/2024	01/10/2024	56.99	101-42100-417
01/10/2024	#7798 JANU	12	Invoice	5.11 INC-UNIFORM A. STONING/PD	01/02/2024	01/10/2024	99.95	101-42100-417
01/10/2024	#7798 JANU	13	Invoice	ROGUE-UNIFORM A. STONING/PD	01/02/2024	01/10/2024	92.32	101-42100-417
01/10/2024	#7798 JANU	14	Invoice	WEATHERTECH-FLOOR LINER DURANGO/P	01/02/2024	01/10/2024	161.01	101-42100-217
01/10/2024	#7798 JANU	15	Invoice	UNDER ARMOUR-UNIFORM B. MILLER/PD	01/02/2024	01/10/2024	286.88	101-42100-417
01/10/2024	#7798 JANU	16	Invoice	AMAZON-STAPLER/PD	01/02/2024	01/10/2024	25.89	101-42100-201
01/10/2024	#7798 JANU	17	Invoice	NANUK.COM-UNIFORM A. STONING/PD	01/02/2024	01/10/2024	161.95	101-42100-417
01/10/2024	#7798 JANU	18	Invoice	GET RX'D EQUIP-UNIFORM A. STONING/PD	01/02/2024	01/10/2024	269.76	101-42100-417
01/10/2024	#7798 JANU	19	Invoice	TRUE CLASSIC-UNIFORM B. MILLER/PD	01/02/2024	01/10/2024	99.98	101-42100-417
01/10/2024	#7798 JANU	20	Invoice	INTERNATIONAL TXN FEE/PD	01/02/2024	01/10/2024	1.62	101-42100-417
01/10/2024	#7798 JANU	21	Invoice	UPS STORE-RETURN PACKAGE/PD	01/02/2024	01/10/2024	61.02	101-42100-322
01/10/2024	#7798 JANU	22	Invoice	KORE ESSENTIALS-UNIFORM L. SZYMANSK	01/02/2024	01/10/2024	139.95	101-42100-417
01/10/2024	#7798 JANU	23	Invoice	OFFICEMAX-DESK CALENDAR, HANGING F	01/02/2024	01/10/2024	22.05	101-42100-201
01/10/2024	#7798 JANU	24	Invoice	US FLEET TRACKING-MONTHLY SERVICE/P	01/02/2024	01/10/2024	59.90	101-42100-321
Total 105461 VISA/TCM BANK N.A.:							6,754.92	
307 WABASHA COUNTY AUDITOR/TREAS.								
02/06/2024	4102012416	1	Invoice	2024 TIF MAINTENANCE	02/01/2024	02/07/2024	280.00	101-41500-310
01/18/2024	JANUARY 20	1	Invoice	LEGAL SERVICES CONTRACT	01/10/2024	01/19/2024	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							2,080.00	
106207 WABASHA COUNTY EMERGENCY MANAGEMENT								
01/24/2024	1/5/24	1	Invoice	CODE RED SYSTEM	01/05/2024	01/25/2024	1,112.00	101-42500-310
Total 106207 WABASHA COUNTY EMERGENCY MANAGEMENT:							1,112.00	
106337 WABASHA COUNTY HERALD								
01/24/2024	JANUARY 20	1	Invoice	RENEWAL/LIBRARY	01/16/2024	01/25/2024	56.00	211-45500-592
Total 106337 WABASHA COUNTY HERALD:							56.00	
104759 WABASHA COUNTY RECORDER								
02/05/2024	SPEEDLING	1	Invoice	MORTGAGE RECORDING FEE SHANTELLE	02/05/2024	02/05/2024	69.00	101-41500-310
Total 104759 WABASHA COUNTY RECORDER:							69.00	
106269 WATER SYSTEMS COMPANY								
02/06/2024	645234	1	Invoice	WATER/CITY HALL	12/28/2023	02/07/2024	37.60	101-41500-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106269 WATER SYSTEMS COMPANY:							37.60	
105600 WEX BANK								
01/11/2024	94225622	1	Invoice	FUEL/POLICE DEPT.	12/31/2023	01/12/2024	1,412.96	101-42100-212
Total 105600 WEX BANK:							1,412.96	
106769 WPSANTENNAS.COM								
01/24/2024	278158.33	1	Invoice	ANTENNAS, MOUNTS, MALE CRIMP & CONN	01/10/2024	01/25/2024	149.70	101-42100-590
Total 106769 WPSANTENNAS.COM:							149.70	
324 ZARNOTH BRUSH WORKS INC.								
02/06/2024	0196350	1	Invoice	VENTRAC POLY BLUE	11/22/2023	02/07/2024	377.00	101-43100-221
02/06/2024	0196350	2	Invoice	VENTRAC POLY TUBE BROOM/PW	11/22/2023	02/07/2024	572.00	101-43100-221
02/06/2024	0196715	1	Invoice	CABLE SUSPENSION, DIRT SHOE FRONT/R	01/16/2024	02/07/2024	903.75	101-43100-221
02/06/2024	0196822	1	Invoice	DRAIN PLUG/PW	01/25/2024	02/07/2024	42.20	101-43100-221
Total 324 ZARNOTH BRUSH WORKS INC.:							750.95	
106099 ZNR								
01/18/2024	5837	1	Invoice	REPAIRS/PW	01/10/2024	01/19/2024	4,367.33	101-43100-221
Total 106099 ZNR:							4,367.33	
Grand Totals:							1,350,994.77	

Report GL Period Summary

GL Period	Amount
01/24	1,114,356.63
02/24	130,274.54
12/23	106,363.60
Grand Totals:	1,350,994.77

Vendor number hash: 16492319
Vendor number hash - split: 26114965
Total number of invoices: 266
Total number of transactions: 365

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,350,994.77	.00	1,350,994.77
Grand Totals:	1,350,994.77	.00	1,350,994.77

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
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Report Criteria:
[Report].GL Account = {<>} "10121709"

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Permits/Licenses/Donations	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 5.C.
ATTACHMENTS: None	APPROVED BY: dt
RECOMMENDED ACTION: 1. Motion to approve the extension request for Permit PL23-195 for Lindsay and Alex Bartley.	

SUMMARY

The City received a request from Lindsay and Alex Bartley to extend their building permit that was issued on July 26, 2023. The extension request is due to circumstances outside of their control.

BUILDING PERMIT REPORT

February 2024

Permit Number & Applicant

24819001 McDonnell Plumbing/Heating (bp Lyon's Oil)	145 W Broadway – Repipe Carwash	Value: \$8,000.00 Total Fee: \$205.15 Permit Fee: \$61.30 Plan Check Fee: \$39.85 State Surcharge: \$4.00 Refundable Deposit: \$100.00
24819006 Pete Meyer	340 6 th Ave SE – Addition	Value: \$16,000.00 Total Fee: \$313.07 Permit Fee: \$106.10 Plan Check Fee: \$68.97 State Surcharge: \$8.00 Refundable Deposit: \$100.00
24819002 Haley Comfort Systems (Dick Zabel)	325 4 th Ave SE – Furnace/AC	Value: \$6,200.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00
24819003 K&S Heating/AC (Kevin Tloughan)	445 7 th St SW – Furnace	Value: \$5,990.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00
24819004 K&S Heating/AC (Taylor & Matt Pick)_	135 2 nd Ave NE – Furnace	Value: \$5,420.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00
24819005 K&S Heating/AC (Dan Murphy)	350 7 th St SW – Furnace	Value: \$4,842.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00
24819007 Priority Construction (Troy & Suzanne Larson)_	150 2 nd Ave NE – Reside/Windows	Value: \$14,000.00 Total Fee: \$120.00 Permit Fee: \$118.00 State Surcharge: \$2.00
24819008 B&C Plumbing/Heating (Sara Jacquart)	725 7 th St NW – Water Heater	Value: \$1,500.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00

BUILDING PERMIT REPORT

February 2024

24819009	825 3 rd Ave NW – Finish	Value:	\$5,000.00
Chad Hanson	Bedroom	Total Fee:	\$175.93
		Permit Fee:	\$44.50
		Plan Check Fee:	\$28.93
		State Surcharge:	\$2.50
		Refundable Deposit:	\$100.00

24819010	545 W Broadway – Water Heater	Value:	\$1,100.00
B & C Plumbing/Heating		Total Fee:	\$35.00
(Jacob Frank)		Permit Fee:	\$34.00
		State Surcharge:	\$1.00

24819011	721 1 st St NW – Reroof/Reside	Value:	\$17,500
Priority Construction		Total Fee:	\$60.00
(Barb Haley)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

24819012	330 5 th Ave SE – Windows/Doors	Value:	\$55,160.00
Ryan Windows & Siding		Total Fee:	\$60.00
(Charles & Cindy		Permit Fee:	\$59.00
Eversman)		State Surcharge:	\$1.00

24819013	360 2 nd St SW – Furnace	Value:	\$3,200.00
Haley Comfort Systems		Total Fee:	\$35.00
(Lenora Pille)		Permit Fee:	\$34.00
		State Surcharge:	\$1.00

24819009	825 3 rd Ave NW – Bedroom	Value:	\$5,000.00
Chad Hanson	Finish	Total Fee:	\$175.93
		Permit Fee:	\$44.50
		Plan Check Fee:	\$28.93
		State Surcharge:	\$2.50
		Refundable Deposit:	\$100.00

Value:	\$
Total Fee:	
Permit Fee:	
State Surcharge:	

Value:	\$
Total Fee:	
Permit Fee:	
State Surcharge:	

Value:	\$
Total Fee:	
Permit Fee:	
Plan Check Fee:	

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Dept. Head Reports & Board Minutes	AGENDA SECTION:	Consent
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	5.D.
ATTACHMENTS:	Department Head Reports	APPROVED BY:	dt
RECOMMENDED ACTION: Motion to accept Department reports.			

MONTHLY REPORT OF FINANCE DIRECTOR

January, 2024

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Provide financial information and assistance as needed to department
- Provide software support for financial/utility billing/xpress bill pay systems
- Work with DataSmart – IT/Network Issues
- Journal Entries to record payments, receipts, adjustments
- Code invoices for payment
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Monthly Financial Processes-Bank recs, account reconciliations/fund cash balances, cash allocations
- Assist City Administrator
- Finance Issues/Current Development Projects

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Delinquent Accounts, Meter Changes & Issues
- 2024 Budget Process –Completed the 2024 State Budget Report and the Publication Budget Summary Report.
- Assist with EDA duties during the interim.
- Start preparation for 2023 year-end process/audit preparation.
- Implemented new ESST Law and Regulations for Jan. 1, 2024, start date.
- 2023 W2 Preparation and Filing
- 1st Payroll of 2024 – Payroll changes and processing
- Prepare and File 2023 1099's/Accts Payable Year-End
- Feb. 2024 Debt Payments
- Work with City Attorney-New Commercial Loan paperwork

Projects

- Continued water meter changeout program started in March, 2021—coordinating with Public Works. Project will continue over a 4-year period. We will be running two software systems for meter reading and billing until the entire city is converted to the new meters. By the end of January 2024, 513 new meters have been installed.
- Future projects:
 - File/Organize Financial/Personnel Records
 - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- 2024 State Budget Report-MN State Auditor
- 2024 Budget Report Publication Summary
- 4th QTR 2023 Payroll Reports
- Outstanding Debt Report to Wabasha County

Training/Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues
- Mike Bubany-CIP/Utility Rates
- Michelle Olig-Pool
- Public Works Sweeper Lease Meeting
- Mike Lyons-Fire Dept Budget/Process Overview
- Vanessa-Fire Dept Payroll Changes/ESST
- Park Project Meeting

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-121	PERA	165.00	165.00	.00	165.00
101-41110-122	FICA	812.85	813.00	.00	813.00
101-41110-151	Worker s Comp Insurance Prem	73.71	78.00	.00	78.00
101-41110-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
101-41110-310	Other Professional Services	66.00	200.00	.00	200.00
101-41110-331	Meetings-Conferences (mtgs/mi)	1,379.52	1,500.00	.00	1,500.00
101-41110-343	Advertising	480.00	100.00	.00	100.00
101-41110-362	Property - Casualty Ins (Auto)	6,727.05	7,063.00	6,718.08	344.92
101-41110-381	Electric Utilities	1,792.98	1,800.00	.00	1,800.00
101-41110-383	Gas Utilities	930.91	1,100.00	.00	1,100.00
101-41110-401	Contractual Services	7,200.00	7,200.00	600.00	6,600.00
101-41110-433	Dues and Subscriptions	10,996.00	11,000.00	.00	11,000.00
101-41110-437	Miscellaneous	296.82	500.00	.00	500.00
101-41110-440	City Cleanup	6,022.83	7,500.00	.00	7,500.00
Total Council:		50,243.67	52,419.00	7,318.08	45,100.92
Elections					
101-41410-103	Part-Time Employees	.00	9,000.00	.00	9,000.00
101-41410-331	Meetings-Conferences (mtgs/mi)	.00	850.00	26.20	823.80
101-41410-437	Miscellaneous	960.00	3,500.00	.00	3,500.00
Total Elections:		960.00	13,350.00	26.20	13,323.80
Administration					
101-41500-101	Full-Time Employees Regular	324,983.71	318,102.00	24,134.82	293,967.18
101-41500-102	Full-Time Employees Overtime	14,868.28	17,500.00	1,258.96	16,241.04
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	230.40	2,769.60
101-41500-121	PERA	24,953.84	24,795.00	1,900.78	22,894.22
101-41500-122	FICA	25,776.71	25,674.00	1,927.03	23,746.97
101-41500-131	Employer Paid Health	78,220.64	74,361.00	12,117.35	62,243.65
101-41500-151	Worker s Comp Insurance Prem	2,707.10	2,843.00	.00	2,843.00
101-41500-201	Office Supplies	3,278.79	4,500.00	569.18	3,930.82
101-41500-211	Operating Supplies - Cleaning	309.03	1,000.00	14.79	985.21
101-41500-217	Other Operating Supplies	1,195.48	1,300.00	.00	1,300.00
101-41500-221	Repair/Maint - Equipment	.00	200.00	.00	200.00
101-41500-223	Repair/Maintain - Building	2,171.25	2,500.00	.00	2,500.00
101-41500-227	Repair/Maintain - Amb Building	468.51	2,000.00	199.78	1,800.22
101-41500-301	Auditing and Acct g Services	30,800.00	32,000.00	.00	32,000.00
101-41500-303	Engineering Fees	28,804.00	40,000.00	.00	40,000.00
101-41500-304	Legal Fees	16,833.65	25,000.00	.00	25,000.00
101-41500-309	Software and Design	21,737.46	23,000.00	10,330.80	12,669.20
101-41500-310	Other Professional Services	28,926.78	30,000.00	1,227.50	28,772.50
101-41500-312	CITY WEBSITE	13,350.00	6,350.00	.00	6,350.00
101-41500-316	Building Inspections	37,074.00	30,000.00	.00	30,000.00
101-41500-317	Dial A Ride Bus	9,630.25	6,000.00	.00	6,000.00
101-41500-321	Communications	5,893.18	6,450.00	478.28	5,971.72
101-41500-322	Postage	2,577.30	2,700.00	.00	2,700.00
101-41500-331	Meetings-Conferences (mtgs/mi)	3,147.05	5,000.00	.00	5,000.00
101-41500-343	Advertising	3,238.57	3,500.00	.00	3,500.00
101-41500-362	Property - Casualty Ins (Auto)	4,876.28	5,120.00	4,869.97	250.03
101-41500-381	Electric Utilities	1,793.03	2,000.00	.00	2,000.00
101-41500-383	Gas Utilities	930.91	1,200.00	.00	1,200.00
101-41500-401	Contractual Services	16,146.77	13,500.00	1,465.29	12,034.71

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
101-41500-417	Uniforms	1,628.64	1,872.00	70.48	1,801.52
101-41500-433	Dues and Subscriptions	2,735.03	2,100.00	.00	2,100.00
101-41500-434	Sales Tax Paid	11.00	20.00	.00	20.00
101-41500-437	Miscellaneous	823.16	500.00	.00	500.00
101-41500-442	Bank Service Charges	753.08	3,500.00	.00	3,500.00
101-41500-443	Credit Card Merchant Fees	644.54	3,500.00	.00	3,500.00
101-41500-444	XPRESS Bill Pay Fees	1,429.67	5,600.00	.00	5,600.00
101-41500-570	Office Equipment & Furnishings	1,299.48	1,000.00	.00	1,000.00
101-41500-580	Computers & Technology	11,037.09	3,000.00	.00	3,000.00
Total Administration:		728,049.46	730,687.00	60,795.41	669,891.59

Police

101-42100-101	Full-Time Employees Regular	633,966.30	685,841.00	47,865.80	637,975.20
101-42100-102	Full-Time Employees Overtime	38,755.09	37,500.00	8,027.29	29,472.71
101-42100-103	Part-Time Employees	7,186.41	8,500.00	.00	8,500.00
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
101-42100-121	PERA	107,761.59	120,518.00	9,395.47	111,122.53
101-42100-122	FICA	13,602.52	15,533.00	1,090.49	14,442.51
101-42100-131	Employer Paid Health	172,242.10	184,107.00	29,501.39	154,605.61
101-42100-151	Worker s Comp Insurance Prem	33,585.61	35,265.00	.00	35,265.00
101-42100-201	Office Supplies(paper-pens-et)	2,247.39	3,000.00	.00	3,000.00
101-42100-212	Motor Fuels-Gas	19,391.74	20,000.00	.00	20,000.00
101-42100-217	Other Operating Supplies	576.61	500.00	.00	500.00
101-42100-221	Repair/Maint - Equipment	11,905.74	16,000.00	20.25	15,979.75
101-42100-228	Repair/Maintain Other	2,363.60	3,000.00	1,186.34	1,813.66
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	.00	6,500.00
101-42100-304	Legal Fees	21,600.00	21,600.00	1,800.00	19,800.00
101-42100-305	Employee Wellness Program	.00	10,000.00	.00	10,000.00
101-42100-309	Software and Design	11,566.38	12,000.00	1,633.00	10,367.00
101-42100-310	Other Professional Services	13,294.30	8,000.00	310.64	7,689.36
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,200.00	.00	1,200.00
101-42100-321	Communications	15,593.83	15,000.00	353.71	14,646.29
101-42100-322	Postage	186.00	500.00	.00	500.00
101-42100-331	Meetings-Conferences (mtgs/mi)	7,092.96	9,000.00	.00	9,000.00
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,409.07	5,680.00	5,402.62	277.38
101-42100-381	Electric Utilities	1,792.99	2,000.00	.00	2,000.00
101-42100-383	Gas Utilities	930.88	1,300.00	.00	1,300.00
101-42100-406	Safety	.00	1,200.00	.00	1,200.00
101-42100-417	Uniforms	18,168.31	12,000.00	.00	12,000.00
101-42100-418	Range/Ammo	9,096.09	10,000.00	.00	10,000.00
101-42100-433	Dues and Subscriptions	2,597.32	3,500.00	.00	3,500.00
101-42100-436	Towing Charges	.00	200.00	.00	200.00
101-42100-437	Miscellaneous	2,116.74	3,000.00	.00	3,000.00
101-42100-438	Police - DARE Prog	1,089.58	2,500.00	.00	2,500.00
101-42100-446	NSF Checks	43.53	500.00	.00	500.00
101-42100-560	Furniture & Fixtures	.00	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	45,354.67	7,000.00	42,278.58	35,278.58-
Total Police:		1,206,795.74	1,265,444.00	148,942.38	1,116,501.62

City Fire

101-42200-103	Part-Time Employees	31,388.04	25,000.00	100.00	24,900.00
101-42200-122	FICA	2,401.19	1,913.00	7.65	1,905.35

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
101-42200-151	Worker s Comp Insurance Prem	3,109.44	3,265.00	.00	3,265.00
101-42200-201	Office Supplies(paper-pens-et)	109.99	200.00	.00	200.00
101-42200-207	Fire Prevention Instruct Supps	808.50	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	.00	100.00	.00	100.00
101-42200-212	Motor Fuels-Gas	1,152.54	1,500.00	.00	1,500.00
101-42200-217	Other Operating Supplies	710.46	1,500.00	.00	1,500.00
101-42200-221	Repair/Maint - Equipment	76,174.95	30,000.00	20.25	29,979.75
101-42200-223	Repair/Maintain - Building	1,614.36	10,000.00	.00	10,000.00
101-42200-226	Foam	2,449.12	2,500.00	.00	2,500.00
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	71.39	100.00	.00	100.00
101-42200-310	Other Professional Services	1,073.75	1,000.00	288.56	711.44
101-42200-321	Communications	4,630.80	3,200.00	405.67	2,794.33
101-42200-322	Postage	.00	50.00	.00	50.00
101-42200-331	Meetings-Conferences (mtgs/mi)	8,963.77	2,000.00	.00	2,000.00
101-42200-343	Advertising	127.89	200.00	.00	200.00
101-42200-362	Property - Casualty Ins (Auto)	5,934.86	6,232.00	5,927.67	304.33
101-42200-381	Electric Utilities	2,034.00	2,000.00	.00	2,000.00
101-42200-383	Gas Utilities	5,165.75	8,000.00	.00	8,000.00
101-42200-384	Garbage Service	657.12	700.00	.00	700.00
101-42200-417	Uniforms/Fire Equip	22,419.30	20,000.00	.00	20,000.00
101-42200-433	Dues and Subscriptions	1,100.00	1,000.00	.00	1,000.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-602	Other LT Obligation Principal	.00	43,030.00	.00	43,030.00
101-42200-612	Other Long-Term Obligation Int	20,500.00	19,656.00	.00	19,656.00
Total City Fire:		192,597.22	186,246.00	6,749.80	179,496.20
Emergency Management					
101-42500-103	Part-Time Employees	1,226.71	1,276.00	.00	1,276.00
101-42500-122	FICA	93.85	98.00	.00	98.00
101-42500-221	Repair/Maint - Equipment	1,675.80	4,000.00	.00	4,000.00
101-42500-310	Other Professional Services	892.00	900.00	1,112.00	212.00-
101-42500-381	Electric Utilities	988.00	1,000.00	.00	1,000.00
Total Emergency Management:		4,876.36	7,274.00	1,112.00	6,162.00
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	124,017.04	127,458.00	10,036.18	117,421.82
101-43100-102	Full-Time Employees Overtime	1,439.11	2,940.00	.00	2,940.00
101-43100-120	CENTRAL PENSION FUND	838.72	840.00	64.52	775.48
101-43100-121	PERA	9,234.06	9,780.00	749.25	9,030.75
101-43100-122	FICA	9,554.87	9,975.00	764.22	9,210.78
101-43100-131	Employer Paid Health	31,185.26	33,217.00	5,263.03	27,953.97
101-43100-151	Worker s Comp Insurance Prem	18,415.92	19,337.00	.00	19,337.00
101-43100-201	Office Supplies(paper-pens-et)	320.22	250.00	.00	250.00
101-43100-211	Operating Supplies - Cleaning	35.96	200.00	.00	200.00
101-43100-212	Motor Fuels-Gas	10,934.78	8,000.00	.00	8,000.00
101-43100-217	Other Operating Supplies	11,626.76	14,000.00	40.00	13,960.00
101-43100-221	Repair/Maint - Equipment	23,765.58	25,000.00	4,529.33	20,470.67
101-43100-222	Tree trimming	6,165.00	18,500.00	.00	18,500.00
101-43100-223	Repair/Maintain - Building	4,063.16	7,500.00	.00	7,500.00
101-43100-224	Repair/Maintain - Streets	26,105.71	100,000.00	.00	100,000.00
101-43100-225	Repair/Maint - Detention Ponds	.00	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	58,003.00	55,000.00	.00	55,000.00
101-43100-303	Engineering Fees	13,548.50	15,000.00	.00	15,000.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
101-43100-310	Other Professional Services	19,980.67	30,000.00	312.61	29,687.39
101-43100-321	Communications	3,688.76	4,000.00	317.17	3,682.83
101-43100-331	Meetings-Conferences (mtgs/mi)	41.47	300.00	.00	300.00
101-43100-343	Advertising	.00	300.00	.00	300.00
101-43100-362	Property - Casualty Ins (Auto)	15,027.13	15,775.00	15,004.64	770.36
101-43100-381	Electric Utilities	46,228.71	43,000.00	.00	43,000.00
101-43100-383	Gas Utilities	4,240.08	6,300.00	.00	6,300.00
101-43100-384	Garbage Service	1,473.48	1,650.00	.00	1,650.00
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	928.69	1,000.00	.00	1,000.00
101-43100-417	Uniforms	996.92	1,248.00	.00	1,248.00
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	200.00	.00	200.00
101-43100-590	Capital Outlay	84,646.86	255,000.00	.00	255,000.00
Total Public Works (GENERAL):		526,506.42	827,620.00	37,080.95	790,539.05
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	23,622.18	24,278.00	1,911.64	22,366.36
101-43125-102	Full-Time Employees Overtime	274.11	560.00	.00	560.00
101-43125-120	CENTRAL PENSION FUND	159.68	160.00	12.28	147.72
101-43125-121	PERA	1,758.78	1,863.00	142.71	1,720.29
101-43125-122	FICA	1,820.06	1,900.00	145.58	1,754.42
101-43125-131	Employer Paid Health	5,778.24	6,092.00	988.64	5,103.36
101-43125-212	Motor Fuels-Gas	6,013.00	8,000.00	.00	8,000.00
101-43125-217	Other Operating Supplies	11,735.37	15,000.00	.00	15,000.00
101-43125-221	Repair/Maint - Equipment	7,897.00	7,500.00	1.44	7,498.56
101-43125-310	Other Professional Services	21,817.50	36,750.00	3,850.00	32,900.00
101-43125-343	Advertising	198.00	100.00	.00	100.00
101-43125-437	Miscellaneous	500.00	.00	.00	.00
Total Ice & Snow Removal:		81,573.92	102,203.00	7,052.29	95,150.71
Economic Development					
101-46500-101	Full-Time Employees Regular	31,708.37	.00	.00	.00
101-46500-102	Full-Time Employees Overtime	657.84	.00	.00	.00
101-46500-121	PERA	2,394.72	.00	.00	.00
101-46500-122	FICA	2,476.05	.00	.00	.00
101-46500-131	Employer Paid Health	9,767.89	.00	.00	.00
101-46500-201	Office Supplies	36.48	.00	.00	.00
101-46500-304	Legal Fees	3,325.00	.00	.00	.00
101-46500-331	Meetings-Conferences (mtgs/mi)	446.67	.00	.00	.00
101-46500-401	Contractual Services	.00	66,030.00	.00	66,030.00
101-46500-433	Dues and Subscriptions	.00	.00	3,500.00	3,500.00-
Total Economic Development:		50,813.02	66,030.00	3,500.00	62,530.00
Other Financing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00	300.00
101-49300-425	Plainview Community Center	27,500.00	12,500.00	.00	12,500.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00	1,000.00
Total Other Financing Uses/Contrib:		31,800.00	17,800.00	.00	17,800.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
Net Total GENERAL FUND:		2,874,215.81-	3,269,073.00-	272,577.11-	2,996,495.89-
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	135,512.05	140,920.00	10,840.01	130,079.99
211-45500-103	Part-Time Employees	21,589.23	28,894.00	1,803.55	27,090.45
211-45500-121	PERA	11,645.29	12,555.00	932.31	11,622.69
211-45500-122	FICA	11,931.16	12,991.00	956.72	12,034.28
211-45500-131	Employer Paid Health	39,160.78	41,263.00	6,642.43	34,620.57
211-45500-151	Worker s Comp Insurance Prem	679.43	713.00	.00	713.00
211-45500-201	Office Supplies(paper-pens-et)	2,554.59	3,000.00	86.87	2,913.13
211-45500-217	Other Operating Supplies	402.56	.00	.00	.00
211-45500-221	Repair/Maint - Equipment	2,844.84	4,500.00	.00	4,500.00
211-45500-223	Repair/Maintain - Building	3,246.49	2,000.00	.00	2,000.00
211-45500-310	Other Professional Services	.00	100.00	45.00	55.00
211-45500-321	Communications	680.07	700.00	56.58	643.42
211-45500-322	Postage	.00	200.00	.00	200.00
211-45500-331	Meetings-Conferences (mtgs/mi)	390.24	500.00	.00	500.00
211-45500-362	Property - Casualty Ins (Auto)	4,760.12	5,500.00	5,231.41	268.59
211-45500-381	Electric Utilities	3,980.00	5,000.00	.00	5,000.00
211-45500-383	Gas Utilities	2,184.25	3,000.00	.00	3,000.00
211-45500-401	Contractual Services	9,742.85	11,015.00	765.00	10,250.00
211-45500-418	Rentals	8,774.43	7,780.00	431.69	7,348.31
211-45500-434	Sales Tax Paid	243.00	250.00	13.00	237.00
211-45500-437	Miscellaneous	250.00	500.00	.00	500.00
211-45500-590	Capital Outlay	4,268.02	.00	669.90	669.90-
211-45500-592	Books/Periodicals	33,663.68	35,000.00	1,315.49	33,684.51
Total Libraries (GENERAL):		298,503.08	316,381.00	29,789.96	286,591.04
Net Total LIBRARY:		298,503.08-	316,381.00-	29,789.96-	286,591.04-
Libraries (GENERAL)					
215-45500-700	Tansfers Out	4,351.47	.00	.00	.00
Total Libraries (GENERAL):		4,351.47	.00	.00	.00
Net Total LIBRARY MEMORIAL:		4,351.47-	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	62.79	500.00	.00	500.00
225-45127-217	Other Operating Supplies	1,139.96	1,500.00	.00	1,500.00
225-45127-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
225-45127-223	Repair/Maintain - Building	998.29	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,276.00	1,300.00	.00	1,300.00
225-45127-383	Gas Utilities	951.94	1,300.00	.00	1,300.00
Total ICE RINK:		4,428.98	6,100.00	.00	6,100.00
POOL					
225-45128-103	Part-Time Employees	95,712.76	96,000.00	.00	96,000.00
225-45128-121	PERA	632.78	675.00	.00	675.00
225-45128-122	FICA	7,322.34	7,497.00	.00	7,497.00
225-45128-142	Unemployment Benefit Payments	.00	7,152.00	.00	7,152.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
225-45128-151	Worker s Comp Insurance Prem	3,637.89	3,800.00	.00	3,800.00
225-45128-211	Operating Supplies - Cleaning	6.60	100.00	.00	100.00
225-45128-217	Other Operating Supplies	7,323.49	8,000.00	.00	8,000.00
225-45128-221	Repair/Maint - Equipment	4,008.79	5,000.00	.00	5,000.00
225-45128-223	Repair/Maintain - Building	1,235.47	5,000.00	.00	5,000.00
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	8,138.37	7,500.00	.00	7,500.00
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	.00	3,450.00
225-45128-310	Other Professional Services	3,248.50	3,000.00	.00	3,000.00
225-45128-321	Communications	577.62	800.00	33.41	766.59
225-45128-322	Postage	61.45	75.00	.00	75.00
225-45128-331	Meetings-Conferences (mtgs/mi)	4,367.00	4,000.00	.00	4,000.00
225-45128-343	Advertising	144.00	300.00	.00	300.00
225-45128-362	Property - Casualty Ins (Auto)	12,983.34	13,632.00	12,966.29	665.71
225-45128-381	Electric Utilities	7,933.00	7,500.00	.00	7,500.00
225-45128-383	Gas Utilities	7,533.99	5,400.00	.00	5,400.00
225-45128-417	UNIFORMS	2,575.63	3,000.00	.00	3,000.00
225-45128-433	Dues and Subscriptions	670.00	1,000.00	.00	1,000.00
225-45128-434	Sales Tax Paid	3,996.00	4,000.00	.00	4,000.00
225-45128-437	Miscellaneous	.00	300.00	.00	300.00
225-45128-443	Credit Card Merchant Fees	32.85	2,000.00	.00	2,000.00
Total POOL:		175,436.87	190,181.00	12,999.70	177,181.30

PARKS

225-45200-101	Full-Time Employees Regular	61,582.00	64,126.00	5,173.80	58,952.20
225-45200-102	Full-Time Employees Overtime	4,942.68	5,500.00	1,114.40	4,385.60
225-45200-103	Part-Time Employees	15,742.50	16,000.00	.00	16,000.00
225-45200-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
225-45200-121	PERA	4,934.79	6,541.00	469.74	6,071.26
225-45200-122	FICA	6,270.56	6,285.00	479.14	5,805.86
225-45200-131	Employer Paid Health	17,357.82	18,314.00	2,930.15	15,383.85
225-45200-151	Worker s Comp Insurance Prem	2,669.80	2,803.00	.00	2,803.00
225-45200-212	Motor Fuels-Gas	3,454.59	4,500.00	.00	4,500.00
225-45200-217	Other Operating Supplies	3,437.36	4,000.00	.00	4,000.00
225-45200-221	Repair/Maint - Equipment	6,548.94	6,000.00	588.00	5,412.00
225-45200-223	Repair/Maintain - Building	2,644.46	10,000.00	.00	10,000.00
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-310	Other Professional Services	1,280.73	2,000.00	.00	2,000.00
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	198.00	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	17,310.24	18,175.00	17,287.44	887.56
225-45200-381	Electric Utilities	10,512.00	6,500.00	.00	6,500.00
225-45200-384	Garbage Service	1,565.46	1,900.00	.00	1,900.00
225-45200-417	Uniforms	598.58	600.00	.00	600.00
225-45200-418	Rentals	.00	1,000.00	.00	1,000.00
225-45200-433	Dues and Subscriptions	25.00	.00	.00	.00
225-45200-434	Sales Tax Paid	87.00	100.00	.00	100.00
225-45200-590	Capital Outlay	9,756.49	350,000.00	.00	350,000.00
Total PARKS:		171,917.40	525,994.00	28,119.47	497,874.53

Net Total PARKS/REC:	351,783.25-	722,275.00-	41,119.17-	681,155.83-
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Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
AED SMART CABINETS PROJECT					
228-41500-437	Miscellaneous	344.13	.00	.00	.00
228-41500-590	Capital Outlay	14,390.00	.00	.00	.00
Total AED SMART CABINETS PROJECT:		14,734.13	.00	.00	.00
Net Total AED SMART CABINETS PROJECT:		14,734.13-	.00	.00	.00
Cemetery					
235-49010-217	Other Operating Supplies	760.84	1,500.00	.00	1,500.00
235-49010-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	.00	500.00	.00	500.00
235-49010-258	Columbarium Plaques	.00	2,000.00	.00	2,000.00
235-49010-309	Software & Design	1,842.00	1,400.00	.00	1,400.00
235-49010-310	Other Professional Services	1,802.61	2,500.00	.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	3,275.31	3,440.00	3,272.01	167.99
235-49010-381	Electric Utilities	688.00	650.00	.00	650.00
235-49010-384	Garbage Service	737.10	1,900.00	.00	1,900.00
235-49010-401	Contractual Services	27,550.00	30,000.00	.00	30,000.00
235-49010-418	Rental	.00	200.00	.00	200.00
235-49010-590	Capital Outlay	5,227.50	5,000.00	.00	5,000.00
Total Cemetery:		41,883.36	49,590.00	3,272.01	46,317.99
Net Total CEMETERY:		41,883.36-	49,590.00-	3,272.01-	46,317.99-
RURAL FIRE					
245-42200-103	Part-Time Employees	7,833.04	11,000.00	.00	11,000.00
245-42200-122	FICA	599.22	841.00	.00	841.00
245-42200-151	Worker s Comp Insurance Prem	3,117.43	3,273.00	.00	3,273.00
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,734.29	2,700.00	.00	2,700.00
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	13,508.92	10,000.00	.00	10,000.00
245-42200-226	Foam	2,449.13	2,500.00	.00	2,500.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	5,934.86	6,232.00	5,927.67	304.33
245-42200-417	Uniform	.00	2,000.00	.00	2,000.00
245-42200-433	Dues and Subscriptions	995.00	500.00	.00	500.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
245-42200-590	Capital Outlay	.00	.00	9,867.00	9,867.00-
Total RURAL FIRE:		36,171.89	41,246.00	15,794.67	25,451.33
Net Total RURAL FIRE:		36,171.89-	41,246.00-	15,794.67-	25,451.33-
Fire Relief					
250-42300-124	Fire Pension Contributions	46,752.51	46,752.00	.00	46,752.00
250-42300-490	Donations - Fire Relief Assoc	20,200.00	21,200.00	.00	21,200.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
Total Fire Relief:		66,952.51	67,952.00	.00	67,952.00
Net Total FIRE RELIEF:		66,952.51-	67,952.00-	.00	67,952.00-
Debt Service					
300-47000-601	Bond Principal Pymt	381,000.00	560,000.00	560,000.00	.00
300-47000-611	Bond Interest Payment	72,551.50	208,526.00	109,267.25	99,258.75
Total Debt Service:		453,551.50	768,526.00	669,267.25	99,258.75
Net Total DEBT SERVICE FUND:		453,551.50-	768,526.00-	669,267.25-	99,258.75-
STREET IMPROVEMENT FUND					
325-43100-700	Transfers Out	.00	635,325.00	.00	635,325.00
Total STREET IMPROVEMENT FUND:		.00	635,325.00	.00	635,325.00
Net Total STREET IMPROVEMENT FUND:		.00	635,325.00-	.00	635,325.00-
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	183,043.24	367,000.00	.00	367,000.00
Total CAPITAL IMPROVEMENT FUND:		183,043.24	367,000.00	.00	367,000.00
Net Total CAPITAL IMPROVEMENT FUND:		183,043.24-	367,000.00-	.00	367,000.00-
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	608,038.52	204,629.00	.00	204,629.00
418-48000-310	Other Professional Services	69,368.50	.00	.00	.00
418-48000-352	General Notices and Pub Info	216.00	.00	.00	.00
418-48000-530	Capital-Other Improvements	2,641,766.01	1,500,000.00	.00	1,500,000.00
418-48000-620	Fiscal Agent Fees	750.00	.00	.00	.00
Total 2023 STREET/UTIL IMPROVE PROJ:		3,320,139.03	1,704,629.00	.00	1,704,629.00
Net Total 2023 STREET/UTIL IMPROVE PROJ:		3,320,139.03-	1,704,629.00-	.00	1,704,629.00-
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
505-46500-439	TIF Payments	18,420.00	20,000.00	.00	20,000.00
Total TIF 1-9 LEVAN:		19,420.00	21,000.00	.00	21,000.00
Net Total TIF 1-9 LEVAN:		19,420.00-	21,000.00-	.00	21,000.00-
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
506-46500-439	TIF Payments	5,330.00	7,000.00	.00	7,000.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
Total TIF DOWNTOWN REDEVELOPMENT:		6,330.00	8,000.00	.00	8,000.00
Net Total TIF DOWNTOWN REDEVELOPMENT:		6,330.00-	8,000.00-	.00	8,000.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	61,833.98	64,646.00	4,701.81	59,944.19
601-49400-102	Full-Time Employees Overtime	1,490.75	5,000.00	350.76	4,649.24
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
601-49400-121	PERA	4,726.85	5,223.00	377.07	4,845.93
601-49400-122	FICA	4,821.47	5,328.00	384.61	4,943.39
601-49400-131	Employer Paid Health	17,351.66	18,314.00	2,930.15	15,383.85
601-49400-151	Worker s Comp Insurance Prem	1,336.67	1,404.00	.00	1,404.00
601-49400-201	Office Supplies(paper-pens-et)	424.57	1,000.00	.00	1,000.00
601-49400-212	Motor Fuels-Gas	46.94	750.00	.00	750.00
601-49400-217	Other Operating Supplies	8,806.43	10,000.00	954.52	9,045.48
601-49400-221	Repair/Maint -WELLS	9,982.37	30,000.00	.00	30,000.00
601-49400-223	Repair/Maintain - Building	1,875.01	2,000.00	.00	2,000.00
601-49400-228	Repair-Water Main Repairs	31,201.69	30,000.00	.00	30,000.00
601-49400-229	Refunds	2,528.16	3,000.00	.00	3,000.00
601-49400-303	Engineering Fees	35,675.60	25,000.00	.00	25,000.00
601-49400-309	Software and Design	4,491.49	10,000.00	.00	10,000.00
601-49400-310	Other Professional Services	25,096.97	18,000.00	.00	18,000.00
601-49400-321	Communications	6,451.61	5,000.00	.00	5,000.00
601-49400-322	Postage	3,246.53	2,880.00	240.38	2,639.62
601-49400-331	Meetings-Conferences (mtgs/mi)	1,060.78	1,000.00	.00	1,000.00
601-49400-343	Advertising	48.00	200.00	.00	200.00
601-49400-362	Property - Casualty Ins (Auto)	6,611.76	6,950.00	6,610.60	339.40
601-49400-381	Electric Utilities	39,803.00	43,000.00	.00	43,000.00
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	309.95	1,000.00	.00	1,000.00
601-49400-417	Uniforms	548.96	624.00	.00	624.00
601-49400-420	Depreciation	.00	115,000.00	.00	115,000.00
601-49400-433	Dues and Subscriptions	400.00	1,000.00	.00	1,000.00
601-49400-434	Sales Tax Paid	.06-	.00	.00	.00
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	73,547.56	150,000.00	1,486.79	148,513.21
601-49400-570	Capital Outlay - Equipment	10,000.00	.00	.00	.00
601-49400-611	Bond Interest	2,650.88	2,361.00	1,180.76	1,180.24
601-49400-700	Transfers Out	154,910.60	340,608.00	198,448.90	142,159.10
Total Water Utilities (GENERAL):		512,278.58	901,988.00	217,743.15	684,244.85
Net Total WATER FUND:		512,278.58-	901,988.00-	217,743.15-	684,244.85-

Sewer (GENERAL)

602-49450-101	Full-Time Employees Regular	64,609.05	67,332.00	5,481.00	61,851.00
602-49450-102	Full-Time Employees Overtime	5,644.43	5,500.00	1,592.57	3,907.43
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
602-49450-121	PERA	5,069.37	5,462.00	528.65	4,933.35
602-49450-122	FICA	5,351.46	5,572.00	539.21	5,032.79
602-49450-131	Employer Paid Health	17,352.15	18,302.00	2,929.17	15,372.83
602-49450-201	Office Supplies(paper-pens-et)	424.56	1,000.00	.00	1,000.00
602-49450-212	Motor Fuels-Gas	69.73	250.00	.00	250.00

Account Number	Account Title	2023 Prior year PRELIM ACTUAL	2024 Current year Budget	2024 Current year Actual	2024 Current Year Budget Remaining
602-49450-217	Other Operating Supplies	326.39	2,000.00	.00	2,000.00
602-49450-221	Repair/Maint - Equipment	6,064.01	20,000.00	.00	20,000.00
602-49450-223	BUILDING REPAIR	108.45	.00	.00	.00
602-49450-229	Refunds	2,500.00	2,000.00	.00	2,000.00
602-49450-310	Other Professional Services	927.69	1,000.00	.00	1,000.00
602-49450-322	Postage	2,846.81	2,880.00	240.38	2,639.62
602-49450-331	Meetings-Conferences (mtgs/mi)	1,050.16	1,000.00	.00	1,000.00
602-49450-343	Advertising	144.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,567.98	4,800.00	4,565.60	234.40
602-49450-381	Electric Utilities	8,278.00	9,500.00	.00	9,500.00
602-49450-383	Gas Utilities	650.99	1,500.00	.00	1,500.00
602-49450-385	Sewer Plv-Elgin Sewer District	587,047.91	828,665.00	192,780.21	635,884.79
602-49450-417	UNIFORM	600.00	624.00	.00	624.00
602-49450-420	Depreciation	.00	35,000.00	.00	35,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	207,365.90	340,608.00	297,673.35	42,934.65
Total Sewer (GENERAL):		921,997.44	1,354,495.00	506,406.94	848,088.06
Net Total SEWER FUND:		921,997.44-	1,354,495.00-	506,406.94-	848,088.06-
Net Grand Totals:		9,105,355.29-	10,227,480.00-	1,755,970.26-	8,471,509.74-



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

Telephone:
1-507-534-2441 Private
1-800-927-2647 Non-Emergency
Fax: 1-507-534-2437



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Monthly Police Department Report	AGENDA SECTION: Consent
PREPARED BY: Jason Timm, Chief of Police	AGENDA NO. 5.D.
ATTACHMENTS: January Activity Summary Report	APPROVED BY: jt
RECOMMENDED ACTION: Information only	

SUMMARY

**The following is a brief summary of the highlights for the month of January. Day to day operations continue to be very busy with changes, updates and planning. **

Meeting/Training

- The mandatory Use of Force training has been scheduled for February.
- Two officers have been scheduled to attend the DMT certification through the BCA.

Misc. Activity

- Our 2023 Ford Explorer arrived (took two years). We scheduled it with Audio Design in Winona to get outfitted.
- County Attorney filed charges regarding the PEM homecoming "Hazing" incident.
- Investigations has been busy with three separate financial fraud cases. And a sex assault.
- We hired Rampart Audit LLC to perform our mandated bi-annual body cam audit. Being this is our first audit; it will be time-consuming.
- Three different records data requests were submitted to our office which will also take a lot of work.

Citations issued: 11**January Call Activity 2024**

9-11 Hang-Ups	1
Alarms	3
All other	1
Animal Complaints	7
Assault	0
Assist Other Department	14
Attempt to Locate	0
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	0
Civil Matter	3
Contempt/Curfew Violation	0
Damage to Property	0
DANCO Violation	0
Disorderly Conduct	1
Domestics	2
Driving Complaints	0
Driving Under the Influence	0
Drugs All Types	0
Escort	0
Fire Calls	0
Fireworks	0
Found Property	0
Fraud	3
Funeral Assist	0
Gun Permit	0
Harassment/Threats	2
Littering	0
Lost Property	0
Medical Calls	20
Misc. Information	0
Motorist Assists	2
Noise Complaints	1
OFP/HRO Violation	0
Ordinance Violation	0
Parking Complaints/Violations	2
POR Predatory Offender Reg.	0
Public Assists	8
School Bus/Incident & Tobacco	2
Security Check	9
Sex Offense	1
Snow Removal	4
Sudden Death	2
Suspicious Activity	10
Theft Offenses	1
Traffic Crashes/Violations	124
Trespassing	0
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0
Welfare Checks	3
Worthless Checks	0
TOTAL CALLS	227

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of January. We as a city averaged 267,225 gallons per day. The highest being 444,000 gallons and the lowest being 166,000 gallons. We pumped 8,284,000 gallons for the month.
- Water meters were read on the 2nd of the month.
- Water meter replacement is ongoing.
- We had 13 locates for Gopher State One Call.

Sewer

- We are currently working with Bolten & Menk to correct an invert in one of our Manholes.

Snow

- We had several snow events in the beginning of January that resulted in us treating roads and sidewalks.

Parks

- Due to the warm temps the ice rink was open for only two weeks.

Streets

- We removed the Christmas lights from Mainstreet.

Trees

- We have been trimming trees that hit our trucks and equipment. This will continue as needed.
- We are continuing to work with residents to remove Ash trees from their properties.

Buildings

- We are still waiting for the updated bid packet from the LMC (League of Minnesota Cities) for all the hail damaged buildings.
- We built 3 bookcases for the library.

Daily Tasks

- We check the wells and record the readings from the day before. We record these readings for the MDH and check our equipment to ensure everything is operating as it should.
- We check the lift stations and record the readings from the day before. We do this for record keeping and to ensure our pumps are working properly.
- We take water samples and test them and record test for the MDH.
- We check for locates, if there are any, we have 48 hours to complete them.

**Respectfully,
Shane Loftus
Public Works Director**



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

MEMORANDUM

Date: February 7, 2024
To: David Todd, City Administrator
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: OH1.123353

2nd Avenue NW Reconstruction Project (2023 Street & Utility Improvements)

Work has been suspended on this project for the winter months. Work will resume when weather permits in the spring.

Orchard Hills 7th and 8th Subdivisions

No updates since last meeting.

Well No. 3 Air Entrainment – Water Tower

Work is progressing on the feasibility study. A meeting was held with City Staff to review background information, population projections, water demand projections, and storage needs for the 20-year planning period. Next steps will include preparing a draft final report with cost estimates for ground storage/booster station and elevated tower alternatives. The final report will include recommendations for possible low interest loan funding through the Public Facilities Authority.

Chapter 600 Code Updates

We are currently working on reformatting and updating the code based on input received from the January PC/CC workshop.

GIS Cemetery Management System

Work is proceeding on this project related to data review and boundary development. Headstone data gathering and field verification will take place over the summer months.

Miscellaneous

We are continuing to work with staff on the following miscellaneous items:

- Grant application was submitted for the Local Road Improvement Program for the 2nd Avenue SW reconstruction project. Project selections for grant awards are expected at the end of March.
- Standby generator improvements for Well No. 2.
- Lead service line inventory, as required by Minnesota Department of Health and EPA.



Plainview Public Library

Connecting Our Community With Information, Experiences, and Each Other

Director's Report: February 2024

Well-Loved Book Sale: When we remove items from the library's collection, they are placed on our Well-Loved Book Sale to give members of the community an opportunity to purchase them. Generally, these are books that have not circulated in five years or for which there are updated versions. Removing items that are no longer proving their value helps to ensure that our collection is meeting the current needs of the community and creates room for growth. This year's proceeds will help to update library furniture.

SELCO Libraries App Update: I am pleased to report that the Apple version of the SELCO Libraries app is now up and running. Anyone needing help downloading the new app to their phone can contact the library for assistance. In the meantime, all patrons may continue to access their account and library catalog at www.plainview.lib.mn.us.

January Quick Stats:



3106 Items Circulated



31 New Patrons



218 New Items

Respectfully Submitted,

Alice L. Henderson

Director, Plainview Public Library



Plainview Public Library Board of Trustees

Tuesday December 19, 2023 7:00 PM

Members Present: Miranda Muller, Youlonda Loechler, Ian McDonald, Nicholas Ozment, Carla Tentis, Adam Feils

Members Not Present: Paul Eidenschink

Staff: Alice Henderson

City Council Member: Don Kuschel

Visitors: Chad Gelner

The meeting was called to order by Youlonda at 7:00 PM.

Public Comments: No comments

A motion was made by Youlonda and seconded by Miranda to approve the agenda. Motion carried unanimously.

A motion was made by Adam and seconded by Ian to approve the board minutes from 11/21/23. Motion carried unanimously.

A motion was made by Youlonda and seconded by Carla to approve the consent agenda as follows:

- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations
 - David and Judy Knecht
 - Foresight Bank
- SELCO/SELS & Foundation Reports

Unfinished Business

New Business

- A. Payment of Bills: A motion was made by Ian and seconded by Nick to approve the Payables by Payee in the amount of \$6,223.73. Motion carried unanimously.
- B. Janitorial Contract: A motion was made by Adam and seconded by Youlonda to approve the 2024 cleaning contract with Tom's Lawn and Cleaning Services. Motion carried unanimously.
- C. Adapt City Payscale: A motion was made by Carla and seconded by Adam to approve the 2024 City of Plainview pay scale. Motion carried unanimously.

Announcements

- A. Trustee or Staff Comments (None)
- B. Next Regular Meeting is 01/16/2024

Motion to adjourn was made by Youloda and seconded by Carla at 7:11 PM. Motion carried unanimously.

Respectfully submitted,

Miranda Muller

Secretary, Plainview Library Board of Trustees



Plainview Public Library

Connecting our Community with Information, Experiences, and Each Other

2023 HIGHLIGHTS

INFORMATION

Library Material Circulation
37,955 Items (+.5% over 2022)

Overdrive Digital Active Accounts - Plainview
277 Accounts (+9% over 2022)

Library App Use: January - August
5,275 Opens (+16% over Jan-Aug 2022)
*Sept-Dec 2023 stats unavailable due to app outage

Reference Questions Addressed
6,370 (+16% over 2022)

Average Newsletter Engagement
618 Opens (+11% over 2022)

EXPERIENCES

2 Downtown StoryStrolls
2 Music Concerts
3 Conversation Club Meetings
4 Author Visits
10 Book Club Discussions
22 Family Learning Events

EACH OTHER

In addition to home delivery, we coordinated 21 outreach efforts to reach over 357 community members outside of the library.



2,734 Patrons
(268 new in 2023)



24,072 Items
(2,114 new in 2023)



48 Open hours / week
(45 summer)

LOOKING AHEAD TO 2024



Conversation Club
January - May 2024



"Moving Day at the Library"
Readers Theatre
April 2024



Furniture & Bookshelf Updates
2024

Plainview Fire Relief Association Monthly Report

January, 2024

Meetings:

-January 3, 2024:

- a) Will be having Newly Retired and Retired Firefighters Annual Meeting
- b) Chief Jacobs turned in his retirement letter as of January 1, 2024. He was thanked for his 40 years of service, 15 of those as Fire Chief.
- c) Other business as usual
- d) Elected New Fire Chief and 3 Assistant Chiefs
New Chief: Mike Lyons
Asst. Chiefs: Matt Taylor
Jim Tentis
Jason Bade

Practice and Training:

-Worked on indoor items with trucks and equipment.

Calls:

-January 5, 2024 – Help farmer in field with a broken arm
-January 28, 2024 – Fire alarm at Plainview resident – No fire

Community Activities:

-None

Submitted By:

Eric Bennett, Secretary Plainview Fire Relief Association

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	2023 Report of the Plainview Planning Commission	AGENDA SECTION:	Consent
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO.	5.E.
ATTACHMENTS:	2023 Report to City Council of the Plainview Planning Commission	APPROVED BY:	hr
RECOMMENDED ACTION: Motion to approve the 2023 Report of the Planning Commission.			

SUMMARY

The Planning Commission is required to submit an annual report of activities to the City Council by the January Council meeting.

(please see attached)

2023 Report to City Council
Plainview Planning Commission
Summary of Activities

January 10, 2023:

Approved the 2022 Annual Report of the Plainview Planning Commission.
Appointed officers for 2023: Holly Reeve as Chair; Ann Liebenow-Anttila as Vice Chair

February 7, 2023:

Public hearing for the Rezoning request from R1 to Transitional for Annie Jurrens, Refill Goods shop.

March 7, 2023:

Public hearing for CUP Application for Seth and Annie Jurrens. The possible interest from MnSpect Inc. to provide Plainview with building inspection services.

April 2023:

No Meeting

May 2023:

No meeting

June 2023:

No meeting

July 5, 2023:

Church of Christ Quick Plat Application. Bolton & Menk and staff have been working on revising the 600 Code.

August 2023:

No meeting

September 2023:

No meeting

October 3, 2023:

Public hearing for the Church of Christ CUP Application, Development Services Coordinator Resignation.

November 2023:

No meeting

December 5, 2023:

Request Council to remove the minimum meeting requirement for the Planning Commission.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Appointment of Election Judges for 2024 Elections	AGENDA SECTION:	Consent
PREPARED BY:	Carol Kujath, City Clerk	AGENDA NO.	5.F.
ATTACHMENTS:	Resolution 2024-04, 2024 Election Judge List	APPROVED BY:	dt
RECOMMENDED ACTION: Motion to approve Resolution 2024-04 appointing election judges for the 2024 elections. Motion to add additional judges as needed to the roster without prior council approval.			

SUMMARY

Minn. Stat. 204B.21, Subd. 2, requires that all cities appoint election judges at least 25 days before the election. Staff has recruited Plainview and/or Wabasha County residents to serve as election judges for the March 5, 2024 Presidential Nomination Primary (PNP) Election, the August 13, 2024 Primary Election, and the November 5, 2024 General Election.

All judges are required to attend election judge training and equipment training courses.

Staff recommends approval of the above-referenced motions.

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

**RESOLUTION 2024-04
RESOLUTION APPOINTING ELECTION JUDGES
FOR 2024 ELECTIONS**

WHEREAS, Minnesota Statute 2048B.21 requires the governing body of a municipality to appoint election judges to serve in its precincts; and

WHEREAS, the Plainview 2024 Election Judge appointments consists of individuals recommended by the City Clerk with the approval of the majority of the City Council.

NOW THEREFORE, BE IT RESOLVED, that the general public listed below to serve as election judges reside in the State of Minnesota as required by Minnesota Election Laws and will be trained according to Minnesota State Statutes:

Tristan Severson
Kimberly Lang
Curt Buck
Shane Loftus
Alice Henderson
Pat Holderbecker
Steve Erwin
John Curtiss
Sue Tangen
Joyce Moechnig

Kayla Hall
Chad Gelner
Sue Buck
Joan Tradup
Linda Carroll
Patty Zabel-Duden
Mike Morath
Meg Curtiss
Bob Tangen
Jan Lewis

Vicki Axley
Jessica Locke
Jean Lyons
Cherie Marking
Mark Meyers
Peggy Erwin
Jeanette Morath
Annie Jurrens
Julie Jurgenson
Melendy Miller

NOW THEREFORE BE IT FURTHER RESOLVED that pursuant to Minn. Stat. 204B.21, additional judges may be appointed within 25 days of the election if it is determined additional election judges will be required.

ADOPTED this 13th day of February, 2024 by the City Council of the City of Plainview.

Aaron Luckstein, Mayor

ATTEST:

Carol Kujath, City Clerk

PLAINVIEW

CITY COUNCIL ACTION



2024 Election Judges:

Head and Healthcare Election Judges:

Tristan Severson
Alice Henderson

Kayla Hall

Election Judges:

Vicki Axley
Curt Buck
Susan Buck
Jean Lyons
Chad Gelner
Mark Meyers
Peggy Erwin
Steve Erwin
Julie Jurgenson
Patty Duden-Zabel
Linda Carroll
John Curtiss
Meg Curtiss
Melendy Miller

Kimberly Lang
Jessica Locke
Shane Loftus
Joan Tradup
Cherie Marking
Jan Lewis
Joyce Moechnig
Pat Holderbecker
Annie Jurrens
Bob Tangen
Sue Tangen
Mike Morath
Jeanette Morath



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

Telephone:
1-507-534-2441 Private
1-800-927-2647 Non-Emergency
Fax: 1-507-534-2437



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Sale of Police Department's 2013 Ford Explorer	AGENDA SECTION:	Consent
PREPARED BY:	Jason Timm, Chief of Police	AGENDA NO.	5.G.
ATTACHMENTS:	None	APPROVED BY:	jt
RECOMMENDED ACTION: Motion - Sale of the police Department's 2013 Ford Explorer by auction.			

SUMMARY

The Police Department's 2013 Ford Explorer is the oldest patrol vehicle in the fleet and has over 140,000 miles on it. It will be replaced by the recently purchased 2023 Dodge Durango. The Police Department seeks Council approval to sell this vehicle at auction. We would hire our local auction company, TMRA, to handle the sale of this vehicle which will be sold to the highest bidder at TMRA's next online auction. Revenues earned from this sale will be placed into the City's general fund.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Facility Use Agreement with the Church of Christ	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	7.A.
ATTACHMENTS:	Facility Use Agreement, Resolution 2024-05	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to approve Resolution 2024-05 entering a Facility Use Agreement between the City of Plainview and the Church of Christ for the use of the Worship Hall for City Council Meetings.			

SUMMARY

In 2019, the City of Plainview relocated City Council meetings to the Church of Christ, 205 1st St. NE, Plainview, MN due to the COVID 19 pandemic.

The Church and the City entered into a facility use agreement in 2022 which has been a benefit for both the Church of Christ and the City of Plainview. Prior to the agreement, the Church had not sought any compensation from the city for the use of the space citing the use as a “Public Service” to the community. As a practical matter, the use of the Worship Hall has proven to be a perfect fit for Council meetings as the space can accommodate more folks, the sound and video capabilities at the Church has proven much better for meetings to be broadcast to the public, and the Church has welcomed the use of the hall as an addition to other activities undertaken at the Church. The City provided a \$5,000 donation to upgrade the audio/visual capabilities from COVID funds provided by the Cares Act.

Simply put, City Hall has limited space, poor audio/visual capabilities, a general lack of parking, and is not set up to adequately host regular City Council Meetings.

The City is seeking to continue to use the space at the Church of Christ to host City Council meetings for the foreseeable future and the Church leadership has

welcomed the opportunity to host. Although Church leaders initially did not want compensation for the use of the space, the City is obligated to provide such compensation for the use of the space. A meeting was held with Church officials and City staff whereby a mutual agreement to provide \$600 per year in the form of a Facility Use Agreement for the space at the Church. The agreement is to be evaluated and approved on an annual basis.

Respectfully Submitted,

David Todd
City Administrator

2024-2025 CITY OF PLAINVIEW/CHURCH OF CHRIST FACILITY USE AGREEMENT

PARTIES

This Lease Agreement (herein after referred to as the “**Agreement**”) is entered into on _____ (the “**Effective Date**”), by and between the Church of Christ, with an address of 205 1st St. NE, Plainview, MN 55964 (herein referred to as the “**Lessor**”) and The City of Plainview, with an address of 241 West Broadway, Plainview, MN 55964, (herein referred to as the “**Lessee**”) (collectively known as the “**Parties**”).

PREMISES, USE AND OCCUPANCY

The premises to be leased by the Lessor are located at 205 1st St. NE, Plainview, MN 55964, commonly referred to as the fellowship hall at the Church of Christ. The premises are to be used to facilitate and host meetings of the City Council as well as other boards and commissions with prior approval and adequate scheduling with the Lessor.

TERM AND COMPENSATION

This agreement will be valid for **ONE-YEAR**. At the end of the term of agreement, it will not be automatically renewed for a new annual term without the consent of the **PARTIES**. The annual lease to be paid by the Lessee to the Lessor is **\$600.00**. It is to be paid by the Lessee before the first of the month upon the beginning of the term, so that the lease payment is due on **March 1st, 2024**.

UTILITIES

The lessor agrees to pay for all utilities and any other services during the period of the lease.

FURNISHINGS AND EQUIPMENT

The premises leased under this Agreement contain the following furnishings and equipment.

1. Individual Seating
2. Tables and chairs to be used for the city council and other boards and commissions and staff
3. Microphones
4. Audio Visual Equipment for broadcasting meetings on Facebook Live
5. Podium/Lectern with microphone for public address

INDEMNIFICATION AND INSURANCE

Lessor shall maintain in effect through the term of this agreement, personal injury liability insurance covering the leased premises for injury to or death of any one person, for injury or

death of any number of persons in once occurrence, and property damage liability in at least the amounts required by state law for municipalities.

EARLY TERMINATION

Either party shall have the option to terminate this lease agreement by giving 60 days written notice of the intention to terminate and identifying an ending date for this agreement. In the event of early termination, the Grantee shall pay the Grantor a reduced lease fee equal to \$1.64 per day of the lease term, calculated from the date of this agreement until the date of expiration.

SIGNATURE AND DATE

The parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

LESSOR

LESSEE

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

**CITY OF PLAINVIEW
WABASHA COUNTY MINNESOTA
CITY COUNCIL RESOLUTION 2024-05**

**A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF
PLAINVIEW MINNESOTA, ENTERING INTO A FACILITY USE AND LEASE
AGREEMENT WITH THE CHURCH OF CHRIST**

WHEREAS, The City of Plainview (“**CITY**”) has been utilizing the Church of Christ (“**CHURCH**”) to host city council meetings during the COVID 19 pandemic, to ensure the safety of the public, city staff, and council members since 2019; and

WHEREAS, Although the Church has not sought compensation for the use of their space up to this point, the worship hall has proven to be a useful location for city council and other commission meetings thereby providing adequate space for the public, staff, and others but also providing audio/visual capabilities that city hall cannot provide in order to broadcast council meetings to the public; and

WHEREAS The City and the Church of Christ desire to enter a facility use agreement for the worship hall, located at 205 1st St. NE, Plainview, Minnesota 55964; the form of which is attached hereto and incorporated herein as **Exhibit A**; and

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT: The City Council hereby approves the attached Facility Use Agreement and authorizes and directs the Mayor and/or City Administrator to execute the agreement in substantially the same form shown in **Exhibit A**.

PASSED by the City Council of the City of Plainview on this 13th day of February 2024.

ATTEST

Carol Kujath, City Clerk

Aaron Luckstein, Mayor

VOTE: ____ Luckstein ____ Reeve ____ Hammer-Bartley
 ____ Jacobs ____ Kuschel

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Building Inspection Proposals	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 7.B.
ATTACHMENTS: CMS and MNSPECT Proposals, Cost Comparison Worksheets, References, Draft Planning Commission Minutes	APPROVED BY: dt
RECOMMENDED ACTION: Motion to approve MNSPECT to provide building inspection services to the City of Plainview.	

SUMMARY

Over the last several months, the City has been experiencing issues related to building inspection services provided by CMS. The issues ranged from poor service delivery, slow response times providing inspections, delays in processing permits, lost permits, as well as communication issues.

CMS has recently been purchased by a local individual who is currently developing property in Plainview and has had some completed projects over the past few months. This presents a conflict-of-interest issue for the city by having a builder/developer have projects inspected by a company owned by the same person.

I was asked by the Planning Commission to investigate alternative sources of building inspection services for the City of Plainview and to solicit quotes. The only alternative to CMS in the region is MNSPECT.

Both CMS and MNSPECT have supplied the city with quotes for services. The industry standard has been trending towards a percent of fee calculation for building inspection services. Both companies have supplied quotes based on percent of fee calculations with CMS also providing quotes using hourly rate

and retainer calculations. Likewise, both companies offer permitting software with their proposals—MNSPECT is offering the software at no cost to the City and CMS is willing to waive the fee for 2024 but could not waive the fee long-term. The fee for the software in CMS's proposal will cost the city \$3,300 per year.

I had Bolton and Menk, the City's engineer, produce a cost comparison worksheet utilizing the most common types of permits applied for in Plainview as an example. These are for both flat fee permits as well as valuation permits, and the costs compared in both proposals are quite similar. Beyond costs, the City should evaluate the proposals based on service delivery, complaints, potential for conflicts of interest as well as other factors such as ease of billing, and reputation. I conducted reference checks on MNSPECT from other communities that utilize their services, and the result was very positive.

Ultimately, the City Council should make their recommendation for a building inspection service company that will best serve the community and promote development while increasing service delivery, minimizing complaints, establishing, or building relationships with local builders, contractors, and developers, and eliminating the potential for real or perceived conflicts of interest.

The Planning Commission recommends the City Council approve MNSPECT to provide building inspection services for the reasons outlined above. The recommendation was unanimous with two members absent (vote was 4-0).

City Staff recommends the City Council approve MNSPECT to provide building inspection services to the City of Plainview for the same reasons outlined above.

Respectfully Submitted,

David Todd
City Administrator



Hello and Seasons Greetings!

It is with heartfelt gratitude that all of us at CMS thank you for allowing us to serve you in the past, as well as the opportunity to continue to serve you in the future.

First, let me start by acknowledging that we had some expected, but also some unexpected bumps in the road this year. As many of you are aware, CMS merged forces with WSE Engineering Services. We expected a few bumps due to the merger, and we also expected bumps from the bittersweet celebration of Jude Kruger's retirement after 22 years as CMS's office manager.

However, what was unexpected was the record number of permits CMS processed in 2023; and the State imposing a new plumbing inspection process mid-season that limited plumbing inspections to only our Master Plumber. Lastly, to create the "perfect storm", both CMS and WSE's financial controllers moved on with other employment away from the Rochester area.

I share all this with you to provide insight, but not deflect, nor excuse the impact that this had on you and Permit Applicants. I know in several instances we misplaced permit applications, struggled to provide timely plumbing inspections, struggled to provide timely plan reviews, and didn't communicate effectively when there were issues with an incomplete application. As the CEO I take responsibility and I apologize.

I want to assure you we have taken the necessary steps to weather any future perfect storms:

- We have made significant investments in our technology by outfitting our inspectors with field computers, and implementing a web-based software that not only connects to our GIS system, but also the county's GIS data for easier completion of permit applications. The GIS spatial components allow for global map views for all stakeholders, as well as the ability to zoom in to specific permit details, or to easily check if work is being performed without a permit.
- We've reorganized our staff and created a Plans Review Department, as well as adding a senior level administrative manager to oversee our new Customer Service Department.
- Last, but not least, we've bolstered our training program to increase Administrative and Technical competencies and redundancies.



A special thank you to those who reached out to us with your concerns. Without your valuable input we wouldn't have been able to make the changes to better serve you. For those of you who did not reach out, please consider this a formal invitation to reach out to me directly regarding any of your concerns. Our parent company WSE stands for, and was founded on the principle of, We put the Service in Engineering. That is a deeply engrained attitude in our management philosophy, and we are confident that you, and the people you represent, will be pleased with the changes that are being proposed.

Jurisdictions with populations under 2500 may be considering whether the benefits of administering the Building Code outweigh the cost. For your convenience, we have included the State's "Guide to the State Building Code" which offers several benefits to consider. Regardless of population, residents are increasingly accustomed to having public information readily available at their fingertips. Another point to consider is how a web-based system for inspection records will be a factor in whether a prospective new business, or resident is able to obtain inspection records related to their potentially large purchase.

Lastly, if you are considering staffing internally, partnering with other government entities, or seeking proposals to provide Building Official services, we are confident you will find CMS a better value when equally compared. One of the primary benefits listed in the Guide is uniformity; and how it plays a major role in keeping construction costs down due to the consistent enforcement of the code. As can also be seen in the Guide, there are many facets to the Building Code, and it does not remain static. CMS goes to great lengths to stay technically excellent. Our technical excellence not only allows CMS to inspect residential and commercial buildings, but CMS is also delegated authority to inspect public buildings. Said another way, since CMS serves over 40 Jurisdictions, and we can inspect all building types; and can efficiently communicate code updates and expectations with local contractors often before costly mistakes are made.

As can be expected, this level of technical breadth and expertise requires redundant staff, local knowledge, extensive training, extensive experience, and a commitment to continuing education. For these reasons, we ask you to measure value compared to cost, and not solely a minimum service vs cost.

I deeply regret not having the time to meet with each of you before sending you this proposal. Again, thank you to those who reached out to me and took the time to help me identify areas in need of improvement; and I especially thank those that worked closely with me to develop the solutions presented in this proposal.



CMS understands that each of the 40+ Jurisdictions are unique in their own way. We want to respect that uniqueness while simultaneously keeping your professional service costs down by providing enough uniformity to capture economy of scale savings; therefore, CMS has limited the options into the three (3) following options to choose from:

1. Percent of Fee Compensation - Jurisdiction adopts attached Permit Fee Schedule.
2. Lump Sum Compensation - Jurisdiction develops/keeps their own Fee Schedule.
3. Hourly Rate Compensation – Jurisdiction develops/keeps their own Fee Schedule

Although our new rates, and processes go into effect January 1, 2024, we recognize that not all Jurisdictions will be able to meet with their respective boards, or councils to accept, any options in our proposal prior to January 1. Therefore, the agreement states an effective date of January 1, 2024, regardless of when the agreement is signed.

Furthermore, the agreement allows for either party to terminate the agreement with 60 days' notice. In the event we do not receive an agreement by the end of Feb1, 2024 CMS will invoice for any services rendered in accordance with option 3.

Please don't hesitate to contact me via email, or the number listed above if you have any questions, or if you would like to schedule a time for me to meet you in person.

Construction Management Services (CMS),
A Division of WSE Engineering Services, Ltd.

12/11/2023

Tom Wiener, PE (MN, SD, AZ, MT)

CEO/President

Tom@WSE.Engineering



A Division of WSE Engineering
Services, Ltd
1765 Restoration Rd SW
Rochester, MN 55902
507-282-8206

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EXECUTIVE SUMMARY – 1.0

Executive Summary

CMS's research has revealed there are vast differences between Jurisdiction's Building Permit Fee Schedules, yet costs to administer the Building Code are largely similar. The costs are similar due to the large area that CMS covers and how CMS apportion costs (hours and mileage) when an inspector's day is split among multiple Jurisdictions. The differences between Jurisdiction's fee schedule were not straight forward, with one not necessarily higher than another's for all permits; and Permit Fees varied greatly between types and value of the Permit.

The heart of our approach was to align actual costs with the actual revenue collected for each permit, and not under or over price any one permit. This includes not pricing in the risk of non-passing inspections, or any acceleration costs due to lack of planning by the permit holder, or their preference to accelerate their schedule such as taking advantage of weather windows. We believe the party responsible for generating those extra costs should also be responsible for paying for them instead of unfairly building those costs into other permit fees. Therefore, CMS is proposing that any acceleration costs, and any reinspection costs be directly paid to CMS by the permit holder at the time the cost is incurred.

As stated above the heart of our approach is to align costs with the actual revenue. However, not all costs are specifically associated with a permit. CMS consistently answers Code questions that are not related to any specific permit. CMS has correlated that cost to the number of permits issued and determined it is more cost effective to invoice a nominal monthly retainer fee rather than individually account for the many phone calls and meetings.

Due to the large number of permits that are processed daily at CMS, and on any given day the amount of time working on a permit can range from minutes to several hours, creating logistical challenges to efficiently and accurately apportion staff time to the correct permit. For this reason, CMS recommends Option 1 or 2 as the most long-term cost-effective method for administering the Build Code. The costs are fixed and known for each permit, and CMS can allocate their time more globally than individually; said another way, it is more efficient to track what permits were worked on in 8 hours, vs apportioning 8 hours correctly to individual permits.

CMS recommends Option 1 for Jurisdictions that do not wish to subsidize their Building Code Administration costs. However, CMS's approach of aligning actual costs with permit revenues will cause some permit values to go up, and some to go down globally across all the Jurisdictions we serve; and some cases Fee schedules haven't been updated in decades and certain Permit fees will change substantially for certain projects (value). This was especially prominent in the lower valued projects.

CMS recommends Option 2 for Jurisdictions that desire to subsidize all, or portions of their Building Code Administration cost. Below is a summary, including pros and cons that CMS had identified for each of the Options proposed.

All options include:

- CMS invoices the Permit Holder directly for Other Fees (reinspection fee, or acceleration fee due to insufficient lead time, or other requested services)
- CMS invoices the Jurisdiction a monthly Code Consultant Retainer (based on number of permits).
- CMS invoices the Jurisdiction a monthly Software Subscription/Retainer (based on population). <Optional Subscription>
- Adding permit language to administratively close after 540 days.
- A faster turnaround commitment for permit review,
- A new plans valuation process that eliminates surprises and provides the applicant with the Permit Fee prior to technical review starting.

Option 1 - Percent of Fee Compensation

- The Jurisdiction adopts the attached Permit Fee Schedule.
- CMS and the Jurisdiction each receive a percentage of the Fees collected.

Pros

- Provides the Jurisdiction an updated Fee/Valuation Schedule
- Provides Fee consistency with other Jurisdictions that adopt this Fee/Valuation schedule.
- No Permits are subsidized.
- Fee/Valuation bands are more narrowly defined and allow for easier adjustment in the future.
- Places the burden on CMS to work with the Jurisdiction to update their Fee/Valuation schedule to stay consistent with nearby Jurisdictions.
- The cost to administer the Building Code is fixed, predictable and aligns actual costs with the actual revenue.
- Places the risk on CMS, but correctly incentivizes CMS to be more efficient.
- Administrative errors are reduced since invoicing does not require staff to break their time down to individuals permits.
- The Permit holder, instead of the Jurisdiction, covers the cost of extra work and/or the cost of insufficient lead time.
- If the software subscription option is chosen, the Jurisdictions will see a substantial reduction in administrative time; as well as providing visibility of permit status for all stakeholders. Permit holders will be able to request an inspection online, expanding the hours available to them to request an inspection.
- CMS collects inspection fees prior to performing the inspection, making fiscal tie-out easier for the Jurisdiction.

Cons

- Potential for large percentage increases to Building Permit Fees for certain ranges. Some Jurisdictions have not updated their fee schedule for 10, 20 or even 30+years leaving the bottom range of permits significantly underfunded.

- Many Permit holders are not used to paying fees for insufficient lead time or reinspection fees. (CMS will implement this in on June 1st, with warnings prior to this date).
- CMS collects inspection fees prior to performing the inspection, exposing the Jurisdiction with some risk.

Option 2 - Lump Sum Compensation

- The Jurisdiction develops/keeps their own Fee Schedule.
- CMS invoices a lump sum fee per permit (Same amount as Option 1).

Pros.

- The Jurisdiction determines which permits to subsidize, and what degree.
- The cost to administer the Building Code is fixed, predictable and aligns actual costs with the actual revenue.
- Places the risk on CMS, but correctly incentives CMS to be more efficient.
- The Permit holder covers the cost of extra work and/or the cost of insufficient lead time.
- If the software subscription option is chosen, the Jurisdictions will see a substantial reduction in administrative time; as well as providing visibility to permit status for all stakeholders. Permit holders will be able to request an inspection online and expand the hours available to them to request an inspection.
- CMS collects inspection fees prior to performing the inspection, making fiscal tie-out easier for the Jurisdiction.

Cons

- Permit Fees may not be consistent with other Jurisdictions.
- Places the burden on the Jurisdiction to maintain their Fee/Valuation schedule to manage that permit revenue will cover actual permit costs.
- Many Permit holders are not used to paying fees for insufficient lead time or reinspection fees. (CMS will implement this in on June 1st, with warnings prior to this date).
- CMS collects inspection fees prior to performing the inspection, exposing the Jurisdiction with some risk.

Option 3 - Hourly Rate Compensation

- Jurisdiction develops/keeps their own Fee Schedule
- CMS invoices by the actual hours and mileage charged to the permit.

Pros.

- The Jurisdiction determines which permits to subsidize, and what degree.
- If the software subscription option is chosen, the Jurisdictions will see a substantial reduction in administrative time; as well as providing visibility to permit status for all stakeholders. Permit holders will be able to request an inspection online and expand the hours available to them to request an inspection.
- CMS collects inspection fees after performing the inspection.

Cons

- Permit Fees may not be consistent with other Jurisdictions.
- The cost to administer the Building Code is variable and is dependent on actual hours and mileage incurred on the permit.
- Cost apportioning, timecards, invoicing are subject to more errors when greater detail is needed to apportion hours and mileage at the permit level.
- Places the most risk on the Jurisdiction that permit revenue will cover actual permit costs.
- Many Permit holders are not used to paying fees for insufficient lead time or reinspection fees. (CMS will implement this in on June 1st, with warnings prior to this date).

BACKGROUND & FEEDBACK – 2.0

BACKGROUND & FEEDBACK

As we listened to your feedback, ideas, and concerns we were able to summarize them into the following categories:

- Technical Capacity
- Fiscal Management
- Accountability
- Transparency
- Efficiency

Technical Capacity

The concerns and/or issues:

- *Adequate resources/redundancies*

CMS goes to great lengths to provide extensive training to our technical staff to ensure we are the foremost experts in the field of Designated Building Official duties. These licenses/certifications allow CMS to be your Designated Building Official and inspect ANY building, including public buildings. CMS has the following technical staff and licensure/certifications:

- Building Official (2)
- Limited Building Official (2)
- Master Plumber (1)
- Delegated Building Official (1) – delegated authority as Building Official duties for public buildings.

Although Technical Competency was not a common concern I heard; I did hear that our Technical Capacity was a burden to several Permit Holders due to plumbing inspections restricted to only our Master Plumber. As stated earlier, this new State restriction did catch us off guard, but in our tradition of unequaled technical training, we have already planned for a master plumber instructor to dually train several of our staff in master plumber expertise. CMS also added additional training to ensure we have the necessary redundancies in place in the other licenses/certifications as well.

Fiscal Management

The concerns and/or issues:

- *The fiscal tie-out of actual costs of administering a permit were difficult and onerous to track for Jurisdiction's financial managers.*
- *No incentive for Permit Holders to close-out their permit*
- *Errors in coding time to the correct permit.*
- *What are the controls in place to manage Valuation amounts?*

In July several Jurisdictions started reaching out asking for our updated Fee Structure for 2024. We sent the following letter (in the next Section - Inflation Impact) to those that asked, with the intent to send it to all Jurisdictions soon after. However, the letter started a larger conversation with several Jurisdictions and brought awareness that a significant number of Jurisdictions have not updated their Permit Fees in decades and perhaps should update them to reflect the impacts of inflation.



In our research we found several Jurisdictions were deliberately subsidizing Building Official's costs, while others found it difficult to fully analyze this due to the number of permits still open that may or may not yet incurred costs against them. The issue is compounded when a permit remains open across multiple fiscal years, or a permit holder requires extraordinary enforcement.

There was also concern regarding permit valuations. As many know, Valued Permits Fees are a function of how much the Building Official determines the value of the project to be. There is little to no transparency in this process, and virtually no controls to limit a Building Official from valuing a project up or down and affecting the Jurisdiction's Permit Fee (Revenue). One distant control is a percentage of fee compensation structure (option 1) since a Jurisdiction could track their costs against a permit and compare it to what revenue should have been to cover the cost. However, this is a weak control as it also depends on having the correct fee structure assigned at that value. To further compound this issue, several Jurisdictions have not updated their fee schedule in decades; and because permit fees are not a linear relationship to the value (permit fee is less expensive per dollar the higher the value of the project), the **Jurisdictions are disproportionately collecting less fees due to the impacts of inflation when using an older Valuation/Fee schedule.**

Since Over-The-Counter Permits (O-T-C Flat Fee Permits) do not require a plan, the cost basically boils down to how many inspection trips are needed, and whether the inspection will pass or not. Most O-T-C inspections either require 1, 2, or 3 inspections; and some trips can potentially be reduced by instituting a QC/QA process using geo-tagged photos or other similar advances in technology.



As part of our approach, we narrowed the valuation bands in the Fee/Valuation schedules (See Appendix A in Option 1) to allow Jurisdictions to finetune the scalability factor in more discrete bands to align actual costs with actual revenues and make it easier for Jurisdictions to update their Fee/Valuation schedules in a timelier manner.

Our approach to establish controls for how a project is valued is to work with county assessors to update our valuation unit rate schedule every 2 years. This will serve 2 purposes: 1) ensure the valuation schedule is transparent, 2) share permit information with county assessor to accurately assess improvements.

We believe for these reasons; CMS is also experiencing a trend toward “Percent of Permit” Compensation instead of hourly based. However, one of the hurdles in a “Percent of Permit” compensation model is accounting for services not related to Plan Review and Inspections costs, or apportioning the risk costs for Permit holders that require more effort to administer. For this reason, CMS has broken those costs out in our proposed Fee Schedule instead of “burying” those costs in Permit Fee. CMS has introduced an Escrow Process into the Permit Fee to incentivize Permit Holders to close-out their permit. This will also reduce unpredictable costs of “chasing” open permits.

There are pros and cons to the “Percent of Permit” compensation model.

The pros are:

1. The cost of the inspections and/or plan review are known and fixed. The Jurisdiction no longer carries the risk of how much time is spent on the inspections and plan review.
2. Permit Holder will bear the cost of any reinspection and/or acceleration costs.
3. Places the onus on CMS, but correctly incentivizes CMS to become more efficient.
4. The fiscal tie out is simplified due to plan review and inspection costs are invoiced soon after revenue is received by the Jurisdiction and not invoiced at an unknown future date.
5. Correct coding of time is not essential to accurately align costs to a specific permit.

The cons are:

1. The inspections are pre-paid and reliant on CMS to fulfill inspection responsibilities. This risk is offset by not complicating an accounts payable process due to the need to manage a timed payout structure that must be continually rebooked as a changing liability.

Regardless of which option the Jurisdiction chooses, CMS is adjusting their Fee Schedule to break out costs to better identify costs that are not specific to a permit:

- Plan Review Application Fee - This is not an added cost to the permit, but rather the portion of the fee that covers the Valuation process that determines the actual Permit Fee. This fee will aid in not incurring plan review costs if the applicant decides not to move forward and pay the Permit Fee (See Agreement section for further details).
- Permit Holder Specific Fees (Other Fees) – This fee allows the Permit Holder to decide if they wish to pay costs due to weather or lack of planning. This will aid in keeping costs down for all other permit holders that schedule their inspection in a timely manner. (CMS spends a great deal of resources planning and replanning

inspection routes to try and accommodate inspection requests (See Agreement section for further details)).

- Retainer Fees – This fee is to cover Code Consultant Fees, and software. CMS fields a large number of code consulting calls that are not related to a specific or active permit; although they are large in quantity, there are short in nature and difficult to track in a time sheet. The software fee is to cover the cost of a web-based permit management software system.

Accountability

The concerns and/or issues:

- *Unknown or uncommitted timelines*



As part of our accountability improvement measures, CMS is offering an agreement that defines roles and holds us accountable for timelines.

The agreement also addresses a common loophole that adds burden to the Building Official Duties and adds unnecessary costs due to an Applicant not actively working to close out a building permit.

We've reorganized our staff and created a Plans Review Department, as well as adding a senior level administrative manager to oversee our new Customer Service Department. (See Organization Chart Section)

CMS will keep the same phone number and email for Permit Holders, but we will provide a separate email and phone number for our to Jurisdictions to contact Customer Support directly. Customer support has direct access to our CEO and will bring timely resolution to concerns.

Transparency and Efficiency

The concerns and/or issues:

- *Permit issuance takes too long.*
- *Inspection scheduling takes too long.*
- *Permits being issued without checking with other entities (hold points)*
- *No electronic means to transfer plans and/or applications.*
- *No electronic means to schedule inspections.*
- *No electronic means to communicate permit status.*

As part of our transparency and efficiency improvement measures, CMS is breaking apart the Plan Review Permit process into two parts, thereby alerting the applicant to the cost of

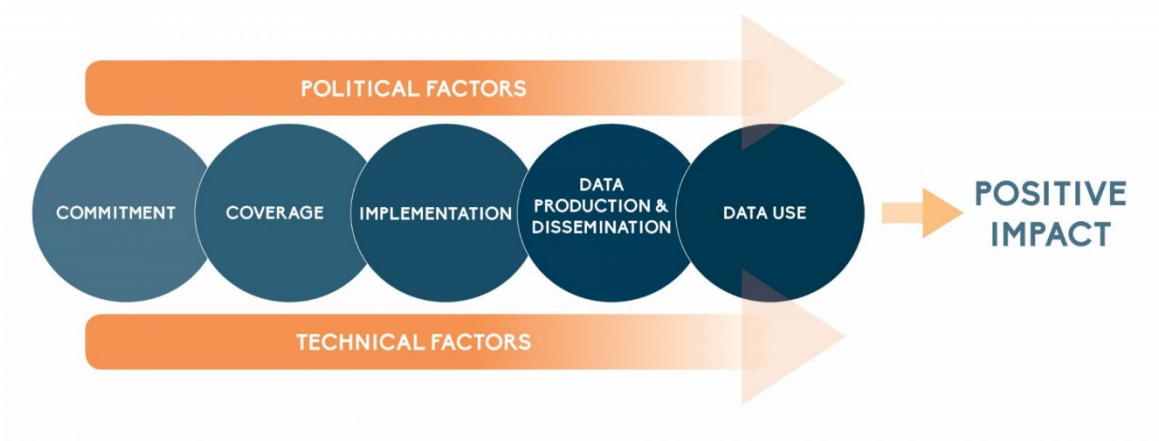
the valued permit before further costs are incurred. (See Agreement Section for more detail).

As stated above we have already initiated training programs internal to the CMS division. We have also already initiated some cross training programs to allow us to shift resources from other parts of the company during peak demands.

CMS is also implementing web-based software that will not only add an enormous amount of efficiency for the Jurisdictions, Applicants, and Permit Holders, but it will also add transparency to exactly what is happening with a permit. To name a few other benefits, the software will:

- Allow applicants to pull and print their own permit from the comfort of their office or living room for flat fee permits (now called Over-The-Counter permits).
- Allow applicants to load their plans electronically into the system for Plan Reviewed Permits.
- Communicate to all interested parties in a timely fashion when an applicant turns in an incomplete application.
- Allow applicants to pay their Fee online (or drop off a check at the Jurisdiction)
- Allow Permit Holders to request an inspection on-line.
- Send copies of any non-passing inspections to interested parties.
- Remind Permit Holders, and other interested parties, the Permit is approaching expiration.
- Create hold Points for other department or expert area sign offs before a permit is issued.

TRANSPARENCY LIFECYCLE



INFLATION IMPACT LETTER – 3.0



A Division of WSE Engineering Services, Ltd
 1765 Restoration Rd SW
 Rochester, MN 55902
 507-282-8206

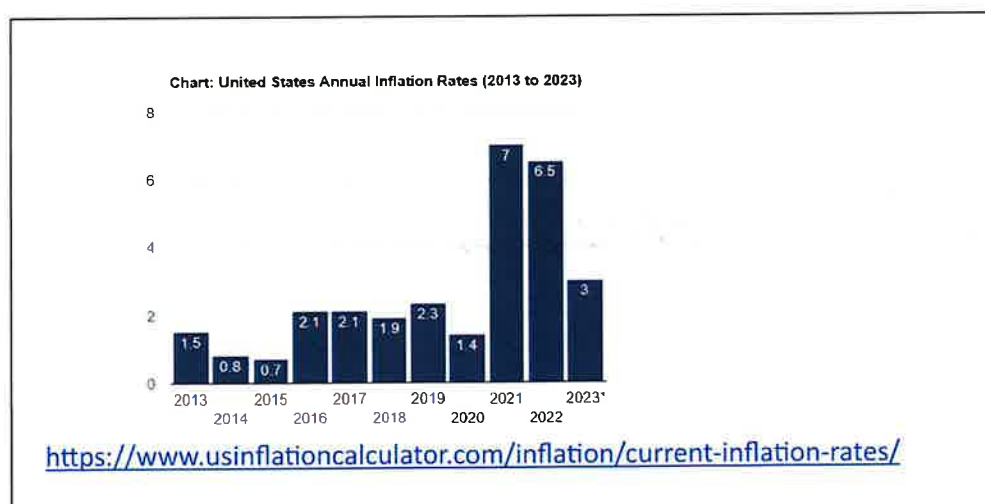
TO: CMS Jurisdictions
 RE: Fee Schedule

Many of you are preparing budgets for next fiscal year and have asked us for our updated fee structure. For the last two years (2022 and 2023) CMS has raised labor rates by 2.5% and 3% respectively, knowing inflation was likely higher than our increased rates. CMS has taken every measure to minimize the impacts of inflation; however, CMS was not insulated from the effects of inflation.

With the benefit of looking backward, we have a better understanding of the magnitude of inflation. Using Jan 2020 as a baseline, CMS has raised their rates 5.58%; while in the same time period (Jan-2020 to Jan-2023) inflation has increased 15.55% ⁽¹⁾, and IRS Mileage rate 13.91%.

Inflation continues to be difficult to predict, but it appears to be cooling (See chart below); however, inflation in the construction industry continues to outpace other sectors of our economy ⁽²⁾. Therefore, it has become necessary to increase our rates to be able to continue to provide competent staff and professionally licensed Building Official's to serve you.

CMS will be raising their labor rates by 10% effective January 1, 2024. See attached Rate Structure Sheet. This will bring CMS's cumulative rate increase to 16% from the baseline of 2020, while in the same time period inflation increased by 19%. ⁽¹⁾



Other references:

¹ <https://www.dol.gov/general/topic/statistics/inflation>

² <https://www.cbre.com/insights/books/2022-us-construction-cost-trends>

OPTION 1 (Percent of Fee Model) – 4.0

Option 1 - Percent of Fee Agreement - 4.1

Building Inspections Services Agreement

THIS AGREEMENT is made and entered into this ____ day of ____, 20____ by and between Construction Management Services of Rochester, a Division of WSE Engineering Services, Ltd, hereinafter referred to as ("CMS"), and the Jurisdiction of _____, hereinafter referred to as ("the Jurisdiction"), and collectively the Parties.

WHEREAS, the Jurisdiction is desirous of contracting with CMS for the performance of the hereinafter described Building Official functions within its boundaries; and

WHEREAS, CMS is agreeable and desirous of rendering such building inspection services on the terms and the conditions hereinafter set forth.

WHEREAS, CMS and the Jurisdiction mutually agree that the Minnesota Building Code and all corresponding laws, rules and regulations govern this Agreement.

ARTICLE I

Inspection Services

CMS agrees to provide building inspection services within the boundaries of the Jurisdiction to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such building inspection services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law. Services shall not include those services that are normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous Jurisdiction Ordinances.
2. The Jurisdiction shall, adopt, or not rescind, the latest Minnesota Building Code.
3. CMS will add language similar to the following in their building permit application. The Jurisdiction shall ensure there is no conflict in their code or ordinance with the following.
 - a. *The term "completed" shall include all work proposed in the approved permit. All building permits issued shall complete construction of the project within one hundred and eighty (180) days after the permit is issued, without additional approval. If at the time of application, the project is anticipated to not be completed within one hundred and eighty (180) days, the applicant shall provide the project's anticipated timeline. CMS may adjust for reasonableness and approve project timelines as part of the permit review process up to five hundred and forty (540) days. Projects anticipated to exceed five hundred and forty (540) days shall seek approval from the Jurisdiction's applicable governing body.*
 - b. *A permit holder may request extensions in increments of one hundred and eighty (180) days. CMS may approve up to two extensions if CMS judges steady and continuous progress is being made. Permit holders requesting more than two extensions shall make an application for a new permit. The new permit application shall state the reason and demonstrate that circumstances were beyond the control of the permit holder.*

4. Under this agreement, the Jurisdiction will receive all applications for the applicable building Permit within the Jurisdiction as required by existing laws, codes and ordinances, and shall forward, or cause to be forwarded, to CMS, who shall examine all such applications which are under Jurisdiction to determine compliance with existing Building Codes.
 - a. CMS offers a web-based software to manage Permit Applications. Fees for this service are listed in Appendix A; and the Jurisdiction may opt out of this service with 60-day notice.
5. CMS shall perform their services in accordance with the generally accepted building inspector practices and principles. The standard of performance, the method of providing building inspection services and other matters incident to the performance of the services under this Agreement shall be determined by CMS.
6. Issuance of Permits is broken into two Permit Types:
 - a. Over-The-Counter Permits (Flat Fee Permits). Over-The-Counter Permits are of the nature that do not require a plan review and only require inspection(s). Over-The-Counter permits are valid the moment the fee is paid.
 - b. Plan Reviewed Permits (Valued Permits). Plan Reviewed Permits are of the nature that require plans and various support documents.
7. CMS shall provide job-site inspections of projects under permits as required by existing laws, codes and ordinances, as well as ensure all such special inspections are performed as deemed necessary in order to ensure compliance with existing laws, and upon completion of each project,
8. CMS may contract with other entities for services as building official, provided such other services do not impair or delay the performance of CMS services provided under this Agreement.
9. CMS will provide plan checking services as necessary in all instances where such plan checking is mandatory by existing Federal or State laws, codes or ordinances.
 - a. CMS will provide a cursory review of all "Plan Reviewed Permit" applications to check for compliance to Jurisdiction codes or ordinances; however, a comprehensive review of Jurisdiction codes or ordinances is beyond the scope of this Agreement. CMS will provide written comments for any found deviations to the Jurisdiction Administrator and work closely with applicable planning and zoning staff prior to issuing a permit. No Permit will be issued that knowingly requires a variance to existing Jurisdiction code or ordinance.
10. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a "Limited Notice to Proceed" for certain elements of work depending on project circumstances and completeness of application. Depending on the circumstances and completeness of the application CMS may require the applicant to sign a notarized affidavit that includes acknowledging risk and responsibility for remedy due to work proceeding prior issuance of Permit.

11. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a “Temporary Certificate of Occupancy” if there is unfinished work, but CMS determines the dwelling has met minimum livable conditions.
12. CMS shall carry out these responsibilities and duties in a timely, appropriate, and respectful manner.
 - a. Issuance of “Plan Reviewed Permit” will be broken into 2 phases.
 - i. Valuation Phase. The Valuation Phase will be completed within 5 calendar days. The Valuation Phase starts after Plan Review Application Fee is paid (See Attachment A); in this review CMS will calculate the Value and Permit Fee, as well as provide comments on any major missing items to complete the application.
 - ii. Technical Review Phase. The Technical Review Phase will be completed within 10 calendar days; CMS will either approve the permit or provide comments. The Technical Review phase starts when the applicant pays the Permit Fees (Plan Review Application Fees are credited to the Permit Fee).
 1. Subsequent Reviews will be completed within 16 business hours. Subsequent reviews start when applicant submits a response and any needed documentation to address all CMS comments.
 - b. For Inspections on Plan Reviewed Permits (Valued Permits) - CMS will provide an inspection within 16 Business Hours of a request for inspection. Inspection Business Hours are M-F 8:30a-4:30pm, excluding major holidays. Applicant subject to additional fee if services required prior to proper notice (See Attachment A)
 - c. For Over-The-Counter Permit inspections, that require the permit holder to provide access to the site, CMS will designate a specific day of the week for your Jurisdiction; Applicant subject to additional fee if services required outside of designated day (See Attachment A). For Over-The-Counter Permit inspections that do not require access to the site, CMS will perform inspections prior to the expiration of the permit (e.g roofing permit).
13. For avoidance of doubt, a delay may occur if:
 - a. The Jurisdiction request CMS perform additional services (Special Project) beyond Plan Review and Inspection Services.
 - b. The State imposes new processes or procedures.
 - c. An occurrence of a nearby natural disaster requiring CMS to prioritize life and safety matters at the location of the disaster.

ARTICLE II

Fees and Charges

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. The Jurisdiction shall maintain records of all fees and charges collected by the Jurisdiction according to the Schedule of Fees and Charges agreed to by both parties.
2. Fees and charges shall be due and payable upon initial application for permit and shall be collected by the Jurisdiction from the applicant.
3. When CMS requires a plan, or other data, a Plan Review Application Fee, in accordance with Appendix A (Fee Schedule) shall be paid before the review can start. CMS will review the application for completeness and assign a Valuation. The Valuation of the project shall be determined as provided in Section 1300.0160 Subp. 3 of the Minnesota State Building Code.
4. Permit Fees shall be based on the Valuation and calculated in accordance with Appendix A (Fee Schedule). The Total Permit Fee shall then be paid prior to CMS commencing the remainder of the review.
5. In circumstances where the application for permit is reviewed and the applicant withdraws the application, or the permit is denied, CMS will retain the plan review fee; but the remainder of fees may be refunded to the applicant pursuant to the refund policy adopted by the Jurisdiction in accordance with Section 1300.0160 Subp. 9 of the Minnesota State Building Code
6. If work for which a permit is required by the code has been commenced without first obtaining a permit an investigation fee will be added to the Permit Fee in accordance with Section 1300.0160 Subp. 8 of the Minnesota State Building Code. The investigation fee will be billed hourly in accordance with Appendix A (Fee Schedule).
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.

ARTICLE III

Compensation

1. The Jurisdiction agrees that payment for the Building Inspection Services shall be in accordance with Appendix A (Fee Schedule) and invoiced monthly for the following:
 - a. Special Projects –
 - i. as needed on an hourly rate basis.
 - b. Code Consultant Monthly Retainer Fee –
 - i. based on the number of permits issued in the previous quarter.
 - c. IWorQ's Community Development & Public Works Software Fee –
 - i. based on the population of the Jurisdiction.
 - d. Plan Reviews Fees –
 - i. one hundred percent (100%) of all plan review fees.
 - e. Inspection Fees –
 - i. Eighty percent (80%) of the Permit Fee for all "Over-The-Counter (Flat Fee) Permits", and all "Plan Reviewed Permits (Valued Permits)" over \$1000 in value.
 - ii. One hundred percent (100%) of all "Plan Reviewed Permits (Valued Permits)" under \$1000 in value.
2. The Jurisdiction shall account for and forward to the State of Minnesota all building permit surcharge monies required by law.
3. CMS understands that they are working in the capacity of an independent contractor and must promote and conduct their building inspections in that capacity.
4. Minnesota Statute 466.02 shall govern liability of the Jurisdiction and CMS for any tort claims enumerated therein. Nothing in this section waives the defense of judicial, quasi-judicial, or legislative immunity except to the extent provided by law.

ARTICLE IV

Miscellaneous

1. The Jurisdiction, its officers, agents and employees, will cooperate with and assist CMS in the orderly performance of services listed herein.
2. Each Party hereunder, agrees to mutually indemnify and hold harmless the other Party and shall not be liable to the other, for any intentional or negligent acts of the other and shall not be responsible for damages resulting from the negligent acts of the other, including each Party's agents, officers or employees.
3. Unless terminated as provided for herein, this Agreement shall be effective upon the date specified in this Agreement and shall automatically renew annually on January 1.
4. This Agreement shall be self-renewing for additional one (1) year periods. At the option of the Jurisdiction, this Agreement may be terminated with sixty (60) days written notice to

CMS. Should CMS desire to terminate this Agreement, they shall so notify the Jurisdiction with a sixty (60) day written notice.

5. On or before November 1 of each year, CMS shall review and adjust as necessary the Schedule of Fees and Charges included in Appendix A of this Agreement to insure that such charges and fees are commensurate with the actual costs of providing the service. Any changes to the Schedule of Fees and Charges in Appendix A shall be agreed to by both CMS and the Jurisdiction. No amendment to the Agreement is required to update Appendix A. The Parties shall each execute updated Appendix A, which shall become effective on first day of January of the next year.
6. It is understood that this Agreement contains the entire Agreement between CMS and the Jurisdiction and that no statement, promises, or inducement made by any party hereto, or officer, agent or employee of the Jurisdiction which is not contained in the Written Agreement, shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereto.
7. It is expressly understood between the Parties hereto, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain and insure the purpose of this Agreement. Any such Amendment shall be written, signed by both Parties, and attached to the Agreement. As provided above, any such revision, addition or deletion will only apply to the provision revised, added, or deleted and the remainder of this Agreement shall remain in full force and effect.

In witness hereof, the Parties legal signatory authority hereby executes this Agreement.

*JURISDICTION OF _____
A MN Municipal Corporation*

_____ *(Signature)*

_____ *(Printed or Typed Name)*

Its _____ *(Title)*

*Construction Management Services of Rochester,
a Division of WSE Engineering Services, Ltd.*

_____ *(Signature)*

Tom Wiener

It's CEO/President

Option 1 - Percent of Fee Appendix A (Fee Schedule) - 4.2

APPENDIX A

BUILDING PERMIT FEE SCHEDULE

Page 39 of 118

OVER THE COUNTER PERMIT FEE = Flat Fee

Type of O-T-C Permit	Flat Fee
Manufactured Home	\$220.00
Demolition	\$175.00
Windows/Doors*	\$125.00
All others	\$100.00
Reinspection Fee - (If Special Trip is needed)	\$80.00

*Fee includes up to 3 site visits. Additional site visits are subject to a Reinspection Fee (See Other Fees)

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Escrow)

Plan Review Fee Calculation

Plan Review Application Fee*	\$150.00
Plan Review Fee	65% of Permit Fee.

*The Plan Review Application Fee will be applied toward Plan Review Fee if a Permit is issued.

Valued Permit Fee

Permit Valuation*	Permit Fee Calculation**	Escrow = % x Permit Fee
\$1-999	\$55.00	
\$1000 - \$4,999	\$55.00 + \$20.00 /\$1000 x for each \$1000 >\$1,000	50%
\$5,000 - \$19,999	\$121.00 + \$6.00 /\$1000 x for each \$1000 >\$5,000	50%
\$20,000 - \$99,999	\$216.00 + \$5.00 /\$1000 x for each \$1000 >\$20,000	50%
\$100,000 - \$249,999	\$614.75 + \$3.75 /\$1000 x for each \$1000 >\$100,000	25%
\$250,000 - \$499,999	\$1,176.75 + \$3.65 /\$1000 x for each \$1000 >\$250,000	25%
\$500,000 - \$749,999	\$2,088.50 + \$3.50 /\$1000 x for each \$1000 >\$500,000	25%
\$750,000 - \$999,999	\$2,962.25 + \$3.25 /\$1000 x for each \$1000 >\$750,000	25%
\$1,000,000 - \$1,999,999	\$3,774.50 + \$3.20 /\$1000 x for each \$1000 >\$1,000,000	25%
\$2,000,000 - \$4,999,999	\$6,950.75 + \$2.25 /\$1000 x for each \$1000 >\$2,000,000	25%
\$5,000,000 - \$9,999,999	\$13,695.75 + \$2.20 /\$1000 x for each \$1000 >\$5,000,000	25%
\$10,000,000 and over	\$24,695.75 + \$2.20 /\$1000 x for each \$1000 >\$10,000,000	25%

** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits

State Surcharge per Minnesota Statute 326B.148

Permit Valuation*	State Surcharge Fee Calculation
\$0 - \$1,000,000	\$5/\$10000 x the valuation
\$1,000,001 - \$2,000,000	\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000)
\$2,000,001 - \$3,000,000	\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000)
\$3,000,001 - \$4,000,000	\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000)
\$4,000,001 - \$5,000,000	\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000)
Greater than \$5,000,000	\$1500 + \$0.50/10000 x value that exceeds \$5,000,000)

*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code

Other Fees

Permit Holder to pay CMS directly for:	
\$20.00	Less than 16 business hours notice
\$80.00	Less than 12 business hours notice
\$200.00	(Same day) Less than 8 business hours or Saturday
\$100.00	Reinspect Fee (If special trip)
\$0.25/page	Print/Copy plans submitted electronically 11x17 or smaller
\$5/page	Print/Copy large plans (plot size) submitted electronically

Special Projects and Retainer Fees

Hourly Rates for Special Projects	
\$65.78/hr	Certified Building Official
\$65.78/hr	Building Official Consultant
\$65.10/hr	Field Inspector
\$43.14/hr	Clerical/Secretarial
IRS rate	Mileage
At Cost	Other Expenses
Retainer Fees	
<u># of permits previous quarter</u>	<u>Code Consultant Retainer Fee</u>
0-10	\$25/mo
11-25	\$50/mo
26-50	\$75/mo
51-75	\$100/mo
100+	\$100/mo+\$25 for each 25 increment
<u>Population</u>	<u>IWorQ's Community Development & Public Works Software Fee</u>
1-1000	\$100/mo
1001-2000	\$150/mo
2001-3000	\$185/mo
3001-4000	\$200/mo
4000+	\$250/mo

Option 1

Exhibit (Fee Calculation Example) - 4.3

Valuation	2024 Permit fee	2024 CMS Plan Review Fee	2024 State Surcharge	2024 Total Permit
\$1,000.00	\$55.00	\$36.00	\$0.50	\$91.50
\$2,000.00	\$75.00	\$49.00	\$1.00	\$125.00
\$3,000.00	\$95.00	\$62.00	\$1.50	\$158.50
\$4,000.00	\$115.00	\$75.00	\$2.00	\$192.00
\$5,000.00	\$121.00	\$79.00	\$2.50	\$202.50
\$6,000.00	\$133.00	\$87.00	\$3.00	\$223.00
\$7,000.00	\$139.00	\$91.00	\$3.50	\$233.50
\$8,000.00	\$145.00	\$95.00	\$4.00	\$244.00
\$9,000.00	\$151.00	\$99.00	\$4.50	\$254.50
\$10,000.00	\$157.00	\$103.00	\$5.00	\$265.00
\$11,000.00	\$163.00	\$106.00	\$5.50	\$274.50
\$12,000.00	\$169.00	\$110.00	\$6.00	\$285.00
\$13,000.00	\$175.00	\$114.00	\$6.50	\$295.50
\$14,000.00	\$181.00	\$118.00	\$7.00	\$306.00
\$15,000.00	\$187.00	\$122.00	\$7.50	\$316.50
\$16,000.00	\$193.00	\$126.00	\$8.00	\$327.00
\$17,000.00	\$199.00	\$130.00	\$8.50	\$337.50
\$18,000.00	\$205.00	\$134.00	\$9.00	\$348.00
\$19,000.00	\$211.00	\$138.00	\$9.50	\$358.50
\$20,000.00	\$216.00	\$141.00	\$10.00	\$367.00
\$21,000.00	\$221.00	\$144.00	\$10.50	\$375.50
\$22,000.00	\$226.00	\$147.00	\$11.00	\$384.00
\$23,000.00	\$231.00	\$151.00	\$11.50	\$393.50
\$24,000.00	\$236.00	\$154.00	\$12.00	\$402.00
\$25,000.00	\$241.00	\$157.00	\$12.50	\$410.50
\$26,000.00	\$246.00	\$160.00	\$13.00	\$419.00
\$27,000.00	\$251.00	\$164.00	\$13.50	\$428.50
\$28,000.00	\$256.00	\$167.00	\$14.00	\$437.00
\$29,000.00	\$261.00	\$170.00	\$14.50	\$445.50
\$30,000.00	\$266.00	\$173.00	\$15.00	\$454.00
\$31,000.00	\$271.00	\$177.00	\$15.50	\$463.50
\$32,000.00	\$276.00	\$180.00	\$16.00	\$472.00
\$33,000.00	\$281.00	\$183.00	\$16.50	\$480.50
\$34,000.00	\$286.00	\$186.00	\$17.00	\$489.00
\$35,000.00	\$291.00	\$190.00	\$17.50	\$498.50
\$36,000.00	\$296.00	\$193.00	\$18.00	\$507.00
\$37,000.00	\$301.00	\$196.00	\$18.50	\$515.50
\$38,000.00	\$306.00	\$199.00	\$19.00	\$524.00
\$39,000.00	\$311.00	\$203.00	\$19.50	\$533.50
\$40,000.00	\$316.00	\$206.00	\$20.00	\$542.00
\$41,000.00	\$321.00	\$209.00	\$20.50	\$550.50
\$42,000.00	\$326.00	\$212.00	\$21.00	\$559.00
\$43,000.00	\$331.00	\$216.00	\$21.50	\$568.50
\$44,000.00	\$336.00	\$219.00	\$22.00	\$577.00
\$45,000.00	\$341.00	\$222.00	\$22.50	\$585.50
\$46,000.00	\$346.00	\$225.00	\$23.00	\$594.00
\$47,000.00	\$351.00	\$229.00	\$23.50	\$603.50
\$48,000.00	\$356.00	\$232.00	\$24.00	\$612.00
\$49,000.00	\$361.00	\$235.00	\$24.50	\$620.50
\$50,000.00	\$366.00	\$238.00	\$25.00	\$629.00
\$51,000.00	\$371.00	\$242.00	\$25.50	\$638.50
\$52,000.00	\$376.00	\$245.00	\$26.00	\$647.00
\$53,000.00	\$381.00	\$248.00	\$26.50	\$655.50
\$54,000.00	\$386.00	\$251.00	\$27.00	\$664.00
\$55,000.00	\$391.00	\$255.00	\$27.50	\$673.50
\$56,000.00	\$396.00	\$258.00	\$28.00	\$682.00
\$57,000.00	\$401.00	\$261.00	\$28.50	\$690.50
\$58,000.00	\$406.00	\$264.00	\$29.00	\$699.00
\$59,000.00	\$411.00	\$268.00	\$29.50	\$708.50
\$60,000.00	\$416.00	\$271.00	\$30.00	\$717.00
\$61,000.00	\$421.00	\$274.00	\$30.50	\$725.50
\$62,000.00	\$426.00	\$277.00	\$31.00	\$734.00
\$63,000.00	\$431.00	\$281.00	\$31.50	\$743.50
\$64,000.00	\$436.00	\$284.00	\$32.00	\$752.00
\$65,000.00	\$441.00	\$287.00	\$32.50	\$760.50
\$66,000.00	\$446.00	\$290.00	\$33.00	\$769.00
\$67,000.00	\$451.00	\$294.00	\$33.50	\$778.50
\$68,000.00	\$456.00	\$297.00	\$34.00	\$787.00

Valuation	2024 Permit fee	2024 CMS Plan Review Fee	2024 State Surcharge	2024 Total Permit	Page 44 of 118
\$69,000.00	\$461.00	\$300.00	\$34.50	\$795.50	
\$70,000.00	\$466.00	\$303.00	\$35.00	\$804.00	
\$71,000.00	\$471.00	\$307.00	\$35.50	\$813.50	
\$72,000.00	\$476.00	\$310.00	\$36.00	\$822.00	
\$73,000.00	\$481.00	\$313.00	\$36.50	\$830.50	
\$74,000.00	\$486.00	\$316.00	\$37.00	\$839.00	
\$75,000.00	\$491.00	\$320.00	\$37.50	\$848.50	
\$76,000.00	\$496.00	\$323.00	\$38.00	\$857.00	
\$77,000.00	\$501.00	\$326.00	\$38.50	\$865.50	
\$78,000.00	\$506.00	\$329.00	\$39.00	\$874.00	
\$79,000.00	\$511.00	\$333.00	\$39.50	\$883.50	
\$80,000.00	\$516.00	\$336.00	\$40.00	\$892.00	
\$81,000.00	\$521.00	\$339.00	\$40.50	\$900.50	
\$82,000.00	\$526.00	\$342.00	\$41.00	\$909.00	
\$83,000.00	\$531.00	\$346.00	\$41.50	\$918.50	
\$84,000.00	\$536.00	\$349.00	\$42.00	\$927.00	
\$85,000.00	\$541.00	\$352.00	\$42.50	\$935.50	
\$86,000.00	\$546.00	\$355.00	\$43.00	\$944.00	
\$87,000.00	\$551.00	\$359.00	\$43.50	\$953.50	
\$88,000.00	\$556.00	\$362.00	\$44.00	\$962.00	
\$89,000.00	\$561.00	\$365.00	\$44.50	\$970.50	
\$90,000.00	\$566.00	\$368.00	\$45.00	\$979.00	
\$91,000.00	\$571.00	\$372.00	\$45.50	\$988.50	
\$92,000.00	\$576.00	\$375.00	\$46.00	\$997.00	
\$93,000.00	\$581.00	\$378.00	\$46.50	\$1,005.50	
\$94,000.00	\$586.00	\$381.00	\$47.00	\$1,014.00	
\$95,000.00	\$591.00	\$385.00	\$47.50	\$1,023.50	
\$96,000.00	\$596.00	\$388.00	\$48.00	\$1,032.00	
\$97,000.00	\$601.00	\$391.00	\$48.50	\$1,040.50	
\$98,000.00	\$606.00	\$394.00	\$49.00	\$1,049.00	
\$99,000.00	\$611.00	\$398.00	\$49.50	\$1,058.50	
\$100,000.00	\$614.75	\$400.00	\$50.00	\$1,064.75	
\$250,000.00	\$1,176.75	\$765.00	\$125.00	\$2,066.75	
\$500,000.00	\$2,088.50	\$1,358.00	\$250.00	\$3,696.50	
\$750,000.00	\$2,962.25	\$1,926.00	\$375.00	\$5,263.25	
\$1,000,000.00	\$3,774.50	\$2,454.00	\$500.00	\$6,728.50	
\$2,000,000.00	\$6,950.75	\$4,518.00	\$900.00	\$12,368.75	
\$3,000,000.00	\$9,200.75	\$5,981.00	\$1,200.00	\$16,381.75	
\$4,000,000.00	\$11,450.75	\$7,443.00	\$1,400.00	\$20,293.75	
\$5,000,000.00	\$13,695.75	\$8,903.00	\$1,500.00	\$24,098.75	
\$10,000,000.00	\$24,695.75	\$16,053.00	\$1,750.00	\$42,498.75	
\$20,000,000.00	\$46,695.75	\$30,352.24	\$2,250.00	\$79,297.99	

APPENDIX A BUILDING PERMIT FEE SCHEDULE

OVER THE COUNTER PERMIT FEE = Flat Fee	
Type of O-T-C Permit	Flat Fee
Manufactured Home	\$220.00
Demolition	\$175.00
Windows/Doors*	\$125.00
All others	\$100.00
Reinspection Fee - (If Special Trip is needed)	\$80.00

*Fee includes up to 3 site visits. Additional site visits are subject to a Reinspection Fee (See Other Fees)

OPTION 2 (Lump Sum Model) – 5.0

Option 2 - Lump Sum Agreement - 5.1

Building Inspections Services Agreement

THIS AGREEMENT is made and entered into this ____ day of ____, 20____ by and between Construction Management Services of Rochester, a Division of WSE Engineering Services, Ltd, hereinafter referred to as ("CMS"), and the Jurisdiction of _____, hereinafter referred to as ("the Jurisdiction"), and collectively the Parties.

WHEREAS, the Jurisdiction is desirous of contracting with CMS for the performance of the hereinafter described Building Official functions within its boundaries; and

WHEREAS, CMS is agreeable and desirous of rendering such building inspection services on the terms and the conditions hereinafter set forth.

WHEREAS, CMS and the Jurisdiction mutually agree that the Minnesota Building Code and all corresponding laws, rules and regulations govern this Agreement.

ARTICLE I

Inspection Services

CMS agrees to provide building inspection services within the boundaries of the Jurisdiction to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such building inspection services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law. Services shall not include those services that are normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous Jurisdiction Ordinances.
2. The Jurisdiction shall, adopt, or not rescind, the latest Minnesota Building Code.
3. CMS will add language similar to the following in their building permit application. The Jurisdiction shall ensure there is no conflict in their code or ordinance with the following.
 - a. *The term "completed" shall include all work proposed in the approved permit. All building permits issued shall complete construction of the project within one hundred and eighty (180) days after the permit is issued, without additional approval. If at the time of application, the project is anticipated to not be completed within one hundred and eighty (180) days, the applicant shall provide the project's anticipated timeline. CMS may adjust for reasonableness and approve project timelines as part of the permit review process up to five hundred and forty (540) days. Projects anticipated to exceed five hundred and forty (540) days shall seek approval from the Jurisdiction's applicable governing body.*
 - b. *A permit holder may request extensions in increments of one hundred and eighty (180) days. CMS may approve up to two extensions if CMS judges steady and continuous progress is being made. Permit holders requesting more than two extensions shall make an application for a new permit. The new permit application shall state the reason and demonstrate that circumstances were beyond the control of the permit holder.*

4. Under this agreement, the Jurisdiction will receive all applications for the applicable building Permit within the Jurisdiction as required by existing laws, codes and ordinances, and shall forward, or cause to be forwarded, to CMS, who shall examine all such applications which are under Jurisdiction to determine compliance with existing Building Codes.
 - a. CMS offers a web-based software to manage Permit Applications. Fees for this service are listed in Appendix A; and the Jurisdiction may opt out of this service with 60-day notice.
5. CMS shall perform their services in accordance with the generally accepted building inspector practices and principles. The standard of performance, the method of providing building inspection services and other matters incident to the performance of the services under this Agreement shall be determined by CMS.
6. Issuance of Permits is broken into two Permit Types:
 - a. Over-The-Counter Permits (Flat Fee Permits). Over-The-Counter Permits are of the nature that do not require a plan review and only require inspection(s). Over-The-Counter permits are valid the moment the fee is paid.
 - b. Plan Reviewed Permits (Valued Permits). Plan Reviewed Permits are of the nature that require plans and various support documents.
7. CMS shall provide job-site inspections of projects under permits as required by existing laws, codes and ordinances, as well as ensure all such special inspections are performed as deemed necessary in order to ensure compliance with existing laws, and upon completion of each project,
8. CMS may contract with other entities for services as building official, provided such other services do not impair or delay the performance of CMS services provided under this Agreement.
9. CMS will provide plan checking services as necessary in all instances where such plan checking is mandatory by existing Federal or State laws, codes or ordinances.
 - a. CMS will provide a cursory review of all "Plan Reviewed Permit" applications to check for compliance to Jurisdiction codes or ordinances; however, a comprehensive review of Jurisdiction codes or ordinances is beyond the scope of this Agreement. CMS will provide written comments for any found deviations to the Jurisdiction Administrator and work closely with applicable planning and zoning staff prior to issuing a permit. No Permit will be issued that knowingly requires a variance to existing Jurisdiction code or ordinance.
10. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a "Limited Notice to Proceed" for certain elements of work depending on project circumstances and completeness of application. Depending on the circumstances and completeness of the application CMS may require the applicant to sign a notarized affidavit that includes acknowledging risk and responsibility for remedy due to work proceeding prior issuance of Permit.

11. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a “Temporary Certificate of Occupancy” if there is unfinished work, but CMS determines the dwelling has met minimum livable conditions.
12. CMS shall carry out these responsibilities and duties in a timely, appropriate, and respectful manner.
 - a. Issuance of “Plan Reviewed Permit” will be broken into 2 phases.
 - i. Valuation Phase. The Valuation Phase will be completed within 5 calendar days. The Valuation Phase starts after Plan Review Application Fee is paid (See Attachment A); in this review CMS will calculate the Value and Permit Fee, as well as provide comments on any major missing items to complete the application.
 - ii. Technical Review Phase. The Technical Review Phase will be completed within 10 calendar days; CMS will either approve the permit or provide comments. The Technical Review phase starts when the applicant pays the Permit Fees (Plan Review Application Fees are credited to the Permit Fee).
 1. Subsequent Reviews will be completed within 16 business hours. Subsequent reviews start when applicant submits a response and any needed documentation to address all CMS comments.
 - b. For Inspections on Plan Reviewed Permits (Valued Permits) - CMS will provide an inspection within 16 Business Hours of a request for inspection. Inspection Business Hours are M-F 8:30a-4:30pm, excluding major holidays. Applicant subject to additional fee if services required prior to proper notice (See Attachment A)
 - c. For Over-The-Counter Permit inspections, that require the permit holder to provide access to the site, CMS will designate a specific day of the week for your Jurisdiction; Applicant subject to additional fee if services required outside of designated day (See Attachment A). For Over-The-Counter Permit inspections that do not require access to the site, CMS will perform inspections prior to the expiration of the permit (e.g roofing permit).
13. For avoidance of doubt, a delay may occur if:
 - a. The Jurisdiction request CMS perform additional services (Special Project) beyond Plan Review and Inspection Services.
 - b. The State imposes new processes or procedures.
 - c. An occurrence of a nearby natural disaster requiring CMS to prioritize life and safety matters at the location of the disaster.

ARTICLE II

Fees and Charges

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. The Jurisdiction shall maintain records of all fees and charges collected by the Jurisdiction according to the Schedule of Fees and Charges agreed to by both parties.
2. Fees and charges shall be due and payable upon initial application for permit and shall be collected by the Jurisdiction from the applicant, or paid in IworQs..
3. When CMS requires a plan, or other data, a Plan Review Application Fee, in accordance with Appendix A (Fee Schedule) shall be paid before the review can start. CMS will review the application for completeness and assign a Valuation. The Valuation of the project shall be determined as provided in Section 1300.0160 Subp. 3 of the Minnesota State Building Code.
4. Compensation to CMS shall be based on the Fee Calculation in accordance with Appendix A (Fee Schedule). However, Permit Fees shall be determined by the Jurisdiction.
5. In circumstances where the application for permit is reviewed and the applicant withdraws the application, or the permit is denied, CMS will retain the plan review fee; but the remainder of fees may be refunded to the applicant pursuant to the refund policy adopted by the Jurisdiction in accordance with Section 1300.0160 Subp. 9 of the Minnesota State Building Code
6. If work for which a permit is required by the code has been commenced without first obtaining a permit an investigation fee will be added to the Permit Fee in accordance with Section 1300.0160 Subp. 8 of the Minnesota State Building Code. The investigation fee will be billed hourly in accordance with Appendix A (Fee Schedule).
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.

ARTICLE III

Compensation

1. The Jurisdiction agrees that payment for the Building Inspection Services shall be in accordance with Appendix A (Fee Schedule) and invoiced monthly for the following:
 - a. Special Projects –
 - i. as needed on an hourly rate basis.
 - b. Code Consultant Monthly Retainer Fee –
 - i. based on the number of permits issued in the previous quarter.
 - c. IWorQ's Community Development & Public Works Software Fee –
 - i. based on the population of the Jurisdiction.
 - d. Plan Reviews Fees – Based on Appendix A Fees
 - i. One hundred percent (100%) of calculated plan review fees.
 - e. Inspection Fees – Based on Appendix A Fees
 - i. Eighty percent (80%) of the Permit Fee for all "Over-The-Counter (Flat Fee) Permits", and all "Plan Reviewed Permits (Valued Permits)" over \$1000 in value.
 - ii. One hundred percent (100%) of all "Plan Reviewed Permits (Valued Permits)" under \$1000 in value.
2. The Jurisdiction shall account for and forward to the State of Minnesota all building permit surcharge monies required by law.
3. CMS understands that they are working in the capacity of an independent contractor and must promote and conduct their building inspections in that capacity.
4. Minnesota Statute 466.02 shall govern liability of the Jurisdiction and CMS for any tort claims enumerated therein. Nothing in this section waives the defense of judicial, quasi-judicial, or legislative immunity except to the extent provided by law.

ARTICLE IV

Miscellaneous

1. The Jurisdiction, its officers, agents and employees, will cooperate with and assist CMS in the orderly performance of services listed herein.
2. Each Party hereunder, agrees to mutually indemnify and hold harmless the other Party and shall not be liable to the other, for any intentional or negligent acts of the other and shall not be responsible for damages resulting from the negligent acts of the other, including each Party's agents, officers or employees.
3. Unless terminated as provided for herein, this Agreement shall be effective upon the date specified in this Agreement and shall automatically renew annually on January 1.
4. This Agreement shall be self-renewing for additional one (1) year periods. At the option of the Jurisdiction, this Agreement may be terminated with sixty (60) days written notice to

CMS. Should CMS desire to terminate this Agreement, they shall so notify the Jurisdiction with a sixty (60) day written notice.

5. On or before November 1 of each year, CMS shall review and adjust as necessary the Schedule of Fees and Charges included in Appendix A of this Agreement to insure that such charges and fees are commensurate with the actual costs of providing the service. Any changes to the Schedule of Fees and Charges in Appendix A shall be agreed to by both CMS and the Jurisdiction. No amendment to the Agreement is required to update Appendix A. The Parties shall each execute updated Appendix A, which shall become effective on first day of January of the next year.
6. It is understood that this Agreement contains the entire Agreement between CMS and the Jurisdiction and that no statement, promises, or inducement made by any party hereto, or officer, agent or employee of the Jurisdiction which is not contained in the Written Agreement, shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereto.
7. It is expressly understood between the Parties hereto, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain and insure the purpose of this Agreement. Any such Amendment shall be written, signed by both Parties, and attached to the Agreement. As provided above, any such revision, addition or deletion will only apply to the provision revised, added, or deleted and the remainder of this Agreement shall remain in full force and effect.

In witness hereof, the Parties legal signatory authority hereby executes this Agreement.

*JURISDICTION OF _____
A MN Municipal Corporation*

_____ *(Signature)*

_____ *(Printed or Typed Name)*

Its _____ (Title)

*Construction Management Services of Rochester,
a Division of WSE Engineering Services, Ltd.*

_____ *(Signature)*

Tom Wiener

It's CEO/President

Option 2 - Lump Sum Appendix A (Fee Schedule) - 5.2

APPENDIX A

BUILDING PERMIT FEE SCHEDULE

Page 59 of 118

OVER THE COUNTER PERMIT FEE = Flat Fee

Type of O-T-C Permit	Flat Fee
Manufactured Home	\$220.00
Demolition	\$175.00
Windows/Doors*	\$125.00
All others	\$100.00
Reinspection Fee - (If Special Trip is needed)	\$80.00

*Fee includes up to 3 site visits. Additional site visits are subject to a Reinspection Fee (See Other Fees)

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Escrow)

Plan Review Fee Calculation

Plan Review Application Fee*	\$150.00	Lump Sum Based on this Permit Fee, but Permit Fee is set by Jurisdiction
Plan Review Fee	65% of Permit Fee.	

*The Plan Review Application Fee will be applied toward Plan Review Fee if a Permit is issued

Valued Permit Fee

Permit Valuation*	Permit Fee Calculation**		Escrow = % x Permit Fee
\$1-999	\$55.00		
\$1000 - \$4,999	\$55.00 +	\$20.00 /\$1000 x for each \$1000 >\$1,000	50%
\$5,000 - \$19,999	\$121.00 +	\$6.00 /\$1000 x for each \$1000 >\$5,000	50%
\$20,000 - \$99,999	\$216.00 +	\$5.00 /\$1000 x for each \$1000 >\$20,000	50%
\$100,000 - \$249,999	\$614.75 +	\$3.75 /\$1000 x for each \$1000 >\$100,000	25%
\$250,000 - \$499,999	\$1,176.75 +	\$3.65 /\$1000 x for each \$1000 >\$250,000	25%
\$500,000 - \$749,999	\$2,088.50 +	\$3.50 /\$1000 x for each \$1000 >\$500,000	25%
\$750,000 - \$999,999	\$2,962.25 +	\$3.25 /\$1000 x for each \$1000 >\$750,000	25%
\$1,000,000 - \$1,999,999	\$3,774.50 +	\$3.20 /\$1000 x for each \$1000 >\$1,000,000	25%
\$2,000,000 - \$4,999,999	\$6,950.75 +	\$2.25 /\$1000 x for each \$1000 >\$2,000,000	25%
\$5,000,000 - \$9,999,999	\$13,695.75 +	\$2.20 /\$1000 x for each \$1000 >\$5,000,000	25%
\$10,000,000 and over	\$24,695.75 +	\$2.20 /\$1000 x for each \$1000 >\$10,000,000	25%

** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits

State Surcharge per Minnesota Statute 326B.148

Permit Valuation*	State Surcharge Fee Calculation
\$0 - \$1,000,000	\$5/\$10000 x the valuation
\$1,000,001 - \$2,000,000	\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000)
\$2,000,001 - \$3,000,000	\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000)
\$3,000,001 - \$4,000,000	\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000)
\$4,000,001 - \$5,000,000	\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000)
Greater than \$5,000,000	\$1500 + \$0.50/10000 x value that exceeds \$5,000,000)

*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code

Other Fees

Permit Holder to pay CMS directly for:

\$20.00	Less than 16 business hours notice
\$80.00	Less than 12 business hours notice
\$200.00	(Same day) Less than 8 business hours or Saturday
\$100.00	Reinspect Fee (If special trip)
\$0.25/page	Print/Copy plans submitted electronically 11x17 or smaller
\$5/page	Print/Copy large plans (plot size) submitted electronically

Special Projects and Retainer Fees

Hourly Rates for Special Projects	
\$65.78/hr	Certified Building Official
\$65.78/hr	Building Official Consultant
\$65.10/hr	Field Inspector
\$43.14/hr	Clerical/Secretarial
IRS rate	Mileage
At Cost	Other Expenses
Retainer Fees	
<u># of permits previous quarter</u>	<u>Code Consultant Retainer Fee</u>
0-10	\$25/mo
11-25	\$50/mo
26-50	\$75/mo
51-75	\$100/mo
100+	\$100/mo+\$25 for each 25 increment
<u>Population</u>	<u>IWorQ's Community Development & Public Works Software Fee</u>
1-1000	\$100/mo
1001-2000	\$150/mo
2001-3000	\$185/mo
3001-4000	\$200/mo
4000+	\$250/mo

Option 2 - Lump Sum Exhibit (Lump Sum Calculation Example) - 5.3

Valuation	2024 CMS Lump Sum Inspection Fee	2024 CMS Lump Sum Plab Review Fee	2024 CMS Combined Inspect and Review Fee
\$1,000.00	\$55.00	\$36.00	\$91.00
\$2,000.00	\$60.00	\$49.00	\$109.00
\$3,000.00	\$76.00	\$62.00	\$138.00
\$4,000.00	\$92.00	\$75.00	\$167.00
\$5,000.00	\$96.80	\$79.00	\$175.80
\$6,000.00	\$106.40	\$87.00	\$193.40
\$7,000.00	\$111.20	\$91.00	\$202.20
\$8,000.00	\$116.00	\$95.00	\$211.00
\$9,000.00	\$120.80	\$99.00	\$219.80
\$10,000.00	\$125.60	\$103.00	\$228.60
\$11,000.00	\$130.40	\$106.00	\$236.40
\$12,000.00	\$135.20	\$110.00	\$245.20
\$13,000.00	\$140.00	\$114.00	\$254.00
\$14,000.00	\$144.80	\$118.00	\$262.80
\$15,000.00	\$149.60	\$122.00	\$271.60
\$16,000.00	\$154.40	\$126.00	\$280.40
\$17,000.00	\$159.20	\$130.00	\$289.20
\$18,000.00	\$164.00	\$134.00	\$298.00
\$19,000.00	\$168.80	\$138.00	\$306.80
\$20,000.00	\$172.80	\$141.00	\$313.80
\$21,000.00	\$176.80	\$144.00	\$320.80
\$22,000.00	\$180.80	\$147.00	\$327.80
\$23,000.00	\$184.80	\$151.00	\$335.80
\$24,000.00	\$188.80	\$154.00	\$342.80
\$25,000.00	\$192.80	\$157.00	\$349.80
\$26,000.00	\$196.80	\$160.00	\$356.80
\$27,000.00	\$200.80	\$164.00	\$364.80
\$28,000.00	\$204.80	\$167.00	\$371.80
\$29,000.00	\$208.80	\$170.00	\$378.80
\$30,000.00	\$212.80	\$173.00	\$385.80
\$31,000.00	\$216.80	\$177.00	\$393.80
\$32,000.00	\$220.80	\$180.00	\$400.80
\$33,000.00	\$224.80	\$183.00	\$407.80
\$34,000.00	\$228.80	\$186.00	\$414.80
\$35,000.00	\$232.80	\$190.00	\$422.80
\$36,000.00	\$236.80	\$193.00	\$429.80
\$37,000.00	\$240.80	\$196.00	\$436.80
\$38,000.00	\$244.80	\$199.00	\$443.80
\$39,000.00	\$248.80	\$203.00	\$451.80
\$40,000.00	\$252.80	\$206.00	\$458.80
\$41,000.00	\$256.80	\$209.00	\$465.80
\$42,000.00	\$260.80	\$212.00	\$472.80
\$43,000.00	\$264.80	\$216.00	\$480.80
\$44,000.00	\$268.80	\$219.00	\$487.80
\$45,000.00	\$272.80	\$222.00	\$494.80
\$46,000.00	\$276.80	\$225.00	\$501.80
\$47,000.00	\$280.80	\$229.00	\$509.80
\$48,000.00	\$284.80	\$232.00	\$516.80
\$49,000.00	\$288.80	\$235.00	\$523.80
\$50,000.00	\$292.80	\$238.00	\$530.80
\$51,000.00	\$296.80	\$242.00	\$538.80
\$52,000.00	\$300.80	\$245.00	\$545.80
\$53,000.00	\$304.80	\$248.00	\$552.80
\$54,000.00	\$308.80	\$251.00	\$559.80
\$55,000.00	\$312.80	\$255.00	\$567.80
\$56,000.00	\$316.80	\$258.00	\$574.80
\$57,000.00	\$320.80	\$261.00	\$581.80
\$58,000.00	\$324.80	\$264.00	\$588.80
\$59,000.00	\$328.80	\$268.00	\$596.80

\$60,000.00	\$332.80	\$271.00	\$603.80
\$61,000.00	\$336.80	\$274.00	\$610.80
\$62,000.00	\$340.80	\$277.00	\$617.80
\$63,000.00	\$344.80	\$281.00	\$625.80
\$64,000.00	\$348.80	\$284.00	\$632.80
\$65,000.00	\$352.80	\$287.00	\$639.80
\$66,000.00	\$356.80	\$290.00	\$646.80
\$67,000.00	\$360.80	\$294.00	\$654.80
\$68,000.00	\$364.80	\$297.00	\$661.80
\$69,000.00	\$368.80	\$300.00	\$668.80
\$70,000.00	\$372.80	\$303.00	\$675.80
\$71,000.00	\$376.80	\$307.00	\$683.80
\$72,000.00	\$380.80	\$310.00	\$690.80
\$73,000.00	\$384.80	\$313.00	\$697.80
\$74,000.00	\$388.80	\$316.00	\$704.80
\$75,000.00	\$392.80	\$320.00	\$712.80
\$76,000.00	\$396.80	\$323.00	\$719.80
\$77,000.00	\$400.80	\$326.00	\$726.80
\$78,000.00	\$404.80	\$329.00	\$733.80
\$79,000.00	\$408.80	\$333.00	\$741.80
\$80,000.00	\$412.80	\$336.00	\$748.80
\$81,000.00	\$416.80	\$339.00	\$755.80
\$82,000.00	\$420.80	\$342.00	\$762.80
\$83,000.00	\$424.80	\$346.00	\$770.80
\$84,000.00	\$428.80	\$349.00	\$777.80
\$85,000.00	\$432.80	\$352.00	\$784.80
\$86,000.00	\$436.80	\$355.00	\$791.80
\$87,000.00	\$440.80	\$359.00	\$799.80
\$88,000.00	\$444.80	\$362.00	\$806.80
\$89,000.00	\$448.80	\$365.00	\$813.80
\$90,000.00	\$452.80	\$368.00	\$820.80
\$91,000.00	\$456.80	\$372.00	\$828.80
\$92,000.00	\$460.80	\$375.00	\$835.80
\$93,000.00	\$464.80	\$378.00	\$842.80
\$94,000.00	\$468.80	\$381.00	\$849.80
\$95,000.00	\$472.80	\$385.00	\$857.80
\$96,000.00	\$476.80	\$388.00	\$864.80
\$97,000.00	\$480.80	\$391.00	\$871.80
\$98,000.00	\$484.80	\$394.00	\$878.80
\$99,000.00	\$488.80	\$398.00	\$886.80
\$100,000.00	\$491.80	\$400.00	\$891.80
\$250,000.00	\$941.40	\$765.00	\$1,706.40
\$500,000.00	\$1,670.80	\$1,358.00	\$3,028.80
\$750,000.00	\$2,369.80	\$1,926.00	\$4,295.80
\$1,000,000.00	\$3,019.60	\$2,454.00	\$5,473.60
\$2,000,000.00	\$5,560.60	\$4,518.00	\$10,078.60
\$3,000,000.00	\$7,360.60	\$5,981.00	\$13,341.60
\$4,000,000.00	\$9,160.60	\$7,443.00	\$16,603.60
\$5,000,000.00	\$10,956.60	\$8,903.00	\$19,859.60
\$10,000,000.00	\$19,756.60	\$16,053.00	\$35,809.60
\$20,000,000.00	\$37,356.60	\$30,352.24	\$67,708.84

OVER THE COUNTER PERMIT FEE = Flat Fee

Type of O-T-C Permit	2024
Manufactured Home	\$176.00
Demolition	\$140.00
Windows/Doors*	\$100.00
All others	\$80.00
Reinspection Fee - (If Special Trip is needed)	\$64.00

OPTION 3 (Hourly Rate Model) – 6.0

Option 3 (Hourly Rate) Agreement - 6.1

Building Inspections Services Agreement

THIS AGREEMENT is made and entered into this ____ day of ____, 20____ by and between Construction Management Services of Rochester, a Division of WSE Engineering Services, Ltd, hereinafter referred to as ("CMS"), and the Jurisdiction of _____, hereinafter referred to as ("the Jurisdiction"), and collectively the Parties.

WHEREAS, the Jurisdiction is desirous of contracting with CMS for the performance of the hereinafter described Building Official functions within its boundaries; and

WHEREAS, CMS is agreeable and desirous of rendering such building inspection services on the terms and the conditions hereinafter set forth.

WHEREAS, CMS and the Jurisdiction mutually agree that the Minnesota Building Code and all corresponding laws, rules and regulations govern this Agreement.

ARTICLE I

Inspection Services zz

CMS agrees to provide building inspection services within the boundaries of the Jurisdiction to the extent and in the manner hereinafter set forth.

1. Except as otherwise specifically set forth herein, such building inspection services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by a Building Official under law. Services shall not include those services that are normally provided by the State of Minnesota such as issuance of electrical permits and electrical inspections or any miscellaneous Jurisdiction Ordinances.
2. The Jurisdiction shall, adopt, or not rescind, the latest Minnesota Building Code.
3. The Jurisdiction shall either add language similar to the following in their building permit application, or code, or ordinances; and at a minimum ensure there is no conflict in their code or ordinance with the following.
 - a. *The term "completed" shall include all work proposed in the approved permit. All building permits issued shall complete construction of the project within one hundred and eighty (180) days after the permit is issued, without additional approval. If at the time of application, the project is anticipated to not be completed within one hundred and eighty (180) days, the applicant shall provide the project's anticipated timeline. Jurisdiction Staff may adjust for reasonableness and approve project timelines as part of the permit review process up to five hundred and forty (540) days. Projects anticipated to exceed five hundred and forty (540) days shall require Jurisdiction Council approval.*
 - b. *A permit holder may request extensions in increments of one hundred and eighty (180) days. Jurisdiction Staff may approve up to two extensions without council approval if steady and continuous progress is being made. Permit holders requesting more than two extensions shall make an application to the Jurisdiction Council for an extension of time. The application to the Jurisdiction Council for the extension shall state the reasons for*

the request and demonstrate that circumstances were beyond the control of the permit holder.

- c. *A violation of any portion of this section of the Jurisdiction Code shall cause suspension of the building permit and/or shall subject the permit holder so found to be violating the ordinance to a fine of not more than One Hundred (\$100.00) Dollars for each day that the violation continues or is not corrected 601.1.6 Duties of Building Inspector.*
4. Under this agreement, the Jurisdiction will receive all applications for the applicable building Permit within the Jurisdiction as required by existing laws, codes and ordinances, and shall forward, or cause to be forwarded, to CMS, who shall examine all such applications which are under Jurisdiction to determine compliance with existing Building Codes.
 - a. CMS offers a web-based software to manage Permit Applications. Fees for this service are listed in Appendix A; and the Jurisdiction may opt out of this service with 60-day notice.
5. CMS shall perform their services in accordance with the generally accepted building inspector practices and principles. The standard of performance, the method of providing building inspection services and other matters incident to the performance of the services under this Agreement shall be determined by CMS.
6. Issuance of Permits is broken into two Permit Types:
 - a. Over-The-Counter Permits (Flat Fee Permits). Over-The-Counter Permits are of the nature that do not require a plan review and only require an inspection(s). Over-The-Counter permits are valid at the moment the fee is paid.
 - b. Plan Reviewed Permits (Valued Permits). Plan Reviewed Permits are of the nature that require plans and various support documents.
7. CMS shall provide job-site inspections of projects under permits as required by existing laws, codes and ordinances, as well as ensure all such special inspections are performed as deemed necessary in order to ensure compliance with existing laws, and upon completion of each project,
8. CMS may contract with other entities for services as building official, provided such other services do not impair or delay the performance of CMS services provided under this Agreement.
9. CMS will provide plan checking services as necessary in all instances where such plan checking is mandatory by existing Federal or State laws, codes or ordinances.
 - a. CMS will provide a cursory review of all "Plan Reviewed Permit" applications to check for compliance to Jurisdiction codes or ordinances; however, a comprehensive review of Jurisdiction codes or ordinances is beyond the scope of this Agreement. CMS will provide written comments for any found deviations to the Jurisdiction Administrator and work closely with applicable planning and zoning staff prior to issuing a permit. No Permit will be issued that knowingly requires a variance to existing Jurisdiction code or ordinance.
10. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a "Limited Notice to Proceed" for certain elements of work depending on project

circumstances and completeness of application. Depending on the circumstances and completeness of the application CMS may require the applicant to sign a notarized affidavit that includes acknowledging risk and responsibility for remedy due to work proceeding prior issuance of Permit.

11. The Jurisdiction acknowledges that under certain conditions CMS may, or may not, grant a "Temporary Certificate of Occupancy" if there is unfinished work, but CMS determines the dwelling has met minimum livable conditions.
12. CMS shall carry out these responsibilities and duties in a timely, appropriate, and respectful manner.
 - a. Issuance of "Plan Reviewed Permit" will be broken into 2 phases.
 - i. Valuation Phase. The Valuation Phase will be completed within 5 calendar days. The Valuation Phase starts after Plan Review Application Fee is paid (See Attachment A); in this review CMS will calculate the Value and Permit Fee, as well as provide comments on any major missing items to complete the application.
 - ii. Technical Review Phase. The Technical Review Phase will be completed within 10 calendar days; CMS will either approve the permit or provide comments. The Technical Review phase starts when the applicant pays the Permit Fees (Plan Review Application Fees are credited to the Permit Fee).
 1. Subsequent Reviews will be completed within 16 business hours. Subsequent reviews start when applicant submits a response and any needed documentation to address all CMS comments.
 - b. For Inspections on Plan Reviewed Permits (Valued Permits) - CMS will provide an inspection within 16 Business Hours of a request for inspection. Inspection Business Hours are M-F 8:30a-4:30pm, excluding major holidays. Applicant subject to additional fee if services required prior to proper notice (See Attachment A)
 - c. For Over-The-Counter Permit inspections, that require the permit holder to provide access to the site, CMS will designate a specific day of the week for your Jurisdiction; Applicant subject to additional fee if services required outside of designated day (See Attachment A). For Over-The-Counter Permit inspections, that do not require access to the site, CMS will perform inspections prior to the expiration of the permit (e.g roofing permit).
13. For avoidance of doubt, a delay may occur if:
 - a. The Jurisdiction request CMS perform additional services (Special Project) beyond Plan Review and Inspection Services.
 - b. The State imposes new processes or procedures.
 - c. An occurrence of a nearby natural disaster requiring CMS to prioritize life and safety matters at the location of the disaster.

ARTICLE II

Fees and Charges

The parties hereto further agree that the schedule of fees and charges contained herein shall apply to all permits and services performed under the provisions of this Agreement.

1. The Jurisdiction shall maintain records of all fees and charges collected by the Jurisdiction according to the Schedule of Fees and Charges agreed to by both parties.
2. Fees and charges shall be due and payable upon initial application for permit and shall be collected by the Jurisdiction from the applicant.
3. When CMS requires a plan, or other data, a Plan Review Application Fee, in accordance with Appendix A (Fee Schedule) shall be paid before the review can start. CMS will review the application for completeness and assign a Valuation. The Valuation of the project shall be determined as provided in Section 1300.0160 Subp. 3 of the Minnesota State Building Code.
4. Permit Fees shall be based on the Valuation. The Total Permit Fee shall then be paid prior to CMS commencing the remainder of the review.
5. In circumstances where the application for permit is reviewed and the applicant withdraws the application, or the permit is denied, CMS will retain the plan review fee; but the remainder of fees may be refunded to the applicant pursuant to the refund policy adopted by the Jurisdiction.
6. Where work for which a permit is required, is commenced without first obtaining a permit, the provisions of Section 1300.0160 Subp. 8 of the Minnesota State Building Code shall apply.
7. The fees and charges listed herein are exclusive of fees and charges required by the State of Minnesota pertaining to electrical permits and inspections.

ARTICLE III

Compensation

1. The Jurisdiction agrees that payment for the Building Inspection Services shall be in accordance with Appendix A (Fee Schedule) and invoiced monthly for the following:
 - a. Hourly rate basis.
 - b. Code Consultant Monthly Retainer Fee – based on the number of permits issued in the previous quarter.
 - c. IWorQ's Community Development & Public Works Software Fee – based on Jurisdictions population.
2. The Jurisdiction shall account for and forward to the State of Minnesota all building permit surcharge monies required by law.

3. CMS understands that they are working in the capacity of an independent contractor and must promote and conduct their building inspections in that capacity.
4. Minnesota Statute 466.02 shall govern liability of the Jurisdiction and CMS for any tort claims enumerated therein. Nothing in this section waives the defense of judicial, quasi-judicial, or legislative immunity except to the extent provided by law.

ARTICLE IV

Miscellaneous

1. The Jurisdiction, its officers, agents and employees, will cooperate with and assist CMS in the orderly performance of services listed herein.
2. Each Party hereunder, agrees to mutually indemnify and hold harmless the other Party and shall not be liable to the other, for any intentional or negligent acts of the other and shall not be responsible for damages resulting from the negligent acts of the other, including each Party's agents, officers or employees.
3. Unless terminated as provided for herein, this Agreement shall be effective upon the date specified in this Agreement and shall automatically renew annually on January 1.
4. This Agreement shall be self-renewing for additional one (1) year periods. At the option of the Jurisdiction, this Agreement may be terminated with sixty (60) days written notice to CMS. Should CMS desire to terminate this Agreement, they shall so notify the Jurisdiction with a sixty (60) day written notice.
5. On or before November 1 of each year, CMS shall review and adjust as necessary the Schedule of Fees and Charges included in Appendix A of this Agreement to insure that such charges and fees are commensurate with the actual costs of providing the service. Any changes to the Schedule of Fees and Charges in Appendix A shall be agreed to by both CMS and the Jurisdiction. No amendment to the Agreement is required to update Appendix A. The Parties shall each execute each updated Appendix A, which shall become effective on first day of January of the next year.
6. It is understood that this Agreement contains the entire Agreement between CMS and the Jurisdiction and that no statement, promises, or inducement made by any party hereto, or officer, agent or employee of the Jurisdiction which is not contained in the Written Agreement, shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereto.
7. It is expressly understood between the Parties hereto, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain and insure the purpose of this Agreement. Any such Amendment, shall be written, signed by both Parties and attached to the Agreement. As provided above, any such revision, addition or deletion will only apply to the provision revised, added or deleted and the remainder of this Agreement shall remain in full force and effect.

In witness hereof, the Parties legal signatory authority hereby executes this Agreement.

JURISDICTION OF _____

A MN Municipal Corporation

(Signature)

(Printed or Typed Name)

Its _____ (Title)

*Construction Management Services of Rochester,
a Division of WSE Engineering Services, Ltd.*

(Signature)

Tom Wiener

It's CEO/President

Option 3 (Hourly Rate)

Appendix A (Fee Schedule) - 6.2

APPENDIX A

BUILDING PERMIT FEE SCHEDULE

Page 77 of 118

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge)

Plan Review Fee Calculation

Plan Review Application Fee*	\$150.00
Plan Review Fee	65% of Permit Fee.
*The Plan Review Application Fee will applied toward Plan Review Fee if a Permit is issued.	

Other Fees

Permit Holder to pay CMS directly for:	
\$20.00	Less than 16 business hours notice
\$80.00	Less than 12 business hours notice
\$200.00	(Same day) Less than 8 business hours or Saturday
\$100.00	Reinspect Fee (If special trip)
\$0.25/page	Print/Copy plans submitted electronically 11x17 or smaller
\$5/page	Print/Copy large plans (plot size) submitted electronically

Hourly Rates and Retainer Fees

Hourly Rates

\$65.78/hr	Certified Building Official
\$65.78/hr	Building Official Consultant
\$65.10/hr	Field Inspector
\$43.14/hr	Clerical/Secretarial
IRS rate	Mileage
At Cost	Other Expenses

Retainer Fees

<u># of permits previous quarter</u>	<u>Code Consultant Retainer Fee</u>
0-10	\$25/mo
11-25	\$50/mo
26-50	\$75/mo
51-75	\$100/mo
100+	\$100/mo+\$25 for each 25 increment

<u>Population</u>	<u>IWorQ's Community Development & Public Works Software Fee</u>
1-1000	\$100/mo
1001-2000	\$150/mo
2001-3000	\$185/mo
3001-4000	\$200/mo
4000+	\$250/mo

Option 3 (Hourly Rate) Exhibit (Example) - 6.3

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Organization Chart –7.0

BOARD OF DIRECTORS

Tom Wiener, Chair

Construction Management
Services Division
(CMS)

Jay Kruger, BO
Division Manager

Tom Nirk
Administrative Controller

Randy Bothun, BO
Inspection Manager

Tanner Young, LBO
Plan Review Manager

Emily Harlow
Office Manager /
Customer Service

Sierra Wiener
Dispatch /
Scheduling

Jay Kruger

Kim Wadley
Plans Valuation

Olivia
Germundson

Randy Bothun

Allison Wiener

Tanner Young

Ben Fink
Master Plumber

Craig Ziebell

MN Guide to the State Building Code –8.0



MINNESOTA Guide to the State Building Code

- Administration
- Special Provisions
- Commercial Building
- Elevators and Related Devices
- Residential Building
- Existing Buildings
- Electrical
- Flood-proofing
- Energy Conservation
- Accessibility
- Mechanical and Fuel Gas
- Plumbing
- High Pressure Piping Systems
- Manufactured Homes
- Prefabricated Structures
- Industrialized/Modular Buildings
- Storm Shelters





INTRODUCTION

For nearly 50 years, the Minnesota State Building Code has been the standard by which buildings have been constructed to provide our citizens with safe, energy efficient and accessible buildings.

From the many buildings built during those years, no one will know the countless lives saved from fire, structural collapse and hazardous materials; the injuries prevented from falls, shattered glass and electric shock; or the prevention of damage to buildings from roof ice, frost heave or water leakage.

In addition, many hundreds of buildings are now fully accessible and usable for our family members and friends with disabilities while much less fossil fuel has had to be burned to heat and cool these same buildings.

This Guide looks back to the original intent of the legislature to provide safe and affordable housing, places to work, shop, eat, congregate, do business, recreate and worship. It reviews where these protections currently exist in the state and what codes are in place to ensure this occurs.

The purpose of this Guide is to inform and educate regulators, government officials and policy makers about the State Building Code and how it serves the public's interest by providing for the safe use of buildings. Because one of the most important roles of government is to protect its citizens, it is our responsibility to ensure this occurs in the construction of buildings.



A handwritten signature in dark ink, reading "Scott D. McLellan". The signature is written in a cursive, flowing style.

Scott D. McLellan
State Building Official

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HISTORY

1965 A State Building Code was established that applied only to state-owned buildings.

1971 The first State Building Code was enacted into law that applied to all areas of Minnesota that enforced a building code. Up to this point, each municipality maintained its own unique building code or had none at all.

1972 The State Building Code became effective on July 1. If a municipality enforced a building code, it now had to be the State Building Code.



Photo credit: Ben Franske - Own work, GFDL, <https://commons.wikimedia.org/w/index.php?curid=4390505>

1977 Legislation established that the State Building Code would be enforced statewide beginning Jan. 1, 1977, but no later than Jan. 1, 1978. Subsequent legislation passed in 1978 extended the date for mandatory state-wide enforcement of the State Building Code to Jan. 1, 1979.

1979 Legislation provided that a non-metropolitan county may by negative referendum rescind enforcement of the State Building Code (except provisions for accessibility). This enabled county residents and those residing in cities that had not already adopted the code by January 1977 to participate in the vote.

- If the vote was negative, the code no longer applied to townships or cities located within the county.
- As a result of the referendums, only eight counties voted to retain the State Building Code. These were in addition to the seven mandatory metropolitan counties.

1981 Legislation allowed municipalities having a population of less than 2,500 to decide whether or not the State Building Code will apply in their jurisdiction. If these municipalities had already adopted the code, they can now rescind their ordinance adopting the State Building Code (unless they were located in one of the seven metropolitan counties mandated to enforce the State Building Code).

2008 Legislation established for the first time that the State Building Code is the standard that applies statewide for the construction and remodeling of buildings. This means that the State Building Code now applies to all work, regardless of whether or not the State Building Code is required to be enforced by a municipality. This applies to everyone who constructs or remodels buildings, both homeowners and contractors.

2008 Legislation established that as of Jan. 1, 2008, if a municipality had in effect an ordinance adopting the State Building Code, that municipality must continue to enforce the State Building Code and may not repeal its adopting ordinance. The exception is for those municipalities having a population of less than 2,500 (as permitted by the 1981 legislation).

LEGISLATIVE INTENT

Below is an excerpt from the 1971 Session Laws when the legislature first authorized creation of a State Building Code. The purpose of the code, as shown in the first and fourth paragraphs, still appears today in Minnesota Statute 326B.101. The second and third paragraphs describe factors facing the construction industry and society at the time that likely contributed to the establishment of the first State Building Code.

LAWS 1971 – REGULAR SESSION

Be in enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1969, Section 16.83, is amended to read:

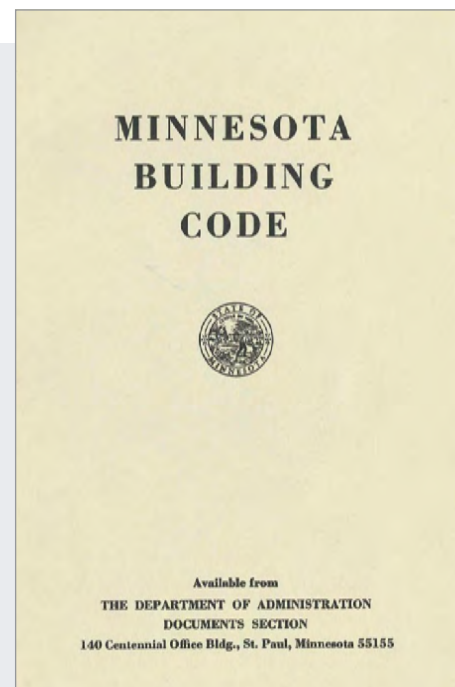
16.83 STATE BUILDING CODE; POLICY AND PURPOSE;

APPROPRIATING MONEY. Sections 1 to 17 of the act are enacted to enable the commissioner of administration to promulgate and administer a state building code in accordance with the provisions hereof, which code shall govern the construction, reconstruction, alternation, and repair of state-owned buildings and other structures to which the code is applicable. It is necessary that building codes be adopted and enforced to protect the health, safety, welfare, comfort, and security of the residents of this state. However, the construction of buildings should be permitted at the least possible cost consistent with recognized standards of health and safety.

Many citizens of the state are unable to secure adequate housing at prices or rentals which they can afford. Such a situation is contrary to the public interest and threatens the health, safety, welfare, comfort, and security of the people of the state. Other persons in commerce and industry are also affected by the high cost of construction. Construction costs for buildings of all types have risen and are continuing to rise at unprecedented rates.

A multitude of laws, ordinances, rules, regulations, and codes regulating the construction of buildings and the use of materials therein is a factor contributing to the high cost of construction. Many such requirements are obsolete, complex, and unnecessary. They serve to increase costs without providing correlative benefits of safety to owners, builders, tenants, and users of buildings.

It is the purpose of this act to prescribe and provide for the administration and amendment of a state code of building construction which will provide basic and uniform performance standards, establish reasonable safeguards for health, safety, welfare, comfort, and security of the residents of this state who are occupants and users of buildings, and provide for the use of modern methods, devices, materials, and techniques which will in part tend to lower construction costs.



PURPOSE

The purpose of the State Building Code is described in Minnesota Statutes 326B.101 where it reads:



The commissioner shall administer and amend a state code of building construction which will provide basic and uniform performance standards, establish reasonable safeguards for health, safety, welfare, comfort, and security of the residents of this state and provide for the use of modern methods, devices, materials, and techniques which will in part tend to lower construction costs. The construction of buildings should be permitted at the least possible cost consistent with recognized standards of health and safety.

In other words:

- **Basic** – *minimum*
- **Uniform** – *everyone designs and builds to comply with the same requirements*
- **Performance standards** – *requirements should focus on the outcome not specific methods*
- **Reasonable safeguards** – *not overly complex, costly or difficult*
- **Health** – *safe clean water, proper sewer, sanitation, air quality, light, ventilation*
- **Safety** – *protection from fire, smoke, falling, wind, snow, frost, extreme temperature, electrocution, hazardous materials, panic, breaking glass, structural collapse*
- **Welfare** – *accessibility, conserves energy resources, peace of mind, habitability*
- **Comfort** – *heating facilities, soundproofing between apartments, room size*
- **Security** – *school safety, nursing home dementia units, correctional facilities*
- **Provide for the use of modern methods, devices, materials and techniques which will in part tend to lower construction costs** – *encourage and recognize innovation and technologies that provide cost savings in labor, equipment, and building materials*
- **The construction of buildings should be permitted at the least possible cost consistent with recognized standards of health and safety** – *manage adoption of nationally recognized safety and health codes to keep construction costs as low as possible*

FEDERAL IMPACT

Energy

Minnesota is obligated to review and adopt a new commercial energy code when recommended by the U.S. Department of Energy. However, when a new, more efficient residential energy code becomes available, Minnesota is only required to review and consider adopting the new code.

Manufactured Homes

Since 1976, Minnesota has been a State Administrative Agency (SAA) for the U.S. Department of Housing and Urban Development for the installation of manufactured homes. As a condition of being an SAA, Minnesota must adopt installation and dispute-resolution programs compatible with federal regulations for manufactured homes.

Prefabricated Structures

Since 1995, Minnesota has been part of an interstate compact for the regulation of prefabricated structures and modular buildings. This compact obligates Minnesota and partner states to follow specific state codes as well as uniform model rules and regulations when constructing prefabricated structures.



Accessibility

Although Minnesota is not required by the federal government to administer an accessibility code, the Americans with Disabilities Act (ADA) established both the requirement and standard that all new and remodeled buildings are required to follow. To simplify compliance for architects and building owners, Minnesota adopted a model accessibility code that is compatible with ADA.

UNIFORMITY

The State Building Code preempts and supersedes local regulation for the construction of buildings. A key purpose of the legislature establishing a single State Building Code was to promote uniformity of construction standards throughout Minnesota.

Uniformity is important for several reasons:

Reduced cost

Contractors only have to learn one code. This enables them to become more efficient in their design and construction methods, thus minimizing construction costs. Building product manufacturers are able to reduce their costs as they can design their materials to meet just one standard.

Levels the competition

As the entire construction industry uses the same standard, estimating construction costs will be equitable.

Consistent code enforcement

Building officials throughout Minnesota are trained to understand and enforce a single standard. This promotes uniform application and enforcement of the code, thus minimizing errant interpretations, construction delays and additional construction cost.

Statutory requirements for uniformity

Minnesota Statute 326B.121 Subd. 1(a):

The State Building Code is the standard that applies statewide for the construction, reconstruction, alteration, repair, and use of buildings and other structures of the type governed by the code.

Minnesota Statute 326B.121 Subd. 1(b):

The State Building Code supersedes the building code of any municipality.

Minnesota Statute 326B.121 Subd. 2(c):

A municipality must not by ordinance, or through development agreement, require building code provisions regulating components or systems of any structure that are different from any provision of the State Building Code.



BENEFITS

- Provides safe and healthy buildings
- Provides peace of mind that buildings are safe to be used as intended
- Provides accessible buildings for all people, regardless of ability
- Provides energy efficient buildings
- Provides buildings that are resilient to weather extremes
- Provides reduced property loss in the event of fire, flood, wind and snow
- Provides consistency in building design, bidding process and building construction
- Provides financial institutions with an assured value of quality and safety. Most require evidence of this through the Certificate of Occupancy
- Provides insurance companies with permit, inspection and occupancy approvals to verify insurability
- Provides prospective property owners with documented improvement records that are sometimes necessary for real estate transfers and tax purposes
- Provides the Insurance Services Office (ISO) with a measurable industry standard to determine cost-effective statewide insurance ratings
- Provides FEMA with a responsible safety standard to base reconstruction costs to replace or repair disaster-destroyed property
- Provides the public with a way to verify that work is done by licensed contractors, architects and engineers
- Provides a standard for consumer protection through Minnesota's Contractor Licensing program and Contractor Recovery Fund
- Provides compatibility with the State Fire Code
- Provides quality community development through the construction of buildings that meets the needs of society, municipalities, building owners and residents



REQUIREMENTS

The State Building Code is a set of documents that regulate the construction of buildings so they are safe, energy efficient and accessible. The specific regulations contained in the State Building Code appear in one of three forms: model codes and standards, Minnesota Rules and Minnesota Statutes.

Model codes

Minnesota law requires the State Building Code to conform as much as possible to model building codes generally accepted and in use throughout the United States. A model code is a book of published construction regulations developed by members of an organization having subject-matter expertise. Model codes are intended for adoption into law by local governments, states and even countries. Because writing codes requires a great deal of work by many experienced and varied industry experts, this is usually beyond the capacity of a local government to produce on its own.

The preferred way to efficiently regulate building safety, accessibility for the disabled and energy efficiency is through the adoption and enforcement of model codes. However, because model codes are produced for widespread use throughout all parts of the country, state government must usually amend or change some provisions in order to address its own particular geography, climate and legislative mandates.

Minnesota rules

Minnesota law states that the commissioner [of the Minnesota Department of Labor and Industry] shall by rule and in consultation with the Construction Codes Advisory Council establish a code of building standards. A rule is a type of Minnesota law that is produced by a state agency through a legally prescribed process. Although authority for making a rule must be granted by the legislature, the legislature is not directly involved in the process. Adopting a model code into the State Building Code is done by rule. Another example of a rule is when the changes are made to specific requirements of the model code. Usually these are referred to as amendments or amending the model code.

Minnesota statutes

Even though the State Building Code is established by rule using model codes, the legislature can still enact specific requirements into law to regulate the construction of buildings. Most often, this occurs as a result of a tragedy or string of accidents where the State Building Code may not have provided adequate protections. Examples of some of the special provisions passed into law by the legislature include:

- bleacher safety,
- window-fall protection,
- required safety devices for automatic garage door openers,
- window-cleaning safety anchorages,
- radon control, and
- smoke detection devices.



CHAPTERS

The Minnesota State Building Code consists of 18 chapters. Most of them adopt by reference a model code or standard that has been developed by a national code-making organization. The remaining chapters contain subject matter that has been written specifically for Minnesota.

- 1300 – Minnesota Building Code Administration
- 1303 – Special Provisions
- 1305 – Minnesota Commercial Building Code
- 1307 – Elevators and Related Devices
- 1309 – Minnesota Residential Code
- 1311 – Minnesota Conservation Code for Existing Buildings
- 1315 – Minnesota Electrical Code
- 1322/23 – Minnesota Energy Code
- 1335 – Flood-proofing Regulations
- 1341 – Minnesota Accessibility Code
- 1346 – Minnesota Mechanical and Fuel Gas Code
- 1350 – Manufactured Homes
- 1360 – Prefabricated Structures
- 1361 – Industrialized/Modular Buildings
- 1370 – Storm Shelters (Manufactured Home Parks)
- 4714 – Minnesota Plumbing Code
- 5230 – Minnesota High Pressure Piping Systems



CODE BOOK FACT SHEET

2020 MINNESOTA BUILDING CODE

ADMINISTRATION

Page 100 of 118

2020 MINNESOTA BUILDING CODE ADMINISTRATION

- Regulates the administration of all Minnesota adopted codes.
- Contains detailed provisions governing building official duties, building department operations, permits, plan review, violations, fees, inspections, board of appeals and certificate of occupancy.
- Located in Minnesota Rules Chapter 1300. This rule chapter replaces the administrative chapters in each of the 2018 International Code Council (ICC) model codes adopted by Minnesota.

EFFECTIVE DATE

- Updates to Minnesota Building Code Administration became effective **March 31, 2020**.

CODE BOOK

The 2020 Minnesota Building Code Administration is incorporated into custom code books published for Minnesota by the International Code Council (ICC). There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

The Minnesota Building Code Administration is available for free online viewing or can be purchased in soft-cover format as part of Minnesota's other published codes.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



2020 MINNESOTA PROVISIONS TO THE STATE BUILDING CODE

2020 MINNESOTA PROVISIONS TO THE STATE BUILDING CODE

- Addresses a number of subjects related to Minnesota's climatic conditions and other provisions not appropriately regulated in the International Residential Code (IRC) or International Building Code (IBC).
- Contains Minnesota provisions addressing restroom facilities in public buildings, parking spaces for commuter vans, automatic garage door opening systems, recycling space, footing frost protection, ground snow load, radial ice on towers, wood for exterior decks, patios and balconies, bleacher safety, simplified wind loads and radon.
- Located in Minnesota Rules Chapter 1303. This rule chapter contains special code provisions required by Minnesota statutes.

EFFECTIVE DATES

- Updates to Minnesota Provisions to the State Building Code became effective **July 31, 2020**.

CODE BOOK

The 2020 Minnesota Provisions to the State Building Code is incorporated into both the Minnesota Building Code and Minnesota Residential Code published for Minnesota by the International Code Council (ICC). There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

The Minnesota Provisions to the State Building Code is available for free online viewing or can be purchased as part of the Minnesota Building or Minnesota Residential codes in soft-cover format.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



CODE BOOK FACT SHEET

2020 MINNESOTA BUILDING CODE

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2020 MINNESOTA BUILDING CODE

- Regulates the design, construction, addition, alteration, repair, use and location of all buildings and structures other than those regulated by the 2020 Minnesota Residential Code.
- Contains detailed provisions governing building construction. These include requirements for structural, means of egress, sanitation, life-safety, fire-safety, and moisture protection.
- Located in Minnesota Rules Chapter 1305. This rule chapter adopts by reference Chapters 2 through 35 of the 2018 International Building Code (IBC) and includes amendments to the IBC.

EFFECTIVE DATES

- Minnesota Building Code became effective **March 31, 2020**.

CODE BOOK

The 2020 Minnesota Building Code is a custom code book published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes Minnesota chapters about Administration and Radon. There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

Code books are available for purchase and free, online viewing is available.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



CODE BOOK FACT SHEET

2020 MINNESOTA ELEVATOR AND RELATED DEVICES CODE

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2020 MINNESOTA ELEVATOR AND RELATED DEVICES CODE

- Regulates the design, construction, installation, alteration, repair, removal, operation and maintenance of elevators and related devices.
- Contains detailed provisions governing passenger elevators, freight elevators, hand-powered elevators, dumbwaiters, escalators, moving walks, vertical reciprocating conveyors, stage and orchestra lifts, endless belt lifts, wheelchair lifts and other related devices.
- Located in Minnesota Rules Chapter 1307. This rule chapter incorporates certain standards of the American Society of Mechanical Engineers (ASME).

EFFECTIVE DATE

- Minnesota Elevator and Related Devices Code became effective **Sept. 28, 2020**.

CODE BOOK

The 2020 Minnesota Elevator and Related Devices Code incorporates several ASME codes and standards with Minnesota amendments.

TO VIEW CODES ONLINE FREE

- Minnesota Rules Chapter 1307, Elevators and Related Devices, www.revisor.mn.gov/rules/1307/

TO PURCHASE CODE BOOKS

- The American Society of Mechanical Engineers at www.asme.org/codes-standards/publications-information/safety-codes-standards



2020 MINNESOTA RESIDENTIAL CODE

- Regulates the design, construction, addition, alteration, repair, use, and location of detached one- and two-family dwellings, certain townhouses and their accessory structures.
- Contains detailed provisions governing dwelling construction including requirements for structural, life-safety, fire-safety and moisture protection.
- Located in Minnesota Rules Chapter 1309. This rule chapter adopts by reference Chapters 2 through 10, 44, Section P2904, and Appendix K and Q from the 2018 International Residential Code (IRC) as amended in Minnesota.

EFFECTIVE DATES

- Residential Code became effective **March 31, 2020.**

CODE BOOK

The 2020 Minnesota Residential Code is a custom code book published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes Minnesota chapters about Administration, Radon and Energy. There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

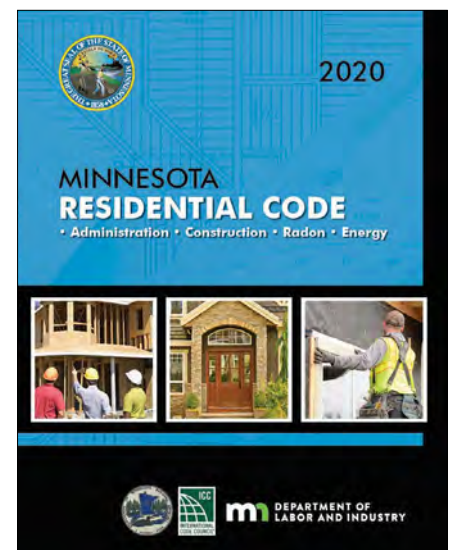
The Minnesota Residential Code is available for free online viewing or can be purchased in soft-cover format (English and Spanish versions).

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



2020 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS

2020 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS

- Regulates the design, alteration, repair, addition, change of occupancy and relocation of existing buildings and structures, including historic buildings. This code does not apply to buildings or structures regulated by the 2020 Minnesota Residential Code.
- Contains regulations for building conservation using both prescriptive and performance-based provisions with emphasis on performance. These regulations may often be less restrictive than the IBC, making building conservation and reuse of existing buildings more cost effective while maintaining building safety.
- Located in Minnesota Rules Chapter 1311. This rule chapter adopts by reference Chapters 2 through 16 of the 2018 International Existing Building Code (IEBC) and includes amendments to the IEBC.

EFFECTIVE DATE

- Conservation Code for Existing Buildings became effective **March 31, 2020**.

CODE BOOK

The 2020 Minnesota Conservation Code for Existing Buildings is a custom code book published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes a Minnesota chapter about Administration. There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

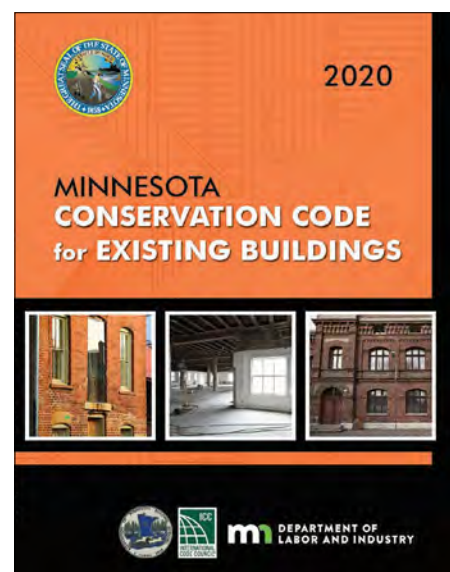
The Minnesota Conservation Code for Existing Buildings is available for purchase in soft-cover format. Free online viewing is also available.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



CODE BOOK FACT SHEET

2020 MINNESOTA ENERGY CODE

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2020 MINNESOTA ENERGY CODE

- Provides energy-conserving standards for the design, construction, alteration, renovation and repair of residential and commercial buildings.
- Contains design and construction standards regarding heat-loss control, illumination and climate control.
- Located in Minnesota Rules Chapters 1322 and 1323. This rule chapter adopts by reference Chapters 2(RE) through 5(RE) of the 2012 International Energy Conservation Code (IECC) for residential, 2(CE) through 4(CE) and 6(CE) of the 2018 IECC for commercial, and optional AHSRAE Standard 90.1-2016, the 2012 IECC and Minnesota amendments to the IECC. The IECC includes requirements for both residential and commercial buildings.

EFFECTIVE DATE

- Commercial Energy Code with ANSI/ASHRAE/IES Standard 90.1-2016 became effective **March 31, 2020**.
- Residential Energy Code became effective **Feb. 14, 2015**.

CODE BOOK

The 2020 Minnesota Energy Code is a custom code published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes a Minnesota chapter on Administration. There is no longer a need to separately purchase the ICC model code and Minnesota amendments and refer to them both. Now they are contained a single reformatted Minnesota-specific code book.

Code books are available for purchase and free, online viewing is also available.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



2020 MINNESOTA ACCESSIBILITY CODE

2020 MINNESOTA ACCESSIBILITY CODE

- Provides standards for the design and construction of buildings to be accessible for all persons.
- Contains detailed scoping requirements from IBC Chapter 11 and detailed technical provisions from ICC/ANSI A117.1-2009 to ensure that buildings and facilities are designed and constructed to be accessible.
- Located in Minnesota Rules Chapter 1341. This rule chapter adopts by reference Chapter 11 of the 2018 International Building Code (IBC), Section 305 of the 2018 International Existing Building Code (IEBC), ICC/ANSI A117.1-2009, and Minnesota amendments.

EFFECTIVE DATE

- Minnesota Accessibility Code became effective **March 31, 2020**.

CODE BOOK

The 2020 Minnesota Accessibility Code is a custom code published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes a Minnesota chapter about Administration. There is no longer a need to separately purchase the ICC model codes and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

The Minnesota Accessibility Code is available for purchase in soft-cover format. Free online viewing is also available.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533



CODE BOOK FACT SHEET

2020 MINNESOTA MECHANICAL AND FUEL GAS CODE

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2020 MINNESOTA MECHANICAL AND FUEL GAS CODE

- Regulates the design, installation, maintenance, alteration and inspection of building mechanical systems that are used to provide control of environmental conditions and related processes.
- Contains provisions governing mechanical and fuel gas systems using prescriptive and performance-based provisions with emphasis on performance.
- Located in Minnesota Rules Chapter 1346. This rule chapter adopts by reference Chapters 2 through 15 of the 2018 International Mechanical Code, Chapters 2 through 8 of the 2018 International Fuel Gas Code (including amendments to both), chapters 1 through 9 of ANSI/ASHRAE Standard 154-2016, Ventilation for Commercial Cooking Operations, and ANSI/ASHRAE 62.2-2016, Ventilation and Acceptable Indoor Air Quality in Residential Buildings.

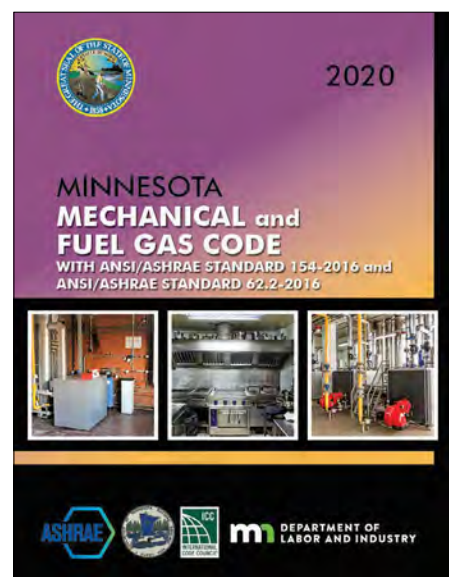
EFFECTIVE DATE

- Minnesota Mechanical and Fuel Gas Code became effective **April 6, 2020.**

CODE BOOK

The 2020 Minnesota Mechanical and Fuel Gas Code is a custom code published for Minnesota by the International Code Council (ICC). It includes Minnesota's amendments into the body of changed sections and reads as a unified code book. It also includes a Minnesota chapter about Administration. There is no longer a need to separately purchase the ICC model codes and Minnesota amendments and refer to them both. Now they are contained in a single reformatted Minnesota-specific code book.

The Minnesota Mechanical and Fuel Gas Code is available for free online viewing or can be purchased in soft-cover format.



TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533

CODE BOOK FACT SHEET

2020 MINNESOTA PLUMBING CODE

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2020 MINNESOTA PLUMBING CODE

- Regulates the design and installation of plumbing systems statewide for all buildings including new, addition, alteration, repair and replacement.
- Contains requirements for drain, waste, and vent systems, water supply and distribution systems, backflow prevention, water conditioning equipment, roof drainage systems, plumbing fixtures, materials and non-potable rainwater catchment systems.
- Minnesota Rules, Chapter 4714. The rule incorporates by reference Chapters 2 to 11, 16, and 17 of the 2018 edition of the Uniform Plumbing Code (UPC), and UPC Appendices A, B, and I, with Minnesota amendments.

EFFECTIVE DATE

- Minnesota Plumbing Code became effective **Dec. 17, 2021**.

CODE BOOK

The 2020 Minnesota Plumbing Code is published by the International Association of the Plumbing and Mechanical Officials (IAPMO) for Minnesota in a single, reformatted custom code book. It incorporates Minnesota amendments and reads as a unified code book. It also includes Chapter 4716, Plumber Licensing and Apprentice Registration, and Chapter 1300, Minnesota Administration Code.

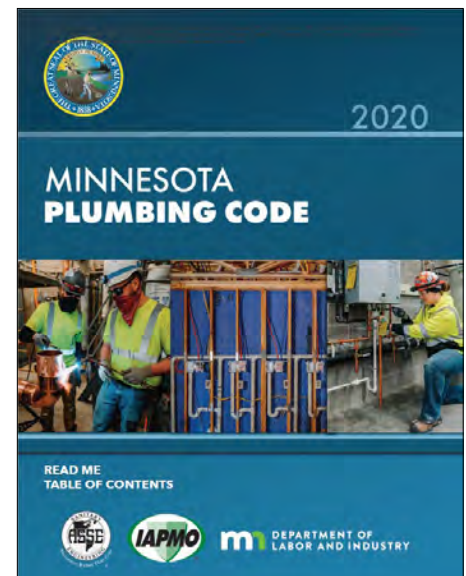
The 2020 Minnesota Plumbing Code is available for free online viewing or can be purchased in soft-cover format or eBook.

TO VIEW CODES ONLINE FREE

- Visit <http://epubs.iapmo.org/2020/MPC/>

TO PURCHASE CODE BOOKS

- International Association of the Plumbing and Mechanical Officials Online Bookstore
<https://iapmomembership.org/store/2020-minnesota-plumbing-code/1126/>
909-472-4208
Email: publications@iapmo.org



2019 HIGH PRESSURE PIPING CODE

2019 HIGH PRESSURE PIPING CODE

- Regulates the design, construction and installation of high-pressure steam and other heating mediums, ammonia refrigeration and bioprocess piping systems.
- Contains detailed material and pressure requirements for pipe, fittings and valves as well as procedure, qualification and production welding requirements on high pressure piping (HPP) systems.
- The Board of High Pressure Piping Systems has adopted five model codes, with Minnesota amendments: ASME B31.1-2016 for high pressure steam and other heating mediums; ANSI/IIAR2-2014 and ASME B31.5-2016 for ammonia refrigeration; ASME BPE-2016 for bioprocess; and ASME Section IX-2017 for welding requirements on all high-pressure piping systems.

EFFECTIVE DATE

- Minnesota Rules Chapter 5230, containing the Minnesota High Pressure Piping Code, became effective **May 14, 2019.**

CODE BOOK

Minnesota High Pressure Piping Laws and Rules is available for free online viewing or can be purchased as part of the Minnesota Building Code in soft-cover format.

The four American Society of Mechanical Engineers (ASME) codes adopted by reference as part of the Minnesota High Pressure Piping Code are available for purchase online through ASME or other third-party vendors.

The International Institute of Ammonia Refrigeration Standard ANSI/IIAR2-2014 is available for purchase online through IIAR.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- American Society of Mechanical Engineers
www.asme.org/shop/standards or 800-843-2763
- International Institute of Ammonia Refrigeration
www.iiar.org or 703-312-4200



CODE BOOK FACT SHEET

2020 NATIONAL ELECTRICAL CODE

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2020 NATIONAL ELECTRICAL CODE

- The 2020 National Electrical Code (NEC) provides the minimum installation criteria for electrical wiring for commercial, residential and industrial occupancies. The original code document was developed in 1897 as a result of united efforts of various insurance, electrical, architectural and allied interests.
- The purpose of the code is the practical safeguarding of persons and property from hazards arising from the use of electricity. Contains prescriptive installation requirements for premises wiring systems but is not intended to be a design specification or an instruction manual for untrained persons.
- The code is adopted by the Minnesota Board of Electricity as required by Minnesota Statutes 326B.32 Subd. 2 (3) pursuant to Chapter 14.

EFFECTIVE DATE

- The 2020 NEC became effective **Nov. 17, 2020**.

CODE BOOK

The 2020 NEC is published by the National Fire Protection Association (NFPA) and is adopted in Minnesota without amendment.

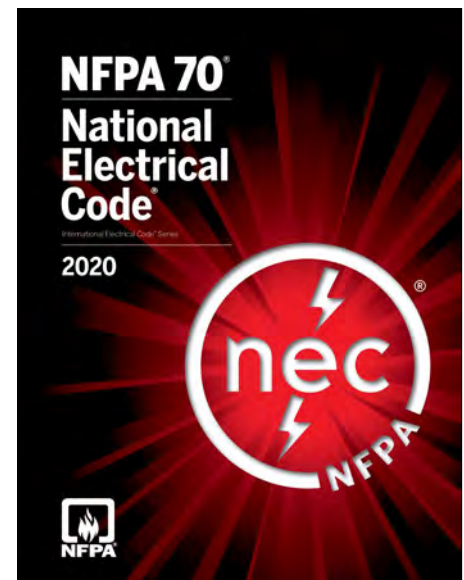
The NEC is available for purchase from the NFPA and free online viewing is available with user registration, membership is not required.

TO VIEW CODES ONLINE FREE

- Visit www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes to view the code.

TO PURCHASE CODE BOOKS

- National Fire Protection Association
One Batterymarch Park
Quincy, Massachusetts 02169-7471
1-800-344-3555



INDUSTRIALIZED MODULAR BUILDINGS

INDUSTRIALIZED MODULAR BUILDINGS

- Regulates the construction, review process and approval for industrialized modular buildings built away from the site of occupancy by approved modular builders. Modular buildings may be any occupancy or construction type allowed by code.
- Provides for Minnesota to become member of the Interstate Industrialized Building Commission.
- Contained in Minnesota Rules Chapter 1361. The rule incorporates parts of the 2007 Model Rules and Regulations and 2007 Uniform Administrative Procedures of the Model Rules and Regulations for Industrialized/Modular Buildings as adopted by the Industrialized Buildings Commission.
- Regardless of where it is manufactured, the building must be constructed to the Minnesota State Building Code when it is to be installed in Minnesota.
- Industrialized Modular Buildings must be constructed in accordance with the 2020 Minnesota Building Code.



EFFECTIVE DATES

- Interstate Industrialized Building Commission, 2007 Model Rules and Regulations and 2007 Uniform Procedures became effective **July 1, 2007**.
- Minnesota Rule Chapter 1361, Industrialized Modular Buildings, became effective in **1995**.

CODE BOOK

- The 2007 Model Rules and Regulations and 2007 Uniform Administrative Procedures are available online.

TO VIEW CODE ONLINE FREE

- Minnesota Rule Chapter 1361, Industrialized Modular Buildings
www.revisor.mn.gov/rules/?id=1361
- 2007 IIBC Model Rules and Regulations and Uniform Administrative Procedures
www.interstateibc.org/forms

TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html> or 701-931-4533

MINNESOTA MANUFACTURED HOME CODE

MINNESOTA MANUFACTURED HOME CODE

- Regulates the installation and sales of manufactured homes and licensing of manufacturers, dealers and installers of manufactured homes built and installed to Code of Federal Regulations.
- Contains detailed regulations for installation and certification of manufactured homes, application forms to sell manufactured homes and record keeping of the sales and installations.
- Is contained in Minnesota Rules Chapter 1350 and the Code of Federal Regulations CFR 3280, 3282, 3285, 3286 and 3288.
- Manufactured homes are required only to be constructed to the Manufactured Home Code, CFR 3280 and 3282.

EFFECTIVE DATES

- Minnesota Rule 1350 became effective **Jan. 4, 2010**.
- CFR 3280 and 3282 became effective **June 15, 1976**.
- CFR 3288 became effective **Feb. 8, 2008**.
- CFR 3285 and 3286 became effective **Jan. 1, 2009**.

CODE BOOK

- Code of Federal Regulations is available at http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/rmra/mhs/csp



TO VIEW CODE ONLINE FREE

- Minnesota Rule Chapter 1350, Manufactured homes www.revisor.mn.gov/rules/?id=1350
- Code of Federal Regulations https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/rmra/mhs/csp

TO PURCHASE CODE BOOKS

- The Institute for Building Technology and Safety (IBTS) at www.ibts.org/publications.html

CODE BOOK FACT SHEET

PREFABRICATED BUILDINGS

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PREFABRICATED BUILDINGS

- Governs the construction of prefabricated buildings. These buildings are intended for use as one- and two-family dwellings or accessory buildings of closed construction built away from the site of occupancy typically by vocational schools or lumber yards.
- Contains detailed regulations for the submittal of documents to be reviewed and approved prior to construction. Includes requirements for inspections to determine compliance with the Minnesota State Building Code.
- Is contained in Minnesota Rules Chapter 1360.
- Prefabricated buildings must be constructed in accordance with the 2020 Minnesota Residential Code.

EFFECTIVE DATES

- Minnesota Rule Chapter 1360 became effective in **1995**.

TO VIEW CODE ONLINE FREE

- Minnesota Rule Chapter 1360, Prefabricated Buildings, is available at www.revisor.mn.gov/rules/?id=1360.



TO PURCHASE CODE BOOKS

- International Code Council
<https://shop.iccsafe.org/state-and-local-codes/minnesota.html>
701-931-4533

MINNESOTA FLOOD-PROOFING CODE

MINNESOTA FLOOD-PROOFING CODE

- Ensures that buildings and structures located in a flood hazard zone are properly flood-proofed or elevated in accordance with prescribed standards.
- These regulations apply to the construction, alteration and repair of any building or parts of a building or structure in the flood hazard area(s) of municipalities.
- Located in Minnesota Rules Chapter 1335. The rule adopts by reference sections 100 to 1406 of the 1972 edition of the “Flood-proofing Regulations” from the Office of the Chief Engineers, U.S. Army, Washington, D.C., and made part of the State Building Code.

EFFECTIVE DATES

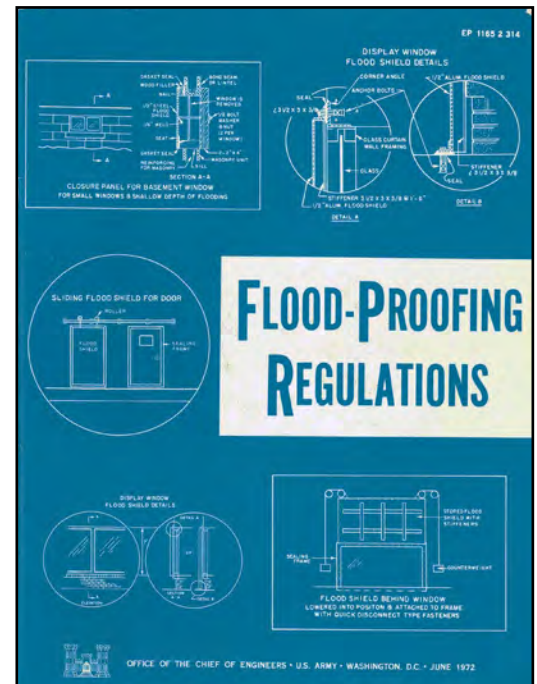
- Minnesota Rule Chapter 1335, Flood-proofing, became effective **Jan. 14, 1974.**

CODE BOOK

- 1972 Flood-proofing Regulations by the Office of the Chief Engineers, U.S. Army, Washington, D.C.

TO VIEW CODES ONLINE FREE

- 1972 Flood-proofing Regulations by the Office of the Chief Engineers, U.S. Army, Washington, D.C., available at www.dnr.state.mn.us/waters/watermgmt_section/floodplain/floodproofing.html.
- Minnesota Rule Chapter 1335, Flood-proofing, is available at www.revisor.mn.gov/rules/?id=1335.



STORM SHELTERS

- Ensures that buildings or portions of buildings intended to shelter manufactured home park residents from tornadoes and extreme winds are constructed to provide required protection.
- Provides minimum standards of design and construction of manufactured home park storm shelters.
- Is contained in Minnesota Rules Chapter 1370, Storm Shelters. The rule adopts by reference FEMA 361, the Design and Construction Guidance for Community Shelters, July 2000, published by the Federal Emergency Management Agency, Washington, D.C.

EFFECTIVE DATES

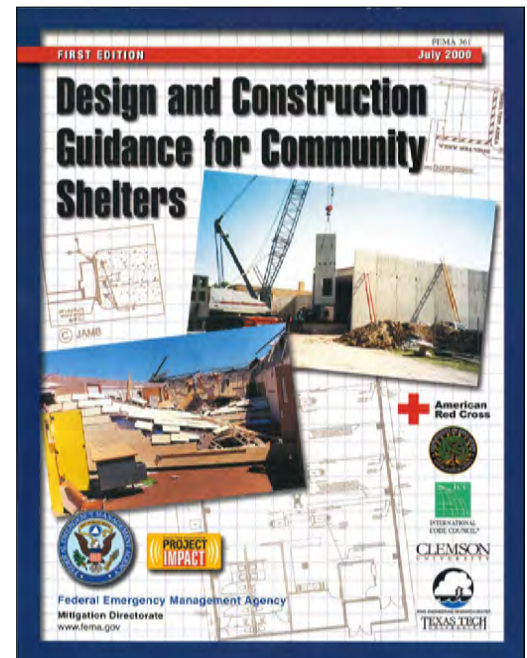
- Minnesota Rule Chapter 1370, Storm Shelters, became effective **March 1, 1988**.

CODE BOOK

- It is available in the Minnesota State Law Library and the Minnesota Department of Public Safety, Division of Emergency Management, 85 State Capitol, Saint Paul, Minnesota 55155.

TO VIEW CODES ONLINE FREE

- Minnesota Rule Chapter 1370, Storm Shelters, is available at www.revisor.mn.gov/rules/?id=1370.
- www.fema.gov/fema-p-361-safe-rooms-tornadoes-and-hurricanes-guidance-community-and-residential-safe-rooms





Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
443 Lafayette Road N., St. Paul, MN 55155
1-800-657-3944
www.dli.mn.gov

APPENDIX A

BUILDING PERMIT FEE SCHEDULE

OVER THE COUNTER PERMIT FEE = Flat Fee

Type of O-T-C Permit	Flat Fee
Manufactured Home	\$220.00
Demolition	\$175.00
All Maintenance Items (Windows/Doors, Roofs etc)*	\$125.00
All others	\$100.00
Reinspection Fee - (If Special Trip is needed)	\$80.00

*Includes all Maintenance Items (Re-Roof/side, Repair or Replace fixture/appliance). Fee is 1/2 (\$62.50) if 1 item is Maintained per permit.

*Fee includes up to 3 site visits. Additional site visits are subject to a Reinspection Fee (See Other Fees)

PLAN REVIEWED PERMIT FEE = (Plan Review Fee + Permit Fee + State Surcharge + Escrow)

Plan Review Fee Calculation

Plan Review Application Fee* \$150.00

Plan Review Fee 65% of Permit Fee.

*The Plan Review Application Fee will be applied toward Plan Review Fee if a Permit is issued.

Valued Permit Fee

Permit Valuation*	Permit Fee Calculation**	Escrow = % x Permit Fee
\$1-999	\$55.00	
\$1000 - \$4,999	\$55.00 + \$20.00 /\$1000 x for each \$1000 >\$1,000	50%
\$5,000 - \$19,999	\$121.00 + \$6.00 /\$1000 x for each \$1000 >\$5,000	50%
\$20,000 - \$99,999	\$216.00 + \$5.00 /\$1000 x for each \$1000 >\$20,000	50%
\$100,000 - \$249,999	\$614.75 + \$3.75 /\$1000 x for each \$1000 >\$100,000	25%
\$250,000 - \$499,999	\$1,176.75 + \$3.65 /\$1000 x for each \$1000 >\$250,000	25%
\$500,000 - \$749,999	\$2,088.50 + \$3.50 /\$1000 x for each \$1000 >\$500,000	25%
\$750,000 - \$999,999	\$2,962.25 + \$3.25 /\$1000 x for each \$1000 >\$750,000	25%
\$1,000,000 - \$1,999,999	\$3,774.50 + \$3.20 /\$1000 x for each \$1000 >\$1,000,000	25%
\$2,000,000 - \$4,999,999	\$6,950.75 + \$2.25 /\$1000 x for each \$1000 >\$2,000,000	25%
\$5,000,000 - \$9,999,999	\$13,695.75 + \$2.20 /\$1000 x for each \$1000 >\$5,000,000	25%
\$10,000,000 and over	\$24,695.75 + \$2.20 /\$1000 x for each \$1000 >\$10,000,000	25%

** An additional \$35 Mechanical and/or Plumbing Fee will be added to applicable Permits

State Surcharge per Minnesota Statute 326B.148

Permit Valuation*	State Surcharge Fee Calculation
\$0 - \$1,000,000	\$5/\$10000 x the valuation
\$1,000,001 - \$2,000,000	\$500 + \$4/\$10000 x value between \$1,000,000 & \$2,000,000)
\$2,000,001 - \$3,000,000	\$900 + \$3/\$10000 x value between \$2,000,000 & \$3,000,000)
\$3,000,001 - \$4,000,000	\$1200 + \$2/\$10000 x value between \$3,000,000 & \$4,000,000)
\$4,000,001 - \$5,000,000	\$1400 + \$1/\$10000 x value between \$4,000,000 & \$5,000,000)
Greater than \$5,000,000	\$1500 + \$0.50/10000 x value that exceeds \$5,000,000)

*Permit Valuation in accordance with Section 1300.0160 Subp3 of the MN State Building Code

Other Fees

Permit Holder to pay CMS directly for:

\$20.00	Less than 16 business hours notice
\$80.00	Less than 12 business hours notice
\$200.00	(Same day) Less than 8 business hours or Saturday
\$100.00	Reinspect Fee (If special trip)
\$0.25/page	Print/Copy plans submitted electronically 11x17 or smaller
\$5/page	Print/Copy large plans (plot size) submitted electronically

Special Projects and Retainer Fees

	Hourly Rates for Special Projects
\$65.78/hr	Certified Building Official
\$65.78/hr	Building Official Consultant
\$65.10/hr	Field Inspector
\$43.14/hr	Clerical/Secretarial
IRS rate	Mileage
At Cost	Other Expenses

Retainer Fees

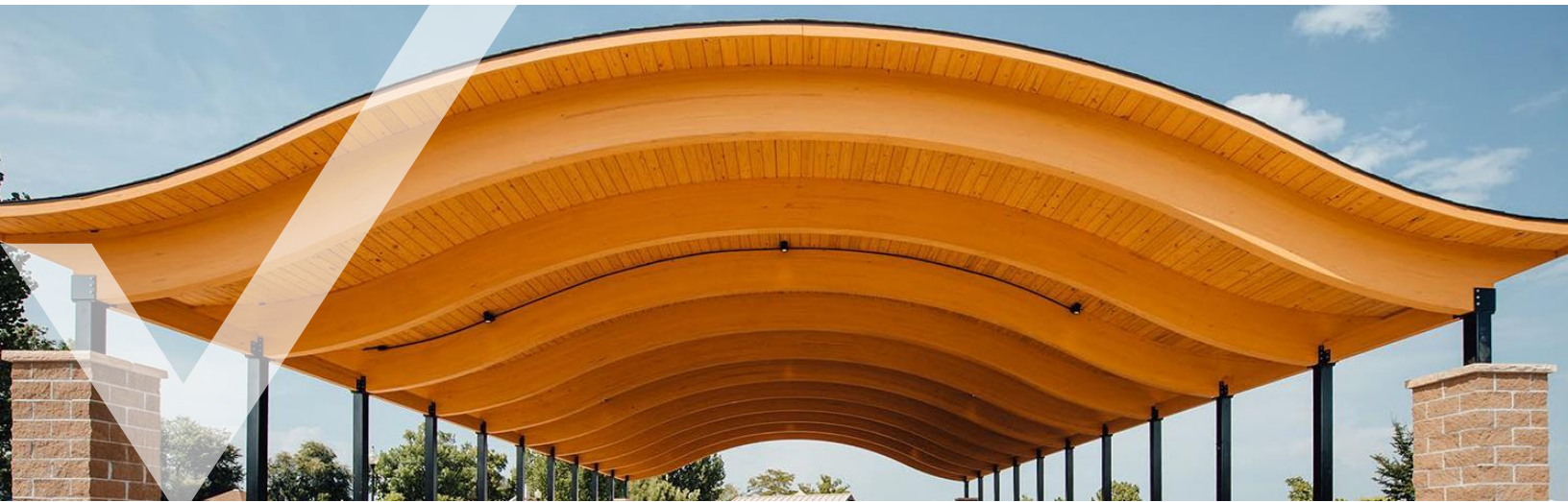
<u># of permits previous quarter</u>	<u>Code Consultant Retainer Fee</u>
0-10	\$25/mo
11-25	\$50/mo
26-50	\$75/mo
51-75	\$100/mo
100+	\$100/mo+\$25 for each 25 increment

<u>Population</u>	<u>IWorQ's Community Development & Public Works Software Fee</u>
1-1000	\$100/mo
1001-2000	\$150/mo
2001-3000	\$185/mo
3001-4000	\$200/mo
4000+	\$250/mo

Building Department Services

December 6, 2023

Plainview, MN and MNSPECT Partnership



Proposal Overview

MNSPECT proposes the following percentage of fee structure for services performed

- 80% of permit fees (\$50.00 minimum)
- 100% of plan review fees*

*Plan reviews are required on all commercial and residential projects, with the exception of the following residential projects (as defined in the Minnesota Residential Code); residential roof covering replacements, exterior siding replacement like-for-like window and exterior door replacements, plumbing work and mechanical work.

- 100% of the following fees:
 - Re-inspection
 - Copies
 - License look-up fee
 - Inspections outside of normal business hours
 - Lead look-up fee
 - Site inspection fee
 - Hourly fees
 - Moved and pre-moved building fees
 - Special Investigation fees
 - Manufactured home Fees
 - Additional plan review fees

The following print fees apply for plan sheets:

- | | | |
|---------------|---------------------|-----------------------------|
| ▪ 8.5 x 11 | \$1.00/side (color) | \$.25/side (black & white) |
| ▪ 8.5 x 14 | \$1.00/side (color) | \$.25/side (black & white) |
| ▪ 11 x 17 | \$2.00/side (color) | \$.50/side (black& white) |
| ▪ Large Plans | \$4.00/side (color) | \$4.00/side (black & white) |

One set for the job site will be provided at no additional cost. These printing fees apply to requested additional copies of plan sets.

This proposal is contingent on the following items:

- The city will adopt the 1988 UBC fee schedule as discussed in our meeting on 11-28-23
- A sufficient number of surrounding communities will agree to contract with MNSPECT to perform similar services in the next 60 days.



The following Standard hourly fees apply to work not related to permits:

Services/Duties	Hourly Rate
Designated Building Official	\$150.00
Certified Building Official - State Delegation Projects	\$150.00
Certified Building Official	\$105.00
Limited Building Official	\$95.00
Office/Support Staff	\$75.00
Code Enforcement/Nuisance Abatement	\$90.00

**As an added incentive MNSPECT will provide the city with our Community Core permitting software at no additional cost. The normal price for Community Core is a one-time fee of \$49,000 plus a \$1500 licensing fee per user per year.



Cost Comparison
Building Official Proposals
City of Plainview

2/6/2024

Annual Fees

Firm	Retainer Fee*	Software Fee**	Total
CMS	\$900.00	\$2,400.00	\$3,300.00
MNSPECT	\$0.00	\$0.00	\$0.00

* CMS proposal indicates variable montly rate based on # of permits per quarter. City, on average, has 160-250 permits per year. Assumption used here is \$75/month based on 200 permits/year. MnsPECT has no retainer fee.

** CMS fee based on population is \$200/month. MnsPECT has no software fee.

Permit Fees for Typical Construction

				Fees							
Permit Type		Valuation	Firm	Permit Fee	Plan Review Fee	State Surcharge Fee	Total Fee Charged to Permittee		Fee to Firm	Fee to City	Fee to State
Residential Window Installation	Over the Counter Permit Fee	N/A	CMS	\$62.50	\$0.00	\$1.00	\$63.50		\$50.00	\$12.50	\$1.00
			MNSPECT	\$63.00	\$0.00	\$1.00	\$64.00		\$50.40	\$12.60	\$1.00
Residential Re-Roof	Over the Counter Permit Fee	N/A	CMS	\$62.50	\$0.00	\$1.00	\$63.50		\$50.00	\$12.50	\$1.00
			MNSPECT	\$63.00	\$0.00	\$1.00	\$64.00		\$50.40	\$12.60	\$1.00
Residential Re-Side	Over the Counter Permit Fee	N/A	CMS	\$62.50	\$0.00	\$1.00	\$63.50		\$50.00	\$12.50	\$1.00
			MNSPECT	\$63.00	\$0.00	\$1.00	\$64.00		\$50.40	\$12.60	\$1.00
Residential Deck	Valued Permit Fee	\$8,000.00	CMS	\$139.00	\$90.35	\$4.00	\$233.35		\$201.55	\$27.80	\$4.00
			MNSPECT	\$99.00	\$64.35	\$4.00	\$167.35		\$143.55	\$19.80	\$4.00
Residential Garage	Valued Permit Fee	\$25,000.00	CMS	\$241.00	\$156.65	\$12.50	\$410.15		\$349.45	\$48.20	\$12.50
			MNSPECT	\$252.00	\$163.80	\$12.50	\$428.30		\$365.40	\$50.40	\$12.50
New Single Family Home	Valued Permit Fee	\$300,000.00	CMS	\$1,359.25	\$883.51	\$150.00	\$2,392.76		\$1,970.91	\$271.85	\$150.00
			MNSPECT	\$1,339.50	\$870.68	\$150.00	\$2,360.18		\$1,942.28	\$267.90	\$150.00

Notes:

1. Each firm's proposal specifies that the firm keeps 80% of permit fee and 100% of plan review fee.
2. Each firm has different rates for miscellaneous items, reinspections, etc. Difficult to compare apples to apples with typical permits, but these fees are unlikely to make a large difference in cost.
3. MNSPECT proposal has separate fee schedule for commercial permits (all valuation based, with minimums). CMS proposal does not specify any difference in fees for commercial vs residential.
4. MNSPECT has optional fees for site inspection and erosion/sediment control inspections. CMS proposal does not include fees for these services.

MNSPECT References

- Glencoe, MN – BO, Inspections, Rental Inspections & Plan Review
- Customer since 2016
- Mark Larson – City Administrator 320-864-5586 mlarson@ci.glencoe.mn.us

“Glencoe, MN has had MNSPECT as their inspectors for quite some time. They are very happy with their services. They’ve had great success with the permitting process, turnaround times, timely inspections, and great success with the online permitting process. Would recommend MNSPECT to any city seeking these services.”

- Bayport, MN – BO, Inspections, Code Enforcement & Plan Review
- Customer since 2017
- Matt Kline – City Administrator 651-275-4404 mkline@ci.bayport.mn.us

“Bayport, MN has been using MNSPECT for nearly a decade. They are very pleased with their work. Mr. Kline indicated that they do several hundred permits per year and depending on the inspector you get, it can be difficult for the contractors. Some inspectors are more rigid than others. But overall, he would highly recommend MNSPECT to any city seeking their services. HE also added that the online permitting software takes some getting used to, but they send someone down to train your staff on how to use it.”

- Mound, MN – BO, Inspections & Plan Review
- Customer since 2019
- Sarah Smith – Community Development Director (952-472-0604 sarahsmith@cityofmound.com)

“Sarah stated that MNSPECT has been servicing Mound, Mn for several years and they have been a good decision. The City Council has been extremely satisfied with their online permitting process and it has made the permitting process much more efficient not only for the applicant, but for the city as well. Having the ability to track permits from application to final issue has been a real game-changer for the community development department. She also added that MNSPECT has been very responsive to questions from applicant and staff and are willing to prioritize inspections that the city asks them to with an extremely quick turnaround time. Mound would highly recommend MNSPECT to other cities seeking a quality building inspection service.”

- St. Charles, MN—BO, Inspections, Plan Review
- Customer Since 2024
- Andrew Langholz, City Administrator

“Andrew stated that the city of St. Charles has made the switch from CMS to MNSPECT for many of the same reasons that other cities have—to improve service to their citizens. He indicated that they gave CMS a 10 day drop dead date to complete their permits in process before the switch to MNSPCT services. He also advised that Pine Island and Zumbrota have also made the switch from CMS to MNSPECT. He is looking forward to seeing how MNSPECT performs fore the City of St. Charles.”

Respectfully Submitted,

David Todd

City Administrator

CITY OF PLAINVIEW PLANNING COMMISSION
FEBRUARY 6, 2024
MEETING MINUTES

The February 6, 2024, meeting for the Plainview Planning Commission was called to order at 6:00 p.m. by Commission Chair Holly Reeve.

Members present: Holly Reeve, Jim Walkes, Scott Kujath, and Don Kuschel.

Members absent: Ann Liebenow-Anttila.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, and Deputy Clerk Kayla Hall.

Guests in attendance: Brian Malm with Bolton & Menk.

Motion by Kuschel, second by Walkes to approve the Agenda.
Motion carried unanimously.

Motion by Kujath, second by Kuschel to approve the Consent Agenda which included the January 10, 2024, Planning Commission Minutes.
Motion carried unanimously.

Building Inspection Proposals:

Construction Management Services (CMS) has been the City of Plainview's building inspections company for many years. Lately, the City has been experiencing some issues with service delivery, slow processing of permits, and missing permits. The City has also received complaints from applicants regarding the length of time in getting their permits back and inspections taking too long to complete. CMS has recently been sold. The new owner has developed properties in Plainview, which creates a conflict-of-interest issue for building inspection services on certain properties. The Planning Commission requested Administrator David Todd to investigate other options for building inspection services in the area. The only alternative to CMS in the region is MNSPECT. Both CMS and MNSPECT supplied the City with quotes for services. CMS has also provided a quote for hourly as well as a retainer fee option. Both proposals offer office software for filing and tracking permits as well as remote inspections. In CMS' proposal this is an add-on service that costs \$3,300, which will be waived for 2024, however, will be added in 2025 and beyond. MNSPECT offers their office software at no additional cost to the City. The Planning Commission had a lengthy discussion and reviewed both proposals. A cost comparison worksheet was provided by Brian Malm with Bolton & Menk, with updated calculations from CMS. Some of the talking points were the added office software cost, even with it being waived for 2024, this is an added expense in the future, the conflict of interest, whether it is real or not,

just how it is perceived as such, service delivery, reputation, and communication. It was noted that if the Planning Commission recommends to Council to switch to MNSPECT, it can be addressed again in the future if the City is not satisfied with the service being provided by MNSPECT. References for MNSPECT were provided to the Planning Commission for review. Administrator Todd did receive feedback from local contractors on their experiences with CMS, which were all positive.

Motion by Reeve, second by Kuschel to recommend to the City Council to accept the building inspection services as proposed by MNSPECT.

Motion carried unanimously.

Updates/Discussion:

Reeve – Condolences to the family of Roger Durgin. Roger served on the Planning Commission for several years and will be missed and remembered with gratitude for his service to the City.

Clerk Kujath – The Planning Commission is down two (2) members, and the City is having a tough time recruiting residents to volunteer to be on the Planning Commission. The City of Elgin pays a stipend to their Planning Commission per meeting. This is something the City of Plainview may want to consider.

Administrator Todd – Per City Code the Planning Commission is to have seven (7) members, two (2) of which can be council members. The Planning Commission has been a difficult board to fill due to the number of board members needed and for members to have an understanding or at least rudimentary knowledge of the trades regarding building inspections and planning. In small towns it has been difficult to find commission members. Would recommend the Council and Planning Commission reach out to see if they can find interested people to serve on the Planning Commission.

Motion by Kuschel, second by Walkes to adjourn.

Motion carried unanimously.

Meeting adjourned at 6:35 p.m.

Planning Commissioner

City Clerk

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: Purchase of a Street Sweeper	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 7.C.
ATTACHMENTS: Please see attached	APPROVED BY: sl
RECOMMENDED ACTION: Motion to approve the purchase of a new street sweeper for \$269,931.00	

SUMMARY

The City has had the purchase of a new street sweeper on the CIP for several years now and has kept moving it out to the following year with hopes of helping the CIP fund other projects. We have come to the point we can no longer push this out any further. We currently own a 2002 Pelican street sweeper. The 2002 sweeper has structural rust, significant wear on major components, air quality in the cab is a safety issue, and some parts are not readily available.

I have provided 3 options to pay for the new sweeper.

1. The City can pay for the new street sweeper with funds from the CIP. We have an estimated \$300,000 left in the CIP at the end of 2023. There is going to be an additional \$200,000 added to the CIP in 2024. This means the City would not have to raise the levy to make payments, nor would the City pay interest. This would require moving the walking trail to 2025 and potentially moving other projects and equipment purchases to different years.
2. We do an interfund loan from the sewer fund. Vicki spoke with Mike Bubany and if the Council chooses to finance the purchase, this is the option Mike recommended. With this option the City is paying interest to one of our own funds instead of an outside bank. This would require us to raise the levy in future years to make the loan payments which are estimated to be around \$40,000-\$52,000 a year, depending on the loan terms.

These prices were figured at a 4.5% interest rate.

Amount	Years	Interest	Total
\$269,931.00	6	\$44,007.00	\$313,938.00
\$269,931.00	7	\$50,649.00	\$320,580.00
\$269,931.00	8	\$57,378.00	\$327,309.00

3. We finance the sweeper through MacQueen's finance company. They have a 5, 6, and 7-year municipal lease program. There will be an initial down payment and then an annual payment each year until paid in full. Please see attached figures.

RECOMMENDATION

Staff recommends option 1, using cash funds from the CIP fund to purchase the street sweeper. We have the available funds currently, however, we understand that it will require us to consider moving some future projects around.

Respectfully submitted,
Shane Loftus
Public Works Director

Shane Loftus

From: Jeff Tibbetts <jtibbetts@Bell.Bank>
Sent: Monday, January 29, 2024 4:08 PM
To: Shane Loftus; 'vaxley@plainviewmn.com'
Cc: 'Tony Cocchiarella'
Subject: [EXTERNAL] City of Plainview - Muni Lease Options for Elgin Pelican NP
Attachments: 5 Year Muni.pdf; 6 Year Muni.pdf; 7 Year Muni.pdf

This message was sent from outside your organization. Please proceed with caution.

Good afternoon, Shane & Vicki.

As we briefly discussed, below are 5, 6, and 7 year full payout muni lease terms/quotes for your review.

(1) New Elgin Pelican NP Single Gutter

Sale price / finance amount = \$269,931.00 (includes \$395 doc fee)

Estimated delivery 7/1/24

5 year full payout muni lease purchase

Rate – 6.75%

Annual payments – (1) advance payment = \$52,640.80, followed by (5) annual payments = \$52,640.80

*See attached payment schedule

$\$315,840 = \$45,909 \text{ in interest}$

6 year full payout muni lease purchase

Rate – 6.89%

Annual payments – (1) advance payment = \$46,678.50, followed by (6) annual payments = \$46,678.50

*See attached payment schedule

$\$326,749.50 = \$56,818.50 \text{ in interest}$

7 year full payout muni lease purchase

Rate – 6.99%

Annual payments – (1) advance payment = \$42,235.00, followed by (7) annual payments = \$42,235.00

*See attached payment schedule

$\$337,880 = \$67,949 \text{ in interest}$

A few brief notes:

- There are no prepayment fees for early payments or payoffs. The city can pay this contract off at any time or trade-in and upgrade at any time with no fees.
- Should there be a trade involved, the value for the trade can be used/applied towards that first payment that is due in advance and lower the cash out of pocket that would be required initially for the up-front payment
- Anticipated delivery is June/July 2024 – please note that rates are subject to change

I am always available, so please don't hesitate to reach out to me via email or on my cell with any questions you have.

Regards,

Jeff Tibbetts

Vice President – Territory Manager

Bell Bank Equipment Finance

15490 101st Ave N, Suite #200 | Maple Grove, MN 55369

Mobile 612.251.1037

jtibbetts@bell.bank | bell.bank

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Forbes World's Best Banks 2020 – #4

American Banker Best Banks To Work For 2020 – #2

Star Tribune Top 150 Workplaces 2020 – #1 Large Employers

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PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: 2024 Pool Staff Wages	AGENDA SECTION: New Business
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 7.D.
ATTACHMENTS:	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve the salary for Michelle Olig, Pool Manager, for the 2024 pool season at \$9,000 for the season, plus \$20.00 per hour for training hours. Motion to approve the 2024 wage scale for pool employees as listed below.	

SUMMARY

Michelle Olig is a seasonal employee who manages the swimming pool each year. She typically works from January-August of each year. We are requesting her salary be set at \$9,000 for the 2024 season plus \$20.00 per hour for lifeguard training hours. This will be Michelle's 10th season as the Pool Manager.

In 2022 and 2023 we adjusted our seasonal pay scale to try to stay competitive with area pools and other area employers. For 2024, we are increasing seasonal staff wages by 4%. This is the same increase other city employees received.

For reference, the MN State minimum wage requirement for 2024 is currently \$10.85 an hour for large employers. Large employers are defined as employers whose gross revenues are more than \$500,000 in the previous year.

The process of planning for the season and hiring pool staff begins in January of each year. Once that process is complete and all staff are hired, the employee list will be brought to the council for approval. We would like to set the hourly wage scale for the pool employees for 2024 as follows:

Position:

- Lifeguard - \$14.56
- WSI Guard - \$15.60
- Headguard - \$17.32
- Desk Attendant - \$13.00
- Water Aerobics Instructor - \$14.56
- Pool Manager - \$9,000 for the season, plus \$20.00 an hour for lifeguard training.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM: 2024 Public Works Seasonal Wages	AGENDA SECTION: New Business
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 7.E.
ATTACHMENTS:	APPROVED BY: DT
RECOMMENDED ACTION: 1. Motion to approve the 2024 wage scale for the Public Works seasonal employees as listed below.	

SUMMARY

Each summer we hire seasonal help to assist with mowing, trimming, watering flowers, cleaning parks, and other tasks as needed for the Public Works department. They also help with weekend duties, which helps lower overtime expenses for full-time employees.

In 2022 and 2023 we adjusted our pay scale to try to stay competitive with other area employers. For 2024, we are increasing seasonal staff wages by 4%. This is the same increase other city employees received.

For reference, the MN State minimum wage requirement for 2024 is currently \$10.85 an hour for large employers. Large employers are defined as employers whose gross revenues are more than \$500,000 in the previous year.

Once the hiring process is complete, the employee list will be brought to the council for approval. We would like to set the hourly wage scale for the seasonal Public Works employees for 2024 as follows:

Position:

- Mower - \$15.60
- Trimmer, Parks - \$14.56

PLAINVIEW CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Amending City Code Chapter 200 Municipal Administration—Fire Department Membership	AGENDA SECTION: New Business
PREPARED BY:	Holly Reeve, City Council Member and Fire Department Liaison	AGENDA NO. 7.F.
ATTACHMENTS:	Chapter 200 Plainview City Code, Section 4. Employee Recruitment and Selection from Plainview's Personnel Policies	APPROVED BY: dt
RECOMMENDED ACTION: Motion to approve amending City Code Chapter 200, Section 211.2 Fire Department Membership, modifying language reflecting the hiring process to be more consistent with the Personnel Policy.		

SUMMARY

Council Member and Liaison Reeve and leaders of the Plainview Fire Department recently reviewed and compared the hiring practices of the department with the guidance document published by The League of Minnesota Cities titled Fire Department Management and Liability Issues (Managing city fire department employees).

Importantly, the League states that “In no case may employees be hired by a vote of other employees.”

In an effort to establish objective hiring practices which align with the LMC guidance, the following amended language is proposed.

211.2 Membership. *The officers of the Fire Department shall consist of a Fire Chief, three (3) Assistant Fire Chiefs, and as many ~~volunteers~~ firefighters as the Council may from time to time deem necessary for the safety and protection of the City. The Chief and the Assistant Chiefs, ~~and the firefighters~~ shall be appointed by the Council upon recommendation of the Fire Department. **Firefighters will be appointed following the hiring processes outlined by the City of Plainview Personnel Policies. The hiring committee will consist of a majority***

of Fire Department representation to City Administration. Each officer and every other member of the department shall serve during good behavior and may be removed by the Council only for cause.

Chapter 200 Municipal Administration

211 FIRE DEPARTMENT. The Fire Department is responsible for the health and safety of the community through providing emergency fire response services.

211.1 Duties of the Fire Chief. The Fire Chief has sole responsibility for the organization, administration and operation of the Fire Department and its members. The Fire Chief shall be responsible for the proper training and discipline of the members of the Fire Department. Every member of the Fire Department is subordinate to the Fire Chief. The Fire Chief is responsible for the day-to-day administration of the Fire Department. The Fire Chief is also charged with the enforcement of all ordinances aimed at fire protection. The Fire Chief shall have full authority to inspect all premises and to cause the removal or abatement of all fire hazards. The Fire Chief shall have control over all firefighting apparatus and shall be ultimately responsible for its care and condition.

211.2 Membership. The officers of the Fire Department shall consist of a Fire Chief, three (3) Assistant Fire Chiefs, and as many volunteers as the Council may from time to time deem necessary for the safety and protection of the City. The Chief and the Assistant Chiefs, and the firefighters shall be appointed by the Council upon recommendation of the Fire Department. Each officer and every other member of the department shall serve during good behavior and may be removed by the Council only for cause.

211.3 Records. The Fire Chief shall keep in convenient form a complete record of all fires. Such records shall include the time of the alarm, location of the fire, cause of the fire, if known, type of building, name of owner and tenant, purpose for which occupied, value of building and contents, members of the department responding to the alarm and such other information as he may deem advisable or as may be required from time to time.

211.4 Assistant Chief. In the absence or disability of the Chief, the Assistant Chiefs shall perform all the functions and exercise all of the authority of the Chief. The Assistant Chiefs shall be responsible for training, safety, and maintenance.

211.5 Firefighters. All firefighters shall be able-bodied and not less than eighteen (18) years of age. The Council may require that each candidate must satisfy certain minimum requirements and any other qualifications which may be specified by the Council.

211.6 Compensation. The members and officers of the Fire Department shall receive compensation as the Council may, from time to time, provide by Resolution.

211.7 Relief Association. The members and officers of the Fire Department may organize themselves into a Firefighter's Relief Association in accordance with law. All members must abide by the relief association bylaws.

211.8 Interference with Department. It shall be unlawful for any person to give or make, or cause to be given or made, a fire alarm without probable cause, or neglect or refuse to obey any reasonable order of the Fire Chief at a fire or interfere with the Fire Department in the discharge of its duties.

SECTION 4. EMPLOYEE RECRUITMENT AND SELECTION

4.1 Disclaimer

Nothing in this section, regardless of its clarity or specificity, creates, or is intended to create, and employee acknowledges that nothing in this section creates, or intended to create, an express or implied contract, covenant, promise, representation between the city and its employees or legal or equitable right related to employee recruitment and selection.

The city may change or eliminate this policy, or portions thereof, at its discretion at any time, and without notice.

This section does not vest in any employee a right, benefit, or privilege related to employee recruitment and selection which cannot be changed or eliminated by the city council, in its exclusive discretion, at any time without notice to employees.

Employee recruitment and selection or any components thereof shall remain solely within the discretion of the employer to modify, establish or eliminate.

The foregoing enumeration of the employer's authority related to employee recruitment and selection shall not be deemed to exclude other inherent management rights and functions.

The employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way related to employee recruitment and selection.

This disclaimer disclaims any employee from making any claim for employee recruitment and selection.

4.2 Scope

The City Administrator or a designee will manage the hiring process for positions within the City with the exception of the City Administrator. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. No employee may start work or receive compensation, unless hired by official City Council action. All hires will be made according to merit and fitness related to the position being filled.

Title: Employee Recruitment and Selection

Effective

3/13/2018

Effective Date(s) of Amendment(s):

4.3 Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

4.4 Application for Employment

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

4.5 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a Department Head position.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple choice questions).

The City Council will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate should meet the minimum qualifications.

Title: Employee Recruitment and Selection

Effective

3/13/2018

Effective Date(s) of Amendment(s):

4.6 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City's needs.

4.7 Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

4.8 Promoting from Within (Internal Recruitment)

Internal recruitments will be open to any City employee who:

- Has successfully completed the initial training period;
- Meets the minimum qualifications for the vacant position; and
- Currently is, and for the past year has been, in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

4.9 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the

Title: Employee Recruitment and Selection

Effective

3/13/2018

Effective Date(s) of Amendment(s):

essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist designated by the City with the cost of the exam paid by the City. The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

4.10 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. Training periods are six months in duration (12 months for Police), but may be extended by, for example, an unpaid leave of absence.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 13, 2024

AGENDA ITEM:	Minnesota Housing Workforce Development Program Resolution of Support for Tax Abatement	AGENDA SECTION: New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO. 7.G.
ATTACHMENTS:	MN Housing Grant Updated Resolution 2024-06 Supporting Increased Tax Abatement for the Project	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve Resolution 2024-06 supporting tax abatement for the Skye View Project not to exceed \$1,600,000.		

SUMMARY

Skye View Development, LLC has proposed a development in the City of Plainview that will provide market rate owner/occupied housing and market rate rentals for the city, consistent with current housing needs and our Comprehensive Plan document. The developer had asked the City to submit a grant to the Minnesota Housing Authority to assist with funding this project. The grant was awarded in the amount of \$1,300,000 and the city executed a deferred loan agreement on July 1, 2022.

Staff are seeking Council approval to submit an updated deferred loan agreement to the Minnesota Housing Workforce Development Program to assist the developer with financing the project. The amended deferred loan agreement is for an additional \$600,000 to increase the total grant award not to exceed to \$1.9 million and provide city support of tax abatement in the amount not to exceed \$1.6 million as a match to the grant money.

Respectfully,

David Todd
City Administrator

City of Plainview, Minnesota
Tax Abatement Projections

Workforce Housing Project 2022				
260011624	Parcel ID Number			
58,300	Current Taxable Market Value			
729	Current Tax Capacity (Multi Family)			
5,500,000	Estimated Taxable Market Value after Project Completion			
68,750	New Tax Capacity (Multi Family)			
68,021	Captured Tax Capacity			
89%	Estimated City Tax Rate			
100%	Abatement %			
60,539	Initial Abatement Amount			
Abatement Levy	Collection Year	3% Annual Abatement	<< Inflation Avg Rebate	Cumulative Abatement
2023	2024	60,539	60,539	60,539
2024	2025	62,355	61,447	122,894
2025	2026	64,226	62,373	187,120
2026	2027	66,153	63,318	253,272
2027	2028	68,137	64,282	321,409
2028	2029	70,181	65,265	391,590
2029	2030	72,287	66,268	463,877
2030	2031	74,455	67,292	538,332
2031	2032	76,689	68,336	615,021
2032	2033	78,990	69,401	694,011
2033	2034	81,359	70,488	775,370
2034	2035	83,800	71,598	859,170
2035	2036	86,314	72,730	945,484
2036	2037	88,903	73,885	1,034,387
2037	2038	91,571	75,064	1,125,958
2038	2039	94,318	76,267	1,220,276
2039	2040	97,147	77,495	1,317,423
2040	2041	100,062	78,749	1,417,484
2041	2042	103,063	80,029	1,520,548
2042	2043	106,155	81,335	1,626,703
		1,626,703		

469.1813 ABATEMENT AUTHORITY.
Subd. 8. Limitation on abatements.
In any year, the total amount of property taxes abated by a political subdivision under this section may not exceed (1) ten percent of the net tax capacity of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater.
For Pay 2021, Plainview Net Tax Capacity is \$2,265,863. Therefore, the 10% of net tax capacity limitation applies (\$226,559 annually max for all contracts).
Previously approved Tax Abatements exist for the following:
1. GO Tax Abatement Bonds 2019A (approximately \$79,400 per year)

NOTES:

City will authorize Tax Abatement based on increased market value and reimburse developer for up to a predetermined amount or 20 payments, whichever comes soonest.

Increased market value based upon County Assessor estimate.

Inflationary increase include upon request of Developer, however offset by equal increase in overall taxes in operational budget.

**CITY OF PLAINVIEW
WABASHA COUNTY
STATE OF MINNESOTA**

RESOLUTION 2024-06

**RESOLUTION AUTHORIZING APPLICATION FOR WORKFORCE HOUSING MULTI-FAMILY GRANT AND
COMMITTING TO TAX ABATEMENT FOR MATCHING FUNDS.**

I **HEREBY CERTIFY**, that I am the Administrator for the City of Plainview and in this capacity I keep and maintain the records of the City, that the following is a true and correct copy of a Resolution duly adopted by the City of Plainview City Council on Tuesday, February 13, 2024, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of the City; that said Resolution does not conflict with any laws of the City, nor has this Resolution as of the date hereof been in any way altered, amended or repealed and is in full force and effect, unrevoked and un-rescinded as of this day, and has been entered upon the regular Minute Book of the City of Plainview, as of the aforementioned date, and that the members of the Plainview City Council have, and at the time of adoption of such Resolution, had full power and lawful authority to adopt such Resolution and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

WHEREAS, effective July 1, 2022, the City of Plainview executed a Deferred Loan Agreement (**Exhibit A**) with the Minnesota Housing Finance Agency (MHFA) based on the successful application for a Workforce Housing Multi-family Grant (the "Application") for the City of Plainview – Skye View Developments/Skye View Rentals (the "Project") pursuant to the Workforce Housing Development Program ("Program") for an amount not to exceed \$1,304,000.

WHEREAS, the January 10, 2022 council approved Resolution Authorization Application for Workforce Housing Multi-Family Grant and Committing to Tax Abatement for Matching Funds specifically limited "tax abatement not to exceed \$950,000".

WHEREAS, on this 13th day of February 2024 there has been presented to the Plainview City Council a proposal for the City, to increase the tax abatement threshold to not to exceed \$1,600,000.

NOW, THEREFORE, BE IT RESOLVED, that the City of Plainview is authorized to modify the Deferred Loan Agreement pursuant to the Program to obtain additional funding from Minnesota Housing in an amount not to exceed \$1.9M (the "Grant/Deferred Loan").

BE IT FURTHER RESOLVED that the City of Plainview is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to secure financial assistance,

and has the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance, and replacement of the Project for its design life.

BE IT FURTHER RESOLVED that the City of Plainview certifies that it will use the Grant/Deferred Loan for qualified expenditures for the Project to serve employees of business located in the City of Plainview.

BE IT FURTHER RESOLVED that Aaron Luckstein, Mayor of the City of Plainview, and David Todd, City Administrator, City of Plainview, or their successors in office, are hereby authorized to execute the modified Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of the City of Plainview.

BE IT FURTHER RESOLVED that Minnesota Housing is authorized to rely on the continuing force and effect of this Resolution until receipt by the Commissioner of Minnesota Housing at its principal office of notice in writing from Recipient of any amendment or alteration of such Resolution.

BE IT FURTHER RESOLVED that the Grant/Deferred Loan will be matched at least \$1 for every \$2 of loan/grant amount paid. This match is committed to be made by the City of Plainview through tax abatement of the City's share of real estate taxes resulting from the Project. This tax abatement shall not exceed \$1,600,000 in total, pending a Workforce Housing Grant award in 2024, the abatement shall begin in tax year 2026 and continue for up to twenty (20) consecutive tax years, or until the principal amount has been achieved, whichever occurs first. Based on an estimate of taxable value provided by the Wabasha County Assessor's Office and an analysis conducted by the City's registered Municipal Advisor, the City Council reasonably expects the match can be made.

BE IT FURTHER RESOLVED, The Grant/Loan will not exceed 25% of the Project costs.

BE IT FURTHER RESOLVED that the City has verified that the average vacancy rate for rental housing located in the City of Plainview, and in any other city located within 15 miles or less of the boundaries of the City of Plainview, has been five percent (5%) or less for at least the prior two-year period.

ADOPTED by the City Council of the City of Plainview, MN on this 13th day of February 2024.

Aaron Luckstein, Mayor

ATTEST:

Carol Kujath, City Clerk

MINNESOTA HOUSING FINANCE AGENCY DEFERRED LOAN AGREEMENT

This Deferred Loan Agreement is between the Minnesota Housing Finance Agency ("MHFA") and the **City of Plainview, 241 West Broadway, Plainview, MN 55964** (the "Borrower").

Recitals

1. Under Minn. Stat. §462A.39, MHFA is empowered to enter into this Deferred Loan Agreement.
2. The MHFA is in need of the development of rental housing to serve the employees of local businesses ("Workforce Housing") in **Wabasha County**, City of **Plainview** pursuant to MHFA's Workforce Housing Development Program (the "Program").
3. The Borrower represents that it is duly qualified and agrees to perform all activities described in this Deferred Loan Agreement to the satisfaction of MHFA. The Borrower agrees to minimize administrative costs as a condition of this Deferred Loan Agreement.

Deferred Loan Agreement

1 Term of Deferred Loan Agreement

1.1 *Effective date:*

July 1, 2022, the Borrower must not begin work until this Deferred Loan Agreement is fully executed and MHFA's Authorized Representative has notified the Borrower that work may commence. No funds will be disbursed to the Grantee until this Deferred Loan Agreement is fully executed.

1.2 *Construction period:*

The construction period for the Program begins with the Effective Date of this Deferred Loan Agreement and continues through **June 1, 2025**, (the "Construction Period"). All funds provided through this Deferred Loan Agreement must be fully expended in compliance with this Deferred Loan Agreement by the end of the Construction Period.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this Deferred Loan Agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Duties and Contracts

2.1 **Borrower's Duties**

The Borrower has made application to MHFA for the purpose of administering a Workforce Housing Development Program Project in the manner described in the Borrower's Application (the "Project") which is incorporated into this Deferred Loan Agreement by reference.

The Borrower, who is not a state employee, is awarded funds to provide financial assistance to address the need for Workforce Housing. The Project includes: **New construction of a 62-unit apartment building.**

The Borrower will comply with all requirements as further described in **Exhibit A** attached to this Deferred Loan Agreement and incorporated by reference.

The Borrower will be in compliance with the Workforce Housing Development Program Guide, as amended (the "Program Guide"), which is incorporated into this Deferred Loan Agreement by reference.

2.2 Provisions for Contracts and Sub-grants.

(a) Contract Provisions. The Borrower must include in any contract and sub-grant, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-Borrowers to comply with applicable local, state and federal laws, rules, regulations and ordinances, as well as any applicable MHFA policies.

(b) Use of Program Funds. The Program Funds (as defined below) awarded under this Deferred Loan Agreement may only be used by the Borrower or awarded by the Borrower to third parties as grant funds or loans in accordance with the terms of the Program Guide. All Program Funds must be used by an Eligible Project Area for the Qualified Expenditures of a Market Rate Residential Rental Property (as such terms are defined in the Program Guide). If awarded as a loan, any fees or interest charged cannot unduly enrich any parties involved beyond the approximate cost of the administrative costs associated with the Project.

3 Time

The Borrower must comply with all time requirements described in this Deferred Loan Agreement and the Program Guide. In the performance of this Deferred Loan Agreement, time is of the essence. Project construction must begin within 12 months upon signing this Deferred Loan Agreement. Construction completion must occur within 2 years of construction start.

4 Loan

4.1 Loan Amount.

The total principal loan amount by MHFA to the Borrower under this Deferred Loan Agreement will not exceed \$1,304,000 (the "Program Funds").

4.2 Repayment

The Borrower promises to pay to MHFA the Program Funds with simple interest, if any, of 0% per annum accruing on such amounts of principal as may be advanced from time to time.

Further, the Program Funds and all accrued interest, if any, less any amounts previously paid or forgiven, are due and payable in one lump sum on the earlier to occur of: (i) a Default (as described below) (the "Default Date"); or (ii) the 30th day of June, 2025 (the "Maturity Date").

A Default occurs upon written notice by MHFA to the Borrower of noncompliance with this Deferred Loan Agreement or the Program Guide and failure of the Borrower to cure the noncompliance to the satisfaction of MHFA within 30 days of such notice.

Repayment of the Program Funds will be forgiven upon the Maturity Date provided the Borrower is in full compliance with this Deferred Loan Agreement and the Program Guide.

All amounts due are payable at the offices of MHFA, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109, or such other place as MHFA may designate in writing.

If a failure to pay the amounts due under this Deferred Loan Agreement occurs, and if the same is submitted for collection by MHFA, its successor and assigns, the Borrower to pay all costs of collection, including reasonable attorney's fees.

All parties to this Deferred Loan Agreement, whether principal, surety, guarantor or endorser, hereby waive presentment for payment, demand, protest and notice of dishonor.

4.3 **Disbursement**

For all disbursements of Program Funds, the Borrower must be in compliance with the Program Guide and complete and submit a Workforce Housing Development Program Disbursement Request Form, attached to this Deferred Loan Agreement as **Exhibit B**, to MHFA for review and approval. MHFA will promptly pay the Borrower up to one third of the Program Funds on or after closing. The Borrower may request an additional one third of the Program Funds as needed upon providing evidence of a grant or loan agreement relating to the Project with a subrecipient. The remaining one third of the Program Funds will be withheld for final disbursement and will not be released until construction completion of the Project and upon completion of all reporting and monitoring requirements pursuant to this Deferred Loan Agreement.

4.4 **Return of Funds**

The Borrower must promptly return to MHFA any Program Funds that have: (i) not been accounted for annually in a financial report to MHFA due at Deferred Loan Agreement closeout; or (ii) not been used in compliance with the Program Guide.

4.5 **Contracting and Bidding Requirements**

This award is subject to the prevailing wage requirements of [Minn. Stat. § 116J.871](#) unless the award is for rehabilitation of existing housing or for new housing construction at a single project site which is less than \$100,000. In addition, the statute does not apply if the award from MHFA is less than \$200,000 for a grant or \$500,000 for a loan. If the project is within the scope of Minn. Stat. § 116J.871, the recipient must certify to the commissioner of the Department of Labor and Industry that laborers and mechanics at the project site during construction, installation, remodeling, and repairs for which the award was provided will be paid the prevailing wage rate as defined in [Minn. Stat. § 177.42](#), subd. 6. According to [Minn. Stat. § 116J.871](#), subd. 2, MHFA cannot provide financial assistance to a recipient unless the required certification has been made.

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

If applicable, for projects that are publicly owned or leased and include construction work of \$25,000 or more, prevailing wage rules also apply per [Minn. Stat. §§177.41](#) through [177.44](#); consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. According to [Minn. Stat. §177.42](#), the term “project” is defined as the “erection, remodeling, or repairing of a public building or other public work financed in whole or in part by state funds”. This state prevailing wage requirement may be affected if federal prevailing wage requirements also apply to the same project.

The Borrower must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 **Conditions of Payment**

All activities performed by the Borrower under this Deferred Loan Agreement must be performed to MHFA’s satisfaction, as determined at the sole discretion of MHFA’s Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Borrower will be responsible for repaying any Program Funds found by MHFA to be noncompliant with this Deferred Loan Agreement or used in violation of federal, state, or local law.

6 **Authorized Representative**

MHFA's Authorized Representative is **Sara Bunn, Program Manager, 651.296.9827**,

sara.bunn@state.mn.us, 400 Wabasha St N, Suite 400, St. Paul, MN 55102 or her successor, and has the responsibility to monitor the Borrower's performance under this Deferred Loan Agreement.

The Borrower's Authorized Representative is **Aaron Luckstein, Mayor, 241 West Broadway, Plainview, MN 55964, 507.534.0163, a.luckstein@plainviewmn.com**. If the Borrower's Authorized Representative changes at any time during this Deferred Loan Agreement, the Borrower must immediately notify MHFA.

7 Assignment Amendments, Waiver, and Deferred Loan Agreement Complete

7.1 Assignment

The Borrower shall neither assign nor transfer any rights or obligations under this Deferred Loan Agreement without the prior written consent of MHFA, approved by the same parties who executed and approved this Deferred Loan Agreement, or their successors in office.

7.2 Amendments

Any amendments to this Deferred Loan Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Deferred Loan Agreement, or their successors in office.

7.3 Waiver

If MHFA fails to enforce any provision of this Deferred Loan Agreement, that failure does not waive the provision or MHFA's right to enforce it.

7.4 Deferred Loan Agreement Complete

This Deferred Loan Agreement contains all negotiations and agreements between MHFA and the Borrower. No other understanding regarding this Deferred Loan Agreement, whether written or oral, may be used to bind either party.

8 Liability

The Borrower must indemnify, save, and hold MHFA, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by MHFA, arising from the performance of this Deferred Loan Agreement by the Borrower or the Borrower's agents or employees. This clause will not be construed to bar any legal remedies the Borrower may have for MHFA's failure to fulfill its obligations under this Deferred Loan Agreement.

9 State Audits

Under [Minn. Stat. § 16B.98](#), Subd.8, the Borrower's books, records, documents, and accounting procedures and practices of the Borrower or other party relevant to this Deferred Loan Agreement or transaction are subject to examination by MHFA and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Deferred Loan Agreement, receipt and approval of all final reports, or the required period of time to satisfy all MHFA and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Borrower and MHFA must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MHFA under this Deferred Loan Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Borrower under this Deferred Loan Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Borrower or MHFA. If the Borrower receives a request to release the data referred to in this Clause, the Borrower must immediately notify MHFA. MHFA will give the Borrower instructions concerning the release of the data to the requesting party before the data is released. The Borrower's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights

In the event that the Borrower secures a copyright protection on any of the work product created as part of the Project, the Borrower agrees to and does hereby grant to MHFA and its officers, agents, and employees acting within the scope of their official duties, a royalty-free, non-exclusive, and irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so for the use by MHFA, its divisions, instrumentalities, and local subdivisions, all materials, reports, writings, sound recordings, pictorial reproductions, drawings, or other graphical representations, and works developed and/or used in connection with the Project now or hereafter covered by copyright.

11 Workers Compensation

The Borrower certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Borrower's employees and agents will not be considered MHFA employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MHFA's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this Deferred Loan Agreement must identify MHFA as the sponsoring agency and must not be released without prior written approval from MHFA's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Borrower individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Deferred Loan Agreement.

12.2 Endorsement

The Borrower must not claim that MHFA endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Deferred Loan Agreement. Venue for all legal proceedings out of this Deferred Loan Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

MHFA may immediately terminate this Deferred Loan Agreement if MHFA finds that there has been a failure to comply with the provisions of this Deferred Loan Agreement or the Program Guide, that reasonable progress has not been made or that the purposes for which the funds were loaned have not been or will not be fulfilled. MHFA may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Borrower consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MHFA, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Borrower to file state tax returns and pay delinquent state tax liabilities, if any.

16 Fraud Disclosure

Fraud is any intentionally deceptive action made for personal gain or to damage another. Any person or entity (including its employees and affiliates) that enters into an agreement with MHFA and witnesses, discovers evidence of, receives a report from another source, or has other reasonable basis to suspect that fraud or embezzlement has occurred must immediately make a report to:

- MHFA's Chief Risk Officer at 651.296.7608 or 800.657.3769;
- Any member of MHFA's [Servant Leadership Team](#); or
- [EthicsPoint](#), the MHFA hotline reporting service vendor.

17 Suspension

By entering into any agreement with MHFA, a contracting party represents that the contracting party (including its employees or affiliates that will have direct control over the subject of the agreement) has not been suspended from doing business with MHFA. Please refer to MHFA's website for a list of [suspended individuals and organizations](#).

18 Responsible Contractor Requirement

The Borrower agrees that it and its contractors will fully comply with all applicable provisions contained in [Minn. Stat. §16C.285](#), as amended.

2. BORROWER

The Borrower certifies that the appropriate person(s) has/have executed the Deferred Loan Agreement on behalf of the Borrower as required by applicable articles, bylaws, resolutions, or ordinances.

By: [Signature]

Title: CITY ADMINISTRATOR

Date: 6-10-2022

By: _____

Title: _____

Date: _____

3. MINNESOTA HOUSING FINANCE AGENCY

By: [Signature]

(with delegated authority)

Title: Assistant Commissioner, Multifamily

Date: 6/14/2022

Distribution:

Agency

Borrower

MHFA's Authorized Representative