CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

SPECIAL PLAINVIEW CITY COUNCIL MEETING AGENDA

Monday, August 13, 2018, at 6:00 P.M.

Due to the State Primary, the August Regular City Council meeting will be held on Monday.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA

A. City Council Minutes
B. Bills
C. Permits/Licenses/Donations
D. Department Head Reports and Board Minutes
E. Liquor Store Temp Hires
F. Plainview Milk Products Request

5. PUBLIC HEARINGS

6. PRESENTATION OF COMMUNITY PETITIONS/GUESTS

"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 name 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, speakers will be recognized only once. 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."

7. UNFINISHED BUSINESS

A. Contract for School Use of Eckstein Field

8. NEW BUSINESS

A. Shade Tree Ordinance
B. Water Meter Reading Equipment Replacement
C. School Drainage Issue
D. Yard Flooding Issue
E. PK Meyer Builders TIF Request
F. Request for Pickleball Court

9. INFORMATION ONLY DOCUMENTS

A. Thank you to the Police Dept.

10. COUNCIL COMMENTS

11. ADJOURN

CITY OF PLAINVIEW MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: August 13, 2018

AGENDA ITEM: City Council Minutes	**AGENDA SECTION:** Consent
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO. 4.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cgh**
RECOMMENDED ACTION: 1. **Motion** to approve July 10, 2018 City Council meeting minutes. 2. **Motion** to approve July 24, 2018 City Council work session minutes.	

SUMMARY
Meeting minutes are typically drafted by the City Clerk or Deputy City Clerk. Minutes typically include a summary of the discussions at hand; they are not a verbatim account of the proceedings. Minutes will document attendance at meeting, as well as each motion made by the Council and how each Council member voted.

PLAINVIEW CITY COUNCIL MEETING
Tuesday, July 10, 2018, at 6:00 P.M.

1. **CALL TO ORDER-** Mayor Ziebell called the Plainview City Council meeting to order on Tuesday July 10, 2018 at 6:01 p.m. Council Members in attendance: Mayor Ziebell, Councilpersons Walkes, Cuccio, and Boettcher. Also in attendance, City Administrator Clarissa Hadler, City Clerk MariClair Schneider, City Attorney Michael Flaherty, Public Works Director Michael Burgdorf, City Engineer Brian Malm, Police Chief Tim Schneider, and Liquor Store Manager Alisha Mohs. As well as, Tim Weaver, Spencer Larson, Shane Loftus and Randal Anderson.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** Motion by Boettcher to approve the agenda, second by Cuccio. Motion passed unanimously.

4. **APPROVAL OF CONSENT AGENDA-** Mayor Ziebell requested to have Item K tabled until the August Council Meeting pending further review from City Attorney Mike Flaherty. Item M was added by staff. Motion by Boettcher to approve the amended Consent Agenda. Second by Cuccio. Motion passed unanimously.

   A. City Council Minutes -Minutes were not ready for approval
   B. Bills
   C. Permits/Licenses/Donations
   D. Department Head Reports and Board Minutes
   E. Suspend Public Consumption Ban for Corn on the Cob Days 2018
   F. Greenwood Cemetery Regulations Amendment
   G. Ambulance Hire
   H. Kim's Saloon License Agreement
   I. Leave of Absence Request
   J. Appoint Cuccio to Library Liaison
   ~~K. Contract for School Use of Eckstein Field for 2018-2019~~
   L. 7th Ave NW/Fist Acres Road – Pay Request 2- Final
   M. Approve 2018 Election Judges

5. **PUBLIC HEARINGS**

6. **PRESENTATION OF COMMUNITY PETITIONS/GUESTS**
"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 name 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, speakers will be recognized only once. 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."

   None

7. **UNFINISHED BUSINESS**
   None

8. **NEW BUSINESS**

A. **Setting Candidate Filing Fee -** The current fee of $2.00 has been in effect since 1959. In 2015 the State Legislature approved Statute 205.13 Subd. 3b which allows home rule charter or statutory cities such as Plainview, to adopt by ordinance a filing fee of a different amount not to exceed $15.00 for fourth class cities. Motion by Boettcher to approve Ordinance 2018-07 raising the candidate filing fee from the current $2.00 to $15.00. Second by Cuccio. Motion passed unanimously.

B. **Department Head Stipend-** Hadler presented a brief summary of how earlier this year during the current pay scale implementation, there had been discussions regarding stipends for those employees whose wage exceeded the highest wage on the pay scale. Currently, four other union employees in the same situation receive $125 per quarter under their contract. The department heads had requested a $250 stipend per quarter during their union negotiations prior to decertifying the union, with the City countering at $125. Two of the department heads, Police Chief Schneider, and Public Works Director Burgdorf, are currently maxed out on the pay scale. Motion by Boettcher to approve a $200 per quarter, stipend for Schneider and Burgdorf retroactive to January 1, 2018 for two years. Second by Cuccio. Motion passed unanimously.

C. **Storm Sewer Repairs –** Mayor Ziebell pointed out that 3 storm sewers were repaired in 2017 and there are 6 storm sewers remaining that need repair in 2018. The company that did the repairs in 2017 had agreed to repair the remaining 6 storm sewers at the 2017 price. The cost to repair the 6 storm sewers is $50,000. Ziebell asked Burgdorf if the company could also ensure they repair the sod and landscaping around the area that they dug up, including the three they did last year.

D. **Lion's Club License Agreement for Corn on the Cob Days-** Motion by Boettcher to approve the Lion's Club license agreement for Corn on the Cob Days. Second by Cuccio. Motion passed unanimously.

E. **PADCO – Lot Split Application-** City attorney Mike Flaherty confirmed that the legal description is correct with Mayor Ziebell. Motion by Boettcher to approve the PADCO lot split pending the submission of the certificate of survey and an executed water connection agreement. Second by Cuccio. Motion passed unanimously.

F. **Crack Seal Quotes-** Brian Malm from Bolten & Menk presented three quotes for crack sealing the streets.

Bargen Incorporated: $35,720 ($1.88 / LF)
Seykora Asphalt: $18,050 (.95 / LF)
Fahrner Asphalt Sealers LLC: $14,440 (.76 / LF)

Malm added that he has worked with Fahrner in the past and that they do a great job. Burgdorf commented that they did the crack sealing last year for the City and he was happy with the result. Motion by Boettcher to approve the quote from Fahrner Asphalt Sealers LLC for crack sealing the streets. Second by Cuccio. Motion passed unanimously.

9. **INFORMATION ONLY DOCUMENTS**

None.

10. **COUNCIL COMMENTS-**

Ziebell shared that he attended the Hiawatha Land Transit bid opening recently. The bid opening was for a new bus depot they will be constructing. Hiawatha Land Transit received and a grant from the Department of Transportation. He also remarked that W.A.K was the low bid on the project.

11. **ADJOURN-** Motion by Ziebell to adjourn the Regular City Council Meeting, Second by Boettcher. Motion passed unanimously. Meeting adjourned at 6:21 p.m.

Roger Ziebell/Mayor	MariClair Schneider/City Clerk

Plainview City Council & Department Head
Work Session
Tuesday, July 24, 2018 at 6:00 p.m.

1. **CALL TO ORDER –** Mayor Ziebell called the work session to order at 6:00 p.m. Council members in attendance: Mayor Ziebell, Council persons Boettcher, Cuccio, and O'Connor. Absent, Walkes. Department heads in attendance: City Administrator Hadler, Finance Director Axley, Library Director Henderson, Police Chief Schneider, Public Works Director Burgdorf, City Clerk Schneider. Absent: Liquor Store Manager Mohs and Fire Chief Jacobs. Also in attendance, Tim Weaver.

2. **APPROVAL OF AGENDA –** Motion by O'Connor to approve the agenda. Second by Boettcher. Motion passed unanimously.

3. **DISCUSSION**

   A. City Budgeting Process Update and Strategy Discussion- Hadler delivered an overview of the budget numbers presented to council and explained that the numbers they had were as of December 31, 2017. Axley gave a detailed explanation of the different fund accounts and the meanings behind how they are classified. Lengthy discussion took place surrounding the fund balances, property tax rates, and capital projects and how to fund them. Hadler and Axley answered questions from Council.

4. **UPDATES**

   A. TAP Grant Lighting Project- Hadler shared that Bolten & Menk had gotten her some estimates on the cost of the lighting. That estimate was around $340,000. This amount included lights at each intersection, with one light in the block, in between intersections. Hadler also informed the Council that there are different options that could possibly be taken if they want to discuss street scaping as well. O'Connor expressed he would like to see additional bump outs on Broadway.

5. **COUNCIL AND STAFF UPDATES**

   Burgdorf shared that the walking trail bridge was completed, and they are just waiting for some black top to finish up the ends for a smooth transition onto the bridge. He also informed the Council that the painting of parking stalls in the City are almost complete.

   Henderson shared with Council that there had been a small "hiccup" in the restroom project at the Library, but all seems to be back on track and things are now moving along nicely.

6. **CITY ADMINISTRATOR 6-MONTH REVIEW (Closed Session)** -Minnesota Statute 13D.05 allows a public body to close a meeting to evaluate the performance of an individual who is subject to its authority. Ziebell closed the work session at 7:48 p.m. to conduct the 6-month review of City Administrator Hadler. Meeting reopened at 8:42 p.m.

7. **ADJOURN-** Ziebell made a motion to adjourn the Plainview City Council Work Session. Second by O'Connor. Meeting adjourned at 8:42 p.m.

____________________________	____________________________
Roger Ziebell, Mayor	MariClair Schneider, City Clerk

CITY OF PLAINVIEW MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Bills	**AGENDA SECTION:** Consent
PREPARED BY: Vicki Axley	**AGENDA NO. 4.B.**
ATTACHMENTS: Bills Report	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve payment of all bills listed in attached report.	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
07/25/2018	220406-0	1	Invoice	SUPPLIES/POOL	07/17/2018	07/25/2018	8.64	225-45128-217
07/25/2018	220423-0	1	Invoice	FOLDERS/POLICE	07/16/2018	07/25/2018	46.47	101-42100-201
Total 263 1 SOURCE:							55.11	
460 ADVANCED DISPOSAL								
07/25/2018	G600020923	1	Invoice	GARBAGE/CEMETERY	06/30/2018	07/25/2018	279.86	235-49010-223
07/25/2018	G600020923	1	Invoice	GARBAGE/LIQUOR ST.	06/30/2018	07/27/2018	355.17	609-49750-384
07/25/2018	G600020923	1	Invoice	GARBAGE/MAINT.BLDG.	06/30/2018	07/25/2018	161.12	101-43100-223
07/25/2018	G600020923	1	Invoice	GARBAGE/ST. CONT.	06/30/2018	07/25/2018	177.11	101-43100-223
07/25/2018	G600020923	2	Invoice	GARBAGE/PARKS	06/30/2018	07/25/2018	167.71	225-45200-223
Total 460 ADVANCED DISPOSAL:							1,140.97	
416 AFLAC								
07/25/2018	454737	1	Invoice	EMPLOYEE INS.	07/12/2018	08/01/2018	1,136.88	101-21705
07/25/2018	454737	2	Invoice	EMPLOYEE INS.	07/12/2018	08/01/2018	102.57	230-21705
07/25/2018	454737	3	Invoice	EMPLOYEE INS.	07/12/2018	08/01/2018	156.90	601-21705
Total 416 AFLAC:							1,396.35	
106491 ALLEGRA OF ROCHESTER								
07/25/2018	701989	1	Invoice	POSTCARD/SURVEY	06/28/2018	07/25/2018	251.71	101-41500-343
Total 106491 ALLEGRA OF ROCHESTER:							251.71	
106199 ASPEN MILLS								
07/25/2018	219725	1	Invoice	UNIFORM/T.SCHNEIDER	07/11/2018	07/25/2018	384.50	101-42100-417
07/25/2018	219726	1	Invoice	UNIFORM/AMB	07/11/2018	07/25/2018	209.81	230-49020-417
07/25/2018	220336	1	Invoice	UNIFORM K.JACOBS	07/20/2018	07/25/2018	122.85	101-42100-417
Total 106199 ASPEN MILLS:							717.16	
556 AUTOMATIC SYSTEMS CO								
07/25/2018	32703 S	1	Invoice	ALARM WATER	07/20/2018	07/25/2018	2,344.34	601-49400-221
Total 556 AUTOMATIC SYSTEMS CO:							2,344.34	
104716 BAKER & TAYLOR								
07/25/2018	LS18070004	1	Invoice	BOOK LEASE/LIBRARY	07/01/2018	07/25/2018	1,071.00	211-45500-592

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104716 BAKER & TAYLOR:							1,071.00	
106023 BECKLUND'S AUTO REPAIR & TOWING								
07/25/2018	4258	1	Invoice	TOWING/POLICE	07/13/2018	07/25/2018	120.00	101-42100-319
Total 106023 BECKLUND'S AUTO REPAIR & TOWING:							120.00	
31 BENNETT & SONS SAND & GRAVEL								
07/25/2018	33386	1	Invoice	SIDEWALKS PREP	05/31/2018	07/25/2018	1,540.00	101-43100-224
07/25/2018	33451	1	Invoice	ROCK/POLICE RANGE	05/31/2018	07/25/2018	3,115.00	101-42100-418
07/25/2018	33453	1	Invoice	RENT EQUIPMENT/PARKS	06/30/2018	07/25/2018	382.50	225-45200-590
07/25/2018	33453	2	Invoice	FILL/WATER	06/30/2018	07/25/2018	135.00	601-49400-221
07/25/2018	33453	3	Invoice	HAULING/STREETS	06/30/2018	07/25/2018	3,602.75	101-43100-224
Total 31 BENNETT & SONS SAND & GRAVEL:							8,775.25	
154 BENNETT'S FOOD CENTER								
07/25/2018	1092-JUNE 2	1	Invoice	SNACKS/POOL	06/30/2018	07/25/2018	2,457.19	225-45128-259
07/25/2018	1092-JUNE 2	2	Invoice	SUPPLIES/POOL	06/30/2018	07/25/2018	15.00	225-45128-217
07/25/2018	1092-JUNE 2	3	Invoice	SUPPLIES/STREETS	06/30/2018	07/25/2018	45.00	101-43100-217
Total 154 BENNETT'S FOOD CENTER:							2,517.19	
682 BLACKBURN MFG COMPANY								
07/25/2018	0572078	1	Invoice	SUPPLIES/WATER	07/12/2018	07/25/2018	110.57	601-49400-217
Total 682 BLACKBURN MFG COMPANY:							110.57	
331 BLUE CROSS - BLUE SHIELD OF MN								
07/25/2018	1807022757	1	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	1,096.07	609-49750-131
07/25/2018	1807022757	2	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	942.52	230-49020-131
07/25/2018	1807022757	3	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	639.77	211-45500-131
07/25/2018	1807022757	4	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	1,151.39	101-43100-131
07/25/2018	1807022757	5	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	235.83	101-43125-131
07/25/2018	1807022757	6	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	1,914.01	101-42100-131
07/25/2018	1807022757	7	Invoice	EMPLOY HEALTH INS.	07/02/2018	07/20/2018	1,069.50	101-41500-131
Total 331 BLUE CROSS - BLUE SHIELD OF MN:							7,049.09	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
104560 BOUND TREE MEDICAL, LLC								
07/25/2018	82892987	1	Invoice	MED SUPPLIES/AMB	06/12/2018	07/25/2018	85.78	230-49020-217
Total 104560 BOUND TREE MEDICAL, LLC:							85.78	
107 BREAKTHRU BEVERAGE								
07/25/2018	1080831354	1	Invoice	LIQUOR	07/19/2018	07/25/2018	1,610.27	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							1,610.27	
104828 CENTER POINT LARGE PRINT								
07/25/2018	1603043	1	Invoice	LG PRT BOOKS/LIBRARY	06/28/2018	07/25/2018	46.50	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							46.50	
572 CENTURYLINK/PHOENIX								
07/25/2018	3130542199	1	Invoice	PHONE/POOL	07/11/2018	08/06/2018	53.84	225-45128-321
07/25/2018	313539040 J	1	Invoice	PHONE/PARKBOARD	07/11/2018	08/06/2018	54.67	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							108.51	
104400 CHANNING BETE CO., INC								
07/25/2018	7132018	1	Invoice	TRN SUPPLIES/AMB	07/13/2018	07/25/2018	120.85	230-49020-208
Total 104400 CHANNING BETE CO., INC:							120.85	
106496 CLARK, SADIE								
07/25/2018	917417	1	Invoice	LIFEGUARD TRAINING REIMBURSE	07/06/2018	07/25/2018	35.00	225-45128-331
Total 106496 CLARK, SADIE:							35.00	
106422 CORE & MAIN, LP								
07/25/2018	J136525	1	Invoice	SUPPLIES/WATER	07/09/2018	07/25/2018	481.12	601-49400-221
Total 106422 CORE & MAIN, LP:							481.12	
104935 CRABTREE PUBLISHING COMPANY								
07/25/2018	528713	1	Invoice	BOOKS/LIBRARY	06/15/2018	07/15/2018	59.85	211-45500-592
Total 104935 CRABTREE PUBLISHING COMPANY:							59.85	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106384 CRESCENT LANDSCAPE SUPPLY, INC.								
07/25/2018	021224	1	Invoice	PLAYGROUND CHIPS	07/12/2018	07/25/2018	2,280.00	225-45200-590
Total 106384 CRESCENT LANDSCAPE SUPPLY, INC.:							2,280.00	
106428 DATA SMART COMPUTERS INC.								
07/25/2018	57277	1	Invoice	JUNE BACKUP	06/26/2018	07/25/2018	149.00	101-41500-580
07/25/2018	57531	1	Invoice	JULY BACKUP/ADM	07/18/2018	07/25/2018	149.00	101-41500-580
Total 106428 DATA SMART COMPUTERS INC.:							298.00	
105564 DEARBORN NATIONAL								
07/25/2018	F017376-1/A	1	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	132.86	101-41500-131
07/25/2018	F017376-1/A	2	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	259.16	101-42100-131
07/25/2018	F017376-1/A	3	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	73.17	101-43100-131
07/25/2018	F017376-1/A	4	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	34.29	211-45500-131
07/25/2018	F017376-1/A	5	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	32.80	225-45200-131
07/25/2018	F017376-1/A	6	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	95.61	230-49020-131
07/25/2018	F017376-1/A	7	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	32.80	601-49400-131
07/25/2018	F017376-1/A	8	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	26.53	602-49450-131
07/25/2018	F017376-1/A	9	Invoice	EMPLOYEE INS.	07/13/2018	08/01/2018	53.67	609-49750-131
Total 105564 DEARBORN NATIONAL:							740.89	
105433 DELTA DENTAL OF MINNESOTA								
07/25/2018	7351585	1	Invoice	EMPLOY DENTAL	07/15/2018	08/01/2018	65.05	230-21705
07/25/2018	7351585	2	Invoice	EMPLOY DENTAL	07/15/2018	08/01/2018	31.15	609-21705
07/25/2018	7351585	3	Invoice	EMPLOY DENTAL	07/15/2018	08/01/2018	367.75	101-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							463.95	
70 DPC INDUSTRIES								
07/25/2018	827001163-1	1	Invoice	CHEMICALS/WATER	07/05/2018	07/25/2018	307.38	601-49400-217
Total 70 DPC INDUSTRIES:							307.38	
680 DVS								
07/25/2018	2019 INTN.	1	Invoice	2019 INTL TRUCK/PW	07/12/2018	07/12/2018	5,335.88	101-43100-590
Total 680 DVS:							5,335.88	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106372 EGAN								
07/25/2018	JC10176225	1	Invoice	TIMER FOR HORSESHOES	07/20/2018	07/25/2018	170.19	225-45200-221
07/25/2018	JC10176226	1	Invoice	POOL LIGHTS	07/20/2018	07/25/2018	2,593.19	225-45128-223
07/25/2018	JC10176228	1	Invoice	REPAIR LUMINARIES	07/20/2018	07/25/2018	1,113.29	101-43100-221
Total 106372 EGAN:							3,876.67	
106327 ELM USA								
07/25/2018	12854	1	Invoice	PAY GO/LIBRARY	07/02/2018	07/25/2018	25.00	211-45500-201
Total 106327 ELM USA:							25.00	
105646 EXPERT T BILLING								
07/25/2018	4696	1	Invoice	JUNE BILLING/AMB	07/12/2018	07/25/2018	783.00	230-49020-401
Total 105646 EXPERT T BILLING:							783.00	
703 FARM & HOME PUBLISHERS LTD								
07/25/2018	F-632652	1	Invoice	PLAT BOOK/LIBRARY	06/19/2018	07/25/2018	53.90	211-45500-592
Total 703 FARM & HOME PUBLISHERS LTD:							53.90	
105049 FIRE SAFETY USA, INC.								
07/25/2018	112639	1	Invoice	GLOVES/FIRE DEPT.	06/26/2018	07/25/2018	519.80	101-42200-417
Total 105049 FIRE SAFETY USA, INC.:							519.80	
105806 FLAHERTY & HOOD, P.A.								
07/25/2018	11605	1	Invoice	RETAINER/ADM	07/03/2018	07/25/2018	1,687.50	101-41500-304
07/25/2018	11668	1	Invoice	LEGAL/ADM	07/03/2018	07/25/2018	140.00	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							1,827.50	
106441 GILLESPIE SPORTING GOODS								
07/25/2018	541422	1	Invoice	PLAQUE/AMB BLDG.	07/10/2018	07/25/2018	60.00	230-49020-310
Total 106441 GILLESPIE SPORTING GOODS:							60.00	
104641 GOLD CROSS AMBULANCE SERVICE								
07/25/2018	18-55186	1	Invoice	INTERCEPT/AMB	06/19/2018	07/25/2018	270.42	230-49020-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104641 GOLD CROSS AMBULANCE SERVICE:							270.42	
105285 GOLD CROSS CONTRACT SERVICES								
07/25/2018	18-404	1	Invoice	AUG. MANAGE/AMB	07/03/2018	07/13/2018	7,550.00	230-49020-401
Total 105285 GOLD CROSS CONTRACT SERVICES:							7,550.00	
105808 HBC, INC.								
07/25/2018	105099 JULY	1	Invoice	PHONE&INTERNET/FIRE	07/02/2018	07/20/2018	159.59	101-42200-321
07/25/2018	71466 JULY	1	Invoice	PHONE&INTERN/LIBARY	07/02/2018	07/20/2018	111.89	211-45500-321
07/25/2018	78487 JULY	1	Invoice	PHONE INTERNET/ADM	07/02/2018	07/20/2018	292.09	101-41500-321
07/25/2018	78487 JULY	2	Invoice	PHONE INTERNET/POLICE	07/02/2018	07/20/2018	596.42	101-42100-321
07/25/2018	78487 JULY	3	Invoice	PHONE INTERNT/PUBLIC WORKS	07/02/2018	07/20/2018	127.35	101-43100-321
07/25/2018	94387 JULY	1	Invoice	PHONE & INTERNET/LIQ.ST.	07/02/2018	07/20/2018	350.18	609-49750-321
07/25/2018	95899 JULY	1	Invoice	PHONE INTERNET/AMB	07/02/2018	07/20/2018	221.29	230-49020-321
Total 105808 HBC, INC.:							1,858.81	
106126 HENRY SCHEIN INC.								
07/25/2018	19166910	1	Invoice	CREDIT/AMB	05/29/2018	07/25/2018	16.42-	230-49020-217
07/25/2018	53063673	1	Invoice	MED SUPPLIES/AMB	05/04/2018	07/25/2018	207.12	230-49020-217
07/25/2018	53698475	1	Invoice	MED SUPPLIES/AMB	05/23/2018	07/25/2018	16.42	230-49020-217
07/25/2018	53810114	1	Invoice	MED SUPPLIES/AMB	05/29/2018	07/25/2018	45.78	230-49020-217
07/25/2018	53816999	1	Invoice	MED SUPPLIES/AMB	05/29/2018	07/25/2018	16.42	230-49020-217
07/25/2018	54071807	1	Invoice	MED SUPPLIES/AMB	06/05/2018	07/25/2018	136.96	230-49020-217
07/25/2018	54130694	1	Invoice	FIRST AID SUPPLIES/POOL	06/07/2018	07/25/2018	25.14	225-45128-217
07/25/2018	54180688	1	Invoice	AED PADS/CITY HALL	06/08/2018	07/25/2018	56.25	101-41500-221
07/25/2018	54507302	1	Invoice	MED SUPPLIES/AMB	06/19/2018	07/25/2018	115.75	230-49020-217
07/25/2018	54569311	1	Invoice	MED SUPPLIES/AMB	06/20/2018	07/25/2018	340.98	230-49020-217
Total 106126 HENRY SCHEIN INC.:							944.40	
116 HIGH PLAINS								
07/25/2018	15372 JUNE	1	Invoice	FUEL/RURAL FIRE	06/30/2018	07/31/2018	164.86	245-42200-212
07/25/2018	15450 JUNE	1	Invoice	FUEL&WASHES/POLICE	06/30/2018	07/31/2018	413.33	101-42100-212
07/25/2018	2660 JUNE 2	1	Invoice	FUEL/STREETS	06/30/2018	07/31/2018	431.41	101-43100-212
07/25/2018	2660 JUNE 2	2	Invoice	FUEL/PARKS	06/30/2018	07/31/2018	615.95	225-45200-212
07/25/2018	2660 JUNE 2	3	Invoice	FUEL/WATER	06/30/2018	07/31/2018	46.77	601-49400-212
07/25/2018	2660 JUNE 2	4	Invoice	FUEL/SEWER	06/30/2018	07/31/2018	52.48	602-49450-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 116 HIGH PLAINS:							1,724.80	
105422 HUCKLEBERRY, BECKY								
07/25/2018	JULY 2018	1	Invoice	CPR CARDS/AMB TRN	07/19/2018	07/25/2018	23.62	230-49020-332
Total 105422 HUCKLEBERRY, BECKY:							23.62	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
07/25/2018	AUG. 2018	1	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	3,720.00	101-41500-131
07/25/2018	AUG. 2018	2	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	1,240.00	101-42100-131
07/25/2018	AUG. 2018	3	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	1,240.00	225-45200-131
07/25/2018	AUG. 2018	4	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	1,240.00	602-49450-131
07/25/2018	AUG. 2018	5	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	1,029.20	101-43100-131
07/25/2018	AUG. 2018	6	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	210.80	101-43125-131
07/25/2018	AUG. 2018	7	Invoice	LOCAL 49 HEALTH INS.	07/01/2018	07/15/2018	1,240.00	601-49400-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							9,920.00	
384 JACK NEUMANN TRUCKING								
07/25/2018	23089	1	Invoice	FREIGHT/LIQUOR ST.	07/19/2018	07/25/2018	53.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							53.00	
348 JOHN DEERE FINANCIAL								
07/25/2018	IP77339	1	Invoice	OIL/STREETS	06/15/2018	07/25/2018	642.10	101-43100-217
07/25/2018	IP77387	1	Invoice	BATTERIES/STREETS	06/18/2018	07/25/2018	118.11	101-43100-221
07/25/2018	IP77624	1	Invoice	GREASE/STREETS	06/26/2018	07/25/2018	41.88	101-43100-217
07/25/2018	IP78009	1	Invoice	USE FORKLIFT/PARKS	07/10/2018	07/25/2018	150.00	225-45200-590
Total 348 JOHN DEERE FINANCIAL:							952.09	
134 JOHNSON BROS-ST. PAUL								
07/25/2018	1059955	1	Invoice	LIQUOR	07/18/2018	07/25/2018	1,223.35	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							1,223.35	
104636 JOHNSON PRINTING								
07/25/2018	154126	1	Invoice	RECEIPT BOOKS/ADM	07/16/2018	07/25/2018	555.75	101-41500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104636 JOHNSON PRINTING:							555.75	
106497 KLASSEN, PETE								
07/25/2018	PL18-34	1	Invoice	REFUND DEPOSIT	07/23/2018	07/25/2018	100.00	101-41500-32210
Total 106497 KLASSEN, PETE:							100.00	
141 KREOFSKY BUILDING SUPPLIES								
07/25/2018	0806-724246	1	Invoice	SUPPLIES/PARKS	06/14/2018	07/25/2018	67.19	225-45200-590
07/25/2018	1806-720620	1	Invoice	SUPPLIES/WATER	06/04/2018	07/25/2018	24.77	601-49400-217
07/25/2018	1806-721021	1	Invoice	SUPPLIES/PARKS	06/05/2018	07/25/2018	8.98	225-45200-221
07/25/2018	1806-721081	1	Invoice	SUPPLIES/CEMETERY	06/05/2018	07/25/2018	11.99	235-49010-590
07/25/2018	1806-721368	1	Invoice	SUPPLIES/PARKS	06/06/2018	07/25/2018	132.00	225-45200-221
07/25/2018	1806-721426	1	Invoice	KEY/PARKS	06/06/2018	07/25/2018	5.37	225-45200-217
07/25/2018	1806-721446	1	Invoice	BATTERY/STREETS	06/06/2018	07/25/2018	6.79	101-43100-221
07/25/2018	1806-721494	1	Invoice	SUPPLIES/STREETS	06/06/2018	07/25/2018	6.99	101-43100-221
07/25/2018	1806-721515	1	Invoice	DRILL/STREETS	06/06/2018	07/25/2018	25.00	101-43100-418
07/25/2018	1806-722000	1	Invoice	SUPPLIES/POOL	06/07/2018	07/25/2018	10.48	225-45128-217
07/25/2018	1806-722437	1	Invoice	SUPPLIES/CEMETERY	06/08/2018	07/25/2018	16.28	235-49010-590
07/25/2018	1806-722490	1	Invoice	SUPPLIES/AMB	06/08/2018	07/20/2018	5.89	230-49020-221
07/25/2018	1806-723859	1	Invoice	SUPPLIES/CEMETERY	06/13/2018	07/20/2018	7.29	235-49010-217
07/25/2018	1806-724143	1	Invoice	SUPPLIES/POLICE	06/14/2018	07/20/2018	37.31	101-42100-418
07/25/2018	1806-724741	1	Invoice	SUPPLIES/STREETS	06/15/2018	07/25/2018	14.49	101-43100-217
07/25/2018	1806-725425	1	Invoice	SUPPLIES/STREETS	06/18/2018	07/25/2018	5.98	101-43100-217
07/25/2018	1806-725801	1	Invoice	BULBS/SEWER	06/19/2018	07/25/2018	10.99	602-49450-223
07/25/2018	1806-726139	1	Invoice	SUPPLIES/STREETS	06/20/2018	07/25/2018	5.79	101-43100-217
07/25/2018	1806-726203	1	Invoice	SUPPLIES/LIQUOR STORE	06/20/2018	07/25/2018	12.53	609-49750-223
07/25/2018	1806-727118	1	Invoice	SUPPLIES/POLICE	06/23/2018	07/20/2018	17.16	101-42100-418
07/25/2018	1806-727985	1	Invoice	SUPPLIES/POLICE	06/26/2018	07/20/2018	51.51	101-42100-418
07/25/2018	1806-728274	1	Invoice	CLEANER/PARKS	06/27/2018	07/25/2018	9.96	225-45200-217
07/25/2018	1806-728701	1	Invoice	SUPPLIES/POOL	06/28/2018	07/25/2018	11.56	225-45128-217
07/25/2018	1806-729257	1	Invoice	SUPPLIES/STREETS	06/29/2018	07/25/2018	2.49	101-43100-217
Total 141 KREOFSKY BUILDING SUPPLIES:							508.79	
106176 KWIK TRIP EXTENDED NETWORK								
07/25/2018	NP53668223	1	Invoice	FUEL/AMB	07/02/2018	07/23/2018	579.99	230-49020-212
07/25/2018	NP53668223	2	Invoice	FUEL/POLICE	07/02/2018	07/23/2018	816.47	230-49020-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106176 KWIK TRIP EXTENDED NETWORK:							1,396.46	
105662 LEONARD ENTERPRISES LLC								
07/25/2018	JULY 2018	1	Invoice	SIDEWALK REPLACE	07/22/2018	07/25/2018	26,645.35	101-43100-226
07/25/2018	JULY 2018	2	Invoice	CURBS	07/22/2018	07/25/2018	8,611.00	101-43100-221
Total 105662 LEONARD ENTERPRISES LLC:							35,256.35	
105954 MATTS STUMP REMOVALL								
07/25/2018	0433	1	Invoice	STUMPS/STREETS	07/18/2018	07/25/2018	450.00	101-43100-222
Total 105954 MATTS STUMP REMOVALL:							450.00	
308 MAYO CLINIC								
07/25/2018	700002746 J	1	Invoice	NEW EMPLOY/AMB	07/01/2018	07/30/2018	680.00	230-49020-310
07/25/2018	700002746/J	1	Invoice	NEW EMPLOY/AMB.	07/01/2018	07/29/2018	580.00	211-45500-310
07/25/2018	700002746/J	2	Invoice	NEW EMPLOY/PARKS	07/01/2018	07/29/2018	43.00	225-45200-310
07/25/2018	700002746/J	3	Invoice	NEW EMPLOY/POOL	07/01/2018	07/29/2018	86.00	225-45128-310
07/12/2018	700002746/J	4	Adjustmen	NEW EMPLOY/AMB.	07/01/2018	07/29/2018	580.00-	211-45500-310
07/12/2018	700002746/J	5	Adjustmen	NEW EMPLOY/PARKS	07/01/2018	07/29/2018	43.00-	225-45200-310
07/12/2018	700002746/J	6	Adjustmen	NEW EMPLOY/POOL	07/01/2018	07/29/2018	86.00-	225-45128-310
Total 308 MAYO CLINIC:							680.00	
105998 METERING & TECHNOLOGY SOLUTION								
07/25/2018	12014	1	Invoice	SUPPLIES/WATER	07/09/2018	07/25/2018	3,327.00	601-49400-217
Total 105998 METERING & TECHNOLOGY SOLUTION:							3,327.00	
106498 MN - WI PLAYGROUND								
07/25/2018	2018244	1	Invoice	PLAYGROUND EQUIPMENT	07/19/2018	07/25/2018	2,056.40	225-45200-217
Total 106498 MN - WI PLAYGROUND:							2,056.40	
223 MN ENERGY RESOURCES CORP.								
07/25/2018	0503078391	1	Invoice	GAS UTIL/FIRE HALL	06/27/2018	07/19/2018	55.76	101-42200-383
Total 223 MN ENERGY RESOURCES CORP.:							55.76	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
185 MN MUNICIPAL BEVERAGE ASSOC								
07/25/2018	2018-19	1	Invoice	DUES/LIQUOR ST.	07/01/2018	07/25/2018	600.00	609-49750-433
Total 185 MN MUNICIPAL BEVERAGE ASSOC:							600.00	
105220 MN PUBLIC FACILITIES AUTHORITY								
07/25/2018	1047908292	1	Invoice	INT. E.BDWY WATER BOND 2011	06/25/2018	07/12/2018	1,990.94	332-43100-611
07/25/2018	1047908292	2	Invoice	PFA LOAN/WATER	06/25/2018	07/12/2018	60,000.00	601-49400-601
07/25/2018	1047908292	3	Invoice	PFA LOAN INTEREST	06/25/2018	07/12/2018	3,287.50	601-49400-611
07/25/2018	1047908292	1	Invoice	PRIN. E.BDWY WATER BOND 2011	06/25/2018	07/12/2018	13,000.00	332-43100-601
Total 105220 MN PUBLIC FACILITIES AUTHORITY:							78,278.44	
376 NORTHERN BEVERAGE DISTB.								
07/25/2018	290056	1	Invoice	BEER/LIQUOR STORE	07/19/2018	07/25/2018	1,488.50	609-49750-252
07/25/2018	290747	1	Invoice	BEER/LIQUOR STORE	07/12/2018	07/25/2018	2,823.40	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							4,311.90	
106492 NORTHLAND GENERAL								
07/25/2018	1085	1	Invoice	FENCE FOR PATIO LIQUOR STORE	07/11/2018	07/25/2018	9,050.00	609-49750-590
Total 106492 NORTHLAND GENERAL:							9,050.00	
106201 NORTHVIEW BANK								
07/25/2018	POOL BOND	1	Invoice	GO POOL BOND INTEREST	06/22/2018	07/12/2018	15,465.00	316-45128-611
Total 106201 NORTHVIEW BANK:							15,465.00	
105071 OLIVER & ANDYS BOOK CO, INC.								
07/25/2018	13048	1	Invoice	BOOKS/LIBRARY	07/05/2018	07/25/2018	361.90	211-45500-592
Total 105071 OLIVER & ANDYS BOOK CO, INC.:							361.90	
201 OLMSTED COUNTY ENVIRONMENTAL RESOURCES								
07/25/2018	WL00500201	1	Invoice	TESTING/WATER	07/12/2018	07/25/2018	297.60	601-49400-310
Total 201 OLMSTED COUNTY ENVIRONMENTAL RESOURCES:							297.60	
205 ORION DISTRIBUTING LLC								
07/25/2018	07132018	1	Invoice	SNACKS/LIQUOR ST.	07/13/2018	07/25/2018	38.50	609-49750-259

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 205 ORION DISTRIBUTING LLC:							38.50	
106161 PEOPLE'S ENERGY COOPERATIVE								
07/25/2018	2643900 JU	1	Invoice	ELEC/WELL #3	07/06/2018	07/25/2018	502.00	601-49400-381
07/25/2018	2647400 JU	1	Invoice	ELEC/RINK	07/06/2018	07/25/2018	58.00	225-45200-381
07/25/2018	2652400 JU	1	Invoice	ELEC/LIQUOR STORE	07/06/2018	07/25/2018	1,130.00	609-49750-381
07/25/2018	2657300 JU	1	Invoice	ELEC/EKSTEIN FIELD	07/06/2018	07/25/2018	79.48	225-45200-381
07/25/2018	2657400 JU	1	Invoice	ELEC/ATH.FIELD	07/06/2018	07/25/2018	86.00	225-45200-381
07/25/2018	2658900 JU	1	Invoice	ELEC/POOL	07/06/2018	07/25/2018	1,845.00	225-45128-381
07/25/2018	2706100 JU	1	Invoice	ELEC/NE LIFT STATION	07/06/2018	07/25/2018	96.00	602-49450-381
07/25/2018	2709900 JU	1	Invoice	ELEC/W BDWY. SIREN	07/06/2018	07/25/2018	11.00	101-42500-381
07/25/2018	2714900 JU	1	Invoice	ELEC/ST.LIGHTS	07/06/2018	07/25/2018	2,472.00	101-43100-381
07/25/2018	2732200 JU	1	Invoice	ELEC/SIGNAL LIGHT	07/06/2018	07/25/2018	34.00	101-43100-381
07/25/2018	2738000 JU	1	Invoice	ELEC/WELL #2	07/06/2018	07/25/2018	2,436.00	601-49400-381
07/25/2018	2739100 JU	1	Invoice	ELEC/PW BLDG.	07/06/2018	07/25/2018	378.00	101-43100-381
07/25/2018	2747700 JU	1	Invoice	ELEC/ SW SIREN	07/02/2018	07/25/2018	43.00	101-42500-381
07/25/2018	2764400 JU	1	Invoice	ELEC/NW LIFT STATION	07/06/2018	07/25/2018	346.00	602-49450-381
07/25/2018	2767800 JU	1	Invoice	ELEC/CEMETERY	07/06/2018	07/25/2018	28.00	235-49010-381
07/25/2018	2777600 JU	1	Invoice	ELEC/LIBRARY	07/06/2018	07/25/2018	351.00	211-45500-381
07/25/2018	3026600 JU	1	Invoice	ELEC/AMB BLDG	07/06/2018	07/25/2018	425.00	230-49020-381
07/25/2018	3036800 JU	1	Invoice	ELEC/FIRE HALL	07/06/2018	07/25/2018	213.00	101-42200-381
07/25/2018	3038100 JU	1	Invoice	ELEC/CITY HALL	07/06/2018	07/25/2018	213.67	101-41500-381
07/25/2018	3038100 JU	2	Invoice	ELEC/CITY HALL	07/06/2018	07/25/2018	213.67	101-42100-381
07/25/2018	3038100 JU	3	Invoice	ELEC/CITY HALL	07/06/2018	07/25/2018	213.66	101-41110-381
07/25/2018	3041300 JUL	1	Invoice	ELEC/WEDGEWOOD	07/06/2018	07/25/2018	57.00	225-45200-381
07/25/2018	3042300 JU	1	Invoice	ELEC/WATER TOWER	07/06/2018	07/25/2018	171.00	601-49400-381
07/25/2018	3042300 JU	1	Invoice	ELEC/BIKE TRAIL	07/06/2018	07/25/2018	41.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							11,443.48	
217 PHILLIPS ST. PAUL.								
07/25/2018	2392152	1	Invoice	LIQUOR	07/18/2018	07/25/2018	1,809.80	609-49750-261
Total 217 PHILLIPS ST. PAUL.:							1,809.80	
106495 PLAINVIEW AREA FOUNDATION								
07/25/2018	2018	1	Invoice	FOR TRANSIT GRANT/LIBRARY	07/17/2018	07/25/2018	200.00	211-45500-33620
Total 106495 PLAINVIEW AREA FOUNDATION:							200.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
76 PLAINVIEW EDA								
07/25/2018	JULY 2018	1	Invoice	JULY 2018 CONTRIBUTION	07/19/2018	07/25/2018	4,583.34	101-46500-491
Total 76 PLAINVIEW EDA:							4,583.34	
105272 PLAINVIEW LAWN & SNOW								
07/25/2018	6893	1	Invoice	JUNE CLEANING/CITY HALL	07/01/2018	07/25/2018	202.23	101-41500-401
07/25/2018	6893	2	Invoice	JUNE CLEANING/CITY HALL	07/01/2018	07/25/2018	202.22	101-42100-401
07/25/2018	6893	3	Invoice	JUNE CLEANING/CITY HALL	07/01/2018	07/25/2018	202.22	101-41110-401
07/25/2018	6903	1	Invoice	OPEN & CLOSE/CEMETERY	07/22/2018	07/25/2018	450.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							1,056.67	
104365 PLAINVIEW LIONS CLUB								
07/25/2018	C.HADLER	1	Invoice	DUES C.HADLER	07/11/2018	07/11/2018	65.00	101-41500-433
Total 104365 PLAINVIEW LIONS CLUB:							65.00	
741 QUILL CORPORATION								
07/25/2018	8247598	1	Invoice	ENVELOPES/ADM	06/27/2018	07/25/2018	55.82	101-41500-201
07/25/2018	8346849	1	Invoice	NAME PLATE COUNCIL	07/06/2018	07/25/2018	23.92	101-41110-201
Total 741 QUILL CORPORATION:							79.74	
105845 RAHMAN HEATING, AC &								
07/25/2018	10325	1	Invoice	AC REPAIR/POLICE	07/16/2018	07/25/2018	192.00	101-42100-221
Total 105845 RAHMAN HEATING, AC &:							192.00	
245 RANDY'S FOODS LLC								
07/25/2018	071618	1	Invoice	SNACKS/LIQUOR ST.	07/16/2018	07/25/2018	208.50	609-49750-259
Total 245 RANDY'S FOODS LLC:							208.50	
546 RDO EQUIPMENT CO.								
07/25/2018	1093757	1	Invoice	PARTS/STREETS	07/09/2018	07/25/2018	4,150.00	101-43100-217
Total 546 RDO EQUIPMENT CO.:							4,150.00	
106198 RECORDED BOOKS, INC.								
07/25/2018	57802216	1	Invoice	RECORDED BOOKS/LIBRARY	06/14/2018	07/25/2018	39.99	211-45500-592

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
07/25/2018	75915189	1	Invoice	RECORDED BOOKS/LIBRARY	06/26/2018	07/25/2018	45.00	211-45500-592
	Total 106198 RECORDED BOOKS, INC.:						84.99	
390 RITEWAY BUSINESS FORMS								
07/25/2018	18-32236	1	Invoice	UTILITY BILLING/SEWER	07/17/2018	07/25/2018	340.51	602-49450-201
07/25/2018	18-32236	2	Invoice	UTILITY BILLING/WATER	07/17/2018	07/25/2018	340.51	601-49400-201
	Total 390 RITEWAY BUSINESS FORMS:						681.02	
106438 SAND CREEK GROUP, LTD.								
07/25/2018	96311	1	Invoice	EMPLOYEE ASSISTANCE	07/11/2018	07/25/2018	76.80	101-41500-401
	Total 106438 SAND CREEK GROUP, LTD.:						76.80	
264 SCHOTT DISTRIBUTING CO INC								
07/25/2018	320437	1	Invoice	BEER/LIQUOR STORE	07/11/2018	07/25/2018	10,012.15	609-49750-252
07/25/2018	320438	1	Invoice	BEER/LIQUOR STORE	07/11/2018	07/25/2018	223.60	609-49750-252
07/25/2018	321222	1	Invoice	BEER/LIQUOR STORE	07/18/2018	07/25/2018	5,497.75	609-49750-252
07/25/2018	706885	1	Invoice	BEER/LIQUOR STORE	07/18/2018	07/25/2018	2,285.00	609-49750-252
	Total 264 SCHOTT DISTRIBUTING CO INC:						18,018.50	
268 SELCO								
07/25/2018	045256	1	Invoice	FEES, MAILS/LIBRARY	06/22/2018	07/25/2018	1,025.72	211-45500-418
	Total 268 SELCO:						1,025.72	
105729 SOUTHERN GLAZERS OF MN								
07/25/2018	5031561	1	Invoice	LIQUOR	06/29/2018	07/25/2018	1,186.68	609-49750-251
	Total 105729 SOUTHERN GLAZERS OF MN:						1,186.68	
106493 TENTIS, MADISON								
07/25/2018	917419	1	Invoice	LIFEGUARD TRANING REIMBURSE	07/06/2018	07/25/2018	35.00	225-45128-331
	Total 106493 TENTIS, MADISON:						35.00	
716 THREE RIVERS COMMUNITY ACTION								
07/25/2018	2018-75	1	Invoice	GROUP RIDE/LIBRARY	06/30/2018	07/25/2018	200.00	211-45500-437

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 716 THREE RIVERS COMMUNITY ACTION:							200.00	
105796 U.S. BANK EQUIPMENT FINANCE								
07/25/2018	362216335	1	Invoice	COPIER/CITYHALL	07/17/2018	08/11/2018	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
106494 UPTAGRAFFT, LAUREN								
07/25/2018	917421	1	Invoice	LIFEGUARD TRAINING REIMBURSE	07/06/2018	07/25/2018	35.00	225-45128-331
Total 106494 UPTAGRAFFT, LAUREN:							35.00	
106042 US BANK								
07/25/2018	1120922	1	Invoice	ST. RECONSTRUCT BOND INT.	06/27/2018	07/12/2018	15,709.38	325-43100-611
Total 106042 US BANK:							15,709.38	
105973 USA BLUEBOOK								
07/25/2018	548461	1	Invoice	SUPPLIES/STREETS	04/18/2018	07/25/2018	296.38	101-43100-406
07/25/2018	576145	1	Invoice	PUMP/POOL	05/18/2018	07/25/2018	705.70	225-45128-221
Total 105973 USA BLUEBOOK:							1,002.08	
105928 VIOLA NURSERY & GREENHOUSE								
07/25/2018	JULY 2018	1	Invoice	PLANTERS LIQ.STORE PATIO	07/12/2018	07/25/2018	960.08	609-49750-590
Total 105928 VIOLA NURSERY & GREENHOUSE:							960.08	
168 VISA								
07/25/2018	0165 JUNE 2	1	Invoice	BOOKS & DVD'S/LIBRARY	07/02/2018	07/27/2018	476.08	211-45500-592
07/25/2018	0624 JUNE 2	1	Invoice	UNIFORM/ADM P.TENTIS	07/02/2018	07/27/2018	120.70	101-41500-417
07/25/2018	6113 JUNE 2	1	Invoice	CAMERA/POLICE	07/02/2018	07/27/2018	322.22	101-42100-437
07/25/2018	6113 JUNE 2	2	Invoice	OFFICE 365/POLICE	07/02/2018	07/27/2018	75.15	101-42100-228
07/25/2018	6121 JUNE 2	1	Invoice	MEALS/POLICE	07/02/2018	07/27/2018	30.28	101-42100-331
07/25/2018	6121 JUNE 2	2	Invoice	SUPPLIES/POLICE	07/02/2018	07/27/2018	49.98	101-42100-221
07/25/2018	6121 JUNE 2	3	Invoice	HOSTGATOR/POLICE	07/02/2018	07/27/2018	8.99	101-42100-321
07/25/2018	6154 JUNE 2	1	Invoice	SUPPLIES/STREETS	07/02/2018	07/27/2018	143.22	101-43100-217
07/25/2018	6154 JUNE 2	2	Invoice	SUPPLIES/POOL	07/02/2018	07/27/2018	209.00	225-45128-221
07/25/2018	6154 JUNE 2	3	Invoice	SUPPLIES/POOL	07/02/2018	07/27/2018	8.05	225-45128-217
07/25/2018	6154 JUNE 2	4	Invoice	SUPPLIES/WATER	07/02/2018	07/27/2018	2.89	601-49400-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
07/25/2018	6188 JUNE 2	1	Invoice	REPAIRS/PARKS	07/02/2018	07/27/2018	90.18	225-45200-223
07/25/2018	6196 JUNE 2	1	Invoice	BULBS/LIQ.STORE	07/02/2018	07/27/2018	29.18	609-49750-223
07/25/2018	6196 JUNE 2	2	Invoice	BULBS/LIBRARY	07/02/2018	07/27/2018	30.19	211-45500-223
07/25/2018	6196 JUNE 2	3	Invoice	PLANT FOOD/STREETS	07/02/2018	07/27/2018	71.37	101-43100-217
07/25/2018	6196 JUNE 2	4	Invoice	REPAIRS/92 PICKUP STREETS	07/02/2018	07/27/2018	1,392.79	101-43100-221
07/25/2018	6360 JUNE 2	1	Invoice	POSTAGE/POLICE	07/02/2018	07/27/2018	13.40	101-42100-437
07/25/2018	6360 JUNE 2	2	Invoice	TRAINING/POLICE	07/02/2018	07/27/2018	175.68	101-42100-331
07/25/2018	6360 JUNE 2	3	Invoice	SUPPLIES/POLICE	07/02/2018	07/27/2018	187.38	101-42100-221
07/25/2018	6410 JUNE 2	1	Invoice	POSTAGE/WATER	07/02/2018	07/27/2018	7.25	601-49400-310
07/25/2018	6451 JUNE 2	1	Invoice	UNIFORM/ADM V.AXLEY	07/02/2018	07/27/2018	195.47	101-41500-417
07/25/2018	6469 JUNE 2	1	Invoice	SUPPLIES/ADM	07/02/2018	07/27/2018	53.35	101-41500-201
07/25/2018	6469 JUNE 2	2	Invoice	ADVERTISING/ADM	07/02/2018	07/27/2018	24.09	101-41500-343
07/25/2018	6469 JUNE 2	3	Invoice	COMP PLAN SURVEY	07/02/2018	07/27/2018	384.00	101-41500-433
07/25/2018	6519 JUNE 2	1	Invoice	SUPPLIES/LIQ. STORE PATIO	07/02/2018	07/27/2018	1,038.64	609-49750-217
07/25/2018	6519 JUNE 2	2	Invoice	SUPPLIES/LIQ. STORE PATIO	07/02/2018	07/27/2018	60.09	609-49750-214
07/25/2018	6519 JUNE 2	3	Invoice	SUPPLIES/LIQ. STORE PATIO	07/02/2018	07/27/2018	239.90	609-49750-269
07/25/2018	6519 JUNE 2	4	Invoice	SUPPLIES/LIQUOR STORE	07/02/2018	07/27/2018	6.00	609-49750-259
07/25/2018	6519 JUNE 2	5	Invoice	SUPPLIES/LIQUOR STORE	07/02/2018	07/27/2018	25.43	609-49750-261
Total 168 VISA:							5,470.95	
105405 WABASHA COUNTY ATTORNEY								
07/25/2018	2018-1369	1	Invoice	FORFEITURE	07/23/2018	07/25/2018	189.00	101-42100-313
Total 105405 WABASHA COUNTY ATTORNEY:							189.00	
790 WASTE MANAGEMENT								
07/25/2018	33100074-27	1	Invoice	GARBAGE/FIRE HALL	06/28/2018	07/25/2018	164.58	101-42200-223
Total 790 WASTE MANAGEMENT:							164.58	
106269 WATER SYSTEMS COMPANY								
07/25/2018	800026 JUN	1	Invoice	WATER/AMB BLDG.	06/30/2018	07/20/2018	42.65	230-49020-223
Total 106269 WATER SYSTEMS COMPANY:							42.65	
106090 ZIEBELL, ROGER								
07/25/2018	JULY 2018	1	Invoice	MILEAGE/TRANSIT BUS MEET	07/16/2018	07/27/2018	34.88	101-41110-331
Total 106090 ZIEBELL, ROGER:							34.88	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
414 ZIEBELLS HIAWATHA FOODS INC								
07/25/2018	209204 X2	1	Invoice	CORRECT INVOICE	06/26/2018	07/25/2018	14.10	609-49750-214
07/25/2018	210682	1	Invoice	SUPPLIES LIQUOR ST.	07/09/2018	07/25/2018	207.87	609-49750-214
07/25/2018	211426	1	Invoice	SUPPLIES LIQUOR ST.	07/16/2018	07/25/2018	157.81	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							379.78	
105360 ZOLL MEDICAL CORPORATION								
07/25/2018	2625386	1	Invoice	MED SUPPLIES/AMB	01/13/2018	07/25/2018	100.77	230-49020-217
Total 105360 ZOLL MEDICAL CORPORATION:							100.77	
Grand Totals:							291,383.33	

Report GL Period Summary

GL Period	Amount
07/18	163,581.79
00/00	127,801.54
Grand Totals:	291,383.33

Vendor number hash:	10510230
Vendor number hash - split:	13265434
Total number of invoices:	189
Total number of transactions:	254

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	291,383.33	.00	291,383.33
Grand Totals:	291,383.33	.00	291,383.33

CITY OF PLAINVIEW MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Permits/Licenses/Donations	**AGENDA SECTION: Consent**
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO. 4.C.**
ATTACHMENTS: None	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to accept the donation from Plainview Firefighters Relief Association to the Plainview Fire Department for the purchase of the Brute Force Combi Tool.
2. **Motion** to accept donation from Plainview Firefighters Relief Association to the Plainview Fire Department for their Equipment Fund.
3. **Motion** to approve Loudspeaker Permit for American Legion for August 16 – August 19, between the hours of 10 a.m. and 11 p.m.

SUMMARY

The Plainview Firefighters Relief Association has submitted two checks to be donated to the Plainview Fire Department.

The first donation is directed specifically at the purchase of a TNT Perfect Storm Brute Force Combi Tool with Dual Battery Operation in the amount of $8,435.00.

The second donation is directed to be towards the Plainview Fire Department's Equipment Fund in the amount of $6,565.00. Staff recommends approval of the two donations from the Plainview Firefighters Relief Association.

The American Legion has applied for a Loudspeaker Permit for their Corn on the Cob Days dance. Staff recommends approval of the permit.

#26 Corn-on Cob

APPLICATION FOR LOUDSPEAKER PERMIT
CITY OF PLAINVIEW[1]

Application for such license shall be made to the City Clerk, and shall show:

1. The name and address of the applicant
   The American Legion
   215 3rd St S.W.

2. Address where speaker will be used
   215 3rd St S.W

3. A description of the type of equipment proposed to be used
   Speakers, Amps

4. The proposed date and hours of use
   8/16 - 8/19 2018
   Prayer Fest, music

5. Reason for request
   Corn-on-Cob

Signed [signature] Date 7/10/18

1. Certificate of Insurance must be attached to application and must be kept in effect for the license period as per City Ordinance and State Law. (Liability and Worker's Compensation)

---

[1] *Revised 11/07/01*

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Dept. Head Reports & Board Minutes	**AGENDA SECTION:** Consent
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO. 4.D.**
ATTACHMENTS:	Department Head Reports	**APPROVED BY: cgh**
RECOMMENDED ACTION: **Motion** to accept Department reports.		

CITY OF PLAINVIEW
ADMINISTRATOR'S UPDATE

City Council Meeting - August 13, 2018

Ongoing Projects / Activities:

- **Comprehensive Plan –** Approximately 180 responses to the survey so far. I met with Kristi Clarke to review very preliminary draft language and next steps for the plan. Kristi will have a tent at Corn on the Cob Days (Saturday 10 – 2) to engage with residents.
- **2019 Budgets –** Ongoing work on a 10-year capital budget and 2019 operating budgets for review at the Work Session on August 28.
- **Branding –** Looking forward to the next meeting yet to be scheduled. Played around with logo development but not loving any of my ideas.
- **TAP Grant –** Rough quotes for lighting project are in and seem higher than what I was expecting, looking for creative ways to lower cost, Draft of the school project are complete and sent to the school and bus company for input. (See B. Malm memo.) Mayor has requested public meeting for review of lighting styles.
- **Flooding issue in resident yards –** Quote obtained from Bennett's for grading, waiting for ground to dry out before they can do the work.
- **Document Management Software quotes -** A number of quotes received and just need to sit down and decide what we want for features. Project put on hold for a while.
- **Corn on the Cob Days License Agreements –** Drafted agreements for Lion's Club and Kim's Saloon, met with Lion's Club to answer questions.
- **Leadership Network Facebook Group –** Created Facebook group, which is the first step in developing leadership network that would be facilitated by the grant mentioned above. For now, the FB group will facilitate sharing of contact information and ideas.
- **City Buildings –** Held Building Committee meeting in June. I STILL need to schedule the next meeting of the committee.
- **Blandin Community Leadership Program –** Blandin hosted 2 meetings; July 18 and Aug. 9 for stakeholders and steering committee. Lists of people to recruit are being generated. Blandin will also work with city staff to advertise generally.
- **National Night Out –** I had tent with ducky game, kids' prizes, Comp Plan survey, and MN Energy Resource Water conservation kits. We ended up serving 260+ free dogs, 16 gallons of root beer and 10 gallons of ice cream.
- **Development Meetings & Inquiries –** TIF request from PK Meyers
- **Total Compensation Report –** Started work on this. We will get to pieces of this as Vicki is able.
- **Legal Issues –** work with City Attorney Flaherty and LMCIT attorney Sullivan on current and potential litigation.
- **Pool Photo Shoot –** Spent a while at the pool for a planning photo shoot to get some fun active photos for use on the website and other communications. Parents signed their kids up and staff obtained model releases for each child.
- **Other Regular Activities**
  - Council Requests & Meetings
  - Packet Creation
  - Resident Concerns & Questions
  - Staff Questions & Management
  - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
  - Monthly Financial Reporting to Council & Staff started in June.
  - Improve Cohesiveness with Community Groups – the leadership network group will move us towards this goal.
  - Engage with local business, cultural and service groups and schools – attended July and August Lion's Club meeting and signed up as a member. Hosted July women's networking meeting. Met with member of the Community Center board regarding their operations.
  - Redevelop website – COMPLETE!
- **Meetings/Trainings Attended:** SE MN Leadership Group, SE MN League of Cities Engagement Series, Election Judge

Permit Number & Applicant	Address & Project Description	Valuation and Fees	
PL18-60-DMC Plumbing (Lakeside)	1055 West Broadway New Gas Line	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-72-Patsy Axley	645 1st ST NW New Single Family Home	**Value:**	$171,500
		Total Fee:	$4,005.89
		Permit Fee:	$557.66
		Plan Review:	$362.48
		State Surcharge:	$85.75
PL18-77-Priority Construction-J.Fletcher	50 2nd Ave NE-Egress Window	**Value:**	$1500.00
		Total Fee:	$36.39
		Permit Fee:	$21.60
		Plan Review:	$14.04
		State Surcharge:	$.75
PL18-79-Ronningen Roofing-A.Ford	120 8th St NW-Re-roof	**Value:**	N/A
		Total Fee:	$55.00
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-80 Jacob Frank	545 West Broadway-A/C & Furnace Replacement	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-81 Action Plumbing & Heating-H.Reeve	410 6th St NW-Gas Line	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-Haley Comfort Systems- J.Salek	435 East Broadway- A/C Replace	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00

PL18-83 SBA Network Services-T-Mobile	210 10th St SW-Antenna Upgrades on Existing Cell Tower	**Value:**	$10,000
		Total Fee:	$124.63
		Permit Fee:	$72.50
		Plan Review:	$47.13
		State Surcharge:	$5.00
PL18-84-Mathew Kraus	810 3rd Ave NE-Re-roof	**Value:**	N/A
		Total Fee:	$55.00
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-85-Erich Heneke	120 5th ST NW-Re-roof	**Value:**	N/A
		Total Fee:	$55.00
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-86-K&S Plumbing and Heating-L.Beery	405 4th St NE-A/C and Furnace Replace	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-88 Larry Miller	135 1st Ave NE-Detached Garage	**Value:**	$8000
		Total Fee:	$205.15 (Incl $100 Refundable Deposit)
		Permit Fee:	$61.30
		Plan Review:	$39.85
		State Surcharge:	$4.00
PL18-90 K & S Plumbing and Heating-J.Davidson	140 5th St NW-A/C Replace	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$ 1.00
PL18-MISC-Douglas Cavagnetto	245 5th St NW-Replacing Concrete Sidewalk	**Value:**	N/A
		Total Fee:	$20.00
		Permit Fee:	$20.00
		Plan Review:	N/A
		State Surcharge:	N/A

Permit Number & Applicant	Address & Project Description	Valuation and Fees	
PL18-60-DMC Plumbing (Lakeside)	1055 West Broadway New Gas Line	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-72-Patsy Axley	645 1st ST NW New Single Family Home	**Value:**	$171,500
		Total Fee:	$4,005.89
		Permit Fee:	$557.66
		Plan Review:	$362.48
		State Surcharge:	$85.75
PL18-77-Priority Construction-J.Fletcher	50 2nd Ave NE-Egress Window	**Value:**	$1500.00
		Total Fee:	$36.39
		Permit Fee:	$21.60
		Plan Review:	$14.04
		State Surcharge:	$.75
PL18-79-Ronningen Roofing-A.Ford	120 8th St NW-Re-roof	**Value:**	N/A
		Total Fee:	$55.00
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-80 Jacob Frank	545 West Broadway-A/C & Furnace Replacement	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-81 Action Plumbing & Heating-H.Reeve	410 6th St NW-Gas Line	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL18-Haley Comfort Systems- J.Salek	435 East Broadway- A/C Replace	**Value:**	N/A
		Total Fee:	$30.00
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00

PL18-83 SBA Network Services-T-Mobile	210 10th St SW-Antenna Upgrades on Existing Cell Tower	**Value:** $10,000 **Total Fee:** $124.63 **Permit Fee:** $72.50 **Plan Review:** $47.13 **State Surcharge:** $5.00
PL18-84-Mathew Kraus	810 3rd Ave NE-Re-roof	**Value:** N/A **Total Fee:** $55.00 **Permit Fee:** $54.00 **Plan Review:** N/A **State Surcharge:** $1.00
PL18-85-Erich Heneke	120 5th ST NW-Re-roof	**Value:** N/A **Total Fee:** $55.00 **Permit Fee:** $54.00 **Plan Review:** N/A **State Surcharge:** $1.00
PL18-86-K&S Plumbing and Heating-L.Beery	405 4th St NE-A/C and Furnace Replace	**Value:** N/A **Total Fee:** $30.00 **Permit Fee:** $29.00 **Plan Review:** N/A **State Surcharge:** $1.00
PL18-88 Larry Miller	135 1st Ave NE-Detached Garage	**Value:** $8000 **Total Fee:** $205.15 (Incl $100 Refundable Deposit) **Permit Fee:** $61.30 **Plan Review:** $39.85 **State Surcharge:** $4.00
PL18-90 K & S Plumbing and Heating-J.Davidson	140 5th St NW-A/C Replace	**Value:** N/A **Total Fee:** $30.00 **Permit Fee:** $29.00 **Plan Review:** N/A **State Surcharge:** $ 1.00
PL18-MISC-Douglas Cavagnetto	245 5th St NW-Replacing Concrete Sidewalk	**Value:** N/A **Total Fee:** $20.00 **Permit Fee:** $20.00 **Plan Review:** N/A **State Surcharge:** N/A

MONTHLY REPORT OF FINANCE DIRECTOR
July 2018

Routine Work/General Items

- Processed bi-weekly payroll and all related duties to payroll and benefits administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Monthly sales tax report and payment
- Provide financial information and assistance as needed to departments
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Assist in front office as needed
- Dept. Budget Reports
- Investments Redeemed/Purchased

Activities

- 2018 Adopted Pay Scale 6 month Increases
- Research/Discuss School Liaison Officer Contract & Sent Invoice for 2017-2018 School Year
- Research Rochester Sales Tax Funds/EDA Housing Funds
- Provide Financial Assistance to Liquor Store
- Spent a day with Civic to correct on-going cash allocation issues and reconcile cash accounts with the audit & work on chart of accounts
- MN Care Provider Tax
- Insurance/Benefits Upcoming Open Enrollments & Premium Adjustments
- Set up new employee payroll deduction through Edward Jones
- Work to update credit card agreement at the Liquor Store
- Work with Eric Bennett from the Fire Relief Assn regarding State Funds
- Work with Mike Bubany to finalize 2017 Annual TIF Report

Projects

- Budget Prep, Capital Improvement Budget and Discussions
- Reconcile Liquor Store Cash Balances to 2017 Audited numbers, transfer due-to-funds (from the liquor store to general operations for expenses incurred and noted in previous years)
- Continued work on these on-going projects:
  - Working with Civic to update the Chart of Accounts to match MN Uniform Chart of Accts.
  - Working with Civic and Xpress Bill Pay to upgrade system, add cash receipting and add the online payment system and credit card payment system and MiExcel
  - 2018 bank recs and account reconciliations
  - Create Debt/TIF spreadsheet
  - Update financial processes and procedures
  - File/Organize Financial/Personnel Records

Reports

- Monthly Department of Labor Report
- Filed Quarterly Payroll & Unemployment Reports

Training

- Election Training – Wabasha County

Meetings

- Dept. head meetings
- Council meetings/Work Sessions
- TIF Meeting – Eagan
- Minnesota Benefit Association regarding employee benefits/changes

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	1,041.70	13,300.00	12,258.30
101-41110-122	FICA	79.69	825.00	745.31
101-41110-125	Medicare	.00	193.00	193.00
101-41110-151	Worker s Comp Insurance Prem	611.57	480.00	131.57-
101-41110-201	Office Supplies(paper-pens-et)	173.30	500.00	326.70
101-41110-310	Other Professional Services	4,107.50	20,000.00	15,892.50
101-41110-317	Dial A Ride Bus	50.00	.00	50.00-
101-41110-331	Meetings-Conferences (mtgs/mi)	89.38	2,500.00	2,410.62
101-41110-362	Property - Casualty Ins (Auto)	5,812.60	5,815.00	2.40
101-41110-381	Electric Utilities	795.98	1,480.00	684.02
101-41110-383	Gas Utilities	703.98	900.00	196.02
101-41110-401	Contractual Services	2,571.39	2,900.00	328.61
101-41110-433	Dues and Subscriptions	7,177.00	10,825.00	3,648.00
101-41110-437	Miscellaneous	64.88	.00	64.88-
Total Council:		23,278.97	59,718.00	36,439.03
Elections				
101-41410-309	Software and Design	270.00	800.00	530.00
101-41410-437	Miscellaneous	316.97	1,000.00	683.03
101-41410-590	Capital Outlay	.00	12,000.00	12,000.00
Total Elections:		586.97	13,800.00	13,213.03
Administration				
101-41500-101	Full-Time Employees Regular	156,371.11	232,340.00	75,968.89
101-41500-102	Full-Time Employees Overtime	4,049.43	2,500.00	1,549.43-
101-41500-121	PERA	10,980.36	17,403.00	6,422.64
101-41500-122	FICA	12,253.81	14,561.00	2,307.19
101-41500-125	Medicare	.00	3,406.00	3,406.00
101-41500-131	Employer Paid Health	33,293.13	52,920.00	19,626.87
101-41500-151	Worker s Comp Insurance Prem	1,376.03	1,050.00	326.03-
101-41500-201	Office Supplies(paper-pens-et)	2,387.82	5,500.00	3,112.18
101-41500-211	Operating Supplies - Cleaning	412.96	600.00	187.04
101-41500-217	Other Operating Supplies	1,196.49	700.00	496.49-
101-41500-221	Repair/Maint - Equipment	144.39	1,000.00	855.61
101-41500-223	Repair/Maintain - Building	3,135.56	4,000.00	864.44
101-41500-301	Auditing and Acct g Services	.00	28,000.00	28,000.00
101-41500-303	Engineering Fees	450.00	.00	450.00-
101-41500-304	Legal Fees	16,748.89	30,000.00	13,251.11
101-41500-309	Software and Design	6,416.00	8,500.00	2,084.00
101-41500-310	Other Professional Services	19,412.95	2,000.00	17,412.95-
101-41500-312	CITY WEBSITE	1,320.00	4,050.00	2,730.00
101-41500-316	Building Inspections	11,496.87	25,000.00	13,503.13
101-41500-317	Dial A Ride Bus	4,571.75	9,000.00	4,428.25
101-41500-321	Telephone	2,320.55	7,000.00	4,679.45
101-41500-331	Meetings-Conferences (mtgs/mi)	1,691.57	8,500.00	6,808.43
101-41500-343	Advertising	1,766.66	2,500.00	733.34
101-41500-362	Property - Casualty Ins (Auto)	2,798.85	2,800.00	1.15
101-41500-381	Electric Utilities	796.01	1,800.00	1,003.99
101-41500-383	Gas Utilities	704.03	1,200.00	495.97
101-41500-401	Contractual Services	5,907.75	6,500.00	592.25
101-41500-406	Safety	360.00	750.00	390.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-41500-417	Uniforms	732.39	1,800.00	1,067.61
101-41500-433	Dues and Subscriptions	1,219.30	1,200.00	19.30-
101-41500-434	Sales Tax Paid	6.00	.00	6.00-
101-41500-437	Miscellaneous	3,766.77	3,500.00	266.77-
101-41500-560	Furniture & Fixtures	1,716.84	1,500.00	216.84-
101-41500-580	Computers & Technology	35,955.71	18,000.00	17,955.71-
101-41500-590	Capital Outlay	.00	12,000.00	12,000.00
Total Administration:		345,759.98	511,580.00	165,820.02
Police				
101-42100-101	Full-Time Employees Regular	288,183.69	483,401.00	195,217.31
101-42100-102	Full-Time Employees Overtime	9,724.11	15,000.00	5,275.89
101-42100-103	Part-Time Employees	36,165.51	62,500.00	26,334.49
101-42100-121	PERA	49,664.06	90,866.00	41,201.94
101-42100-122	FICA	6,440.44	2,803.00	3,637.44-
101-42100-125	Medicare	.00	8,134.00	8,134.00
101-42100-131	Employer Paid Health	23,827.33	46,770.00	22,942.67
101-42100-151	Worker s Comp Insurance Prem	23,163.14	17,340.00	5,823.14-
101-42100-201	Office Supplies(paper-pens-et)	2,725.10	5,000.00	2,274.90
101-42100-212	Motor Fuels-Gas	4,728.88	13,000.00	8,271.12
101-42100-217	Other Operating Supplies	44.50	.00	44.50-
101-42100-221	Repair/Maint - Equipment	5,693.83	13,000.00	7,306.17
101-42100-228	Repair/Maintain Other	1,239.82	.00	1,239.82-
101-42100-304	Legal Fees	12,600.00	21,600.00	9,000.00
101-42100-310	Other Professional Services	3,814.50	3,800.00	14.50-
101-42100-313	Task Force	7,399.00	7,000.00	399.00-
101-42100-318	Animal Control	.00	2,000.00	2,000.00
101-42100-319	Forfeitures	120.00	1,500.00	1,380.00
101-42100-321	Communications	7,690.03	14,000.00	6,309.97
101-42100-331	Meetings-Conferences (mtgs/mi)	4,496.45	7,500.00	3,003.55
101-42100-362	Property - Casualty Ins (Auto)	4,498.15	4,500.00	1.85
101-42100-381	Electric Utilities	489.01	1,500.00	1,010.99
101-42100-383	Gas Utilities	704.02	1,000.00	295.98
101-42100-401	Contractual Services	1,415.54	3,000.00	1,584.46
101-42100-406	Safety	.00	1,200.00	1,200.00
101-42100-417	Uniforms	2,685.03	8,000.00	5,314.97
101-42100-418	Range/Ammo	6,387.04	7,000.00	612.96
101-42100-433	Dues and Subscriptions	724.00	1,000.00	276.00
101-42100-436	Towing Charges	150.00	.00	150.00-
101-42100-437	Miscellaneous	1,784.05	3,500.00	1,715.95
101-42100-438	Police - DARE Prog	4,921.71	5,000.00	78.29
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-590	Capital Outlay	10,221.90	10,000.00	221.90-
Total Police:		522,700.84	861,914.00	339,213.16
City Fire				
101-42200-103	Part-Time Employees	.00	14,000.00	14,000.00
101-42200-122	FICA	.00	868.00	868.00
101-42200-125	Medicare	.00	203.00	203.00
101-42200-151	Worker s Comp Insurance Prem	4,739.65	3,700.00	1,039.65-
101-42200-201	Office Supplies(paper-pens-et)	.00	600.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,195.00	600.00	595.00-
101-42200-212	Motor Fuels-Gas	701.74-	400.00	1,101.74
101-42200-217	Other Operating Supplies	126.53	350.00	223.47

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-42200-221	Repair/Maint - Equipment	13,605.64	50,000.00	36,394.36
101-42200-223	Repair/Maintain - Building	1,083.31	3,000.00	1,916.69
101-42200-226	Foam	.00	2,000.00	2,000.00
101-42200-228	Repair/Maintain - Other	1,650.74	.00	1,650.74-
101-42200-310	Other Professional Services	986.50	1,000.00	13.50
101-42200-315	Jaws of Life	375.00	.00	375.00-
101-42200-321	Telephone	1,357.68	2,200.00	842.32
101-42200-331	Meetings-Conferences (mtgs/mi)	1,115.00	3,000.00	1,885.00
101-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
101-42200-381	Electric Utilities	1,383.00	2,400.00	1,017.00
101-42200-383	Gas Utilities	2,558.81	3,800.00	1,241.19
101-42200-417	Uniforms	1,177.90	.00	1,177.90-
101-42200-433	Dues and Subscriptions	25.00	800.00	775.00
101-42200-590	Capital Outlay	.00	40,000.00	40,000.00
Total City Fire:		35,476.04	133,721.00	98,244.96
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	62.00	62.00
101-42500-125	Medicare	.00	15.00	15.00
101-42500-151	Worker s Comp Insurance Prem	535.12	410.00	125.12-
101-42500-221	Repair/Maint - Equipment	1,050.80	1,000.00	50.80-
101-42500-310	10142500310	660.00	.00	660.00-
101-42500-381	Electric Utilities	315.00	600.00	285.00
Total Emergency Management:		2,560.92	3,087.00	526.08
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	73,312.75	123,704.00	50,391.25
101-43100-102	Full-Time Employees Overtime	2,981.20	4,000.00	1,018.80
101-43100-121	PERA	5,745.83	9,578.00	3,832.17
101-43100-122	FICA	5,780.85	7,918.00	2,137.15
101-43100-125	Medicare	.00	1,852.00	1,852.00
101-43100-131	Employer Paid Health	15,710.22	27,230.00	11,519.78
101-43100-151	Worker s Comp Insurance Prem	16,512.34	12,400.00	4,112.34-
101-43100-201	Office Supplies(paper-pens-et)	52.00	200.00	148.00
101-43100-212	Motor Fuels-Gas	2,140.08	7,000.00	4,859.92
101-43100-217	Other Operating Supplies	16,935.48	15,000.00	1,935.48-
101-43100-221	Repair/Maint - Equipment	24,162.71	20,000.00	4,162.71-
101-43100-222	Tree trimming/Sidewalks	450.00	20,000.00	19,550.00
101-43100-223	Repair/Maintain - Building	3,319.12	4,000.00	680.88
101-43100-224	Repair/Maintain - Streets	10,986.25	45,000.00	34,013.75
101-43100-225	Landscaping Det Ponds -	2,209.60	20,000.00	17,790.40
101-43100-226	Sidewalk Repairs	44,942.15	40,000.00	4,942.15-
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	9,460.55	7,000.00	2,460.55-
101-43100-310	Other Professional Services	2,679.97	7,000.00	4,320.03
101-43100-321	Telephone	2,446.21	4,400.00	1,953.79
101-43100-331	Meetings-Conferences (mtgs/mi)	71.15	400.00	328.85
101-43100-362	Property - Casualty Ins (Auto)	11,995.06	12,000.00	4.94
101-43100-381	Electric Utilities	16,907.00	32,000.00	15,093.00
101-43100-383	Gas Utilities	1,766.07	4,000.00	2,233.93
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	296.38	800.00	503.62
101-43100-417	Uniforms	49.99	1,200.00	1,150.01

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-43100-418	Rentals	133.12	500.00	366.88
101-43100-590	Capital Outlay	240,433.64	150,000.00	90,433.64-
	Total Public Works (GENERAL):	512,332.12	579,682.00	67,349.88
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	14,024.67	24,741.00	10,716.33
101-43125-102	Full-Time Employees Overtime	567.83	1,237.00	669.17
101-43125-121	PERA	6,929.32	1,948.00	4,981.32-
101-43125-122	FICA	1,101.09	1,534.00	432.91
101-43125-125	Medicare	.00	359.00	359.00
101-43125-131	Employer Paid Health	3,122.51	5,446.00	2,323.49
101-43125-212	Motor Fuels-Gas	182.36-	8,000.00	8,182.36
101-43125-217	Other Operating Supplies	7,322.13	10,000.00	2,677.87
101-43125-221	Repair/Maint - Equipment	2,944.00	5,000.00	2,056.00
101-43125-310	Other Professional Services	21,696.50	25,000.00	3,303.50
	Total Ice & Snow Removal:	57,525.69	83,265.00	25,739.31
Economic Develop mt-Assistance				
101-46500-491	Contributions/Donations Expend	32,083.38	55,000.00	22,916.62
	Total Economic Develop mt-Assistance:	32,083.38	55,000.00	22,916.62
Other Finanacing Uses (Misc)				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Senior Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
	Total Other Finanacing Uses (Misc):	13,800.00	13,800.00	.00
	Net Total GENERAL FUND:	1,546,104.91-	2,315,567.00-	769,462.09-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	39,957.00	63,648.00	23,691.00
211-45500-103	Part-Time Employees	31,972.92	48,727.00	16,754.08
211-45500-121	PERA	5,293.75	8,428.00	3,134.25
211-45500-122	FICA	5,442.40	6,968.00	1,525.60
211-45500-125	Medicare	.00	1,630.00	1,630.00
211-45500-131	Employer Paid Health	4,718.42	7,864.00	3,145.58
211-45500-151	Worker s Comp Insurance Prem	611.57	75.00	536.57-
211-45500-201	Office Supplies(paper-pens-et)	3,962.91	4,000.00	37.09
211-45500-221	Repair/Maint - Equipment	6,445.56	6,500.00	54.44
211-45500-223	Repair/Maintain - Building	1,826.05	3,000.00	1,173.95
211-45500-310	Other Professional Services	137.50	.00	137.50-
211-45500-321	Telephone	788.01	1,550.00	761.99
211-45500-331	Meetings-Conferences (mtgs/mi)	1,362.55	2,000.00	637.45
211-45500-362	Property - Casualty Ins (Auto)	3,998.35	4,000.00	1.65
211-45500-381	Electric Utilities	1,571.00	3,900.00	2,329.00
211-45500-383	Gas Utilities	1,040.90	2,000.00	959.10
211-45500-401	Contractual Services	5,859.25	11,990.00	6,130.75
211-45500-418	Rentals	7,723.24	13,031.00	5,307.76
211-45500-434	Sales Tax Paid	96.00	130.00	34.00
211-45500-437	Miscellaneous	3,581.63	1,500.00	2,081.63-
211-45500-590	Capital Outlay	36,345.52	.00	36,345.52-
211-45500-592	Books/Periodicals	18,429.89	30,000.00	11,570.11
Total Libraries (GENERAL):		181,164.42	220,941.00	39,776.58
Net Total LIBRARY:		181,164.42-	220,941.00-	39,776.58-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
PARK				
Recreation Facilities-Rink				
225-45127-212	Motor Fuels-Gas	12.16	.00	12.16-
225-45127-217	Other Operating Supplies	1,594.69	250.00	1,344.69-
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	370.01	2,000.00	1,629.99
225-45127-381	Electric Utilities	282.00	200.00	82.00-
225-45127-383	Gas Utilities	396.89	800.00	403.11
	Total Recreation Facilities-Rink:	2,655.75	3,500.00	844.25
Recreation Facilities-Pool				
225-45128-103	Part-Time Employees	54,972.08	65,000.00	10,027.92
225-45128-121	PERA	407.63	.00	407.63-
225-45128-122	FICA	4,205.31	4,030.00	175.31-
225-45128-125	Medicare	.00	943.00	943.00
225-45128-151	Worker s Comp Insurance Prem	3,440.07	2,600.00	840.07-
225-45128-211	Operating Supplies - Cleaning	14.32	.00	14.32-
225-45128-217	Other Operating Supplies	5,461.79	8,500.00	3,038.21
225-45128-221	Repair/Maint - Equipment	1,876.69	2,500.00	623.31
225-45128-223	Repair/Maintain - Building	2,886.43	500.00	2,386.43-
225-45128-259	Merchandise For Resale - Other	4,561.85	5,000.00	438.15
225-45128-310	Other Professional Services	2,712.25	3,000.00	287.75
225-45128-321	Telephone	239.95	800.00	560.05
225-45128-331	Meetings-Conferences (mtgs/mi)	2,789.00	1,500.00	1,289.00-
225-45128-343	Advertising	181.20	400.00	218.80
225-45128-362	Property - Casualty Ins (Auto)	9,995.88	10,000.00	4.12
225-45128-381	Electric Utilities	2,703.00	6,000.00	3,297.00
225-45128-383	Gas Utilities	2,613.81	7,000.00	4,386.19
225-45128-417		1,975.52	2,000.00	24.48
225-45128-418	Rentals	.00	100.00	100.00
225-45128-433	Dues and Subscriptions	670.00	1,220.00	550.00
225-45128-434	Sales Tax Paid	2,392.00	4,500.00	2,108.00
225-45128-437	Miscellaneous	264.36	700.00	435.64
225-45128-590	Capital Outlay	6,167.15	7,500.00	1,332.85
	Total Recreation Facilities-Pool:	110,530.29	133,793.00	23,262.71
Parks (GENERAL)				
225-45200-101	Full-Time Employees Regular	36,279.32	56,795.00	20,515.68
225-45200-102	Full-Time Employees Overtime	3,571.79	2,000.00	1,571.79-
225-45200-103	Part-Time Employees	11,115.01	16,000.00	4,884.99
225-45200-121	PERA	2,925.22	5,610.00	2,684.78
225-45200-122	FICA	3,866.69	4,638.00	771.31
225-45200-125	Medicare	.00	1,085.00	1,085.00
225-45200-131	Employer Paid Health	8,839.60	14,742.00	5,902.40
225-45200-151	Worker s Comp Insurance Prem	3,745.85	2,900.00	845.85-
225-45200-201	Office Supplies(paper-pens-et)	25.00	100.00	75.00
225-45200-212	Motor Fuels-Gas	1,433.86	3,500.00	2,066.14
225-45200-217	Other Operating Supplies	2,943.05	7,500.00	4,556.95
225-45200-221	Repair/Maint - Equipment	4,286.28	8,500.00	4,213.72
225-45200-223	Repair/Maintain - Building	2,151.03	5,000.00	2,848.97
225-45200-228	Repair/Maintain - Other	8,775.00	.00	8,775.00-
225-45200-310	Other Professional Services	575.95	200.00	375.95-
225-45200-321	Telephone	298.75	900.00	601.25

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
225-45200-331	Meetings-Conferences (mtgs/mi)	20.00	100.00	80.00
225-45200-343	Advertising	.00	250.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	13,494.44	13,500.00	5.56
225-45200-381	Electric Utilities	1,279.58	3,500.00	2,220.42
225-45200-383	Gas Utilities	44.89	.00	44.89-
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	.00	600.00	600.00
225-45200-418	Rentals	1,294.00	500.00	794.00-
225-45200-434	Sales Tax Paid	31.00	.00	31.00-
225-45200-590	Capital Outlay	32,623.27	29,000.00	3,623.27-
Total Parks (GENERAL):		139,619.58	177,120.00	37,500.42
Net Total PARK:		252,805.62-	314,413.00-	61,607.38-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	58,192.00	79,080.00	20,888.00
230-49020-102	Full-Time Employees OT	22,971.27	43,000.00	20,028.73
230-49020-103	Part-Time Employees	62,953.87	42,000.00	20,953.87-
230-49020-121	PERA	6,488.10	12,306.00	5,817.90
230-49020-122	FICA	10,737.94	10,172.00	565.94-
230-49020-125	Medicare	.00	2,379.00	2,379.00
230-49020-131	Employer Paid Health	10,429.50	20,475.00	10,045.50
230-49020-135	Employer Paid Deferred Comp	4,234.01	4,400.00	165.99
230-49020-151	Worker s Comp Insurance Prem	7,491.71	5,625.00	1,866.71-
230-49020-201	Office Supplies(paper-pens-et)	313.94	1,200.00	886.06
230-49020-208	Training and Instruction	712.85	2,600.00	1,887.15
230-49020-211	Operating Supplies - Cleaning	438.87	300.00	138.87-
230-49020-212	Motor Fuels-Gas	6,612.80	5,000.00	1,612.80-
230-49020-213	Vehicle Maintenance	2,473.23	8,000.00	5,526.77
230-49020-216	Chemicals and Chem Prod-Oxygen	1,740.42	3,500.00	1,759.58
230-49020-217	Other Operating Supplies	10,678.35	30,000.00	19,321.65
230-49020-221	Repair/Maint - Equipment	1,481.23	2,500.00	1,018.77
230-49020-223	Repair/Maintain - Building	1,329.54	5,000.00	3,670.46
230-49020-229	Reimburse Homeowner	114.49	.00	114.49-
230-49020-309	Software and Design	.00	2,000.00	2,000.00
230-49020-310	Other Professional Services	1,628.50	750.00	878.50-
230-49020-321	Telephone	2,482.73	4,500.00	2,017.27
230-49020-331	Meetings-Conferences (mtgs/mi)	25.00	1,000.00	975.00
230-49020-332	EMT Training	84.47	.00	84.47-
230-49020-340	Advertising	.00	350.00	350.00
230-49020-343	Advertising	316.00	.00	316.00-
230-49020-362	Property - Casualty Ins (Auto)	5,497.73	5,500.00	2.27
230-49020-381	Electric Utilities	2,180.00	3,500.00	1,320.00
230-49020-383	Gas Utilities	1,197.32	1,900.00	702.68
230-49020-384	Refuse/Garbage Disposal (Liq)	226.03	400.00	173.97
230-49020-401	Contractual Services	53,820.35	89,500.00	35,679.65
230-49020-417	Uniforms	1,598.74	2,000.00	401.26
230-49020-433	Dues and Subscriptions	.00	300.00	300.00
230-49020-434	Sales Tax Paid	1,005.90	.00	1,005.90-
230-49020-437	Miscellaneous	35.17	.00	35.17-
230-49020-560	Furniture & Fixtures	1,021.22	250.00	771.22-
Total Ambulance:		280,513.28	389,487.00	108,973.72
Net Total AMBULANCE:		280,513.28-	389,487.00-	108,973.72-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
CEMETERY				
Cemetery				
235-49010-151	Worker s Comp Insurance Prem	611.57	.00	611.57-
235-49010-217	Other Operating Supplies	1,449.28	.00	1,449.28-
235-49010-223	Repair/Maintain - Building	279.86	200.00	79.86-
235-49010-310	Other Professional Services	2,450.00	.00	2,450.00-
235-49010-362	Property - Casualty Ins (Auto)	2,548.95	2,550.00	1.05
235-49010-381	Electric Utilities	170.00	325.00	155.00
235-49010-401	Contractual Services	11,880.00	32,000.00	20,120.00
235-49010-590	Capital Outlay	16,313.74	5,000.00	11,313.74-
Total Cemetery:		35,703.40	40,075.00	4,371.60
Net Total CEMETERY:		35,703.40-	40,075.00-	4,371.60-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
RURAL FIRE				
City Fire				
245-42200-103	Part-Time Employees	.00	12,000.00	12,000.00
245-42200-122	FICA	.00	744.00	744.00
245-42200-125	Medicare	.00	174.00	174.00
245-42200-151	Worker s Comp Insurance Prem	4,739.65	3,700.00	1,039.65-
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	785.20	1,300.00	514.80
245-42200-217	Other Operating Supplies	171.03	.00	171.03-
245-42200-221	Repair/Maint - Equipment	14,586.89	7,000.00	7,586.89-
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	.00	1,487.97-
245-42200-310	Other Professional Services	986.50	1,000.00	13.50
245-42200-315	Jaws of Life	375.00	.00	375.00-
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	250.00	250.00
245-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
245-42200-417	Uniform	221.15	.00	221.15-
245-42200-433	Dues and Subscriptions	93.00	850.00	757.00
Total City Fire:		28,244.41	33,968.00	5,723.59
Net Total RURAL FIRE:		28,244.41-	33,968.00-	5,723.59-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
FIRE RELIEF				
Fire Relief				
250-42300-124	Fire Pension Contributions	3,000.00	35,000.00	32,000.00
250-42300-490	Donations - Fire Relief Assoc	.00	6,600.00	6,600.00
Total Fire Relief:		3,000.00	41,600.00	38,600.00
Net Total FIRE RELIEF:		3,000.00-	41,600.00-	38,600.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
POOL CONSTRUCTION BONDS				
Recreation Facilities-Pool				
316-45128-601	Debt Srv Bond Principal	68,000.00	68,000.00	.00
316-45128-611	Bond Interest	31,950.00	31,950.00	.00
316-45128-620	Fiscal Agent s Fees	.00	450.00	450.00
Total Recreation Facilities-Pool:		99,950.00	100,400.00	450.00
Net Total POOL CONSTRUCTION BONDS:		99,950.00-	100,400.00-	450.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
STREET RECONSTRUCTION				
Public Works (GENERAL)				
325-43100-601	Debt Srv Bond Principal	120,000.00	120,000.00	.00
325-43100-611	Bond Interest	32,768.76	31,419.00	1,349.76-
325-43100-620	Fiscal Agent s Fees	.00	450.00	450.00
	Total Public Works (GENERAL):	152,768.76	151,869.00	899.76-
	Net Total STREET RECONSTRUCTION:	152,768.76-	151,869.00-	899.76

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
EAST BROADWAY-WATER BOND 2011				
Public Works (GENERAL)				
332-43100-601	Debt Srv Bond Principal	13,000.00	13,000.00	.00
332-43100-611	Bond Interest	3,981.88	3,982.00	.12
	Total Public Works (GENERAL):	16,981.88	16,982.00	.12
	Net Total EAST BROADWAY-WATER BOND 2011:	16,981.88-	16,982.00-	.12-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE BUILDING PROJECT				
Ambulance				
500-49020-601	Debt Srv Bond Principal	.00	19,000.00	19,000.00
500-49020-611	Bond Interest	.00	2,176.00	2,176.00
Total Ambulance:		.00	21,176.00	21,176.00
Net Total AMBULANCE BUILDING PROJECT:		.00	21,176.00-	21,176.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LeVan TIF				
Economic Develop mt-Assistance				
505-46500-439	TIF Payments	52,092.86	85,760.00	33,667.14
Total Economic Develop mt-Assistance:		52,092.86	85,760.00	33,667.14
Net Total LeVan TIF:		52,092.86-	85,760.00-	33,667.14-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	37,223.59	56,795.00	19,571.41
601-49400-102	Full-Time Employees Overtime	4,924.25	5,680.00	755.75
601-49400-121	PERA	3,172.57	4,686.00	1,513.43
601-49400-122	FICA	3,236.01	3,874.00	637.99
601-49400-125	Medicare	.00	906.00	906.00
601-49400-131	Employer Paid Health	8,839.60	14,742.00	5,902.40
601-49400-151	Worker s Comp Insurance Prem	2,369.83	1,885.00	484.83-
601-49400-201	Office Supplies(paper-pens-et)	1,499.13	3,250.00	1,750.87
601-49400-212	Motor Fuels-Gas	451.21	750.00	298.79
601-49400-217	Other Operating Supplies	8,572.36	7,800.00	772.36-
601-49400-221	Repair/Maint - Equipment	21,803.37	25,000.00	3,196.63
601-49400-223	Repair/Maintain - Building	1,497.72	.00	1,497.72-
601-49400-228	Repair/Maintain - Other	8,419.70	28,000.00	19,580.30
601-49400-229	Reimburse Homeowner	64.57	.00	64.57-
601-49400-303	Engineering Fees	3,035.31	5,000.00	1,964.69
601-49400-310	Other Professional Services	5,170.05	11,500.00	6,329.95
601-49400-331	Meetings-Conferences (mtgs/mi)	1,253.17	1,000.00	253.17-
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	4,997.94	5,000.00	2.06
601-49400-381	Electric Utilities	15,206.00	38,000.00	22,794.00
601-49400-406	SAFETY	631.94	.00	631.94-
601-49400-417	Uniforms	.00	600.00	600.00
601-49400-420	Depreciation	.00	74,140.00	74,140.00
601-49400-433	Dues and Subscriptions	1,094.06	500.00	594.06-
601-49400-520	Capital Outlay-Bldg & Structur	14,900.00	.00	14,900.00-
601-49400-570	Capital Outlay - Equipment	.00	16,000.00	16,000.00
601-49400-590	Capital Outlay	58,648.31	.00	58,648.31-
601-49400-601	Debt Srv Bond Principal	60,000.00	60,000.00	.00
601-49400-611	Bond Interest	6,575.00	6,575.00	.00
Total Water Utilities (GENERAL):		273,585.69	372,283.00	98,697.31
Net Total WATER FUND:		273,585.69-	372,283.00-	98,697.31-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	31,102.64	48,075.00	16,972.36
602-49450-102	Full-Time Employees Overtime	4,647.50	4,810.00	162.50
602-49450-121	PERA	2,677.56	3,967.00	1,289.44
602-49450-122	FICA	2,731.12	3,279.00	547.88
602-49450-125	Medicare	.00	767.00	767.00
602-49450-131	Employer Paid Health	8,795.71	14,742.00	5,946.29
602-49450-151	Worker s Comp Insurance Prem	611.56	465.00	146.56-
602-49450-201	Office Supplies(paper-pens-et)	1,085.31	3,150.00	2,064.69
602-49450-212	Motor Fuels-Gas	135.48	250.00	114.52
602-49450-217	Other Operating Supplies	3,065.02	6,500.00	3,434.98
602-49450-221	Repair/Maint - Equipment	589.99	5,000.00	4,410.01
602-49450-223	BUILDING REPAIR	434.84	.00	434.84-
602-49450-228	Repair/Maintain - Other	730.00	4,500.00	3,770.00
602-49450-229	Reimburse homeowner	186.20	.00	186.20-
602-49450-303	Engineering Fees	487.50	2,000.00	1,512.50
602-49450-310	Other Professional Services	430.00	600.00	170.00
602-49450-331	Meetings-Conferences (mtgs/mi)	1,133.15	1,500.00	366.85
602-49450-362	Property - Casualty Ins (Auto)	3,748.45	3,750.00	1.55
602-49450-381	Electric Utilities	3,367.00	7,800.00	4,433.00
602-49450-383	Gas Utilities	706.49	800.00	93.51
602-49450-385	Sewer Plv-Elgin Sewer District	194,681.20	785,000.00	590,318.80
602-49450-417	UNIFORM	272.48	600.00	327.52
602-49450-420	Depreciation	.00	13,122.00	13,122.00
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	.00	3,410.00	3,410.00
Total Sewer (GENERAL):		261,619.20	954,087.00	692,467.80
Net Total SEWER FUND:		261,619.20-	954,087.00-	692,467.80-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	51,392.01	106,184.00	54,791.99
609-49750-102	Full-Time Employees Overtime	2,545.55	3,000.00	454.45
609-49750-103	Part-Time Employees	30,250.49	29,633.00	617.49-
609-49750-121	PERA	6,180.82	10,412.00	4,231.18
609-49750-122	FICA	6,304.45	8,607.00	2,302.55
609-49750-125	Medicare	.00	2,013.00	2,013.00
609-49750-131	Employer Paid Health	7,446.30	8,284.00	837.70
609-49750-151	Worker s Comp Insurance Prem	5,886.34	4,500.00	1,386.34-
609-49750-201	Office Supplies(paper-pens-et)	1,086.72	300.00	786.72-
609-49750-211	Operating Supplies - Cleaning	666.97	200.00	466.97-
609-49750-214	Liquor Store Bar Supply	5,259.29	6,000.00	740.71
609-49750-217	Other Operating Supplies	2,140.53	.00	2,140.53-
609-49750-221	Repair/Maint - Equipment	164.42	1,500.00	1,335.58
609-49750-223	Repair/Maintain - Building	10,214.20	6,000.00	4,214.20-
609-49750-251	Merchandise Resale - Liquor	64,746.31	113,150.00	48,403.69
609-49750-252	Merchandise Resale - Beer	231,038.58	287,200.00	56,161.42
609-49750-259	Merchandise For Resale - Other	8,737.06	4,000.00	4,737.06-
609-49750-261	Merch- On-Sale Liquor	24,534.01	6,850.00	17,684.01-
609-49750-262	Merch- On-Sale Beer	.00	17,800.00	17,800.00
609-49750-269	Merch- On-Sale Other	239.90	.00	239.90-
609-49750-310	Other Professional Services	2,304.14	500.00	1,804.14-
609-49750-321	Telephone	2,024.48	2,300.00	275.52
609-49750-331	Meetings-Conferences (mtgs/mi)	.00	400.00	400.00
609-49750-343	Advertising	2,020.36	1,000.00	1,020.36-
609-49750-348	Program Expense	580.37	800.00	219.63
609-49750-362	Property - Casualty Ins (Auto)	3,498.56	3,500.00	1.44
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	4,792.00	9,000.00	4,208.00
609-49750-383	Gas Utilities	1,298.94	2,000.00	701.06
609-49750-384	Refuse/Garbage Disposal (Liq)	2,282.54	4,900.00	2,617.46
609-49750-401	Contractual Services	165.66	11,200.00	11,034.34
609-49750-406	Safety	180.57	.00	180.57-
609-49750-420	Depreciation	.00	6,000.00	6,000.00
609-49750-433	Dues and Subscriptions	600.00	400.00	200.00-
609-49750-434	Sales Tax Paid	.00	14,000.00	14,000.00
609-49750-437	Miscellaneous	.00	200.00	200.00
609-49750-491	Contributions/Donations Expend	200.00	.00	200.00-
609-49750-590	Capital Outlay	13,257.67	.00	13,257.67-
	Total Liquor Store (GENERAL):	492,039.24	674,833.00	182,793.76
	Net Total MUNICIPAL LIQUOR FUND:	492,039.24-	674,833.00-	182,793.76-

Executive Summary

City Council Meeting: August 14, 2018

The Monthly Draft

AGENDA ITEM: Monthly Liquor Store Update	AGENDA SECTION: Consent
PREPARED BY: Alisha Mohs, Liquor Manager	AGENDA NO
ATTACHMENTS: Financial YTD	APPROVED BY: cgh
RECOMMENDED ACTION: None. Information Only.	

Highlights of the Month

1. Had a $12,607.98 Jackpot winner on our Electronic Gambling tablets!
2. Over 100 motorcycles stopped at the Muni on July 21st and gave us just shy of $1000 in business in one hour! They even bussed their own tables afterward!
3. Fire Department gambling rent revenue increased by 127% from June. (An increase of $2,713 cash was received in both e-tablets and paper pull tabs.)
4. The nursing home/assisted living bus stopped by the Muni to see the new patio. They were served waters on the bus before they went on an afternoon drive down to Elba to stop at Mauers and the DNR office.
5. Our patio opened on July 11th generating an extra $9k for on-sale and helped beautify Broadway in Plainview!

Financials at a Glance

ON SALE COMPARISON

	2017	2018	Comparison
Merchandise Sales	$446	$1,190	+$744
Beer Sales	$5,683	$10,475	+$4,792
Liquor Sales	$2,874	$5,700	+$2,826
Cash Short/Over	$1,214	$4	N/A
ATM Revenue	$43	$87	+$44
Pull Tab Revenue	$67	$1,935	+$1,868
Pool Table/Juke Box Revenue	$75	$224	+$149
NSF Check Revenue	$69	$0	NA
Overall	$10,471	$19,615	+$9,144

ON SALE SUMMARY

Council approved the addition of a patio area in the spring to help increase bar revenue. The patio opened on July 11th, sales increased by $9,144 in 2.5 weeks of being open.

Financials at a Glance On/Off Sale Combined

	2017	**2018**	**Comparison**
July Revenue	$71,399	$87,825	+$16,426
July Expenses	$54,263	$88,711	- $34,448
July Total Net Revenue		-$885.91	
YTD Revenue	$416,880	$506,005	+ $89,125
YTD Expenses	$383,576	$485,905	+ $102,329
YTD Net Comparison	$33,304	$20,100	- $13,204

NOTE: There is a capital outlay expense of $10,010.08 in July. This is made up of $9050.00 to Northland General for the patio fence and $960.08 to Viola Nursery for the patio planters. These patio plants will be wintered at Viola Nursery and will be used again next year. It was a one time purchase for the patio plants.

Revenue increased by $6,379 from June to July.

New Items Offered on Off-Sale

19 Crimes Wine (Red aged in rum barrels, a chardonnay, and 3 other red blends are for sale.) These wine bottles when using the *Living Wine Labels* app on a smartphone come to life in augmented reality. Download the Living Wine Labels App, then point your phone and watch. These wine bottles tell some amazing stories. According to the website: www.19crimes.com "The men and women on our labels are not those of fiction - they were flesh and blood. Criminals and scholars. In history, they share a bond receiving 'punishment by transportation'. It could have shattered their spirits. It didn't. Today, we toast them and the principles they lived by."

Michelob Ultra 24 pack cans

Michelob Ultra Gold 12 pack bottles

Four Loco Fruit Punch 24 oz cans

Michelob Golden Draft Light 12 oz cans - 24 pack

Items in the Works

-Scheduling of acoustic music on the patio and food trucks

-Point-of-Sale software quote

-Cleaning bids & renovating ideas/quotes

-2019 Budget

-Employee training and policy manual for bartenders

Upcoming Events

-Vikings games (including pre-season games) drink specials!

-Bob Haley and The Stranger, Aug. 16, 6-9 pm

-Sistique Boutique, Aug. 16. 6-9 pm

-Corn on the Cob Fireman's Dance, Aug 17

-Hawaiian Party September 22, 7 pm

-Karaoke night, TBD

Account Number	Account Title	2017-17 Current year Actual
MUNICIPAL LIQUOR FUND		
Expenditure		
609-49750-101	Full-Time Employees Regular	8,809.20
609-49750-102	Full-Time Employees Overtime	1,202.25
609-49750-103	Part-Time Employees	101.94
609-49750-121	PERA	726.62
609-49750-122	FICA	741.16
609-49750-131	Employer Paid Health	508.99
609-49750-201	Office Supplies(paper-pens-et)	468.73
609-49750-214	Liquor Store Bar Supply	367.41
609-49750-223	Repair/Maintain - Building	630.66
609-49750-251	Merchandise Resale - Liquor	7,668.17
609-49750-252	Merchandise Resale - Beer	30,898.74
609-49750-259	Merchandise For Resale - Other	160.25
609-49750-321	Telephone	190.32
609-49750-348	Program Expense	110.06
609-49750-381	Electric Utilities	989.00
609-49750-383	Gas Utilities	67.76
609-49750-384	Refuse/Garbage Disposal (Liq)	361.32
609-49750-401	Contractual Services	260.00
Total Expenditure:		54,262.58
Total Expenditure:		54,262.58
Revenue		
609-49750-36210	Interest Earnings	145.45
609-49750-36220	Rents	208.21
609-49750-37811	Liquor Sales -Off Sale -Beer	45,032.13
609-49750-37812	Liquor Sales -Off Sale	15,149.25
609-49750-37815	Other Merchandise -Off Sale	648.18
609-49750-37821	On Sale - Beer	5,682.75
609-49750-37822	On Sale - Liquor	2,873.25
609-49750-37825	On Sale - Merchandise	445.95
609-49750-37830	Cash Over (Short)	1,214.26
Total Revenue:		71,399.43
Total Revenue:		71,399.43
MUNICIPAL LIQUOR FUND Revenue Total:		71,399.43
MUNICIPAL LIQUOR FUND Expenditure Total:		54,262.58
Net Total MUNICIPAL LIQUOR FUND:		17,136.85
Net Grand Totals:		17,136.85

Account Number	Account Title	2018-18 Current year Actual
MUNICIPAL LIQUOR FUND		
Expenditure		
609-49750-101	Full-Time Employees Regular	6,757.85
609-49750-103	Part-Time Employees	4,245.30
609-49750-121	PERA	815.86
609-49750-122	FICA	832.16
609-49750-131	Employer Paid Health	1,149.74
609-49750-201	Office Supplies(paper-pens-et)	194.60
609-49750-211	Operating Supplies - Cleaning	211.81
609-49750-214	Liquor Store Bar Supply	759.82
609-49750-217	Other Operating Supplies	1,038.64
609-49750-223	Repair/Maintain - Building	444.35
609-49750-251	Merchandise Resale - Liquor	6,683.38
609-49750-252	Merchandise Resale - Beer	48,748.25
609-49750-259	Merchandise For Resale - Other	660.00
609-49750-261	Merch- On-Sale Liquor	2,842.02
609-49750-269	Merch- On-Sale Other	239.90
609-49750-310	Other Professional Services	417.82
609-49750-321	Telephone	350.18
609-49750-381	Electric Utilities	1,130.00
609-49750-383	Gas Utilities	58.61
609-49750-384	Refuse/Garbage Disposal (Liq)	355.17
609-49750-401	Contractual Services	165.66
609-49750-433	Dues and Subscriptions	600.00
609-49750-590	Capital Outlay	10,010.08
Total Expenditure:		88,711.20
Total Expenditure:		88,711.20
Revenue		
609-49750-36220	Rents	90.85
609-49750-37811	Liquor Sales -Off Sale -Beer	50,591.59
609-49750-37812	Liquor Sales -Off Sale	15,939.16
609-49750-37815	Other Merchandise -Off Sale	581.83
609-49750-37821	On Sale - Beer	10,608.25
609-49750-37822	On Sale - Liquor	5,064.63
609-49750-37825	On Sale - Merchandise	1,154.75
609-49750-37830	Cash Over (Short)	1,947.28
609-49750-37837	Other Liquor Store Receipts	20.00-
Total Revenue:		85,958.34
Total Revenue:		85,958.34
MUNICIPAL LIQUOR FUND Revenue Total:		85,958.34
MUNICIPAL LIQUOR FUND Expenditure Total:		88,711.20
Net Total MUNICIPAL LIQUOR FUND:		2,752.86-
Net Grand Totals:		2,752.86-

PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
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: August 13, 2018

AGENDA ITEM: Department Head Report	**AGENDA SECTION:** Consent
PREPARED BY: Tim Schneider – Chief of Police	**AGENDA NO. 6.x.**
ATTACHMENTS: July Activity Log	**APPROVED BY:**
RECOMMENDED ACTION: Information Only	

SUMMARY

- Numerous Permit to Purchase reviews
  - Local LE responsibility to run multi-facetted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- Monthly Officers Meeting/Training
  - No July meeting – PPD summer get-together 7-21-18
- Ambulance – PD Collaboration
  - Continue to assist with filling shifts as needed.
  - Has dropped off some with the addition of outside staff to the crew.
- Squad Camera Update
  - Scheduled for installs week of Aug. 6th
- Continued pre-planning for Active Shooter – Officer Down training this summer
  - Scheduling with school
  - Working through logistics of potentially bringing in an outside instructor and including Fire – EMS in multi-disciplinary training.

- Implementation of summer schedule
  - Officer Purdue in Investigations role mid-July – end of August.
  - School Resource Officer on LOA for the summer.
  - Part-time staff covering a day shift.

- Corn on the Cob Days prep
  - Schedule complete
  - Event run-through with staff

- Council Meeting – July 10th

- Criminal Justice Meeting – July 18th
  - Bi-Monthly meeting of Wabasha County criminal justice stakeholders to discuss and formulate better policies, procedures, and processes for the betterment of the system.
  - Attended by Judge, Court Admin, Police and Sheriff's Depts., Jail Admin., Court Services (Probation), County Attorney and other prosecuting attorneys for various Cities, and Defense Attorneys.

- SRO Contract
  - Discussion with Administrator Hadler and Superintendent Ihrke about a contract for SRO (School Resource Officer) position.
  - Have had the position since 1998 without a contract.
  - School pays 75% of 12 month salary and some related expenses at this time.

- July 21st – 3rd Annual PPD Staff & Spouse get-together
  - Chief funded Prime Rib dinner, games, and relaxation out of town.
  - Well attended, a great team-building evening.

- Board of Directors for the Law Enforcement Memorial Foundation of Southeast MN. July 11th. (Did not attend)
  - Further discussion in regard to preparations for the building of the memorial in Soldier's Field Park in Rochester.
  - Did not attend this month, took ambulance call this evening to ensure a viable crew instead.

- Department Head meetings
  - Weekly Meetings with Department heads and essential staff

- Comprehensive Plan meeting participation
  - No new information in July

- Branding Committee participation
  - No meeting in July

- Building Committee participation
  - Met June 16th with staff
  - Early brainstorming of concepts and locations
  - High level development of Pros and Cons of each broad idea.
  - No July meeting

- Blandin Group participation
  - Met June 11th with stakeholders, Blandin representative, and City Staff
  - July 18th meeting (unable to attend due to conflict, but communicated with facilitator)
  - Morning meeting on Thursday Aug 9th scheduled.

- Community Policing
  - Multiple Bike Helmet "citations" given for free ice cream
  - Spent time getting sponsor participation for National Night Out.

- Arrest on long term case
  - Made arrest on a several week long investigation – great police work by Inv. Douglas and Officer Miller.

- NIBRS Implementation
  - National Incident Based Reporting System
  - MN Law Enforcement switching from a State driven system to the National system of crime reporting for continuity of data across the country.
  - Wabasha County to be switched over around the first of the year.
  - Support staff (Police Tech Specialist Henry-Loftus and myself) have been trained on the basics of NIBRS.
  - 2 implementation calls with MN BCA, County LE agencies, and RMS (records management system) vendor in July.
  - Tentative hands-on training dates in October pending RMS vendor schedule
  - Tentative Go-Live date of mid-October with all testing and certifications done at or around the first of 2019

- Election Training – July 23rd
  - Will be an election judge this year with the addition of a new polling place.

- Council Work Session – July 24th
  - High level budgeting concepts discussed.

- Budget 2019
  - PD budget was revised for 2019 and given to Finance Director Axley for work-up.

- Weekly activity reports to newspaper
  - Weekly activity report/media release is sent to the Plainview News for publication.
  - NNO Flyer sent for publication.

- Communication with Liaison
  - Communication as needed with Council Member O'Connor on Police Department issues/concerns/successes

- Task Force Board meeting – July 19th
  - Monthly meeting in Rochester
  - Voting membership of the board (Chief) included as a paying member of the SEMVCET (Southeast MN Violent Crime Enforcement Team).
  - Budgeting items talked about.
  - Vehicle leases talked about as well.

- Daily morning Child Protection conference call and case review
  - Phone conference to work through the past days county-wide child protection reports to be screened in or out as a team for further investigations.
  - Members of the team include a member of the 3 Police Department, a Sheriff's Office representative, multiple Social Service workers, and the County Attorney's Office.
  - We work through 1-2 case each morning on average, very few days there are none, and some days there are as high as 4-5 cases.

- Plainview First Responders
  - No new information on the subject at this time.

- Upcoming Events
  - August 7th – National Night Out
  - August 8th – PPD monthly staff meeting and/or training
  - August 9th – Blandin morning meeting
  - August 13th – Regular Council Meeting
  - August 15th – Law Enforcement Memorial Assn of SE MN (LEMFSEM) board of directors meeting – Not city paid, in other words, not on my timecard
  - August 16th – Task Force Board Meeting
  - August 17th-19th – Corn on the Cob Days
  - August 27th – Child Protection Multidisciplinary Mtg
  - August 28th – Council Workshop
  - September 26th -27th – BCA User's Conference in St. Cloud (Tim and Erin)

08/06/2018

Administrative

Agency PPD

Dates 07/01/2018 **thru** 07/31/2018

ALL	All Other	5
ALM	Alarm All	3
ANML	Animal Complaint	12
AOD	Assist Other Department	30
ASS	Assault	1
ATL	Attempt To Locate	3
BURG	Burglary	1
CM	Civil Matter	2
CV	Curfew Violation	1
DAMP	Damage To Property	3
DC	Driving Complaint	11
DEAT	Sudden Death	1
DISO	Disorderly Conduct	2
DUI	Driving Under The Influen	2
ESC	Escort	4
FA	Funeral Assist	2
FP	Found Property	3
FR	Fraud	2
FW	Fireworks	2
HAR	Harassment/Threats	2
INFO	Misc Information	6
LIT	Littering	3
LP	Lost Property	1
MA	Motorist Assist	9
MED	Medical Call	14
NC	Noise Complaint	7
OD	Open Doors	1
OV	Ordinance Violation	1
PA	Public Assist	33

Administrative

Agency PPD

Dates 07/01/2018 **thru** 07/31/2018

PV	Parking Violations	3
RUN	Runaway	1
SC	Security Check	94
SUSP	Suspicious Activity	12
TC	Traffic Crash	2
THEF	Theft Offense	1
TRES	Trespassing	1
TV	Traffic Violation	72
WEL	Welfare	11
WRNT	Warrants All	6

370

PLAINVIEW
EMERGENCY MEDICAL SERVICES

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Monthly Ambulance Update	**AGENDA SECTION:**
PREPARED BY:	Angie Jarrett, Ambulance Director	**AGENDA NO.**
ATTACHMENTS: None		**APPROVED BY:**
RECOMMENDED ACTION: None. Information Only.		

SUMMARY

Total Calls:	**37**
Primary Calls (771)	34
Second Calls (772)	3
Billable Calls:	21
Mayo One:	0
No Transport/Stand-by:	16
Hosp – Hosp Requests:	3
Calls for Service YTD:	279

Hours Elgin covered for PEMS	**0**
Weekday:	0
Weekend:	0
Transports:	2

Hours PEMS covered Elgin	**41**
Weekday:	41
Weekend:	0
Calls for Service:	1

The amount of calls for service is an average amount in comparison to previous years. We received two secondary calls for service while the Plainview Ambulance was already on an emergency call for service. Elgin Ambulance was requested and provided mutual aid.

The amount of hospital to hospital transfer requests was also down this month and Elgin responded to two emergency mutual aid calls in Plainview. This was due to one of our ambulances being out of service. Wabasha County Dispatch and mutual aid ambulance services were made aware that all secondary calls for service should immediately be paged as mutual aid to the respective service.

The 2008 ambulance (005) was out of service due to fuel injector failure. The ambulance was not able to be repaired on-site and was towed to Osseo Fleet Service's garage where the repairs were made. The ambulance was out of service for approximately 10 days. Eight fuel injectors were replaced and the ambulance is back in regular rotation.

Many of our paid-on-call staff are eligible to receive the Cooper Sams Volunteer Ambulance Award offered through the Emergency Medical Services Regulatory Board (EMSRB). This is a state funded program that recognizes and rewards volunteer ambulance service personnel and provides an incentive for people to enter the EMS field. A service credit is earned for one year of service and each credit is currently valued at $447.19. EMS providers are able to claim their service credits after they have accrued 5 service credits, are 50 years of age, and no longer actively working in the field. The ambulance director has submitted for these credits on behalf of the eligible staff at Plainview EMS.

All EMS staff have completed annual training in HIPAA and protected health information training. This training is required of staff and was offered as an online class.

We are continuing to provide orientation training to three new City staff as well as two new contracted EMTs through Gold Cross.

The amount of hours worked by all staff this month has been 2,196. 969 of the total hours have been covered by the paid staff, including the director. The director has covered 16 hours and 2 of these hours have been outside of the director's regular scheduled office hours.

The ambulance director will be on PTO 8/7 – 8/10.

Respectfully,
Angie Jarrett, NRP
Plainview EMS

Public Works Report July 2018

Painting of curbs, parking stalls and handicap parking stalls completed. A lot of the older paint has been worn off. We will put blacktop sealer over a few of the old markings that show more of the white than desirable.

New bridge installed on the walking trail, public works crew did a wonderful job on this project. Blacktopping to be complete in the first couple of weeks of August.

Blacktopping of the west end of the alley by High Plains Coop where there was a new approach installed to be completed by the first 2 weeks of August. This was replaced because of the condition it was in & sidewalk replacement.

Blacktopping scheduled for the first couple of weeks of August at the Ambulance Building. This is located on the north side of the building by the entrance door. This to eliminate a trip hazard & move water more effectively around the building.

Sodding completed around the new playground structure at Eckstein Athletic Field. Bennett & Sons came into reshape some areas that didn't take grass seed well during the reconstruction of the baseball field last year. They regraded and re-hydro seeded.

Blue rubber mulch removed from Southwest Park & replaced with Engineered Wood Product. A 3' section of the retaining wall was removed to provide handicap access to the playground structure.

I as well as other departments have had phone & fax problems, some are getting better others not yet.

Worked on budgets.

I met wit Kristi of Bolton & Menk regarding locations of public buildings, water line, sewer lines, subdivisions, city boundary, and land use. This is to compile information for the City's Comprehensive Plan.

Met at the library on the progress of the library reconstruction. Public works staff made a recommendation on the location of a shut off valve in the Women's Restroom.

Electronic water meter reader giving us some more difficulties. The reader is 8 years old and near the end of it's computer technology usefulness. I have been getting a replacement cost. In this council packet there is an Executive Summery on the purchase of a new one.

Worked a new tree ordinance. The ordinance as well as Executive summary is in this council packet.

Public works staff loaded around 20 yards of junk, wood, and anything else that nobody wanted to pay a garbage hauler to get rid of from the brush/compost site. We now have Wi-Fi and are looking into a camera to be placed at the entrance of the site. We will also purchase a sign to let persons know that this is now under surveillance.

MNRW came and repaired at no charge the fire hydrant at the public works building. The issue was caused by persons not opening or closing the hydrant all the way. Water flowing past the drain hole wore a hole in the brass drain plug.

Called Rochester Services to get on their schedule list to get the storm sewers repairs made.

Attended a meeting in Kellogg on street condition rating & Emerald Ash Borer. I couldn't believe that some had not heard of this disease yet.

Met with Clarissa & Brian Malm on Plainview Milk Products request for more capacity at the sewer plant. Lots of interesting information on this procedure, with some being confusing and needing more research.

12 unpaid water bills for the month of July, that maybe the highest number that we have had to turn off.

Placed class 5 gravel on the south side of 2nd avenue NW from 8th street NW to the Senior High Rise. This is located by the 2 baseball fields that are on the school property.

Respectfully Submitted,
Michael L. Burgdorf, Public Works Director

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

MEMORANDUM

Date: August 10, 2018

To: Clarissa Hadler, City Administrator

Cc: Michael Burgdorf, Public Works Director

From: Brian Malm, P.E., City Engineer

Subject: Current Projects Update
City of Plainview
Project No.: H19.116204

TAP Lighting, Sidewalk, and Bus Turnout Project

The project memorandum (PM) for the project is in process. We are waiting on responses from Agency Notifications to proceed further with the PM.

Final plans for the sidewalk and bus turnout/curb bump-out areas are being prepared.

Several lighting design concepts have been prepared and we believe we have a layout that will allow for some decorative mid-block and intersection lighting in a two block downtown area between 3rd Street and 5th Street, and new intersection lighting at the remaining intersections between TH 42 and 7th Street that is close to the project budget of $300,000 for lighting. We are working to develop a submittal to MnDOT to confirm they will approve the concept prior to moving to final design on this part of the project.

2nd Avenue NW Drainage and School Drainage

Requests for quotes have been sent out for the 2nd Avenue NW drainage improvements. A separate memo with options for the school drainage has been submitted to staff for review.

Orchard Hills-Future Phase

Continuing to work with City staff and the Developer's engineer on review of preliminary layouts and GDP, plat, street connectivity, stormwater management, and wetland issues. Nothing new on this subdivision in the past month.

LeVan Subdivision

Working with City Staff and Developer's engineer on platting approval process and stormwater management issues.

Plainview Milk Products Discharge Increase Request

A memo regarding this issue is included in the Council packet.

Eide Development

No recent activity this project. Have reached out to the developer's engineer on multiple occasions, but haven't heard back from him. MnDOT has requested additional information regarding traffic volumes, turning movements, hydraulics, and any traffic calming measures proposed.

GIS Web-Mapping

Web-GIS system is up and running. Staff training was conducted on 8/7/18. We are continuing GPS locating of utilities and water service shutoffs, as well as project plan scanning.

City-wide Infrastructure Analysis

We will be starting to look at the city-wide infrastructure analysis as soon as we complete the GPS utility locates and pavement ratings, which is expected to occur in the next few weeks. The analysis will be coordinated with completion of the infrastructure portion of the Comprehensive Plan later this fall.

Plainview Public Library Board of Trustees

Tuesday, June 19, 2018. 7:00 p.m.

Members Present: Carla Tentis, Missy McRay, George Czapiewski, Youlonda Loechler, Jeff Henry

Staff: Alice Henderson

City Council Representative: none

The meeting was called to order by Carla at 7:01 pm

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

A motion was made by Jeff and seconded by Missy to approve the consent agenda as follows:

Library Board Minutes from May 15, 2018
Director's Report
Children's Services Report
Liaison Reports
Library Statistical Report

Payment of Bills:

There was an addition to the total due to an additional bill, bringing the total payables to $14,762.17. A motion was made by George and seconded by Youlonda to approve the payment of bills. Motion carried.

2019 Budget:

Alice answered any questions and explained increases to the new 2019 Budget. A motion was made by Missy and seconded by Jeff to approve the 2019 Budget. Motion carried.

Unfinished Business:

The board continued discussion on the different options of how to display donations to the Library after removal of the tree plaque in the front lobby. Alice presented prices for these options from Schad Tracy Signs. No action was taken as we would like to explore all options first.

New Business:

<u>Strategic Plan:</u> Alice shared the deadlines and general direction for the strategic plan.

A motion was made by Missy and seconded to adjourn the meeting at 7:26 pm. Motion carried.

Plainview Public Library
Monthly Statistics Report
July 2018

Circulation

Items Checked Out

Physical Materials	3726
Wi Fi	1195
Public Computers	582
eBooks and Audiobooks	233
eMagazines	22
Total Items Checked Out	**5758**

Circulation by Material Type

Adult Items	3305
Children's Items	2453

County Circulation Breakdown

Wabasha	1392
Winona	50
Other	202
Total County Circulation	**1644**
County Percentage of Items Checked Out	**29%**

Total Circulation This Month	5758
Total Circulation 1 Year Ago	5934
Difference	**-176**

Inter-Library Loan

Our items sent to other libraries	
Items brought in for our patrons	
Total Items Handled for ILL	**0**

*ILL Stats cannot be gathered until the 8th of the month

Borrowers

New Borrowers

Adult	16
Children	16
Total New Borrowers:	**32**

New Borrowers by Location

City of Plainview	18
Wabasha County	13
Other	1

Programs

Number of Programs

Children's	3
Young Adult	1
Adult	0
Total Programs:	**4**

Number of Participants

Children's	33
Young Adult	28
Adult	0
Total Participants:	**61**

Plainview Public Library
345 1st Ave NW, Plainview, MN 55964 • 507-534-3425

Director's Report: August 2018

Building Renovation: Gingerich Construction has almost completed the renovation of our restrooms at the library. As of this writing, it is believed that our restrooms will be available for public use by Tuesday, August 7th. I wish to extend my gratitude to the council for their support of this important project. I have received much positive feedback about the usability and safety of the new design from local patrons, visitors to our community, and staff.

Summer Reading Program: Our Summer Reading Program wrapped up on Tuesday, July 31st. This year, we have begun shifting our focus towards family-centered reading and learning with new approaches that include family book clubs and family-inclusive reading challenges. This year, we had over 60 families participate in our program and the response has been appreciative:

> "My grandchildren were motivated to read much more and the activities suggested (reading by flashlights or under a tree) were so much fun! Also, the programs you introduced were so interesting!"

I would like to commend our Children's Librarian, Meg, for her innovative approach in promoting reading and literacy in our community.

Respectfully Submitted,
Alice L. Henderson

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Liquor Store Temp Hires	**AGENDA SECTION:** Consent
PREPARED BY: Alisha Mohs, Liquor Store Manager	**AGENDA NO.** **4.E.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: **Motion** to approve temporary hire of Patty Loftus, Ron Klassen, and Tamra Klassen to work at the liquor store during 2018 Corn on the Cob Days weekend at $10/hour.	

SUMMARY

Corn on the Cob weekend, specifically, the Friday night dance for the Fire Department at the liquor store is the biggest night of our business every year. We are hosting JT & The Gunslingers. We have all of our staff scheduled to work this weekend and hiring 3 more temporary people to run ice and beer will help with customer service to put on a great event for the community.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Plainview Milk Products Request	**AGENDA SECTION:** Consent
PREPARED BY:	Clarissa Hadler, City Administrator Brian Malm, City Engineer Michael Burgdorf, Public Works Director	**AGENDA NO. 4.F.**
ATTACHMENTS: Brian Malm Memo, 2016 PMP Wastewater Discharge Permit		**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to recommend that the Plainview – Elgin Sanitary District Board approve request from Plainview Milk Products Cooperative.		

SUMMARY

Plainview Milk Products has requested an increase in the amounts of Flow, CBOD (Carbonaceous Biochemical Oxygen Demand), TSS (Total Suspended Solids) and T-Phos (Total Phosphorus) allowed by their user agreement. City Engineer Malm's memo provides complete information on this issue.

BOLTON & MENK

Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

MEMORANDUM

Date: 8/10/18

To: Clarissa Hadler, City Administrator

From: Brian Malm, P.E., City Engineer

Cc: Michael Burgdorf, Public Works Director

Subject: Plainview Milk Products Effluent Limit Increase Request
City of Plainview
Project No.: H19.116204

Plainview Milk Products (PMP) has requested an increase in the effluent limits contained in their current wastewater discharge permit (attached) with the Plainview-Elgin Sanitary District (PESD). Although PMP's discharge permit is regulated by the PESD, we understand that the PESD Board will not consider approval of permit limit changes without prior approval from the City Council.

The following table shows the current permit limits and the requested increased limits.

Effluent Parameters	Maximum Day			Average of Three Consecutive Measurements		
	Current Limit	Proposed Limit	Increase	Current Limit	Proposed Limit	Increase
Flow (gallons/day)	320,000	350,000	30,000	247,360	270,550	23,190
$CBOD_5$ (pounds/day)	2,000	2,750	750	1,546	2,126	580
TSS (pounds/day)	700	773	73	540	773	233
T-Phosphorus (pounds/day)	30	40	10	24	32	8

We understand that the increase is being requested because PMP's production levels have been causing regular violations of current permit limits, which results in fines levied by PESD. Annual fine amounts for various incidents for the past 5 years have ranged from $14,000-$74,000. Fines are levied and collected directly by the PESD. Increasing the permit limits would set a higher threshold for the measured parameters and reduce the frequency of discharge levels resulting in fines.

There are two main areas of concern when looking at this issue. The first is the capacity of the wastewater treatment facility (WWTF). The primary parameter controlling the capacity of a WWTF such as the PESD facility is $CBOD_5$. This parameter is a measure of the biological "loading" the plant receives and is required to treat. Based on the design capacity of the WWTF and monitoring data for $CBOD_5$ received from Rick Turri at PESD, the facility currently has enough excess capacity to serve an additional equivalent population of approximately 9,700 people[1]. If the proposed increases are approved, this excess capacity would be reduced to an equivalent population of approximately 6,800 people. Based on this, although the increase would have a relatively significant impact on the remaining WWTF capacity, it would still have significant capacity to accommodate future growth.

The second issue to consider is billing, or cost of the proposed increase. Current billing practice for industrial users involves separate charges for the same parameters included in the discharge permit (flow, $CBOD_5$, TSS, and T-Phosphorus) based on actual measured data. Unit charges for these parameters are based on budgeted operation, maintenance, and replacement (OM&R) costs. Therefore, the cost of treatment is fully billed to the industrial users, including PMP, regardless of permit limits. No action would be required related billing practices to account for the increased discharge should the City choose to approve the increase. The only cost impact that approval of the increased limits would have is a likely reduction in fine revenue to the PESD. In discussing this with Rick Turri, although the PESD does have a small line item in the budget for fine revenue, reduction in fine revenue would not have a significant impact on their budget.

Therefore, based on our analysis, we do not have any significant concerns should the City choose to approve the PMP requested increase.

[1] Based on 100 gal/person/day flow at residential wastewater strength, 0.2 lb $CBOD_5$/person/day.

WASTEWATER DISCHARGE PERMIT

PLAINVIEW MILK PRODUCTS COOPERATIVE

In compliance with the provisions of the United States Environmental Protection Agency General Pretreatment Regulations for Existing and New Sources of Pollution, as contained in the Code of Federal Regulation, which grants legal authority to the publicly owned treatment works to apply and enforce the requirements of the pre- treatment program for significant industrial users, **Plainview Milk Products Cooperative** is authorized by the Plainview-Elgin Sanitary District to discharge wastewater to the wastewater disposal system in accordance with the effluent limitations, monitoring requirements and other conditions set forth in this Permit; and also in accordance with and subject to the restrictions, requirements and conditions set forth in the Sewer Use/Rate Ordinance for the Plainview-Elgin Sanitary District.

This Permit has been issued to **Plainview Milk Products Cooperative** upon its fulfillment of the conditions set forth in the Sewer Use/Rate Ordinance for Plainview- Elgin Sanitary District and becomes effective immediately upon issuance. Nothing in this Permit, however, shall be deemed to supersede any arrangements or requirements established by the City of Plainview pertaining to discharges from **Plainview Milk Products Cooperative** to the City's public sewer collection system, provided such arrangements or requirements do not result in a violation of this permit; nor shall it be deemed to supersede or limit any obligation to comply with any other requirements of the Plainview-Elgin Sanitary District Ordinance.

This Permit and authorization to discharge shall expire at midnight, five (5) years to the day after the date of issuance. No later than 180 days before the expiration of this permit, **Plainview Milk Products Cooperative** shall apply for a new wastewater discharge permit, in accordance with the instructions and requirements set forth in the Ordinance of the District.

The Permit and authorization to discharge shall be nullified in the event **Plainview Milk Products Cooperative** increases its production capacity or modifies its industrial process in such a way that the quantity or strength of its waste will exceed the effluent limitations of this Permit, and shall also be nullified in the event **Plainview Milk Products Cooperative** fails to report significant changes in wastewater constituents or characteristics, or otherwise violates this Permit or the Ordinance of the Plainview-Elgin Sanitary District, all as provided in Section 11 of the Sewer Use/Rate Ordinance.

A. INDUSTRIAL PROCESS DESCRIPTION

Plainview Milk Products Cooperative is involved in the following described production or processing:

1. Process fluid raw milk into butter, non-fat dry milk, buttermilk, and condensed skim milk.
2. Process whey products (spray drying and instantizing).

B. EFFLUENT LIMITATIONS

1. The effluent from **Plainview Milk Products Cooperative** is subject to the following effluent limitations where it enters the disposal system.

Effluent Parameters	Maximum Day	Average of Three Consecutive Measurements
FLOW	320,000 gallons/day	247,360 gallons/day
CBOD5	2,000 pounds/day	1,546 pounds/day
TSS	700 pounds/day	540 pounds/day
T-PHOSPHORUS	30 pounds/day	24 pounds/day

2. The pH shall not be less than 5.5 or greater than 9.5. These upper and lower limitations are not subject to averaging and shall be met at all times.

3. There shall be no discharge of visible foam in other than trace amounts.

4. The discharge shall not contain oil or other substances in amounts sufficient to create a visible color film on the surface of the wastewater.

C. MONITORING AND REPORTING

1. **Monitoring Facilities**

   a. **Plainview Milk Products Cooperative** shall be responsible for providing monitoring facilities to allow inspection, sampling and flow measurements for its building, sewer and/or internal drainage system. There shall be ample room in or near such sampling manholes or facility to allow accurate sampling and compositing of samples for analysis. The facility used for sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of **Plainview Milk Products Cooperative.**

   The sampling and monitoring facility shall be provided in accordance with requirements of the Board and all applicable local construction standards and specifications. Construction shall be completed within ninety (90) days following the written notification by the Board, unless a time extension is otherwise granted by the Board of the Sanitary District.

Plainview Milk Products Cooperative understands and agrees that District personnel are responsible for sampling its discharges or making arrangements for sampling with an independent testing laboratory and agrees to allow personnel of the District access to its monitoring and sampling facility to facilitate the foregoing. The costs of such sampling shall be borne by **Plainview Milk Products Cooperative.**

b. **Plainview Milk Products Cooperative** specifically agrees that the District shall have the authority to enter the sampling manhole or facility at any time for purposes of inspection or installation of its own monitoring equipment. The District's personnel shall be granted reasonable access and shall be permitted to (or instruct the industry) to install a flow sampling device for the purpose of collecting twenty-four (24) hour composite samples. In addition, the District shall have the authority to install its own pH monitoring and recording equipment at any time.

c. **Plainview Milk Products Cooperative** shall be responsible for **WEEKLY**, calibrating and performing maintenance on its pH and flow instruments as required to insure accuracy of measurements. These calibration reports shall be submitted to the District along with any other monthly industrial monitoring reports required by the District. In the event that monitoring equipment must be out of service for any length of time, **Plainview Milk Products Cooperative** shall inform the District of the conditions and of the estimated duration of non-service.

d. **Plainview Milk Products Cooperative** shall grant to the District personnel access to the industry's monitoring and recording equipment at the District's request for the purpose of inspection or data collection.

e. The terms of this Permit are that the District will be allowed to sample the waste of **Plainview Milk Products Cooperative** at least three (3) days a week on such days of the District's choice as a regular procedure, cost to the **Plainview Milk Products Cooperative.** Additionally, should the District desire to sample more than three (3) days a week, then the cost of such additional samplings, unless done because of violations, shall be borne by the District. Should the industry desire to have the District sample more than three (3) days a week, then the cost of such additional sampling be borne by the industry. Additional sampling may be required in accordance with the violation procedures set forth in this Permit, or as provided in the Plainview-Elgin Sanitary District's Ordinance.

2. **Reporting**

a. Upon the request of the Sanitary District, **Plainview Milk Products Cooperative** shall submit to the District, a report detailing the nature of process, mass discharge rate, raw material and production quantities, hours of operation, number of employees, compliance status with any State or Federal pretreatment standards, or any other information which relates to the generation of waste, including wastewater constitutions and characteristics in the wastewater discharge. These reports shall also include the chemical constituents and quantity of liquid or gaseous materials stored on site, even though they may not normally be discharged.

reports and compliance schedules. **Plainview Milk Products Cooperative** shall submit to the District, on a monthly basis, before the fourth (4th) working day of each month, a report detailing the rates of flow, the continuous pH chart, and weekly pH and flow meter calibration records for the reporting period. The pH measurement shall be recorded on a scale calibrated from pH 0 to 14. The average daily flow for the month shall be calculated in the report.

b. The failure to submit the reports required by this subpart shall be considered a violation of the conditions of this Discharge Permit and shall be subject to the violation procedures set forth in this Permit, and in the Ordinance for the District.

D. <u>CHARGES AND RESPONSIBILITIES OF THE INDUSTRIAL USER</u>

1. **Plainview Milk Products Cooperative** shall be responsible for the installation and operating costs of the Pretreatment Program, which shall include, but may not be limited to, the following charges:

   a. The cost of purchasing, installing, calibrating and start-up of the equipment which **Plainview Milk Products Cooperative** will operate indefinitely for data collection, to include:

      1. A continuously recording flow meter and flow control device (e.g., flume, V-notch weir) to be installed in the sampling manhole correctly so that accurate continuous measurements of waste flow can be achieved, and

      2. A continuous pH meter and recorder suitable for installation and service in the sampling manhole. The recording devices for flow and pH can be installed at a remote location for ease of operation, inspection and maintenance.

   b. Any costs associated with modifications of the existing sampling manhole that may be necessary for the installation and proper operation of the monitoring equipment described herein, including all maintenance and cleaning required in the sampling manhole so ordered by the District.

   c. The costs associated with the District's regular weekly sampling procedures, including the costs of CBOD5, TSS and Total Phosphorus analyses, whether undertaken by the District or by an independent testing laboratory, shipment of samples and empty sample containers, and time required by District personnel for sample collection, composite preparation, shipment packaging and handling, and industrial data compilation, to be determined by total man-hours of work at any hourly rate that is 125% of the personnel's regular hourly rate.

   d. The costs of additional sampling performed by the District because of effluent violations, as set forth in Section E1 (a) through E1 (e) of this Permit.

e. The cost of any additions or modifications to the treatment facility necessary to handle an increase in the quantity and/or strength of the waste from **Plainview Milk Products Cooperative** due to production changes which the existing treatment facility is incapable of handling.

f. The cost of sampling shall be shared as provided in Section C1 (e) of this Permit. All other costs, as specified in this Section C, shall be paid by **Plainview Milk Products Cooperative.**

2. **Plainview Milk Products Cooperative** shall be responsible for the following regular duties as part of the operation of the Pretreatment Program:

a. Submittal of regular monthly monitoring reports containing the information set forth previously in this Permit.

b. Regular inspection of pH and flow monitoring and recording equipment to insure that the instruments are operating properly and that accurate results are being obtained and recorded.

3. The District shall be responsible for keeping accurate records of man-hours spent on the pretreatment program, as well as all other sampling and monitoring cost; and submitting quarterly to **Plainview Milk Products Cooperative** a bill of totalized costs for the pretreatment program. Labor costs for sampling work performed by the District personnel shall be assessed to **Plainview Milk Products Cooperative** and determined by total man-hours involved at a rate that is 125% of the personnel's regular hourly wage. The results of CBOD and TSS sampling will be mailed on a weekly basis to **Plainview Milk Products Cooperative.**
Plainview Milk Products Cooperative shall be required to maintain and retain plant records relating to wastewater discharge as specified by the Board, but in no case less than three (3) years, and shall afford the Board access thereto.

E. VIOLATION AND VIOLATION PROCEDURES

1. The discharge of waste not in compliance with the effluent limitations set forth in Section B of this Permit shall be considered a violation subject to the violation procedures and/or violation fines described herein.

a. If the result of the laboratory analysis for any daily 24-hour composite sample yields a CBOD5, TSS or Total Phosphorus level in excess of the maximum day effluent limitation, a violation of the conditions of this Permit shall have occurred and **Plainview Milk Products Cooperative** shall be subject to a fine in the amount of which is to be determined by the District. The District is authorized to draw another composite sample for CBOD5, TSS and Total Phosphorus analyses immediately after receiving the laboratory analysis result indicating a violation or soon thereafter at a date of the District's choice. The cost involved in drawing and analyzing this supplemental composite sample shall be assessed to **Plainview Milk Products Cooperative.**

the District is authorized to draw another composite sample for lab analyses, and to continue drawing samples for analyses for as long as the violation of maximum day limitations continues, with all costs involved in said testing and any related fines assessed to **Plainview Milk Products Cooperative.**

c. If the arithmetic mean of any three (3) consecutive CBOD5, TSS or Total Phosphorus measurements, from either three (3) regular daily composite samples, or three (3) consecutive supplemental composites, or three (3) consecutive tests that are a combination of the two (2), exceeds the effluent limitations for the average of three (3) consecutive measurements set forth in Section B of this Permit, **Plainview Milk Products Cooperative** shall be subject to a fine in the amount of which is to be determined by the District. The District is also authorized to draw and test another series of samples until acceptable results are obtained, with all related costs to be assessed to **Plainview Milk Products Cooperative.**

d. If the average flow on any day exceeds the maximum allowable daily flow, or if the arithmetic mean set forth in Section E1 (c) exceeds the average flow values as set forth in Section B of this Permit, **Plainview Milk Products Cooperative** shall be subject to a fine in the amount of which is to be determined by the District.

e. If the pH of the waste at any time is not within the limits set forth in Section B of this Permit, or if oil or foam is present in the waste as described in Section B3 and B4 of this Permit, **Plainview Milk Products Cooperative** shall be subject to a fine in the amount of which is to be determined by the District.
Not more than one (1) fine per day shall be assessed for each of the violation conditions with concurrent violations of both limitations considered as two (2) violations.

2. If **Plainview Milk Products Cooperative** is in significant non-compliance (as defined in this subpart) with the terms and conditions of this permit, it shall be subject to a fine in the amount of which is to be determined by the District. The District, in the event of Significant Non-Compliance, may suspend this Permit according to the procedures described in the Ordinance of the District. Significant Non-Compliance is defined as follows:

a. Violations of Wastewater Discharge Limits:

1. <u>Chronic Violations</u>. Sixty-six percent (66%) or more of the measurements exceed the same daily maximum limit or the same average limit in a six (6) month period (any magnitude of excedence).

2. Technical Review Criteria (TRC) Violations. Thirty-three percent (33%) or more of the measurements exceed the same daily maximum limit or the same average limit by more than the TRC in a six (6) month period.
There are two (2) groups of TRCs:

Group I - for conventional pollutants TRC = 1.4
(CBOD5, TSS, Fats, Oil, Grease)
Group II - for all other pollutants TRC = 1.2

3. Any other violation(s) of an effluent limit (average or daily maximum) that the District believes has caused, alone or in combination with other discharges, interference (e.g., slug loads) or pass-through; or has endangered the health of the sewage treatment personnel or the public.

4. Any discharge of a pollutant that has caused imminent endangerment to human health/welfare or to the environment and has resulted in the District's exercise of its emergency authority to halt or to prevent such discharge.

b. Violations of compliance schedule milestones, as contained in this permit, the Ordinance of the District, any State, Local or Federal law, or any other local control mechanism or enforcement order, for starting construction, completing construction, and attaining final compliance by ninety (90) days or more after the schedule date.

c. Failure to provide reports for compliance schedules, self-monitoring data, or categorical standards (baseline monitoring reports, ninety (90) day compliance reports, and periodic reports) within thirty (30) days from the due date.

d. Failure to accurately report non-compliance.

3. In the event that either the flow or pH monitoring equipment owned and operated by **Plainview Milk Products Cooperative** is out of service for any length of time, **Plainview Milk Products Cooperative** shall report the condition to the District at once via telephone, and estimate the length of time the equipment is out of service. If the equipment remains out of service for longer than twenty-four (24) hours, the District may elect to temporarily assume the flow or pH monitoring duties until the industry's equipment is returned to service, with all cost associated with the temporary monitoring program assessed to **Plainview Milk Products Cooperative.** Any missing figures or discontinuance in the pH or flow records submitted to the District each month shall be interpreted as violations, with each day on which a pH or flow measurement is absent constituting a separate violation subject to a fine as set forth in Section E1 (d) and E1 (e). If **Plainview Milk Products Cooperative** is subject to a national categorical pretreatment standard, after the compliance data of such pretreatment standard, or in the case of commencement of a new discharge to the wastewater disposal system, **Plainview Milk Products Cooperative** shall submit to the Board during the months of June and December, unless required more frequently by the Board, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards.

reporting period exceeded the average daily flow report required by the previous provisions of this Permit. Upon request, and at the discretion of the Board, the months during which the reports required by this provision are submitted may be altered. Within ninety (90) days following the date for final compliance with applicable pretreatment standards, any users subject to pretreatment standards and requirements shall submit to the Board a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and requirements and the average and maximum daily flow for these process units in the user's facility which are limited by such pretreatment standards or requirements.
The report shall state whether the applicable pretreatment standards or requirements are being met on a consistent basis; and if not, what additional operation and maintenance and/or pretreatment is necessary to bring the facility into compliance with the applicable pretreatment standards or requirements. This statement shall be signed by the user and certified by a qualified professional.

4. If the monthly monitoring report for any reason is not submitted to the District by the fourth (4th) working day of the month, **Plainview Milk Products Cooperative** shall notify the District to explain reasons for the tardiness, at which time the District may assess a fine not to exceed $500.00. Each subsequent day on which the report is not received shall be a violation subject to an additional fine not to exceed $500.00.

F. ACCIDENTAL DISCHARGES

Plainview Milk Products Cooperative shall notify the District immediately upon having a slug or accidental discharge of substances or wastewater in violation of this Permit in order to enable counter measures to be taken by the District to minimize damage to the treatment system and receiving waters. Such notification shall not relieve **Plainview Milk Products Cooperative** of liability for any expense, loss, or damage to the treatment system or treatment process, or for any fines imposed on the District on account of any State or Federal law.

G. NOTIFICATION OF VIOLATION

In the event of a violation of this Permit or the Ordinance of the District, the District shall notify **Plainview Milk Products Cooperative** in writing, stating the nature of the violation within ten (10) days of the day the violation was first evident. Should the District decide to assess a fine for the incident, **Plainview Milk Products Cooperative** will be notified by mail within five (5) days of the District's regular monthly meeting.

H. PENALTIES AND DAMAGES

1. **Plainview Milk Products Cooperative** specifically agrees that should the District suffer any harm, damage, disbursement, expense, cost, penalty, fine, assessment or any other liability as a result of the acts or omissions of **Plainview Milk Products Cooperative**, its agents, employees or officers, it will indemnify and save and hold the District harmless from any and all of the foregoing. This obligation specifically includes, but is not limited to, any losses resulting from violations of the Plainview-Elgin Sanitary District's Ordinance, this Permit, or any other applicable regulation, statute, or any other standard established by any body, instrumentality or agency.

2. In the event **Plainview Milk Products Cooperative** violates any of the provisions of this Permit, the Ordinance of the District, or has a discharge which causes a deposit, obstruction, damage, or other impairment to the District's plant or system, **Plainview Milk Products Cooperative** shall become liable to the District for any expense, loss, damage or fines imposed on the District on account of any State or Federal law, caused as a result of such violation or discharge.

I. SUSPENSION OF PERMIT

1. The District's plant operator shall have the authority to require **Plainview Milk Products Cooperative** to immediately reduce its flows and loadings for that period of time the operator determines necessary to protect the treatment process, the plant and/or system of the District. Within three (3) hours of being so advised by the District's plant operator (said notice may be by telephone), **Plainview Milk Products Cooperative** shall reduce its flows and/or loadings to the limits directed by said plant operator.

2. The District may suspend the wastewater treatment service and/or this Discharge Permit when such suspension is determined necessary by the District, according to the procedures described in the Ordinance of the District and/or this Permit.

3. The District may revoke this Permit if **Plainview Milk Products Cooperative** fails to factually report the wastewater constituents and characteristics of its discharge; fails to report significant changes in wastewater constituents or characteristics; refuses reasonable access to its premises for the purpose of inspection or monitoring; or violates conditions of this Permit, the Ordinance of the District, or applicable State and Federal regulations.

J. **EFFECTIVE DATE**

This Permit is effective the first day of January, 2016, replacing all previous Wastewater Discharge Permits issued to **Plainview Milk Products Cooperative** and will expire on January 1, 2021.

PLAINVIEW-ELGIN SANITARY DISTRICT

BY William W. Boyd

TITLE Chairman

PLAINVIEW MILK PRODUCTS COOPERATIVE

BY ____________________

TITLE General Manager

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Contract for School Use of Eckstein Field	**AGENDA SECTION:** Unfinished Business
PREPARED BY:	Clarissa Hadler, Michael L. Burgdorf	**AGENDA NO.** 7.A.
ATTACHMENTS:	2018-2019 PEM Draft Contract	**APPROVED BY:** **cgh**
RECOMMENDED ACTION: **Motion** to approve the 2018-2019 City/Plainview-Elgin-Millville School District #2899 Facility Use and License Agreement.		

BACKGROUND

For many years, the City has allowed the use of Eckstein Field by the School District for a nominal fee of $1 per year. The attached contract is a Facility Use and License Agreement that lays out which facilities the school has available for its use, designates several services that the city will perform, the payment of $8780.00 for maintenance services and utilities paid for by the City, and clarifies what school staff shall do.

At Mayor Ziebell's request, this item was postponed at the July meeting to allow City Attorney Flaherty additional time to review the agreement. Mr. Flaherty has done so and the attached contract contains his revisions. Mr. Flaherty clarifies that the contract is actually more appropriately called a license agreement, rather than a lease, as a lease would imply exclusive use of the field by the school district. He also added provisions for indemnification and insurance coverage.

Staff requests approval of the 2018-2019 City/Plainview-Elgin-Millville School District #2899 Facility Use and License Agreement.

2018-2019 CITY/PLAINVIEW-ELGIN-MILLVILLE SCHOOL DISTRICT #2899
FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is made this 13th day of August, 2018 by and between the City of Plainview, Minnesota, Municipal Corporation (hereinafter the "City"), and the Plainview-Elgin-Millville School District, (hereinafter the "School District"), collectively referred to as the “parties.”

WHEREAS, the City and the School District have a mutual interest in sharing use of the City owned area known as Eckstein Field for the purpose of providing recreation programs to the general public;

WHEREAS, the City wishes to license to the School District the use of Eckstein Field for recreational purposes; and

WHEREAS, the School District and City wish to mutually share maintenance obligations of Eckstein Field as set forth in this Agreement; and

NOW, THEREFORE, the City and the School District agree as follows:

1. License Term, Termination, and Renewal: The City shall license to the School District the public area known as Eckstein Field for the period of July 1, 2018 to June 30, 2019, retroactive to July 1, 2018. The license fee shall be $1 for the year payable on April 1, 2018. This Agreement shall automatically renew for successive one-year terms unless a written notice to terminate the agreement delivered to the signatories of this Agreement, or their successors, not later than June 1 of each respective calendar year of the Agreement. Unless terminated by June 1 of a particular calendar year, or otherwise terminated pursuant to this paragraph, the terms of this Agreement remain in effect.

This Agreement may be terminated based on a breach of a term of this Agreement. Termination pursuant to this paragraph must be in writing and delivered to the signatories of this agreement or their successors.

2. City Maintenance Responsibility: During the rental period the City will be responsible for performing the maintenance tasks listed in this paragraph. In addition to the rent outlined in paragraph 1 of this Agreement, the School District will pay to the City the Total Maintenance Fee that is listed in this paragraph.

1.	Mow Eckstein Field for the Baseball and Soccer Seasons.	$1,268.00
2.	Do daily clean-up of litter during the Baseball and Soccer Seasons.	$1,246.00
3.	Measure and paint the field for soccer.	$1,630.00
4.	Trim Eckstein Field for the Baseball and Soccer Seasons.	$665.00
5.	Pay for electricity for the Baseball and Soccer Seasons.	$2,574.00
6.	Fertilize and weed control.	$414.00
7.	Set up baseball fence and move bleachers. The school must give reasonable advance notice of when the fence is needed.	$983.00

Total Maintenance Fee: ***$8,780.00***

The height of the grass to be cut at is 3" unless directed by the Activities Director. The lowest cut allowed is 2 1/2". If lines are cut in the baseball field, the lowest that they can be cut is 2 1/2".

3. School District Responsibility: The School District will be responsible for performing the following maintenance tasks at their own expense.

1. Drag lime and paint baseball field for games and practices.
2. Set up markers for the soccer games.
3. Provide port-potties for restroom facilities that meet the needs of the participants and spectators.
4. Pick-up litter for events that are held on Friday, Saturday, Sunday, and Holidays.
5. Provide to the City, a paint machine and paint to mark soccer lines. Paint machine is to be in excellent working order.

4. Ownership: The parties acknowledge that the City owns the following equipment and is obligated to maintain the same: baseball scoreboard, baseball press box, baseball P.A., baseball fence, bases, field lights, and batting cage.

The parties acknowledge that the School District owns the following equipment and is responsible for maintaining the same: bleachers, soccer scoreboard, soccer P.A., paint machine, lime machine, soccer press-box, ticket booth, soccer goals, and pitching machine.

The parties further acknowledge that for the term of this Agreement, the equipment listed in this paragraph may be used by either party, but such use is contingent upon providing advanced notice to the other parties designated representative and obtaining approval from that person for such use, which may not be unreasonably withheld. The City's designated representative is the City Public Works Director. (hereinafter "Designated Representative")

5. Use of Licensed Premises. The licensed premises shall be all areas commonly referred to as Eckstein Field, as shown in Exhibit A. The license granted to the School District is for the use of Eckstein Field for the purpose of conducting recreation activities, including but not limited to, baseball, softball, soccer, and other intramural sports and physical activities conducted by the School District. The use of Eckstein Field shall not be for any commercial purposes, other than the sale of concessions at sporting events, and the use, sale, and consumption of alcohol is expressly prohibited.

6. Building Use: The School District will have the right to use the concession stand and the ticket sales area at any time during the agreement period. The City shall furnish keys to these buildings to the School District's Activities Director. The School District shall be responsible for cleaning these facilities during the agreement period.

7. Trash Removal: The parties shall mutually share the obligation for trash and litter removal at Eckstein Field by assigning those duties to each party on different days of the week. The party that is responsible for trash and litter removal must keep Eckstein Field completely clear of trash and litter by collecting the same and placing it in the dumpster located thereon. Costs associated with emptying the dumpster shall be borne by the School District and the dumpster must be emptied not less than once per week. The City shall assume responsibility for litter and trash removal Monday through Thursday. The School District shall assume that responsibility on Friday, Saturday, Sunday, and Holidays.

8. Equipment Set Up: Any equipment set up shall be responsibility of the School District for School District events and the City for City events.

9. Reservations: Reservation for use of the facilities at Eckstein Field shall be on a first-come first-served basis, with the exception of the School District's regularly scheduled events, (hereinafter "Regular Events"). The School District's Designated Representative shall have the option to deliver to the City's Designated Representative a schedule of Regular Events no later than August 1, 2018 for fall sports, February 15, 2019 for spring sports, and April 15, 2019 for summer sports. The School District shall have a superior right, over all other members of the public, to use the facilities at Eckstein Field for the dates on the schedule. For any date not listed on the schedule of Regular Events, either Party's Designated Representative shall be allowed to make a reservation by sending an email to the other Designated Representative notifying him or her of the reservation. Each party's Designated Representative shall maintain a schedule of use of the facilities at Eckstein Field.

10. Emergencies: In the event of a medical situation, the Mayo Medical Center shall have use of Eckstein Field as an emergency landing pad.

11. Indemnification: School District shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, which may arise out of or be caused by School District or its agents, employees, students, patrons, invitees, attendees, volunteers, or contractors, with respect to School District's use, operation or maintenance of the Licensed Premises. School District shall defend City against the foregoing, or litigation in connection with the foregoing, at School District's expense, with counsel reasonably acceptable to City. City, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Paragraph shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of City. All indemnification obligations shall survive termination of this License, provided that the incident giving rise to the indemnification obligation must have occurred during the term of this Agreement.

12. Insurance: School District shall, at School District's expense, maintain in effect bodily injury liability insurance and property damage insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04, as amended. School District shall provide the City with evidence of such insurance in the form of a certificate of insurance no later than ten days after executing this Agreement and annually thereafter. The

City shall be an additional insured on such policy and all certificates shall contain a provision that the insurance shall not be cancelled unless prior written notice thereof is given to the City not less than 30 days prior to the effective date of such cancellation. Notwithstanding any provision of this Agreement, if the School District fails to maintain a policy of insurance as required by the City for the term of this Agreement, the City may immediately revoke this License.

13. Assignment: Neither party shall assign or transfer its interest in this agreement without the express written consent of the other party.

14. Severability: The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be valid.

15. Merger Clause: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification of change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement. The City and the School District, by the signature below of their authorized representatives, hereby acknowledges that they have read this agreement, understand it and agree to be bound by its terms and conditions.

IN WITNESS WHEREOF, the respective parties hereto have caused this Agreement to be duly executed on the day and year first above written.

CITY OF PLAINVIEW, MN
A MUNICIPAL CORPORATION

BY:____________________________________
Roger Ziebell, Mayor

BY:____________________________________
MariClair Schneider, City Clerk

PLAINVIEW-ELGIN-MILLVILLE
SCHOOL DISTRICT

BY:____________________________________
Bill Ihrke, Superintendent

EXHIBIT A


26.00019.00
8

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Shade Tree Ordinance	**AGENDA SECTION:** New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	**AGENDA NO. 8.A.**
ATTACHMENTS: Draft Ordinance	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to Approve Ordinance 2018-08, An Ordinance Repealing the Plainview City Code Section 310 and Providing a New Section 310 Shade Tree Pest Control
2. **Motion** to approve a resolution approving summary publication of Ordinance 2018-08.

SUMMARY

The new shade tree ordinance reflects two newer problems that trees are faced with, Oak Wilt and Emerald Ash Borer, and how to deal with them. The current ordinance only addresses Dutch Elm Disease.

Oak Wilt is a fungal disease that clogs the vascular system of the tree so that it doesn't get water and nutrients. This affects all oak trees. The leaves discolor, wilt, fall off and then the tree dies. The disease is passed from tree to tree by insects and an affected tree root grafting with a healthy tree. There is a fungicide that can be used to prevent trees from getting the disease, although this is not 100% effective. A vibrator plow to plow between the roots of trees is also used to curtail the disease.

Emerald Ash Borer is an insect that came from China on wood pallets. This insect lays eggs in all ash trees except mountain ash. The larva gets under the bark & eat "S" Shaped canals in the tree. This prevents the water and nutrients from feeding the tree. Signs of the emerald ash borer in ash trees is crown dieback, woodpecker holes, shiny bark like squirrels have been climbing up & down the limbs & trunk of the tree. When the larva hatches they emerge through the bark of the tree at about chest height and the hole is "D" shaped. The "D" can be in any position, it is however an almost perfect "D". Generally, it will take 3-7 years for the tree to die from this disease. There are insecticides that can treat trees, it is not 100% guaranteed to prevent the tree from contacting the disease. Costs to do this are dependent on the diameter of the tree. $200.00-$300.00 per tree is common, with the tree being treated every 2 years.

Tree Diseases are also regulated by State Statute. Issues such as transportation of diseased tree is addressed at that level and is not necessary to address in local codes. State officials also educate local officials on state laws and best practices. City Administrator Hadler has requested that Public Works staff create a resource and referral book and/or website for residents and staff to reference as needed. This will be done during Public Work slower months.

If interested in more information, refer to these sites, or contact one of the City's Certified Tree Inspectors.

- Arrest.the.pest@state.mn.us

- www.mda.state.mn.us/eab
- www.dnr.state.mn.us/treecare/forest_health/oakwilt

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

ORDINANCE NO. 2018 - 08

AN ORDINANCE REPEALING THE PLAINVIEW CITY CODE SECTION 310 AND PROVIDING A NEW SECTION 310 SHADE TREE PEST CONTROL

The City Council of the City of Plainview, Minnesota, ordains that the Plainview City Code is amended as follows:

1. Section 310 of the Plainview City Code regarding Dutch Elm Disease is repealed in its entirety.

2. The Plainview City Code is amended by adding a new Section 310 Shade Tree Pest Control – as follows:

310 SHADE TREE PEST CONTROL.

310.1 Declaration of policy. The health of the trees in the city is threatened by shade tree pests, and the loss or ill health of trees growing upon public and private property substantially depreciates the value of property within the city and impairs the safety, good order, general welfare and convenience of the public. In addition to and in accordance with Minn. Stat. §§ 89.001, 89.01, and 89.51-.64, the provisions of this section are adopted as an effort to control and prevent the spread of these shade tree pests.

310.2 Jurisdiction. The city shall have control of all street trees, shrubs, and other plantings now or hereafter in any street, park, public right-of-way or easement, or other public place within the city limits, and shall have the power to plant, care for, maintain, remove, and replace such trees, shrubs, and other plantings.

310.3 Declaration of a shade tree pests. The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest, as defined by Minn. Stat. § 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action.

<u>310.3.1 Declaration of a shade tree pest - Oak Wilt.</u>

(A) Oak wilt disease is a shade tree pest and is defined as any living or dead tree, log, firewood, limb, branch, stump, or other portion of a tree from any species of the genus *Quercus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and contains to any degree any spore or reproductive structures of the fungus *Ceratocystis fagacearum.*

(B) Control measures that may be taken to abate oak wilt disease are:

(1) Installation of a root graft barrier.

A root graft barrier can be ordered installed to prevent the underground spread of oak wilt disease. The city will mark the location of the root graft barrier. The barrier disrupts transmission of the fungus within the shared vascular systems of root grafted trees. The barrier is created by excavating or vibratory plowing a line at least forty-two (42) inches deep between any oak tree infected with oak wilt disease and each nearby and apparently healthy oak tree within fifty (50) feet of the infected tree.

(2) Removal and disposal of trees.

(a) On property zoned for residential and commercial use.

On property that is zoned residential and commercial the city may mark for removal trees that have the potential to produce spores of the fungus *Ceratocystis fagacearum.* After, and in no case before, the installation of the root graft barrier and no later than May 1 of the year following infection, all marked trees must be felled. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

If, however, after the city prescribes the location for a root graft barrier, the city determines that installation of the barrier is impossible because of the presence of pavement or obstructions such as a septic system or utility line, the city may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and the marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

(b) On all other property.

On all other property, the city may mark for removal all oak trees whether living or dead, infected or not and located between an infected tree and the marked barrier location. These marked trees must be felled and disposed of no later than May 1 of the year following infection. The stump from such felled trees must not extend more than three inches above the ground or, if taller, must be completely debarked.

All wood more than three (3) inches in diameter or ten (10) inches in circumference from such felled trees must be disposed of by burying, debarking, chipping, or sawing into wane-free lumber, or by splitting into firewood, stacking the firewood, and immediately covering the woodpile with unbroken four (4)-mill or thicker plastic sheeting that is sealed into the ground until October 1 of the calendar year following the calendar year in which the tree was felled, or by burning before May 1 of the year following infection. Wood chips from infected trees may be stockpiled or immediately used in the landscape.

(C) The control area for oak wilt disease is defined as: All lands within the boundaries of the city.

<u>310.3.2 Declaration of a shade tree pest - Emerald Ash Borer.</u>

(A) Emerald ash borer is a shade tree pest and is defined as an insect that attacks and kills ash trees. The adults are small, iridescent green beetles that live outside of trees during the summer months. The larvae are grub- or worm-like and live underneath the bark of ash trees.

(B) Control measures that may be taken to manage and abate emerald ash borer are [those currently advised by the University of Minnesota Extension website at http://www.extension.umn.edu/garden/insects/find/emerald-ash-borer/#management and the Emerald Ash Borer Information Network at http://www.emeraldashborer.info/resources.php].

(C) Definition of control areas. The control area for emerald ash borer is defined as: All lands within the boundaries of the city.

<u>310.3.3 Declaration of a shade tree pest - Dutch Elm Disease.</u>

(A) Dutch elm disease is a shade tree pest and is defined as a disease of elm trees caused by the fungus *Ophiostoma ulmi* or *Ophiostoma novo-ulmi*, and includes any living or dead tree, log, firewood, limb, branch, stump, or other portion of a tree from any species of the genus *Ulmus* existing within the control area defined that has bark attached and that exceeds three (3) inches in diameter or ten (10) inches in circumference and could contain bark beetles or any spore or reproductive structures of the fungus *Ophiostoma ulmi* or *Ophiostoma novo-ulmi*.

(B) Control measures that may be taken to abate Dutch elm disease are:

(1) Use of fungicide.

Fungicides may be effective in preventing Dutch elm disease when injected into living trees that do not already show symptoms of Dutch elm disease. Fungicide injections on private lands are optional and, if performed, are at the landowner's expense.

(2) Removal and disposal of trees.

Prompt removal of diseased trees or branches reduces breeding sites for elm bark beetles and eliminates the source of Dutch elm disease fungus. Trees that wilt before July 15 must be removed within 30 days of detection. Trees that wilt after July 15 must be removed by April 1 of the following year. Diseased trees not promptly removed will be removed by the city at the landowner's expense. Wood may be retained for use as firewood or saw logs if it is debarked or covered from April 15 to Oct. 15 with four (4)-mill plastic. The edges of the cover must be buried or sealed to the ground.

(C) Definition of control areas. The control area for Dutch elm disease is defined as: All lands within the boundaries of the city.

310.4 Public nuisances defined. A shade tree pest, as defined by Section 310.3 occurring within a defined control zone is a public nuisance.

310.5 Shade tree pest nuisances are unlawful. It is unlawful for any person to permit any public nuisance as defined in this section to remain on any premises the person owns or controls within the city. The nuisance may be abated as provided in this section.

310.6 Tree inspector. The Council hereby appoints the Public Works Director as tree inspector to coordinate the activities of the city relating to the control and prevention of damage by shade tree pests. The tree inspector will recommend to the Council the details of any program for the declaration, control, and prevention of shade tree pests. The tree inspector is authorized to enforce or cause to be enforced the tasks incident to such a program adopted by the Council. The term "tree inspector" includes any person designated by Council or the tree inspector to carry out activities authorized in this section.

310.7 Abatement of shade tree pest nuisances. In abating a nuisance, defined by ordinance under section 301.3, the organism, condition, plant, tree, wood, or material identified as injurious to the health of shade trees shall be removed or effectively treated so as to destroy and prevent as fully as possible the spread of the shade tree pest. Such abatement procedures shall be carried out in accordance with the control measures and areas prescribed by Section 301.3.

310.8 Reporting discovery of shade tree pest. Any owner or occupier of land or any person engaged in tree trimming or removal who becomes aware of the existence of a public nuisance caused by a shade tree pest as defined under Section 301.3 shall report the same to the city.

310.9 Registration of tree care firms. Any person, firm, or corporation that provides tree care, tree trimming, or removal of trees, limbs, branches, brush, or shrubs for hire must be registered with the Minnesota commissioner of Agriculture under Minn. Stat. § 18G.07.

310.10 Inspection and application of control measures.

(A) The tree inspector is authorized to inspect premises and places within the city to determine whether shade tree pests exist thereon and to investigate all reported incidents of shade tree pests. The tree inspector is authorized to take all reasonable measures to prevent the maintenance of public nuisances and may enforce the provisions relating to abatement in this section. Diagnosis of shade tree pests may be by the presence of commonly recognized symptoms; by tests as may be recommended by the commissioner of the Minnesota Department of Agriculture or the commissioner of the Minnesota Department of Natural Resources; or other reliable means.

(B) Except in situations of imminent danger to human life and safety, the tree inspector shall not enter private property for the purpose of inspecting or preventing maintenance of public nuisances without the permission of the owner, resident, or other person in control of the property, unless the tree inspector has obtained a warrant or order from a court of competent jurisdiction authorizing the entry.

(C) No person, firm, or corporation shall interfere with the tree inspector or with anyone acting under the tree inspector's authority while engaged in activities authorized by this section.

310.11 Standard abatement procedure. Except as provided in Sections 310.12 and 310.14, whenever a tree inspector determines with reasonable certainty that a public nuisance, as described by this ordinance, is being maintained or exists on premises in the city, the tree inspector is authorized to abate a public nuisance according to the procedures in this section.

(A) The tree inspector will notify in writing the owner of record of the premises that a public nuisance exists and order that the nuisance be terminated or abated. The notice may be given in person or by mail. Failure of any party to receive the mail does not invalidate the service of the notice. A copy of the notice shall be filed with the city clerk.

(B) The notice of abatement shall state that unless the public nuisance is abated by the owner, it will be abated by the city at the expense of the owner. The notice shall specify the control measures to be taken to abate the nuisance and provide a reasonable amount of time to abate the nuisance. The notice will also state that the owner has the right to appeal the determination that a public nuisance exists by submitting a request in writing to the city clerk within seven (7) days after service of the notice, or before the date by which abatement must be completed, whichever comes first.

(C) If no timely appeal is submitted, and the control measures prescribed in the notice of abatement are not complied with within the time provided by the notice or any additional time granted, the tree inspector or designated person shall have the authority to obtain permission or an administrative search warrant, enter the property, and carry out abatement in accordance with the notice of abatement.

310.12 High-cost abatement. If the tree inspector determines that the cost of abating a nuisance will exceed $5,000 based on a reasonable, good faith estimate, the written notice referred to in Section 310.11 must provide that if the nuisance is not abated within the reasonable amount of time provided, the matter will be referred to the City Council for a hearing. The date, time, and location of the hearing must be provided in the notice.

310.13 Appeal procedure. If the city clerk receives a written request for a hearing on the question of whether a public nuisance exists, the City Council shall hold a hearing within fourteen (14) calendar days following receipt by the clerk of the written request. At least three (3) days notice of the hearing shall be given to the individual who made the written request for the hearing. The Council may modify the abatement notice or extend the time by which abatement must be completed. Each owner, agent of the owner, occupant, and lienholder of the subject property or properties in attendance, if any, shall be given the opportunity to present evidence at the hearing. After holding the hearing, the City Council may issue an order requiring abatement of the nuisance, upon a majority vote of the City Council present at the hearing.

310.14 Abatement procedure in event of imminent danger.

(A) If the tree inspector determines that the danger of infestation to other shade trees is imminent, and delay in control measures may put public health, safety, or welfare in immediate danger, the tree inspector may provide for abatement without following Section 310.11 or 310.12. The tree inspector must reasonably attempt to notify the owner of the affected property of the intended action and the right to appeal the abatement and any cost recovery at the next regularly scheduled City Council meeting.

(B) Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

310.15 Recovery of cost of abatement; liability and assessment.

(A) The owner of premises on which a nuisance has been abated by the city shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the city clerk or other official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city clerk.

(B) After notice and hearing, as provided in Minn. Stat. § 429.061 (which may be amended from time to time), the city clerk shall, on or before Sept. 1 next following abatement of the nuisance, list the total unpaid charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The City Council shall then certify the charges against the property to the county auditor for collection along with current taxes the following year or in annual installments as the City Council may determine in each case.

310.16 Penalty.

(A) Any person, firm, or corporation that violates any provision of this section shall, upon conviction, be guilty of a misdemeanor. The penalty, which may be imposed for any crime that is a misdemeanor under this section, including Minnesota Statutes specifically adopted by reference, shall be a sentence of not more than 90 days, or a fine of not more than $1,000, or both.

(B) Upon conviction of a misdemeanor, the costs of prosecution may be added. A separate offense shall be deemed committed upon each day during which a violation occurs or continues.

(C) The failure of any officer or employee of the city to perform any official duty imposed by this section shall not subject the officer or employee to the penalty imposed for a violation.

(D) In addition to any penalties provided for in this section, if any person, firm, or corporation fails to comply with any provision of this section, the City Council or any official designated by it may institute appropriate proceedings at law or at equity to restrain, correct, or abate the violation.

310.17 Severability. Should any part or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof other than the part held to be invalid.

3: This ordinance will become effective 30 days after its date of publication.

Adopted this 13th day of August, 2018.

____

Roger Ziebell, Mayor

ATTEST:

____

MariClair Schneider, City Clerk

CITY OF PLAINVIEW

WABASHA COUNTY, MINNESOTA

RESOLUTION NO. 2018 - _____

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE NO. 2018 - 08

WHEREAS, the City has adopted the above referenced ordinance; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, Minnesota Statutes §412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plainview that the following summary is hereby approved for official publication in lieu of the entire ordinance:

SUMMARY PUBLICATION ORDINANCE NO. 2018 - 08

AN ORDINANCE REPEALING THE PLAINVIEW CITY CODE SECTION 310 AND PROVIDING A NEW SECTION 310 SHADE TREE PEST CONTROL

On August 13, 2018, the Plainview City Council adopted an ordinance designated as Ordinance No. 2018 – 08, the title of which is stated above. The purpose of the ordinance is to repeal Section 310 of the Plainview City Code entitled “Dutch Elm Disease”, and replace it with a new Section 310 entitled “Shade Tree Pest Control”. The ordinance applies to the inspection and abatement of trees in an effort to control tree diseases. Copies of the ordinance are available for public inspection in the office of the City Clerk during normal business hours or upon request by calling 507-534-2229.

/s/ MariClair Schneider, City Clerk

BE IT FURTHER RESOLVED, that the City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Adopted by the City Council of the City of Plainview, Minnesota this 13th day of August, 2018.

____

Roger Ziebell, Mayor

ATTEST:

____

MariClair Schneider, City Clerk

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Water Meter Reading Equipment Replacement	**AGENDA SECTION:** New Business
PREPARED BY:	Michael L. Burgdorf, Public Works Director	**AGENDA NO. 8.B.**
ATTACHMENTS: Product Quotation, Letter of Support from City Clerk Schneider		**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve purchase of Itron meter reading equipment and training from Meter Tech Solutions.		

Summary:

Currently our remote water meter reader is starting to give public works & MariClair some problems. It is almost 10 years old, which is near the expectant time of which the reader is outdated. A new reader with training is $18,742.00. This reader equipment is only provided by this company for our meters. Some points that make this a valid purchase are:

1. The current reader is approximately 10 years old.
2. The new yearly service contract starts in September and is lower for the software. $1021.99 compared to the new contract of $720.00 per year.
3. Although not budgeted for this year, there is money for this purchase in the water fund.
4. This should eliminate the need for an extra 1.5 hours of re-reads each month.
5. This will help in the monthly setup to read meters and the billing process. Sometimes the present reader won't boot up and we need to rely on technical support. That may be readily available or not.
6. This package takes about 4-6 weeks to arrive on site with the new equipment, software upgrades, and the training.

City Clerk Schneider is supportive of the purchase of new equipment.

Clarissa Hadler

From: Michael Burgdorf
Sent: Monday, August 6, 2018 9:13 AM
To: Clarissa Hadler
Subject: FW: Reader update

Quotation that goes with the executive summary.

Michael

From: Matt Willis <mattw@metertechsolutions.com>
Sent: Monday, July 23, 2018 8:01 AM
To: Michael Burgdorf <m.burgdorf@plainviewmn.com>
Cc: leeq@metertechsolutions.com
Subject: RE: Reader update

Hi Michael,

Here are the pieces that would be needed from Itron to replace the FC300, MC-Lite, & MVRS:

1. Mc3Lite mobile radio unit $12,700.00
2. Itron Mobil Radio w/USB cable & charger. IMR-09900-001 $2,350.00
3. One time only IMA set up fee $250.00
4. FCS software for up to 2500 endpoints $ 0.00
5. Onsite training, setup, & installation $1,000.00

These are the annual maintenance and mobile subscription costs:

1. MC3Lite annual maintenance (1) $720.00/year
2. Software, up to 2500 meters serviced, electronic delivery (1) $720.00/year
3. Subscription for IMA Drive BY (includes Walk) (1) $840.00/year
4. IMR mobile radio (1) $144.00/year

GRAND CONTRACT TOTAL $2424.00/year

Thanks,
Matt

Clarissa Hadler

From: MariClair Schneider
Sent: Wednesday, August 8, 2018 11:50 AM
To: Clarissa Hadler
Subject: Utility Billing System/Meter Reader

Clarissa,

Our current meter reader and software is due for an upgrade. The current reader was put into use in August of 2010 making it 8 years old. Technology has advanced greatly in the past 8 years and Itron will no longer support our current reader after the first of year (2019), and our current one has had issues where it doesn't always want to read the meters or it will shut down unexpectedly causing additional time spent troubleshooting, calling support, and having public works go back out and re-read the meters.

The new reader and software upgrade will mesh well with our current utility billing software since we are already using a version of it now.

The upgrade should also streamline the meter reading process itself and cut down on the actual time it takes to read the meters, which in turn makes it easier and more efficient for me to get the bills calculated and out to our residents.

I feel the upgrade is necessary and in will save the city money by being able to reduce the amount of hours spent on reading water meters as well as saving money on our yearly maintenance/support contract with Itron. The current contract costs the City $1021.99 per year, and the new contract will cost $720.00 per year.

Thank you,

MariClair Schneider
City Clerk; City of Plainview
Office 507-534-2229 Direct: 507-710-4589
m.schneider@plainviewmn.com

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Drainage Issues on School Property	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator Michael Burgdorf, Public Works Director	**AGENDA NO.** **8.C.**
ATTACHMENTS: D. Olinger Memo & Email, Map of Drainage Area	**APPROVED BY:** **cgh**
RECOMMENDED ACTION: Discussion and Direction.	

SUMMARY

For some time, City staff has been working with the School District on a plan to improve drainage in the area to the west and north of the elementary school building. There is a city storm sewer drain that outlets at that location. Very nearby the city outlet is a storm sewer outlet that drains a large part of the school's property.

Over time, both outlets have brought sand and sediment from the streets and school parking areas, filling in the ditches that divert the water around the baseball fields to a drain in the opposite corner of the property. In the last couple of years, water has traveled across the baseball field nearest the two outlets, causing some infield sand to wash out. School officials and staff have stated that this started when the city installed/extended their storm sewer drain. If this is true, it may be because the force of the water exiting the storm drain is not being dispersed by the grass prior to meeting the stream of water, as it has been in the past.

Whatever the cause, City staff is supportive of finding a coordinated solution to the problem at hand. However, we would also like to state that, based on our engineers' assessments, that the City should *not* be 100% responsible for moving storm water around the baseball fields. There is no drainage easement in place that would place that responsibility on the City. Nor, given the amount of school property that drains to that location, should the school claim that a majority of the storm water "belongs" to the City.

Derek Olinger, engineer at Bolton & Menk, has provided three options for improving drainage on the property, summarized below. Details may be found in Mr. Olinger's report.

1: Ditch Grading	$18,000 - $22,000
2: Ditch Grading with Drain Tile	$32,000 - $36,000
3: Storm Sewer Extension	$52,000 - $56,000

Staff supports basic improvement of the drainage ditch, which has served its purpose for many years. Adding some infrastructure in the form of drain tile may assist in drying out the area more quickly, which may add functionality during the spring when many parents sit in that area to watch their children play sports. However, that added improvement should be the decision of, and paid by, the school district.

The School District Facilities Committee will meet at the end August, and staff will attend to discuss this issue with them. Staff requests feedback from Council about how much assistance the City is willing to provide for this project; possibly a percentage of the project up to a set amount. We have already done the engineering that is needed for the project, at a cost of approximately $5000. We also suggest that School District staff coordinate the project from here on out with the City simply contributing a cash payment as the project progresses.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

Real People. Real Solutions.

MEMORANDUM

Date: June 26, 2018

To: Michael Burgdorf
City of Plainview

From: Derek Olinger, P.E.
Bolton & Menk, Inc.

Subject: PEM School Site Drainage
City of Plainview
Project No.: H19.116439

Mr. Burgdorf:

You have requested our assistance with preparing a few options which would address drainage issues within the green areas west of the Plainview-Elgin-Millville (PEM) elementary school building and south of the existing ball fields. The site location is illustrated on the attached figures.

The site generally drains from southeast to northwest through a shallow depression along the south and west sides of the ball fields. A portion of the storm runoff from east and south of the site discharge through storm pipes which outlet to a relatively flat area directly northwest of the elementary school building.

Likely due to sediment buildup within the existing drainage way, the area directly downstream of the storm sewer holds a small amount of water and remains heavily saturated for extended periods of time after rain events. This can be seen in the photo below, taken near the northeast corner of the ball fields, looking north:

To address this issue, we have prepared three improvement options, as described below:

Option 1: Ditch Grading

This alternative will include the grading of a shallow drainage swale along the south and west side of the ball fields. The new swale could be constructed to a minimum depth of 1' below existing grade with a running slope of at least 1%. Channel slopes would be graded at a 1V:4H to 1V:6H slope to allow for mowing. Once graded, the surface would be reseeded and stabilized with erosion control blanket.

The estimated cost to complete Option 1 is $18,000 to $22,000.

It should be noted that ditches with running slopes less than 2% are generally susceptible to localized ponding within the ditch bottom. As such, there may be areas within the ditch bottom where soil remains saturated for extended periods of time after rain events.

Option 2: Ditch Grading with Drain Tile

To address concerns over a saturated ditch bottom, Option 2 was prepared. This alternative would include ditch grading identical to Option 1; however, a buried drain tile would be installed along the centerline of the new drainage swale. The proposed drain tile system would consist of a 6" slotted drain tile surrounded by coarse filter aggregate (pea gravel). The new tile would be installed nearly the entire length of the new drainage swale and connect to an existing storm sewer inlet west of the ball fields.

This drain tile would allow water in any saturated areas to infiltrate into the system more quickly and would reduce the amount of time needed for overlying soils to dry.

The estimated cost to complete Option 2 is $32,000 to $36,000.

Option 3: Storm Sewer Extension

The last improvement option prepared would include the extension of existing storm sewer piping to a point west of the current discharge locations. West of the new storm sewer outlet, a drainage swale would need to be constructed to convey stormwater to the west end of the ball fields. Minor site grading would be required over the top of the new storm sewer to preserve existing drainage patterns. Similar to Options 1 and 2, any disturbed turf would be reseeded and stabilized with erosion control blanket.

The estimated cost to complete Option 3 is $52,000-$56,000.

Discussion

Although the extension of storm sewer west of the current discharge point (Option 3) would remove a large portion of the stormwater that is currently saturating the greenspace; however, it is the highest cost option.

Options 1 and 2 are both capable of improving drainage issues within this area for a price that is less than that of installing additional storm sewer pipe. If deciding between options 1 & 2, maintenance personnel should consider if the convenience of being able to mow the drainage swale 1-2 days after a rain event is important. If drain tile is not installed, the base of the swale may remain saturated for several days after rain has occurred.

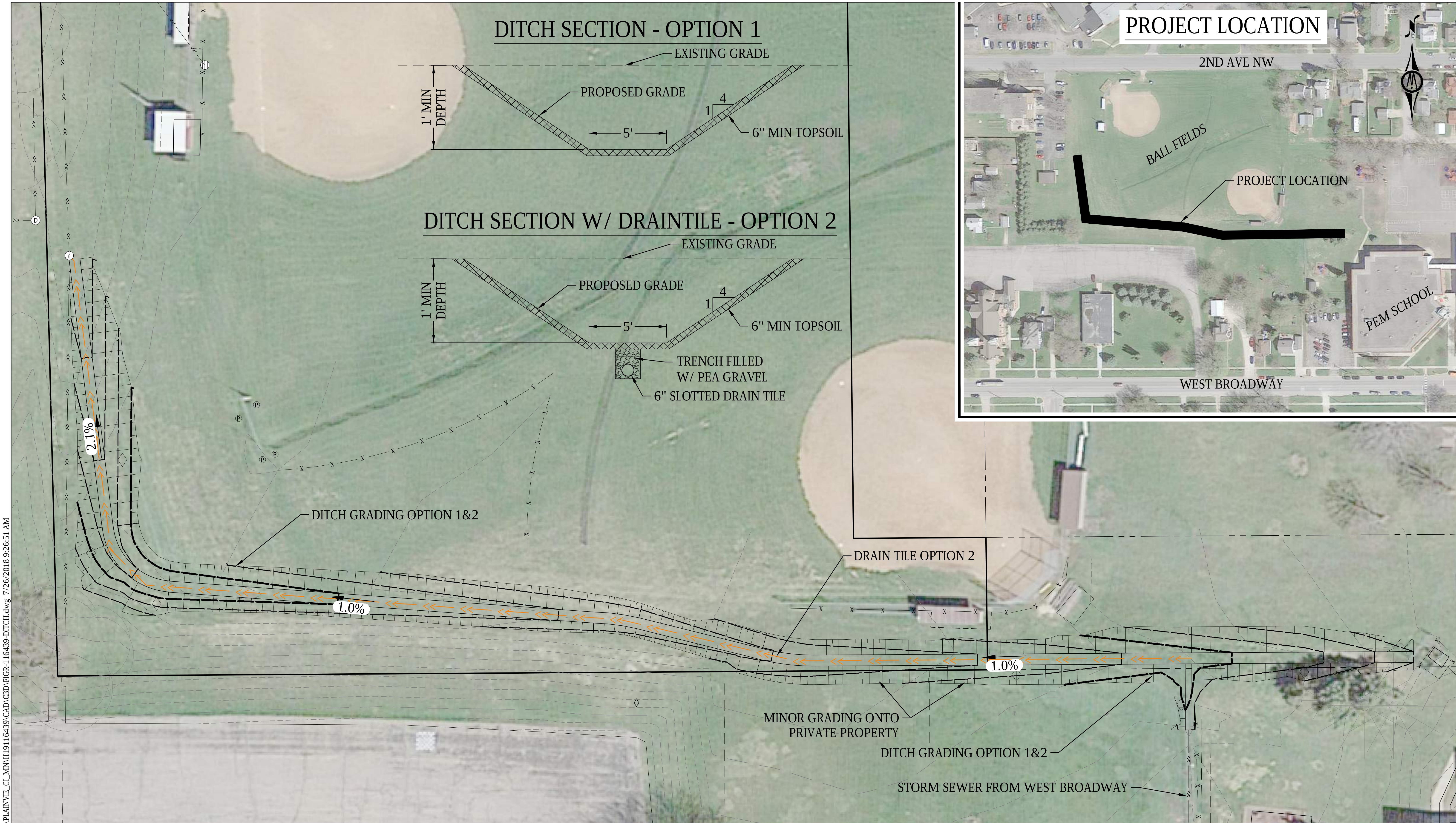
The current drainage issues were likely caused by sediment filling in the existing drainage swale over time. During our visit to the site this spring, there were large amounts of sand visible on the school parking lot surfaces directly upstream of this area (see pictures on next page).

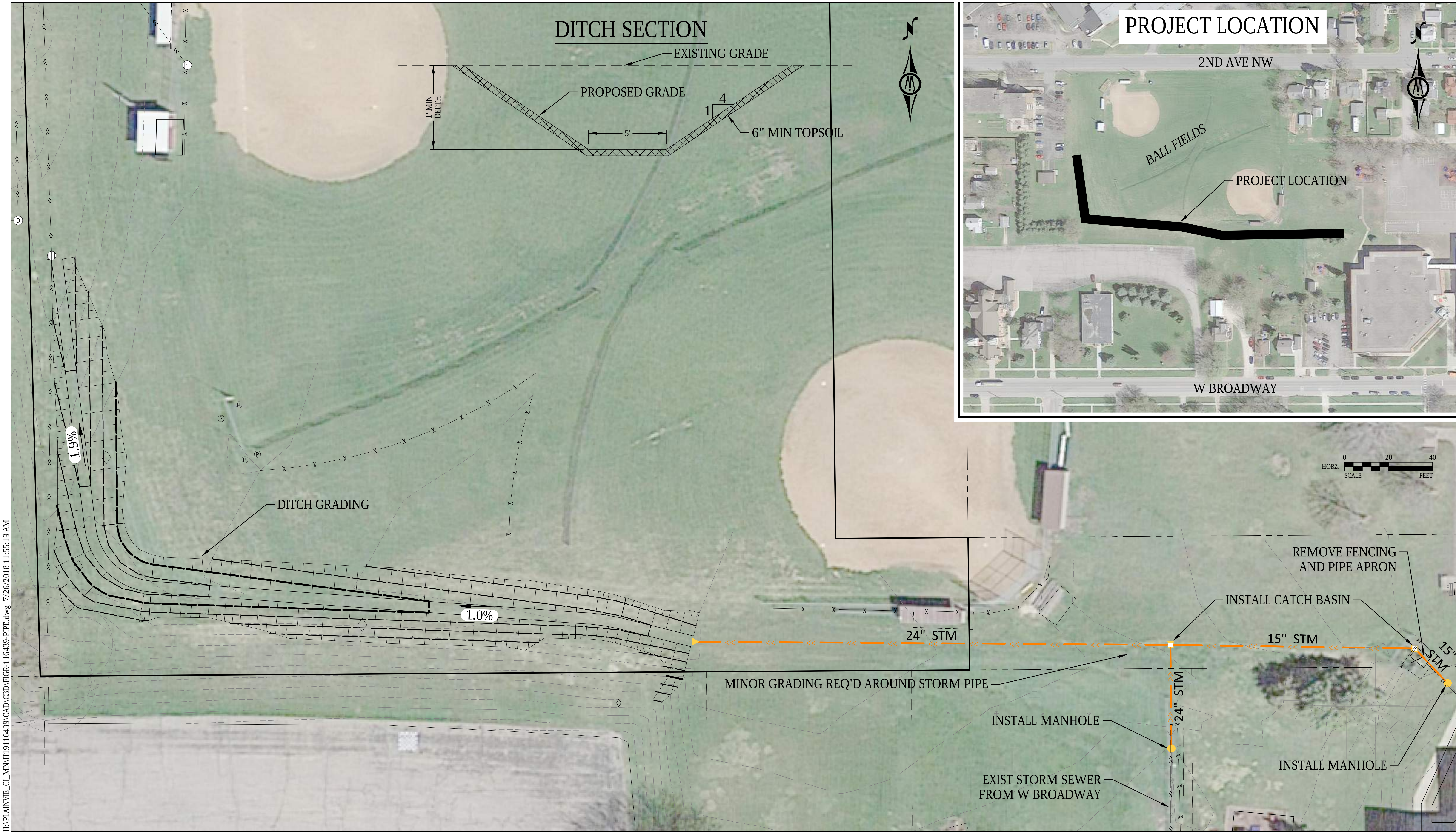
To prevent future sedimentation of drainage swales, one or more best management practices may be put into place within the surrounding parking lots. These may include sweeping of excess sand immediately after the spring thaw and/or the use of alternative de-icing materials within parking lots during winter months.

Parking Lot North of Elementary School Building

Parking Lot West of Elementary School Building

Attached are figures illustrating each of the improvement options as well as detailed preliminary cost estimates. Please note that relatively small project such as this tend to vary in cost quite significantly and are difficult to accurately estimate. If there are any questions regarding the contents of this memo, please contact us.


DITCH SECTION - OPTION 1
EXISTING GRADE
PROPOSED GRADE
1' MIN DEPTH
5'
1
4
6" MIN TOPSOIL
DITCH SECTION W/ DRAINTILE - OPTION 2
EXISTING GRADE
PROPOSED GRADE
1' MIN DEPTH
5'
1
4
6" MIN TOPSOIL
TRENCH FILLED W/ PEA GRAVEL
6" SLOTTED DRAIN TILE
PROJECT LOCATION
2ND AVE NW
BALL FIELDS
PROJECT LOCATION
PEM SCHOOL
WEST BROADWAY
2.1%
1.0%
1.0%
DITCH GRADING OPTION 1&2
DRAIN TILE OPTION 2
MINOR GRADING ONTO PRIVATE PROPERTY
DITCH GRADING OPTION 1&2
STORM SEWER FROM WEST BROADWAY


DITCH SECTION
EXISTING GRADE
PROPOSED GRADE
1' MIN DEPTH
5'
4
1
6" MIN TOPSOIL
PROJECT LOCATION
2ND AVE NW
BALL FIELDS
PROJECT LOCATION
W BROADWAY
1.9%
DITCH GRADING
1.0%
24" STM
15" STM
15" STM
24" STM
REMOVE FENCING AND PIPE APRON
INSTALL CATCH BASIN
MINOR GRADING REQ'D AROUND STORM PIPE
INSTALL MANHOLE
INSTALL MANHOLE
EXIST STORM SEWER FROM W BROADWAY
HORZ. SCALE 0 20 40 FEET
H:\PLAINVIE_CI_MN\H19116439\CAD\C3D\FIGR-116439-PIPE.dwg 7/26/2018 11:55:19 AM

PRELIMINARY ENGINEER'S ESTIMATE

SCHOOL SITE DRAINAGE
CITY OF PLAINSVIEW, MN
BMI PROJECT NO.: H19.116439

Updated: 7/26/18

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
	OPTION 1: DITCH GRADING				
1	MOBILIZATION	1	LS	$1,000.00	$1,000.00
2	COMMON EXCAVATION (INCLUDING BITUMINOUS) (P)	510	CY	$12.00	$6,120.00
3	FERTILIZE, SEED, & EROSION CONTROL BLANKET	2000	SY	$3.50	$7,000.00
				SUBTOTAL:	**$14,120.00**

TOTAL PROJECT COST SUMMARY		
	BASE CONSTRUCTION SUBTOTAL:	$14,120.00
	CONSTRUCTION CONTINGENCIES (10%):	$1,420.00
	BASE CONSTRUCTION COST:	$15,540.00
	DESIGN, BIDDING, CONSTRUCTION STAKING:	$3,900.00
	ESTIMATED BASE PROJECT TOTAL:	$19,440.00

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
	OPTION 2: DITCH GRADING WITH DRAINTILE				
1	MOBILIZATION	1	LS	$1,000.00	$1,000.00
2	COMMON EXCAVATION (INCLUDING BITUMINOUS) (P)	510	CY	$12.00	$6,120.00
3	FERTILIZE, SEED, & EROSION CONTROL BLANKET	2000	SY	$3.50	$7,000.00
4	6" UNDERDRAIN CLEANOUT	5	EA	$200.00	$1,000.00
5	6" SLOTTED DRAIN TILE	635	LF	$15.00	$9,525.00
6	CONNECT TO EXISTING MANHOLE	1	EA	$500.00	$500.00
				SUBTOTAL:	**$25,145.00**

TOTAL PROJECT COST SUMMARY		
	BASE CONSTRUCTION SUBTOTAL:	$25,145.00
	CONSTRUCTION CONTINGENCIES (10%):	$2,520.00
	BASE CONSTRUCTION COST:	$27,665.00
	DESIGN, BIDDING, CONSTRUCTION STAKING:	$7,000.00
	ESTIMATED BASE PROJECT TOTAL:	$34,665.00

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
	OPTION 3: STORM SEWER EXTENSION				
1	MOBILIZATION	1	LS	$1,000.00	$1,000.00
2	COMMON EXCAVATION (INCLUDING BITUMINOUS) (P)	470	CY	$12.00	$5,640.00
3	FERTILIZE, SEED, & EROSION CONTROL BLANKET	2000	SY	$3.50	$7,000.00
4	STORM SEWER MANHOLE/CATCH BASIN	4	EA	$1,500.00	$6,000.00
5	CASTING ASSEMBLY	4	EA	$700.00	$2,800.00
6	24" STORM SEWER	265	LF	$40.00	$10,600.00
7	15" STORM SEWER	135	LF	$30.00	$4,050.00
8	24" APRON	1	EA	$400.00	$400.00
9	CONNECT TO EXISTING PIPE	3	EA	$750.00	$2,250.00
				SUBTOTAL:	**$39,740.00**

TOTAL PROJECT COST SUMMARY		
	BASE CONSTRUCTION SUBTOTAL:	$39,740.00
	CONSTRUCTION CONTINGENCIES (10%):	$3,980.00
	BASE CONSTRUCTION COST:	$43,720.00
	DESIGN, BIDDING, CONSTRUCTION STAKING:	$11,000.00
	ESTIMATED BASE PROJECT TOTAL:	$54,720.00

Clarissa Hadler

From: Derek Olinger <Derek.Olinger@bolton-menk.com>
Sent: Thursday, August 2, 2018 10:03 AM
To: Clarissa Hadler; Michael Burgdorf
Cc: Brian Malm
Subject: RE: PEM School Site Drainage Options
Attachments: Preliminary School Drainage Area.pdf

Michael and Clarissa,

Attached is some additional information that could be used for the discussion with the school. This is a map of the approximate area draining to the wet spot on the school property. I had to make some assumptions with respect to direction of drainage from the school roof surface and 1st Ave NW.

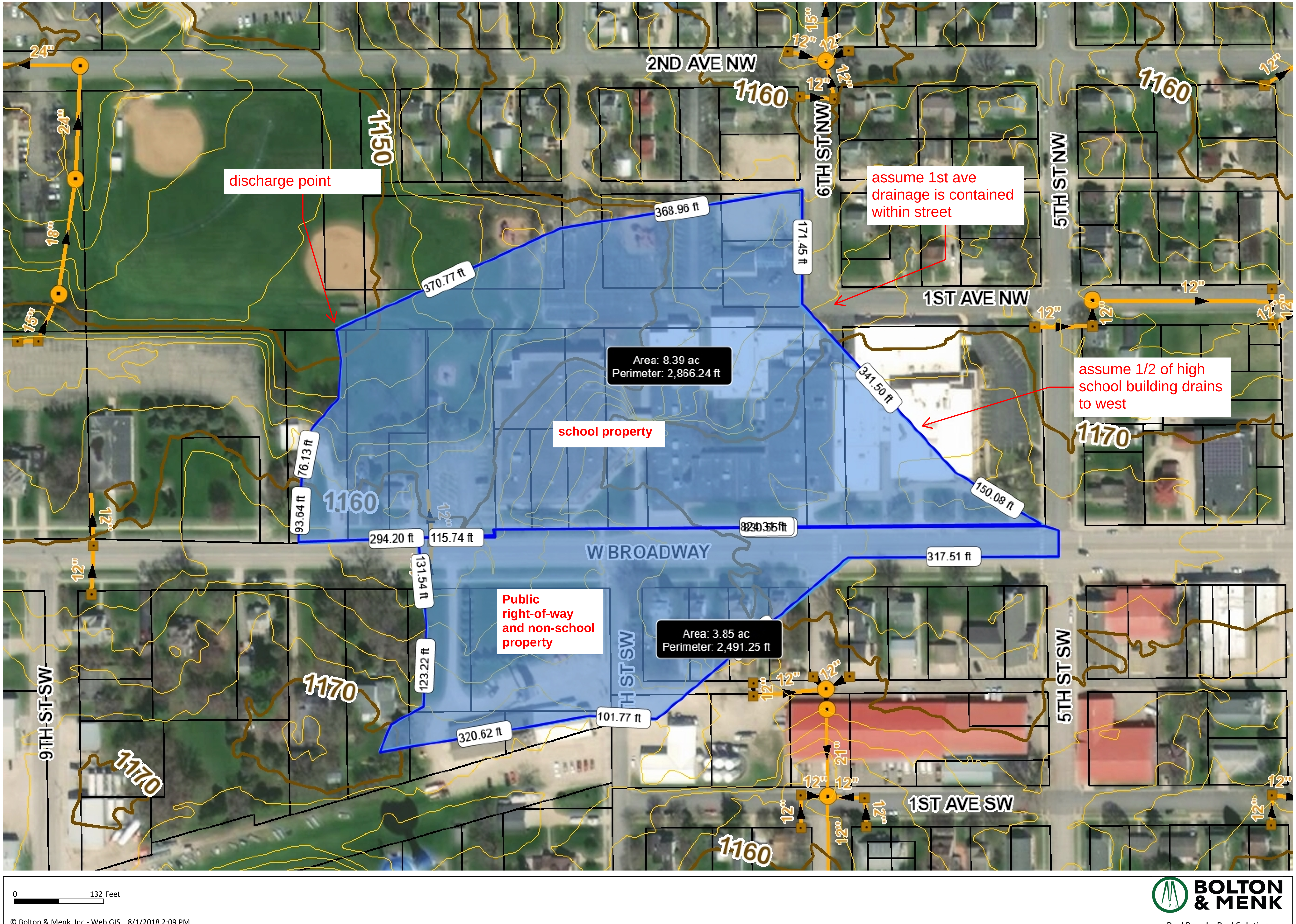
The main point to take away from this is that the majority of the drainage area appears to lie within school property, rather than public roads and other non-school properties.

Feel free to call with any questions.

Thanks,

Derek P. Olinger, P.E.
Bolton & Menk, Inc.
P: (507) 208.4332 ext. 3064
M: (507) 525.2685
email: derekol@bolton-menk.com

Newforma - Send a File Transfer



CITY OF PLAINVIEW MINNESOTA
The Heart of Greenwood Prairie

Legend

- 2' Lidar Contours
  - Index
  - Intermediate
- City Limits
- Storm Manhole
- Culvert
  - Inlet
  - Outlet
- Catch Basin
- Storm Pipe
- Storm Pond
- Parcels
- Protected Waters - Watercours

Preliminary Drainage Area

BOLTON & MENK
Real People. Real Solutions.

Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Plainview is not responsible for any inaccuracies herein contained.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Yard Flooding Issue	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 8.D.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: 1. **Motion** to approve hiring Bennett & Sons to provide dirt work in the amount of $5500. 2. **Motion** to authorize City Administrator to enter into agreements with homeowners for yard improvements as needed.	

BACKGROUND

Staff has been working for a number of months on a backyard flooding issue on the properties of R. Stoning and L. Kreofsky (2nd Avenue SE) and alley property owned by the City. The yards and alley have not been drying out from year to year, which makes them difficult, if not impossible, to maintain and causes an increase in mosquitos and an inability for residents to fully enjoy their yards. The issue apparently has been happening for the last few years. The cause of the flooding is the fact that a storm drain in Mr. Stoning's yard is currently higher than the lowest point in the yards. However, how the ground became so much lower than the storm drain is difficult to determine as there is no "hard proof". Individual statements have pointed toward a contractor when the telephone/cable was installed, contractor trucks during the removal of some trees on the block, and city staff driving trucks in the alley. None of these statements can be substantiated, so it is impossible to determine where the liability may lie.

To fix the flooding issue, the ground in the middle of the block will need to be reshaped so that the water runs all the way to the storm sewer outlet. A verbal quote from Bennett & Sons to do the work is for approximately $5500. The ground will need to dry out significantly before the work can be done, so Public Works staff has been on the site with a pump to try and get the water out.

It would seem like the person who caused the problem and the persons on which whose property the problem is on should be liable for fixing the problem. However, given the importance of good drainage on the health and comfort of residents, the fact that part of the low spot is on city property, and the undeterminable nature of the cause, staff is supportive of the City absorbing the cost of this improvement.

Staff is pursuing a permanent Drainage and Utility Easement over a portion of Ray Stoning's property, as this was apparently not done when the storm sewer was originally installed. In the meantime, staff will be obtaining written permission from homeowners to have the work done.

CITY OF PLAINVIEW MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: PK Meyer Builders TIF Request	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 8.E.**
ATTACHMENTS: Request Letter, Map, Emails from M. Bubany	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve the drafting of a TIF contract with PK Meyer Builders Inc. by Briggs and Morgan, the terms of which shall include those suggested herein, after a deposit in the amount of $1500 is received from PK Meyer Builders Inc.	

SUMMARY

PK Meyer Builders (Kevin and Pete Meyer) have requested a TIF contract for the remaining years of the Levan TIF District. Mr. Levan's contract expires in August 2020. The TIF district itself runs approximately an additional 10 years after that.

The Meyers had purchased land in the Levan subdivision a number of years ago. They plan to develop 14 lots on the section that they own on the north side of the TIF district.

Staff and the Meyers met with Mike Bubany, of David Drown & Associates, back in February to explore the possibility of this TIF contract. Mr. Bubany's follow-up email is attached and lays out the terms that should be included in the contract.

The basics of the agreement would work as follows:

Meyers will agree to:

1. Reimburse the City for contract expense noted above and my billing if applicable – discussed at the bottom of this email (total cost probably around $2,500 to $3,500).
2. Plat the associated ground into a 14 units single family housing subdivision.
3. Install public improvements satisfactory to the City to serve those units. This includes covering the City engineer cost for reviews, etc.
4. Sell homes whose initial occupants meet the income qualifications for a TIF District (currently $80,400 for a family of two or less, $92,460 for a family of three or more – these change every year around March or April).
5. Submit income verifications for such sales (W2, 1040s, etc. – statute does not dictate what document, so anything that reasonably shows the family qualifies should be accepted, even a signed verification from the family).

6. Immediately inform the City if a sale is made to a non-qualifying family (or if a family refuses to provide some sort of documentation).

The City of Plainview will agree to:

1. Process all zoning / platting / building permit requests in a timely fashion.
2. Issue a Pay As You Go Note, limited to these 14 lots (or however many end up actually being platted). The City will reimburse the Meyers 90% of TIF collected from these parcels every six months commencing with Feb 1, 2021 through and including Feb 1, 2031. Payments will be for revenues collected the prior 6 months.
3. TIF payments will continue until the sooner is achieved: Feb 1, 2031 or until $250,000 of public improvement expense has been reimbursed (this contract will likely go the duration as it is very unlikely that development will occur fast enough to reimburse the full $250,000).
4. Kick out parcels sold to non-qualifying families from the TIF District.

These are very similar terms as what are currently in place for Mr. Levan.

Unfortunately, due to the timing of this, Mike Bubany, the City's TIF advisor, was not able to be at the August Council meeting to answer questions. He will plan to attend the September Council meeting to answer questions before the Council makes a decision on the final TIF contract with PK Meyers. Or if Council members have questions in the meantime, they may send them to me and I will forward to Mr. Bubany.

Staff recommends that Council approve the drafting of a TIF contract with PK Meyer Builders Inc. by Briggs and Morgan, the terms of which shall include those suggested herein or as suggested by Mike Bubany, but require a deposit in the amount of $1500 be paid by PK Meyer Builders Inc. prior to the start of such work.

PK Meyer Builders INC

57885 co rd 4

Plainview, MN 55964

July 16, 2018

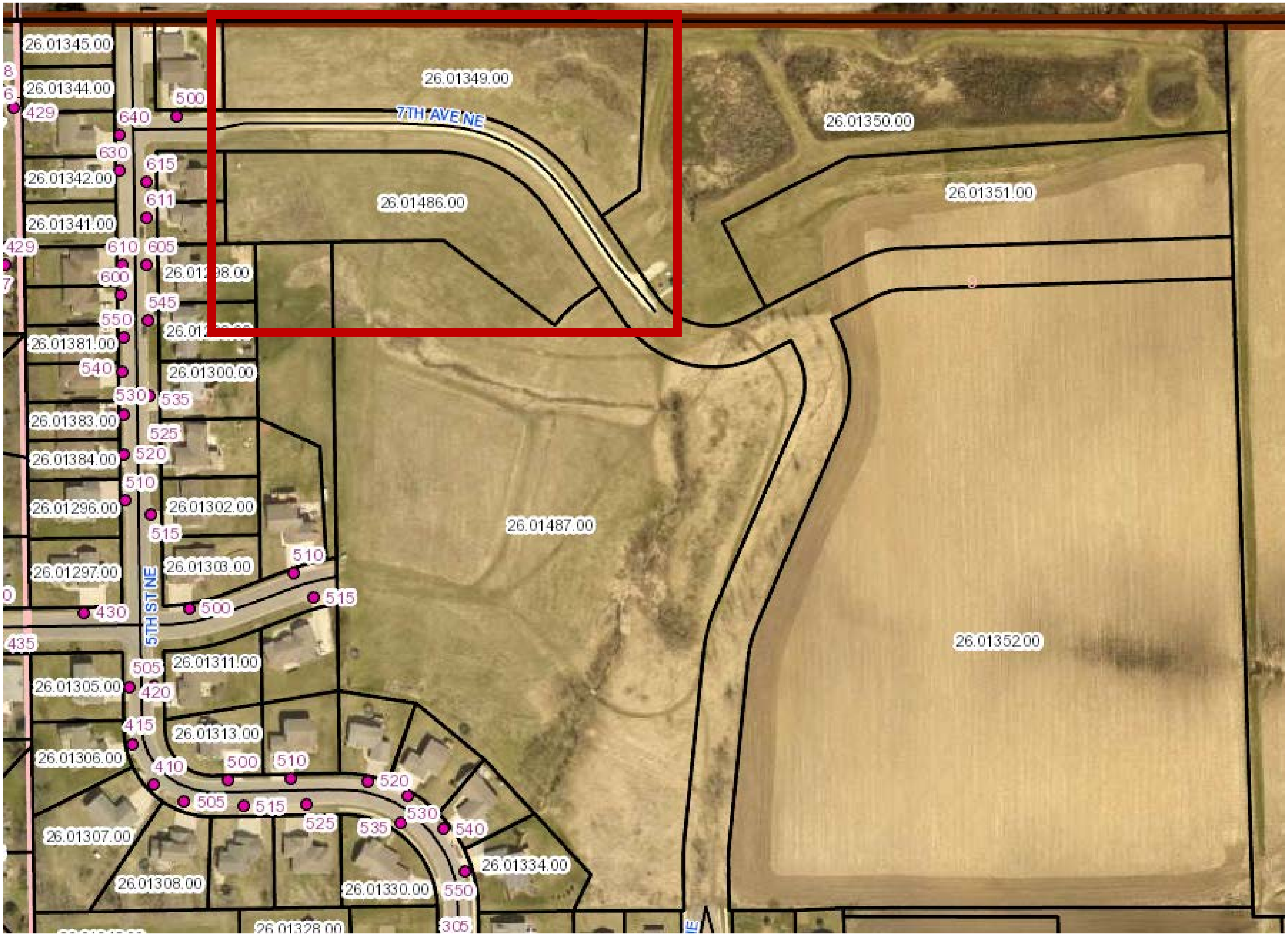
To: City of Plainview

(Mayor and Council)

We intend to develop our parcel in the Levan subdivision . We intend to develop 14-15 single family home lots.The cost of land acquisition and infrastructure will result in lot prices that could prevent these homes being available to moderate income families. We are requesting TIF assistance to help drive down lot costs to an affordable level. Without TIF the project could not proceed.

Thank You.

K J Meyer
Sec/ Treasurer
PK Meyer Builders Inc.


26.01345.00
26.01344.00
26.01349.00
7TH AVE NE
26.01350.00
26.01342.00
26.01486.00
26.01351.00
26.01341.00
26.01381.00
26.01300.00
26.01383.00
26.01384.00
26.01296.00
26.01302.00
26.01487.00
26.01297.00
26.01303.00
5TH ST NE
26.01352.00
26.01311.00
26.01305.00
26.01313.00
26.01306.00
26.01307.00
26.01334.00
26.01308.00
26.01330.00
26.01328.00
500
640
630
615
611
610
605
600
545
550
540
530
535
525
520
510
515
430
435
505
420
415
410
305
429

Clarissa Hadler

From: Mike Bubany <Mike@daviddrown.com>
Sent: Friday, February 9, 2018 10:08 AM
To: Clarissa Hadler
Subject: RE: Meyer Housing Project - PLAINVIEW

The Council would make a motion and a vote to approve Meyer's request. The Council would then make another motion and a vote to authorize the City's bond counsel to craft the contract based on the bullet points and approve the Mayor and Administrator to sign it once complete (that way we don't have to bring the whole document back for another approval). This way, we don't incur the contract cost until which time both the City and the Meyers agree to the basics of the deal. And again, the Meyers are to reimburse you for any consulting expense.

Should I plan on attending? I'm concerned that if I'm not there it will lead to a variety of questions that cannot be answered and delay things. You can always cancel me out later to avoid cost if I'm not needed.

TIF Statutes are found in Chapter 469, but I expect the length of those sections (and "legalese") will only lead to confusion. You have to kind of jump around within those sections to get to the pertinent information. That is why I would like to attend….Hopefully I can explain things in plain English. And then, once you've heard me prattle about this stuff enough it will begin to make sense (it also makes reading related statutes easier too…..at least it did for me when I first started out). 😉

Here is a link for the start of the TIF sections (469.174 to 469.1794):

https://www.revisor.mn.gov/statutes/?id=469.174

No public hearing is required because the TIF District is already established and housing projects are not subject to the Business Subsidy Act (that's a WHOLE different topic). However, obviously your platting / zoning processes will require public hearings.

Does that help at all?!?

Mike

From: Clarissa Hadler [mailto:c.hadler@plainviewmn.com]
Sent: Friday, February 09, 2018 9:44 AM
To: Mike Bubany <Mike@daviddrown.com>
Subject: RE: Meyer Housing Project - PLAINVIEW

Thanks, Mike! That all sounds great.

What would be the action Council would be taking on March 13? Just an initial agreement with Meyers to develop the TIF contract? I don't want to order a contract for $2000 and then have them back out. Do you know if this will require a public hearing or what statute I should review to familiarize myself with this process a little more?

Thanks!

From: Mike Bubany [mailto:Mike@daviddrown.com]
Sent: Friday, February 9, 2018 9:24 AM
To: Clarissa Hadler <c.hadler@plainviewmn.com>
Cc: meyerjkevin@gmail.com
Subject: Meyer Housing Project - PLAINVIEW
Importance: High

Clarissa,

Thank you for the meeting with the Meyers the other day. I have confirmed with the City's bond counsel that we can indeed have a Pay As You Go TIF Contract with the Meyers that can "kick in" after payments to LeVan expire (final payment on the LeVan contract is 8/1/2020). This means the Meyers might be able to recoup the TIF from their proposed 14 unit subdivision for the second half of 2020 and the remaining years of the TIF District's life (2030).

Due to this, I expect that the Meyers will be submitting a request to the City shortly. They should submit a letter, addressed to the Council, that but for the TIF assistance this moderate-income development would not occur. And in return for the assistance, they will market the homes to income qualified families (though they will be allowed to sell to non-qualified families if need be, but we simply kick those parcels out of the TIF District – they would not receive any TIF from those parcels).

The current TIF District has enough budget capacity to take on this project. Further, Housing Districts are not subject to the five year rule. What does this mean? It means there is no need to create a new TIF District and/or amend the current one. The only consulting expense should be the crafting of the development agreement, unless I'm asked to present the issue to the Council in which case I would charge a small fee (noted at the bottom). I advise we have your bond counsel draft the contract as they drafted the original LeVan and Harvest Ridge contracts. I expect the cost of the attorney will be about $2,000 to $3,000 depending upon how much back and forth there is with the developer. If they accept the original version it will be towards the lower end of that range. I cannot say for certain, but that has been my experience.

The basics of the agreement would work as follows:

MEYERS AGREE TO:

1. Reimburse the City for contract expense noted above and my billing if applicable – discussed at the bottom of this email (total cost probably around $2,500 to $3,500).
2. Plat the associated ground into a 14 units single family housing subdivision.
3. Install public improvements satisfactory to the City to serve those units. This includes covering the City engineer cost for reviews, etc.
4. Sell homes whose initial occupants meet the income qualifications for a TIF District (currently $80,400 for a family of two or less, $92,460 for a family of three or more – these change every year around March or April).
5. Submit income verifications for such sales…..(W2, 1040s, etc. – statute does not dictate what document, so anything that reasonably shows the family qualifies should be accepted, even a signed verification from the family).
6. Immediately inform the City if a sale is made to a non-qualifying family (or if a family refuses to provide some sort of documentation).

CITY AGREES TO:

1. Process all zoning / platting / building permit requests in a timely fashion.
2. Issue a Pay As You Go Note, limited to these 14 lots (or however many end up actually being platted). The City will reimburse the Meyers 90% of TIF collected from these parcels every six months commencing with Feb 1, 2021 through and including Feb 1, 2031. Payments will be for revenues collected the prior 6 months.

3. TIF payments will continue until the sooner is achieved: Feb 1, 2031 or until $250,000 of public improvement expense has been reimbursed (this contract will likely go the duration as it is very unlikely that development will occur fast enough to reimburse the full $250,000).
4. Kick out parcels sold to non-qualifying families from the TIF District.

Once you receive the request from the Meyers please ask Council to review and take action as they desire. I am happy to share these bullet points with your bond attorney (Briggs and Morgan) and review the contract when it is complete for no charge. However, if the City would like me to present the request to the Council and answer questions, etc. (which I would advise) I would ask to bill $500 (to recover the cost of our initial meeting, etc.).

I've copied Kevin on this email. Why don't the two of you look this over and let me know if you find this acceptable. And if so, contact me regarding the date Council will consider this? I'm currently available to attend on March 13th if requested to do so.

Mike Bubany

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM:	Resident Request for Pickleball Courts	**AGENDA SECTION:** New Business
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO.** **8.F.**
ATTACHMENTS:	Pickleball Information	**APPROVED BY:** **cgh**
RECOMMENDED ACTION:	**Motion** to approve addition of Pickeball Courts on current Eastwood Park tennis courts and the expenditure for such.	

BACKGROUND

Benjamin Mahle, a long-time resident of Plainview, has requested the addition of pickleball courts on the Eastwood Park tennis courts. Mr. Mahle has provided the attached information regarding pickleball. He describes the game as "table tennis on steroids" and says that it is much easier than tennis. While he states that he only knows a few people locally that currently play, staff has found research that shows that the sport is very popular with seniors.

Public Works Director Burgdorf is supportive of the request.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: August 13, 2018

AGENDA ITEM: Information Only Documents	**AGENDA SECTION:** Information Only Docs.
PREPARED BY:	**AGENDA NO. 9.A.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion	

Plainview Police:

Thank you so much for your rapid response & remarkable care given to at the Community Center. We are so fortunate to have such an outstanding Police Dept. in Plainview

God bless you

Cindy