PLAINVIEW
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REGULAR CITY COUNCIL MEETING
AGENDA
Tuesday, December 9, 2025, at 6:00 P.M.
Location: Plainview City Hall, 241 W Broadway, Plainview
Broadcast of the City Council Meeting will be posted on FaceBook: https://www.facebook.com/plainviewmn/

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENTS**– *Using the Four Minutes Per Attendee Policy*
The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be relevant to City business and must adhere to Data Privacy Rules, no employee's names may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes. Council members may ask clarifying questions but is not intended to be a back-and-forth discussion. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address for the record. We ask that all comments remain respectful.
In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. *We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.*
Should you have any questions related to the City Council Agenda, PLEASE contact the City Administrator at 507-534-2229.
This agenda item is intended to provide an opportunity for citizens to address the City Council. The topics can include any agenda item or general comment they would like to share with the City Council. We do expect that all participants provide a name and address of their residence and expect that all parties remain respectful and adhere to the four-minute period to permit all to participate. This is the only portion of the meeting that public comments are allowed.

4. **APPROVAL OF AGENDA**

5. **2025 TRUTH IN TAXATION HEARING (General Information About 2026 Budget)**

6. **APPROVAL OF CONSENT AGENDA**
   - A. City Council Minutes- November 10, 2025
   - B. Bills
   - C. Permits/Licenses/Donations-
     1. Refuse License Renewals – Hagedorn Enterprises, dba: Lake City Recycling, Interstate Disposal, Waste Management, LRS of Minnesota, and Harter's Disposal of Minnesota
     2. Tobacco License Renewals – High Plains, Lyon's Oil BP, Kwik Trip and Family Dollar
     3. Gambling Permit – Lions Club
   - D. Department Head Reports and Board Minutes
   - E. Library Board Appointments
   - F. EDA Board Commission Appointments
   - G. Council Board and Liaison Assignments
   - H. Community Economic Development Authority (CEDA) Contract Renewal

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**
   - A. Approve Final 2026 Levy-Resolution 2025-19
   - B. Approve Final 2026 Budget-Resolution 2025-20
   - C. Fund Transfers-Resolution 2025-21
   - D. MHFA Housing Grant for Skye View Development
   - E. Bolton & Menk Pay Estimate No. 1 – Danckwart Companies LLC – 3rd Ave NE Watermain Relocation
   - F. Bolton & Menk Pay Estimate No. 1 – Bennett & Sons Sand & Gravel Co. -2025 Waterway Maintenance
   - G. Allocate $400,000 from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project

9. **INFORMATION ONLY DOCUMENTS**
   - A. Reminder – Joint Meeting with the City of Elgin – December 17, 2025, at Elgin City Hall

10. **COUNCIL COMMENT**

11. **ADJOURN**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Minutes	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO. 6.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cjk**
RECOMMENDED ACTION: 1. **Motion** to approve Minutes of the November 10, 2025, Special Meeting Proceedings.	

PLAINVIEW CITY COUNCIL
SPECIAL MEETING
Monday November 10, 2025, at 6:00 P.M.

1. CALL TO ORDER- Mayor Holm called the Special Plainview City Council meeting to order on Monday November 10, 2025, at 6:00 p.m.

Council Members in attendance: Keith Holm, Holly Reeve, Lindsay Hammer Bartley, Brandon Bauman, and Don Kuschel.

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, Police Chief Jason Timm, and Public Works Director Shane Loftus.

Department Heads absent: Finance Director Vicki Axley, Fire Chief Mike Lyons, and Library Director Alice Henderson.

Guests in attendance: Brian Malm with Bolton & Menk, Cindy Ebert, Neil Linscheid with the UMN Extension, Sam Johnston, Jae Gourley, Aaron Luckstein, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENTS – None.

4. **APPROVAL OF AGENDA** –

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

5. APPROVAL OF CONSENT AGENDA –

Motion by Reeve, second by Hammer Bartley to approve the Consent Agenda.
Motion carried unanimously.

- **A.** City Council Minutes – October 14, 2025, Regular Meeting Minutes.
- **B.** Bills
- **C.** Permits/Licenses/Donations
    - **1.** Liquor License Renewals – 2026 – Walkes Enterprises Inc., K-J Bowling Enterprises Inc., William Allen American Legion, LeVan Norton Enterprises LLC., and Firehouse Beer, Wine, and Liquor.
    - **2.** Tobacco License – Plainview LLC: dba Plainview Smoke Shop
- **D.** Department Head Reports and Board Minutes
- **E.** LMCIOT Tort Limit
- **F.** 2026 Maintenance Agreement between Wabasha County and the City of Plainview

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS –

A. Envision Plainview Ripple Mapping Results – CEDA –

Envision Plainview used Ripple Mapping, a method for evaluating community-based efforts by interviewing participants and beneficiaries to understand the work they had engaged in and the outcomes that followed. Once these interviews were completed, the University of Minnesota Extension team analyzed the information, identified common themes, and produced a report and visual map to illustrate the impacts. This work was supported by a community toolkit, a visioning exercise, and action steps that helped guide participants throughout the process. The initiative also included "Spark" sessions designed to generate energy, creativity, and new ideas for moving community goals forward.

Trisha Hess, CEDA Community and Business Development Specialist along with Neil Linscheid, Entrepreneurship State Specialist with University of Minnesota Extension and Cindy Ebert Entrepreneurial Coach, with Southern Minnesota Initiative Foundation (SMIF), shared results from the Plainview Ripple Effect Mapping (REM) session with Council. The results showed that there had been strong and sustained community interest in addressing childcare needs, which emerged as a significant long-term priority. Participants emphasized that the work taking place in Plainview was part of a multi-year process that was still underway, with cumulative efforts already beginning to show meaningful payoff. Throughout this ongoing process, community partners became increasingly connected, forming new relationships across organizations and sectors. These connections sparked additional conversations, generated new ideas, and helped partners recognize emerging patterns.

Another key theme was the importance of behind-the-scenes coordination, which played a critical role in advancing initiatives and maintaining momentum. The mapping process, along with the structured tools and activities provided through the toolkit and visioning exercise, revealed a growing sense of shared ownership among community members. This contributed to broader engagement and support for local projects. In addition, the community experienced improved access to resources, particularly those that supported entrepreneurship and local business development.

Overall, the ripple mapping results illustrated a wide network of positive and interrelated community impacts that extended beyond individual projects. The integration of the toolkit, guided action steps, and the energizing Spark sessions demonstrated the value of sustained collaboration and intentional planning in supporting long-term community development in Plainview.

(see attached)

This was only informational. No motion was made.

B. Three Rivers Community Action Transit Services Contract –

Three Rivers Community Action has been providing transportation services in Plainview for many years. They provide curb-to-curb Demand Response service to the residents in and around Plainview and Elgin Monday-Friday. In years past, the agreement was that the only cost to the city for the transit services provided was to pay the local match on new bus purchases for that area. Prior to 2020 the cost of the bus, like the one utilized in and around Plainview, was about $80,000. The same bus in 2023 was listed at $192,000. That would mean the local match went from about $16,000 to $38,400. With the increased costs of the buses, Three Rivers is making a change to find a better way to cover the local match costs as well as help plan their capital purchases. Three Rivers has decided to implement a Fee for Service MOU with all the communities they provide public transit services in. This will be an annual fee that the city can budget for. The fee was calculated based on hours in each service area. The bill for the City of Plainview would be $6,000 per year beginning January 1, 2026, for three years. At the end of 2029, the contract will be reevaluated. It was noted that there is

an option for either party to opt out of the contract early for any reason.
Motion by Hammer Bartley, second by Bauman to approve the contract between Three Rivers Community Action, Inc., and the City of Plainview for the Provision of Transit Services.
Motion carried unanimously.

C. MN Paid Leave Law Policy – Resolution 2025-17 –
A new Minnesota law creating a state-administered mandatory paid family and medical leave insurance program begins January 1, 2026. The program will provide job protections and partial wage replacement per benefit year up to a maximum of 20 weeks for family and medical leave funded in large part by employer premiums and in some cases, employee contributions. The Minnesota Department of Employment and Economic Development (DEED) will administer the program. All employers in MN are required to participate in this program. All wages earned while working in "covered employment" are subject to MNPL premiums (no earnings threshold). Benefit eligibility is subject to meeting the $3,900 wage threshold, which is 5.3% of the State's average annual wage, and other criteria under Minnesota Statues, section 268B.03. The premium rate for 2026 has been set at .88% of taxable wages. Employers must contribute at least 50% of the premium from employee's wages. DEED will annually calculate the premium rate. Payroll deductions will begin on January 1, 2026.
Motion by Reeve, second by Kuschel to approve Resolution 2025-17 establishing the new Minnesota Paid Leave Policy.
Motion carried unanimously.

D. Dumpsite for Snow/Equipment to Push Up Snow for 2025-2026 –
The request for bids was advertised for a dump site for the snow from the windrowed streets for the 2025-2026 snow season. The bid was also for the equipment to push up the snow to ensure there is enough room for snow for the whole season. Bennett & Sons was low bid at $3,500 for the dump site and $175 per hour for the equipment to push up snow. Public Works Director Shane Loftus noted the money will come out of the Public Works Snow Budget.
Motion by Bauman, second by Hammer Bartley to approve Bennett & Sons for the dumpsite and cost of equipment to push up snow.
Motion carried unanimously.

E. Snow Hauling for 2025-2028 –
The State and Wabasha County pay the City of Plainview to remove snow on Broadway, 3rd St. SW, and 10th St. SW. The city windrows most of those streets. The city also windrows the business district. To ensure the windrow is removed in an efficient manner the City contracts the snow hauling. A request for bids was advertised. M&M Construction was low bid at $155 per truck per hour for snow falls under 5" and $148.50 per truck per hour for snow falls over 5". The City received a discounted rate for agreeing to a three (3) year contract. The rate is good for all three (3) years. Public Works Director Shane Loftus noted the money for this expenditure will come from the Public Works Snow Budget.
Motion by Hammer Bartley, second by Reeve to approve M&M Construction for hauling snow for the 2025-2028 snow seasons.
Motion carried unanimously.

F. Sand for 2025-2026 –
In preparation for winter, the request for bids was advertised on providing sand to mix with salt for the winter months. Bennett & Sons was the lowest bid at $17 per yard. Public Works Director Shane Loftus noted the money for this expenditure will come from the Public Works Snow Budget.

Motion by Reeve, second by Kuschel to approve Bennett & Sons to supply the City with sand for the 2025-2026 winter season.
Motion carried unanimously.

G. Ordinance Amendment – 402.8.5 – Ordinance 2025-03 –
When City Code Chapter 402.8.5 was written it stipulated Type K Copper Tubing be used in all water service lines. Since that time industry standards have changed as well as the Minnesota Rural Water Association's specifications allowing the use of CTS (Copper Tube Size) plastic with tracer wire for all service lines. Staff along with Bolton & Menk requested Council to approve amending City Code 402.8.5, by adding the use of CTS plastic tubing along with tracer wire, to the existing code language. City Attorney, Mike Flaherty, provided the ordinance amendment language along with a summary publication for the newspaper. (see attached)
Motion by Reeve, second by Hammer-Bartley to approve amending City Code Chapter 402.8.5 to allow for the use of CTS (Copper Tube Size) plastic with tracer wire per MRWA (Minnesota Rural Water Association) specs for water service lines.
Motion carried unanimously.

H. Standardized Seasonal Opening and Closing Dates for Plainview Parks –
The City Parks open and close each year for the summer season. Past practice had been to open when the risk of freezing had passed in the spring and to close before the risk of freezing in the fall, without having a set date. Public Works Director Shane Loftus came before Council requesting approval to standardized seasonal opening and closing dates for the Plainview parks. Standardizing the opening and closing of city parks with help with scheduling work orders for repairs and improvements as well as maintenance and upkeep of the restrooms and equipment. It will also assist staff when renting the parks at the beginning and end of each season. Many communities and campgrounds within the state have standardized dates for when they open and close their parks for the season.
Motion by Kuschel, second by Bauman to approve establishing May 1st of each year for opening and October 15th of each year as closing dates for Plainview city parks.
Motion carried unanimously.

I. 2nd Ave SE LRIP Grant Application – Resolution 2025-18 –
The Local Road Improvement Program (LRIP) through MnDOT, which supports local roadway projects that demonstrate regional significance, is receiving grant applications for 2026. City Engineer Brian Malm is seeking approval from Council to apply for the grant for full reconstruction of the street and utilities along 2nd Ave SW, between TH 42 and 9th St SW (CSAH 57). The estimated project cost is $6.7 million (2025 dollars), with up to $1.5 million in LRIP funds available across FY 2026, 2027, and 2028. This project is included in the current Capital Financial Plan for construction in 2028. For the City to participate in this funding opportunity, Council must pass a resolution. Applications are due December 12, 2025, with funding award announced in March 2026. It was noted that if the City were to get approved for the grant, but decided to push the project back a year, the city does not need to accept the grant monies. The City applied for this grant in 2021 and 2023 without success, however ranked near the fundable threshold both times.
Motion by Hammer Bartley, second by Bauman to approve Resolution 2025-18 supporting pursuit of local road improvement program funding from MnDOT for the reconstruction of 2nd Avenue SW in the City of Plainview.
Motion carried unanimously.

8. INFORMATION ONLY DOCUMENTS – None.

9. COUNCIL COMMENT – None.

10. ADJOURN –

Motion by Reeve, second by Hammer Bartley to adjourn the Plainview City Council meeting. Motion carried unanimously. Meeting adjourned at 6:48 p.m.

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Keith Holm, Mayor Carol Kujath, City Clerk

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Bills	**AGENDA SECTION:** Consent
PREPARED BY: Vicki Axley	**AGENDA NO. 6.B.**
ATTACHMENTS: Bills Report	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to approve payment of all bills listed in attached report.	

Report Criteria:
[Report].GL Account = {<>} "10121709"

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106617 AT&T MOBILITY								
11/13/2025	2872918546	1	Invoice	PHONES POLICE	10/25/2025	11/13/2025	647.68	101-42100-321
12/01/2025	2872969810	1	Invoice	PHONES & IPADS/FIRE DEPT	11/11/2025	12/01/2025	152.92	101-42200-321
Total 106617 AT&T MOBILITY:							800.60	
106772 BADGER METER								
12/02/2025	80219410	1	Invoice	MONTHLY FEE-ORION CELLULAR	11/26/2025	12/02/2025	1,205.75	601-49400-321
Total 106772 BADGER METER:							1,205.75	
329 BECKLEYS OFFICE PRODUCTS								
11/13/2025	118949	1	Invoice	paper shred	11/10/2025	11/13/2025	46.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							46.50	
154 BENNETT'S FOOD CENTER								
11/12/2025	00057744	1	Invoice	WATER, DONUTS FOR SAFETY MEETING/P	10/30/2025	11/12/2025	25.99	101-43100-331
11/12/2025	00478252	1	Invoice	TRUNK OR TREAT CANDY/PD	10/27/2025	11/12/2025	103.13	101-42100-438
Total 154 BENNETT'S FOOD CENTER:							129.12	
106463 BOLTON & MENK, INC.								
11/13/2025	0378041	1	Invoice	2024 TRAIL IMPROVEMENTS	10/31/2025	11/13/2025	2,117.50	225-45200-303
11/13/2025	0378043	1	Invoice	3RD AVE NE WATERMAIN RELOCATION	10/31/2025	11/13/2025	895.50	601-49400-303
11/13/2025	0378566	1	Invoice	GENERAL ENGINEERING	10/31/2025	11/13/2025	850.00	101-41500-303
11/13/2025	0378566	2	Invoice	2025 WATERWAY MAINTENANCE	10/31/2025	11/13/2025	300.00	101-43100-303
11/13/2025	0378637	1	Invoice	2023 STREET PROJECT	10/31/2025	11/13/2025	357.50	418-48000-303
Total 106463 BOLTON & MENK, INC.:							4,520.50	
106834 CANON FINANCIAL SERVICES, INC.								
11/19/2025	42133446	1	Invoice	COPIER/LIBRARY	11/11/2025	11/19/2025	66.80	211-45500-401
11/12/2025	42133447	1	Invoice	COPIER LEASE AGREEMENT/ADMIN	11/11/2025	11/12/2025	169.36	101-41500-401
Total 106834 CANON FINANCIAL SERVICES, INC.:							236.16	
106997 CARRIE EVERSMAN LLC								
11/19/2025	DEC 25	1	Invoice	PROPERTY MANAGEMENT-EDA BUILDING	11/19/2025	11/19/2025	300.00	101-46500-401
Total 106997 CARRIE EVERSMAN LLC:							300.00	
104828 CENTER POINT LARGE PRINT								
11/19/2025	2208222	1	Invoice	LG PRT BOOKS/LIBRARY	11/03/2025	11/19/2025	31.46	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							31.46	
106449 CINTAS CORPORATION								
12/02/2025	4248617204	1	Invoice	MATS & SCRAPER/PW	11/04/2025	12/02/2025	50.00	101-43100-310
12/02/2025	4249392496	1	Invoice	MOPS&TOWELS/CITYHALL	11/11/2025	12/02/2025	51.88	101-41500-310
12/02/2025	4250135487	1	Invoice	MATS & SCRAPER/PW	11/18/2025	12/02/2025	50.00	101-43100-310
12/02/2025	4250839997	1	Invoice	MATS & SCRAPER/PW	11/24/2025	12/02/2025	50.00	101-43100-310
Total 106449 CINTAS CORPORATION:							201.88	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106422 CORE & MAIN, LP								
12/03/2025	Y050736	1	Invoice	SW SNAP END CAP/SEWER	11/05/2025	12/04/2025	97.60	602-49450-217
12/03/2025	Y134055	1	Invoice	SW SNAP END CAP/SEWER	11/20/2025	12/04/2025	69.20	602-49450-217
12/03/2025	Y154632	1	Invoice	RETURN SW SNAP END CAP/SEWER	11/20/2025	12/04/2025	97.60-	602-49450-217
Total 106422 CORE & MAIN, LP:							69.20	
106428 DATA SMART COMPUTERS INC.								
11/21/2025	95871	1	Invoice	MICROSOFT MONTHLY LICENSES	11/20/2025	11/21/2025	258.17	101-41500-309
12/02/2025	96062	1	Invoice	DATTO BACKUP/ADMIN	12/01/2025	12/02/2025	179.00	101-41500-309
12/02/2025	96063	1	Invoice	SENTINELONE SECURITY/ADMIN	12/01/2025	12/02/2025	212.50	101-41500-309
12/02/2025	96064	1	Invoice	MONTHLY CLOUD BACKUP	12/01/2025	12/02/2025	14.00	101-41500-309
12/02/2025	96065	1	Invoice	SENTINELONE SECURITY/FIRE DEPT	12/01/2025	12/02/2025	17.00	101-42200-309
Total 106428 DATA SMART COMPUTERS INC.:							680.67	
105564 DEARBORN LIFE INS CO.								
11/21/2025	DECEMBER	1	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	178.75	101-41500-131
11/21/2025	DECEMBER	2	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	373.88	101-42100-131
11/21/2025	DECEMBER	3	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	84.83	101-43100-131
11/21/2025	DECEMBER	4	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	81.83	211-45500-131
11/21/2025	DECEMBER	5	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	31.38	225-45200-131
11/21/2025	DECEMBER	6	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	36.27	601-49400-131
11/21/2025	DECEMBER	7	Invoice	EMPLOYEE INS.	11/13/2025	11/21/2025	36.76	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							823.70	
68 DEMCO								
11/19/2025	7724633	1	Invoice	BOOK TAPE, BOOKMARKS/LIBRARY	11/10/2025	11/19/2025	232.55	211-45500-217
Total 68 DEMCO:							232.55	
74 EBSCO								
11/13/2025	1761169	1	Invoice	MAGAZINES/LIBRARY	11/05/2025	11/13/2025	324.21	211-45500-592
Total 74 EBSCO:							324.21	
106798 ELCOR CONSTRUCTION, INC.								
11/25/2025	0H1.127562	1	Invoice	2023 STREET PROJECT-PAY ESTIMATE #16-	10/15/2025	11/25/2025	46,015.86	418-48000-530
Total 106798 ELCOR CONSTRUCTION, INC.:							46,015.86	
105649 ELECTRIC PUMP								
11/18/2025	033712	1	Invoice	REPAIRS LIFT STATION	09/05/2025	11/18/2025	108,310.00	602-49450-221
Total 105649 ELECTRIC PUMP:							108,310.00	
106355 EMC								
11/05/2025	66105	1	Invoice	EMC CASA MN/FIRE DEPT.	10/20/2025	11/05/2025	1,415.03	101-42200-221
Total 106355 EMC:							1,415.03	
105806 FLAHERTY & HOOD, P.A.								
11/13/2025	23925	1	Invoice	JOB CLASSIFICATION AND COMP. UPDATE	10/02/2025	11/13/2025	4,667.00	101-41500-310
11/13/2025	24010	1	Invoice	OCTOBER LABOR EMPLOYMENT LEGAL FE	11/04/2025	11/13/2025	1,526.25	101-41500-304
11/13/2025	24074	1	Invoice	OCTOBER GENERAL LEGAL FEES	11/04/2025	11/13/2025	700.00	101-41500-304

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105806 FLAHERTY & HOOD, P.A.:							6,893.25	
105336 GALE/CENGAGE LEARNING								
11/19/2025	9991016692	1	Invoice	BOOKS/LIBRARY	10/30/2025	11/19/2025	28.69	211-45500-592
11/19/2025	9991016858	1	Invoice	BOOKS/LIBRARY	11/03/2025	11/19/2025	44.10	211-45500-592
Total 105336 GALE/CENGAGE LEARNING:							72.79	
104 GOPHER STATE ONE CALL								
11/05/2025	5100692	1	Invoice	LOCATES WATER	10/31/2025	11/05/2025	24.30	601-49400-310
11/05/2025	5100692	2	Invoice	LOCATES SEWER	10/31/2025	11/05/2025	24.30	602-49450-310
12/03/2025	5110692	1	Invoice	LOCATES/WATER	11/30/2025	12/04/2025	12.15	601-49400-310
12/03/2025	5110692	2	Invoice	LOCATES/SEWER	11/30/2025	12/04/2025	12.15	602-49450-310
Total 104 GOPHER STATE ONE CALL:							72.90	
106564 HAWKINS, INC.								
11/24/2025	7262932	1	Invoice	Water Supplies	11/20/2025	11/24/2025	796.27	601-49400-217
Total 106564 HAWKINS, INC.:							796.27	
105808 HBC, INC.								
12/03/2025	105099 DEC	1	Invoice	PHONE&INTERNET/FIRE DEPT.	12/02/2025	12/04/2025	196.96	101-42200-321
11/12/2025	105099 NOV.	1	Invoice	PHONE&INTERNET/FIRE DEPT.	11/02/2025	11/12/2025	196.96	101-42200-321
12/03/2025	1277099 DE	1	Invoice	PHONE & INTERNET/POOL	12/02/2025	12/04/2025	155.40	225-45128-321
11/12/2025	1277099 NO	1	Invoice	PHONE & INTERNET/POOL	11/02/2025	11/12/2025	155.40	225-45128-321
11/12/2025	71466 NOV.	1	Invoice	PHONE&INTERN/LIBRARY	11/02/2025	11/12/2025	56.36	211-45500-321
12/03/2025	78487 DEC 2	1	Invoice	PHONE INTERNET/ADMIN	12/02/2025	12/04/2025	481.62	101-41500-321
12/03/2025	78487 DEC 2	2	Invoice	PHONE INTERNET/POLICE	12/02/2025	12/04/2025	355.69	101-42100-321
12/03/2025	78487 DEC 2	3	Invoice	PHONE INTERNET/PUBLIC WORKS	12/02/2025	12/04/2025	318.90	101-43100-321
11/12/2025	78487 NOV.	1	Invoice	PHONE INTERNET/ADMIN	11/02/2025	11/12/2025	481.62	101-41500-321
11/12/2025	78487 NOV.	2	Invoice	PHONE INTERNET/POLICE	11/02/2025	11/12/2025	355.69	101-42100-321
11/12/2025	78487 NOV.	3	Invoice	PHONE INTERNET/PUBLIC WORKS	11/02/2025	11/12/2025	318.90	101-43100-321
Total 105808 HBC, INC.:							3,073.50	
106923 HENDERSON LAWN & LANDSCAPE								
11/05/2025	4130	1	Invoice	MOWING/CEMETERY	11/05/2025	11/05/2025	2,550.00	235-49010-401
Total 106923 HENDERSON LAWN & LANDSCAPE:							2,550.00	
116 HIGH PLAINS								
11/25/2025	18836	1	Invoice	FUEL/RURAL FIRE DEPT	10/01/2025	11/25/2025	85.35	245-42200-212
11/25/2025	22690	1	Invoice	FUEL/PARKS	10/20/2025	11/25/2025	29.93	225-45200-212
11/25/2025	23046	1	Invoice	FUEL/PW	10/23/2025	11/25/2025	94.01	101-43100-212
11/25/2025	23800	1	Invoice	FUEL/PARKS	10/28/2025	11/25/2025	15.73	225-45200-212
Total 116 HIGH PLAINS:							225.02	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
12/01/2025	JANUARY 20	1	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	4,695.00	101-41500-131
12/01/2025	JANUARY 20	2	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,565.00	101-42100-131
12/01/2025	JANUARY 20	3	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,314.60	101-43100-131
12/01/2025	JANUARY 20	4	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	250.40	101-43125-131
12/01/2025	JANUARY 20	5	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,565.00	225-45200-131
12/01/2025	JANUARY 20	6	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,565.00	601-49400-131
12/01/2025	JANUARY 20	7	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,565.00	602-49450-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
12/01/2025	JANUARY 20	1	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,772.00	101-41500-131
12/01/2025	JANUARY 20	2	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	14,176.00	101-42100-131
12/01/2025	JANUARY 20	3	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	1,488.48	101-43100-131
12/01/2025	JANUARY 20	4	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	283.52	101-43125-131
12/01/2025	JANUARY 20	5	Invoice	EMPLOYEE HEALTH INSURANCE-JANUARY	12/01/2025	12/01/2025	3,544.00	211-45500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:							33,784.00	
107055 INGRAM LIBRARY SERVICES, LLC								
11/24/2025	91440347	1	Invoice	BOOKS/LIBRARY	10/23/2025	11/24/2025	820.87	211-45500-592
11/24/2025	91440348	1	Invoice	BOOKS/LIBRARY	10/23/2025	11/24/2025	461.34	211-45500-592
11/24/2025	91465636	1	Invoice	BOOKS/LIBRARY	10/24/2025	11/24/2025	24.09	211-45500-592
11/24/2025	91478795	1	Invoice	BOOKS/LIBRARY	10/24/2025	11/24/2025	116.88	211-45500-592
11/24/2025	91506024	1	Invoice	BOOKS/LIBRARY	10/27/2025	11/24/2025	25.77	211-45500-592
11/24/2025	91585046	1	Invoice	BOOKS/LIBRARY	10/29/2025	11/24/2025	170.34	211-45500-592
11/24/2025	91677022	1	Invoice	BOOKS/LIBRARY	11/03/2025	11/24/2025	180.79	211-45500-592
12/03/2025	92053383	1	Invoice	BOOKS/LIBRARY	11/18/2025	12/04/2025	273.16	211-45500-592
12/03/2025	92142838	1	Invoice	BOOKS/LIBRARY	11/21/2025	12/04/2025	847.55	211-45500-592
Total 107055 INGRAM LIBRARY SERVICES, LLC:							2,920.79	
106906 J & S REPAIR								
11/24/2025	CJ61427	1	Invoice	PARTS/SNOW	11/18/2025	11/24/2025	91.76	101-43125-221
12/03/2025	CJ61603	1	Invoice	SOLENOID/SNOW	12/02/2025	12/04/2025	232.17	101-43125-221
Total 106906 J & S REPAIR:							323.93	
106344 J.F.AHERN CO.								
11/25/2025	776162	1	Invoice	ANNUAL INSPECTION- SPRINKLER SYSTEM/	11/13/2025	11/25/2025	354.00	101-43100-223
Total 106344 J.F.AHERN CO.:							354.00	
348 JOHN DEERE FINANCIAL								
11/21/2025	10711235	1	Invoice	MIDWEST MACHINERY CO-O RING/PW	11/13/2025	11/21/2025	2.03	101-43100-221
11/25/2025	IP59279	1	Invoice	MN AG GROUP INC-STARTING FLUID/PW	10/20/2025	11/25/2025	12.40	101-43100-217
Total 348 JOHN DEERE FINANCIAL:							14.43	
106520 KENNY SYLVESTER CONSTRUCTION								
11/21/2025	OCT. 11 - NO	1	Invoice	CLEANING CITY HALL/COUNCIL	11/20/2025	11/21/2025	600.00	101-41110-401
11/21/2025	OCT. 11 - NO	2	Invoice	CLEANING CITY HALL/ADMIN	11/20/2025	11/21/2025	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
141 KREOFSKY BUILDING SUPPLIES								
12/03/2025	2511-502577	1	Invoice	BATTERIES/PW	11/18/2025	12/04/2025	52.98	101-43100-217
12/03/2025	2511-505218	1	Invoice	MISC FASTENER, SCREWS, ETC/PW	11/26/2025	12/04/2025	1.65	101-43100-217
12/03/2025	2511-998390	1	Invoice	TOILET BOWL RING REMOVER/FIRE DEPT	11/04/2025	12/04/2025	8.99	101-42200-223
12/03/2025	2511-999571	1	Invoice	ORANGE DRIVEWAY MARKER/PARKS	11/07/2025	12/04/2025	23.88	225-45200-217
Total 141 KREOFSKY BUILDING SUPPLIES:							87.50	
106730 KUJATH, CAROL								
11/26/2025	11/25/25 MIL	1	Invoice	MILEAGE TO COSTCO FOR SUPPLIES	11/25/2025	11/26/2025	36.68	101-41500-331
Total 106730 KUJATH, CAROL:							36.68	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106329 LAKE CITY RECYCLING & DISPOSAL								
11/12/2025	11/03/2025	1	Invoice	GARBAGE/CEMETERY	11/03/2025	11/12/2025	72.54	235-49010-384
11/12/2025	11/03/2025	2	Invoice	GARBAGE/PARKS	11/03/2025	11/12/2025	72.54	225-45200-384
11/12/2025	11/03/2025	3	Invoice	GARBAGE/PARKS	11/03/2025	11/12/2025	72.54	225-45200-384
11/12/2025	11/03/2025	4	Invoice	GARBAGE/STREETS	11/03/2025	11/12/2025	50.25	101-43100-384
11/12/2025	11/03/2025	5	Invoice	GARBAGE/PW	11/03/2025	11/12/2025	72.54	101-43100-384
11/12/2025	11/03/2025	6	Invoice	GARBAGE/FIRE HALL	11/03/2025	11/12/2025	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							395.17	
107057 LEWISTON MONUMENT COMPANY, INC								
11/25/2025	R115257	1	Invoice	ERECT AND RESEAL MARBLE MONUMENT	11/05/2025	11/25/2025	200.00	235-49010-310
Total 107057 LEWISTON MONUMENT COMPANY, INC:							200.00	
106720 LOFFLER COMPANIES INC.								
11/05/2025	5173178	1	Invoice	COPIER CHARGES/ADMIN	11/03/2025	11/05/2025	55.29	101-41500-401
11/12/2025	5173179	1	Invoice	COPIES/LIBRARY	11/03/2025	11/12/2025	87.30	211-45500-401
12/02/2025	5198647	1	Invoice	COPIER CHARGES/ADMIN	12/01/2025	12/02/2025	167.53	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							310.12	
160 LYONS OIL MINI MART								
11/13/2025	10/31/25 STA	1	Invoice	CREDIT/DISCOUNT OCTOBER 2025	10/31/2025	11/14/2025	3.63-	225-45200-212
11/13/2025	10/31/25 STA	2	Invoice	CREDIT/DISCOUNT OCTOBER 2025	10/31/2025	11/14/2025	7.37-	101-43100-212
11/13/2025	5155475	1	Invoice	FUEL/PARKS	10/13/2025	11/14/2025	37.00	225-45200-212
11/13/2025	5155476	1	Invoice	FUEL/PW	10/13/2025	11/14/2025	42.28	101-43100-212
11/13/2025	5155712	1	Invoice	FUEL/PW	10/29/2025	11/14/2025	68.66	101-43100-212
11/13/2025	5155715	1	Invoice	FUEL/PW	10/29/2025	11/14/2025	55.96	101-43100-212
11/13/2025	5155733	1	Invoice	FUEL/PARKS	10/30/2025	11/14/2025	11.28	225-45200-212
11/13/2025	5155779	1	Invoice	CAR WASHES/PD	10/31/2025	11/14/2025	75.11	101-42100-221
11/13/2025	5157105	1	Invoice	FUEL/PARKS	10/02/2025	11/14/2025	14.39	225-45200-212
11/13/2025	5157130	1	Invoice	FUEL/PARKS	10/03/2025	11/14/2025	31.14	225-45200-212
11/13/2025	5157152	1	Invoice	FUEL/PW	10/06/2025	11/14/2025	53.59	101-43100-212
11/13/2025	5157385	1	Invoice	FUEL/PARKS	10/01/2025	11/14/2025	28.19	225-45200-212
11/13/2025	5755322	1	Invoice	FUEL/PW	10/16/2025	11/14/2025	63.02	101-43100-212
11/13/2025	5755323	1	Invoice	FUEL/PW	10/16/2025	11/14/2025	83.20	101-43100-212
11/13/2025	5755397	1	Invoice	FUEL/PW	10/22/2025	11/14/2025	84.44	101-43100-212
11/13/2025	5756411	1	Invoice	FUEL/PARKS	10/23/2025	11/14/2025	59.26	225-45200-212
11/13/2025	5756417	1	Invoice	FUEL/PARKS	10/23/2025	11/14/2025	13.37	225-45200-212
11/13/2025	5756433	1	Invoice	FUEL/PARKS	10/24/2025	11/14/2025	10.22	225-45200-212
11/13/2025	5756496	1	Invoice	FUEL/PARKS	10/28/2025	11/14/2025	33.14	225-45200-212
Total 160 LYONS OIL MINI MART:							753.25	
106053 M&M CONSTRUCTION & CLEANING INC.								
12/03/2025	1819	1	Invoice	HAUL OUT SNOW 11/30/25	11/30/2025	12/04/2025	3,564.00	101-43125-310
11/19/2025	1855	1	Invoice	COMMERCIAL ASPHALT REPAIR/PW	11/04/2025	11/19/2025	2,000.00	101-43100-224
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							5,564.00	
171 MEDTOX LABORATORIES INC.								
11/19/2025	1020257991	1	Invoice	NEW EMPLOY DRUG SCREEN T. KRUSMAR	10/31/2025	11/19/2025	34.75	101-43100-310
Total 171 MEDTOX LABORATORIES INC.:							34.75	
175 MICHAEL'S TIRE & AUTO								
11/13/2025	141365	1	Invoice	251 OIL CHANGE, WASHER FLUID/PD	10/06/2025	11/13/2025	66.91	101-42100-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/13/2025	141480	1	Invoice	231 OIL CHANGE, WASHER FLUID/PD	10/21/2025	11/13/2025	62.80	101-42100-221
11/13/2025	141499	1	Invoice	211 HEATER HOSE REPLACEMENT, ANTIFR	10/23/2025	11/13/2025	550.70	101-42100-221
12/02/2025	141676	1	Invoice	CHANGE & BALANCE TIRES & DISPOSAL-PI	11/17/2025	12/02/2025	237.00	101-43100-221
12/02/2025	141679	1	Invoice	CHANGE & BALANCE TIRES & DISPOSAL/P	11/18/2025	12/02/2025	131.00	101-43100-221
12/02/2025	141739	1	Invoice	KEROSENE/PW	11/25/2025	12/02/2025	55.00	101-43100-212
12/02/2025	141756	1	Invoice	TIRE DISPOSAL/PW	11/26/2025	12/02/2025	25.50	101-43100-221
	Total 175 MICHAEL'S TIRE & AUTO:						1,128.91	
106719 MIDWEST TAPE								
11/13/2025	2000018848	1	Invoice	MOVIES/LIBRARY	11/03/2025	11/13/2025	387.85	211-45500-592
	Total 106719 MIDWEST TAPE:						387.85	
223 MN ENERGY RESOURCES CORP.								
11/18/2025	0502616029	1	Invoice	GAS UTILITY/POOL	10/31/2025	11/18/2025	1,071.69	225-45128-383
11/05/2025	0503043614	1	Invoice	GAS UTILITY/SEWER	10/28/2025	11/05/2025	25.11	602-49450-383
11/05/2025	0503078391	1	Invoice	GAS UTILITY/FIRE DEPT	10/28/2025	11/05/2025	49.70	101-42200-383
11/05/2025	0503494971	1	Invoice	GAS UTILITY/ICE RINK	10/30/2025	11/05/2025	24.51	225-45127-383
11/05/2025	0505377887	1	Invoice	GAS UTILITY/COUNCIL	10/28/2025	11/05/2025	38.64	101-41110-383
11/05/2025	0505377887	2	Invoice	GAS UTILITY/ADMIN	10/28/2025	11/05/2025	38.64	101-41500-383
11/05/2025	0505377887	3	Invoice	GAS UTILITY/PD	10/28/2025	11/05/2025	38.64	101-42100-383
11/05/2025	0506816622	1	Invoice	GAS UTILITY/SEWER	10/30/2025	11/05/2025	16.02	602-49450-383
11/05/2025	0506912263	1	Invoice	GAS UTILITY/PW	10/28/2025	11/05/2025	95.38	101-43100-383
11/05/2025	0506912263-	1	Invoice	GAS UTILITY/WELL #2 GENERATOR	10/28/2025	11/05/2025	103.81	601-49400-383
11/05/2025	0507609025	1	Invoice	GAS UTILITY/LIBRARY	10/28/2025	11/05/2025	63.32	211-45500-383
	Total 223 MN ENERGY RESOURCES CORP.:						1,565.46	
105563 MPPOA								
12/03/2025	2026	1	Invoice	MEMBERSHIP/POLICE	12/01/2025	12/04/2025	70.00	101-42100-433
	Total 105563 MPPOA:						70.00	
105590 MPPOA LDF								
12/03/2025	2026	1	Invoice	LDF DUES/POLICE	12/01/2025	12/04/2025	152.00	101-42100-433
	Total 105590 MPPOA LDF:						152.00	
201 OLMSTED COUNTY PUBLIC HEALTH SERVICES								
11/05/2025	1051	1	Invoice	WATER FEES	11/04/2025	11/05/2025	270.00	601-49400-310
	Total 201 OLMSTED COUNTY PUBLIC HEALTH SERVICES:						270.00	
106085 ON-SITE COMPUTERS, INC.								
11/12/2025	CW103760	1	Invoice	REMOTE SUPPORT-SET UP TEAMS FOR SC	10/19/2025	11/12/2025	31.00	101-42100-310
11/12/2025	CW103851	1	Invoice	COMPUTER DISPOSAL-STORAGE DESTROY	10/28/2025	11/12/2025	25.00	101-42100-310
11/13/2025	CW103893	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	11/03/2025	11/13/2025	98.00	101-42100-310
11/13/2025	CW104126	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	11/03/2025	11/13/2025	163.86	101-42100-310
11/13/2025	CW104333	1	Invoice	REMOTE SUPPORT-SET UP NEW COMPUTE	10/31/2025	11/13/2025	62.00	101-42100-310
	Total 106085 ON-SITE COMPUTERS, INC.:						379.86	
106161 PEOPLE'S ENERGY COOPERATIVE								
11/18/2025	2643900 NO	1	Invoice	ELEC WELL #3	11/07/2025	11/18/2025	191.00	601-49400-381
11/18/2025	2647400 NO	1	Invoice	ELEC ICE RINK	11/07/2025	11/18/2025	107.00	225-45127-381
11/18/2025	2658900 NO	1	Invoice	ELEC POOL	11/07/2025	11/18/2025	247.00	225-45128-381
11/18/2025	2706100 NO	1	Invoice	ELEC NE LIFT STATION	11/07/2025	11/18/2025	249.00	602-49450-381

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/18/2025	2709900 NO	1	Invoice	ELEC WEST BROADWAY	11/07/2025	11/18/2025	11.00	101-42500-381
11/18/2025	2714900 NO	1	Invoice	ELEC STREET LIGHTS	11/07/2025	11/18/2025	3,182.00	101-43100-381
11/18/2025	2738000 NO	1	Invoice	ELEC WELL #2	11/07/2025	11/18/2025	2,465.00	601-49400-381
11/18/2025	2739100 NO	1	Invoice	ELEC PW BUILDING	11/07/2025	11/18/2025	356.00	101-43100-381
11/18/2025	2747700 NO	1	Invoice	ELEC SW SIREN	11/07/2025	11/18/2025	83.00	101-42500-381
11/18/2025	2764400 NO	1	Invoice	ELEC NW LIFT STATION	11/07/2025	11/18/2025	350.00	602-49450-381
11/18/2025	2767800 NO	1	Invoice	ELEC CEMETERY FLAG LIGHT	11/07/2025	11/18/2025	63.00	235-49010-381
11/18/2025	2777600 NO	1	Invoice	ELEC LIBRARY	11/07/2025	11/18/2025	358.00	211-45500-381
11/18/2025	3036800 NO	1	Invoice	ELEC FIRE HALL	11/07/2025	11/18/2025	191.00	101-42200-381
11/18/2025	3038100 NO	1	Invoice	ELEC CITY HALL/COUNCIL	11/07/2025	11/18/2025	134.00	101-41110-381
11/18/2025	3038100 NO	2	Invoice	ELEC CITY HALL/ADMIN	11/07/2025	11/18/2025	134.00	101-41500-381
11/18/2025	3038100 NO	3	Invoice	ELEC CITY HALL/PD	11/07/2025	11/18/2025	134.00	101-42100-381
11/18/2025	3041300 NO	1	Invoice	ELEC WEDGEWOOD PARK	11/07/2025	11/18/2025	83.00	225-45200-381
11/18/2025	3042300 NO	1	Invoice	ELEC WATER TOWER	11/07/2025	11/18/2025	344.00	601-49400-381
11/18/2025	3043900 NO	1	Invoice	ELEC BIKE TRAIL	11/07/2025	11/18/2025	84.00	225-45200-381
11/18/2025	3274000 NO	1	Invoice	ELEC 6TH ST SW LIGHTS	11/07/2025	11/18/2025	109.65	101-43100-381
11/18/2025	3274100 NO	1	Invoice	ELEC 4TH ST SW LIGHTS	11/07/2025	11/18/2025	130.63	101-43100-381
11/18/2025	3274200 NO	1	Invoice	ELEC 2ND ST SW LIGHTS	11/07/2025	11/18/2025	115.06	101-43100-381
11/18/2025	3274300 NO	1	Invoice	ELEC 1ST ST SW LIGHTS	11/07/2025	11/18/2025	93.98	101-43100-381
11/18/2025	3333200 NO	1	Invoice	ELEC ECKSTEIN TENNIS COURT	11/07/2025	11/18/2025	1,083.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							10,298.32	
105167 PLAINVIEW FIRE RELIEF ASSOCIATION								
11/19/2025	2025 CITY C	1	Invoice	2025 CITY CONTRIBUTION TO FIRE RETIRE	11/14/2025	11/19/2025	22,000.00	250-42300-490
11/19/2025	2025 STATE	1	Invoice	2025 STATE FIRE AID	11/14/2025	11/19/2025	62,483.38	250-42300-124
Total 105167 PLAINVIEW FIRE RELIEF ASSOCIATION:							84,483.38	
105272 PLAINVIEW LAWN & SNOW								
12/02/2025	17	1	Invoice	OPEN & CLOSE/A. DEVRIES	11/08/2025	12/02/2025	335.00	235-49010-401
12/02/2025	18	1	Invoice	OCT. 20 SE PIPE REPAIRS, OCT. 30 TREE ST	11/08/2025	12/02/2025	250.00	602-49450-221
Total 105272 PLAINVIEW LAWN & SNOW:							585.00	
239 PLAINVIEW NEWS								
11/13/2025	82422	1	Invoice	ADVERTISE/SNOW REMOVAL BIDS	10/02/2025	11/13/2025	39.00	101-43125-343
11/13/2025	82422	2	Invoice	ADVERTISE/FALL CLEAN UP	10/02/2025	11/13/2025	230.00	101-41110-343
11/13/2025	82471	1	Invoice	ADVERTISE/SNOW REMOVAL BIDS	10/09/2025	11/13/2025	39.00	101-43125-343
Total 239 PLAINVIEW NEWS:							308.00	
238 PLAINVIEW PARTS HOUSE								
11/24/2025	767291	1	Invoice	BATTERY/SNOW	10/15/2025	11/24/2025	422.34	101-43125-221
11/24/2025	767321	1	Invoice	AIR FILTER/SNOW	10/15/2025	11/24/2025	64.41	101-43125-221
11/24/2025	767354	1	Invoice	BOLTS/PW	10/16/2025	11/24/2025	13.92	101-43100-217
11/24/2025	767467	1	Invoice	WINDSHIELD WASH/PD	10/17/2025	11/24/2025	4.77	101-42100-221
11/24/2025	767679	1	Invoice	AIR FILTER/SNOW	10/20/2025	11/24/2025	64.41	101-43125-221
11/24/2025	767818	1	Invoice	STARTER/PW	10/22/2025	11/24/2025	93.84	101-43100-221
11/21/2025	768258	1	Invoice	ANTIFREEZE/SEWER	10/28/2025	11/21/2025	10.56	602-49450-223
11/21/2025	768307	1	Invoice	PHILLIPS 4 BIT/PW	10/29/2025	11/21/2025	.80	101-43100-217
12/02/2025	768730	1	Invoice	BALL POINT LONG HEX KEY SET/PW	11/04/2025	12/11/2025	16.15	101-43100-217
12/02/2025	769260	1	Invoice	FLUID EVACUATOR/PW	11/12/2025	12/11/2025	175.00	101-43100-217
12/02/2025	769319	1	Invoice	2.5 DEF, AIR TOOL LUBRICANT/PW	11/12/2025	12/11/2025	20.05	101-43100-217
12/02/2025	769638	1	Invoice	PENETRANT OIL, GLASS SPOT REMOVER/P	11/17/2025	12/11/2025	33.01	101-43100-217
12/02/2025	770243	1	Invoice	2.5 DEF/PW	11/26/2025	12/11/2025	25.98	101-43100-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 238 PLAINVIEW PARTS HOUSE:							945.24	
240 PLAINVIEW POSTMASTER								
12/02/2025	DECEMBER	1	Invoice	UTILITY BILLING	12/01/2025	12/02/2025	268.63	601-49400-322
12/02/2025	DECEMBER	2	Invoice	UTILITY BILLING	12/01/2025	12/02/2025	268.63	602-49450-322
Total 240 PLAINVIEW POSTMASTER:							537.26	
104720 PONTEM SOFTWARE BY RIA								
11/13/2025	14487	1	Invoice	CEMETERY SOFTWARE	11/01/2025	11/13/2025	705.00	235-49010-309
Total 104720 PONTEM SOFTWARE BY RIA:							705.00	
104657 POWERPLAN								
11/24/2025	P5949702	1	Invoice	CROSSOVER RELIEF/SNOW	11/19/2025	11/24/2025	320.00	101-43125-221
Total 104657 POWERPLAN:							320.00	
741 QUILL CORPORATION								
12/02/2025	46666707	1	Invoice	PAPER, PENS, WHITE-OUT/ADMIN	11/19/2025	12/02/2025	288.94	101-41500-201
Total 741 QUILL CORPORATION:							288.94	
105845 RAHMAN HEATING, AC &								
11/25/2025	I-26248-12	1	Invoice	COMFORT CLUB OCT & NOV 2025/PW	11/14/2025	11/25/2025	98.00	101-43100-223
11/25/2025	I-26248-12	2	Invoice	COMFORT CLUB OCT & NOV 2025/CITY HAL	11/14/2025	11/25/2025	56.00	101-41500-223
11/25/2025	I-26248-12	3	Invoice	COMFORT CLUB OCT & NOV 2025/POOL	11/14/2025	11/25/2025	56.00	225-45128-223
11/25/2025	I-26248-12	4	Invoice	COMFORT CLUB OCT & NOV 2025/EASTWO	11/14/2025	11/25/2025	14.00	225-45200-223
11/25/2025	I-26248-12	5	Invoice	COMFORT CLUB OCT & NOV 2025/FIRE HAL	11/14/2025	11/25/2025	84.00	101-42200-223
11/25/2025	I-26248-12	6	Invoice	COMFORT CLUB OCT & NOV 2025/MAYO AM	11/14/2025	11/25/2025	70.00	101-41500-227
11/25/2025	I-26248-12	7	Invoice	COMFORT CLUB OCT & NOV 2025/LIBRARY	11/14/2025	11/25/2025	84.00	211-45500-223
12/03/2025	I-26248-13	1	Invoice	COMFORT CLUB DEC 2025/PW	12/02/2025	12/04/2025	49.00	101-43100-223
12/03/2025	I-26248-13	2	Invoice	COMFORT CLUB DEC 2025/CITY HALL	12/02/2025	12/04/2025	28.00	101-41500-223
12/03/2025	I-26248-13	3	Invoice	COMFORT CLUB DEC 2025/POOL	12/02/2025	12/04/2025	28.00	225-45128-223
12/03/2025	I-26248-13	4	Invoice	COMFORT CLUB DEC 2025/EASTWOOD PAR	12/02/2025	12/04/2025	7.00	225-45200-223
12/03/2025	I-26248-13	5	Invoice	COMFORT CLUB DEC 2025/FIRE HALL	12/02/2025	12/04/2025	42.00	101-42200-223
12/03/2025	I-26248-13	6	Invoice	COMFORT CLUB DEC 2025/MAYO AMBULAN	12/02/2025	12/04/2025	35.00	101-41500-227
12/03/2025	I-26248-13	7	Invoice	COMFORT CLUB DEC 2025/LIBRARY	12/02/2025	12/04/2025	42.00	211-45500-223
Total 105845 RAHMAN HEATING, AC &:							693.00	
107027 SAFEBUILT, LLC								
11/12/2025	2723091	1	Invoice	BUILDING INSPECTIONS	10/31/2025	11/12/2025	5,153.18	101-41500-316
12/03/2025	2893419	1	Invoice	BUILDING INSPECTIONS	11/30/2025	12/04/2025	4,049.36	101-41500-316
Total 107027 SAFEBUILT, LLC:							9,202.54	
268 SELCO								
11/13/2025	53850	1	Invoice	ILS PACKAGE/LIBRARY	11/04/2025	11/13/2025	464.15	211-45500-310
Total 268 SELCO:							464.15	
104639 SOMA CONSTRUCTION INC.								
11/12/2025	22193	1	Invoice	PROCESSED TOPSOIL/PW	11/03/2025	11/12/2025	1,004.40	101-43100-217
Total 104639 SOMA CONSTRUCTION INC.:							1,004.40	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
284 STREICHER'S								
11/19/2025	I1774536	1	Invoice	UNIFORM/C. TRIPLETT	07/24/2025	11/19/2025	33.99	101-42100-417
Total 284 STREICHER'S:							33.99	
105846 SYMBOL ARTS								
12/02/2025	0549851	1	Invoice	BADGES/POLICE	11/24/2025	12/02/2025	322.50	101-42100-417
Total 105846 SYMBOL ARTS:							322.50	
716 THREE RIVERS COMMUNITY ACTION								
12/02/2025	NOV. 2025 (1	1	Invoice	TRANSIT BUS FEES-CREDIT CARD CHARGE	12/02/2025	12/02/2025	420.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							420.00	
104900 TOMS LAWN & CLEANING SERVICE								
11/13/2025	777	1	Invoice	CLEANING/LIBRARY	10/31/2025	11/13/2025	684.45	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							684.45	
106776 TRI-STATE BOBCAT								
11/21/2025	P48805	1	Invoice	CAP, SNOW EDGE, BOLTS, NUTS/SNOW	11/11/2025	11/21/2025	348.58	101-43125-221
Total 106776 TRI-STATE BOBCAT:							348.58	
106785 US INTERNET CORP.								
12/02/2025	5547487	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	11/30/2025	12/02/2025	31.50	101-41500-309
Total 106785 US INTERNET CORP.:							31.50	
105461 VISA/TCM BANK N.A.								
11/19/2025	#0165 NOV.	1	Invoice	KWIK TRIP-NEWSPAPER/LIBRARY	11/02/2025	11/19/2025	6.00	211-45500-592
11/19/2025	#0165 NOV.	2	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	31.98	211-45500-592
11/19/2025	#0165 NOV.	3	Invoice	AMAZON-PERMANENT MARKERS/LIBRARY	11/02/2025	11/19/2025	17.97	211-45500-201
11/19/2025	#0165 NOV.	4	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	10.28	211-45500-592
11/19/2025	#0165 NOV.	5	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	11.28	211-45500-592
11/19/2025	#0165 NOV.	6	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	89.53	211-45500-592
11/19/2025	#0165 NOV.	7	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	8.99	211-45500-592
11/19/2025	#0165 NOV.	8	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	15.88	211-45500-592
11/19/2025	#0165 NOV.	9	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	100.63	211-45500-592
11/19/2025	#0165 NOV.	10	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	135.56	211-45500-592
11/19/2025	#0165 NOV.	11	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	24.00	211-45500-592
11/19/2025	#0165 NOV.	12	Invoice	KWIK TRIP-NEWSPAPER/LIBRARY	11/02/2025	11/19/2025	3.00	211-45500-592
11/19/2025	#0165 NOV.	13	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	93.45	211-45500-592
11/19/2025	#0165 NOV.	14	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	10.99	211-45500-592
11/19/2025	#0165 NOV.	15	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	238.90	211-45500-592
11/19/2025	#0165 NOV.	16	Invoice	LIBRARY JOURNAL-TRAINING M. CURTISS/L	11/02/2025	11/19/2025	239.00	211-45500-331
11/19/2025	#0165 NOV.	17	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	27.36	211-45500-592
11/19/2025	#0165 NOV.	18	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	122.09	211-45500-592
11/19/2025	#0165 NOV.	19	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	101.70	211-45500-592
11/19/2025	#0165 NOV.	20	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	143.21	211-45500-592
11/19/2025	#0165 NOV.	21	Invoice	AMAZON-CARD STOCK PAPER, CUTTING M	11/02/2025	11/19/2025	31.29	211-45500-201
11/19/2025	#0165 NOV.	22	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	17.99	211-45500-592
11/19/2025	#0165 NOV.	23	Invoice	AMAZON-BOOKS/LIBRARY	11/02/2025	11/19/2025	38.12	211-45500-592
11/10/2025	#6188 NOVE	1	Invoice	TRUEWERK-UNIFORM PANTS/S. LOFTUS	11/02/2025	11/10/2025	151.80	101-43100-417
11/10/2025	#6188 NOVE	2	Invoice	AMAZON-UNIFORM SHIRT/S. LOFTUS	11/02/2025	11/10/2025	25.38	101-43100-417
11/10/2025	#6188 NOVE	3	Invoice	AMAZON-UNIFORM SHIRTS/S. LOFTUS	11/02/2025	11/10/2025	154.95	101-43100-417
11/10/2025	#6188 NOVE	4	Invoice	AMAZON-UNIFORM PANTS/S. LOFTUS	11/02/2025	11/10/2025	201.84	101-43100-417

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/10/2025	#6188 NOVE	5	Invoice	AMAZON-UNIFORM PANTS/S. LOFTUS	11/02/2025	11/10/2025	95.39	101-43100-417
11/10/2025	#6188 NOVE	6	Invoice	AMAZON-UNIFORM BELT/S. LOFTUS	11/02/2025	11/10/2025	21.97	101-43100-417
11/10/2025	#6188 NOVE	7	Invoice	AMAZON-UNIFORM SHIRT/S. LOFTUS	11/02/2025	11/10/2025	39.98	101-43100-417
11/10/2025	#6188 NOVE	8	Invoice	UNITED RENTALS-COMPRESSOR & AIR HOS	11/02/2025	11/10/2025	519.49	225-45200-418
11/10/2025	#6188 NOVE	9	Invoice	AMAZON-RETURN UNIFORM SHIRT/S. LOFT	11/02/2025	11/10/2025	32.99-	101-43100-417
11/10/2025	#6196 NOVE	1	Invoice	MENARDS-PAPER & ORANGE TOWELS, GA	11/02/2025	11/10/2025	44.96	101-43100-217
11/10/2025	#6196 NOVE	2	Invoice	MENARDS-RETURN 2" PVC/PW	11/02/2025	11/10/2025	12.99-	101-43100-211
11/10/2025	#6196 NOVE	3	Invoice	JIMMYS FOOD & DRINK-MEAL AT TRAINING	11/02/2025	11/10/2025	25.00	602-49450-331
11/10/2025	#6196 NOVE	4	Invoice	JERSEY MIKE'S-MEAL AT TRAINING S. LARS	11/02/2025	11/10/2025	24.10	602-49450-331
11/10/2025	#6196 NOVE	5	Invoice	HOLIDAY INN EXPRESS-TRAINING S. LARSO	11/02/2025	11/10/2025	279.60	602-49450-331
11/10/2025	#6196 NOVE	6	Invoice	RAISING CANES- MEAL AT TRAINING S. LAR	11/02/2025	11/10/2025	12.96	602-49450-331
11/10/2025	#6196 NOVE	7	Invoice	USPS-POSTAGE/WATER	11/02/2025	11/10/2025	7.70	601-49400-322
11/10/2025	#6196 NOVE	8	Invoice	PLAINVIEW POWERSPORTS-REPLACE WHE	11/02/2025	11/10/2025	982.93	225-45200-221
11/10/2025	#6840 NOVE	1	Invoice	DEPT OF LABOR-3RD QTR 2025 BUILDING P	11/02/2025	11/10/2025	205.13	101-41500-316
11/10/2025	#6840 NOVE	2	Invoice	AMAZON-CANDY/ADMIN	11/02/2025	11/10/2025	53.00	101-41500-217
11/10/2025	#6840 NOVE	3	Invoice	AMAZON-UNIFORM SHIRTS/C. KUJATH	11/02/2025	11/10/2025	197.83	101-41500-417
11/10/2025	#6840 NOVE	4	Invoice	AMAZON-CHAIR MATS FOR COUNCIL CHAM	11/02/2025	11/10/2025	178.17	101-41110-590
11/10/2025	#6840 NOVE	5	Invoice	AMAZON-TABLE CLOTH, TO-GO CONTAINER	11/02/2025	11/10/2025	35.98	101-41500-437
11/10/2025	#6840 NOVE	6	Invoice	AMAZON-PACKAGING TAPE/ADMIN	11/02/2025	11/10/2025	19.98	101-41500-201
11/10/2025	#6840 NOVE	7	Invoice	AMAZON-CUPS, CANDY, STIR STICKS, BATH	11/02/2025	11/10/2025	174.16	101-41500-217
11/10/2025	#6840 NOVE	8	Invoice	ADOBE-C. KUJATH	11/02/2025	11/10/2025	21.46	101-41500-433
11/12/2025	#6998 NOVE	1	Invoice	AXON-INSTRUCTOR COURSE VOUCHER A.	11/02/2025	11/13/2025	895.00	101-42100-331
11/10/2025	#7228 NOVE	1	Invoice	AMAZON-DRY ERASE BOARD/FIRE DEPT	11/02/2025	11/10/2025	23.98	101-42200-201
11/12/2025	#7798 NOVE	1	Invoice	APPLE.COM/PD	11/02/2025	11/13/2025	.99	101-42100-321
11/12/2025	#7798 NOVE	2	Invoice	AMAZON-COFFEE FILTERS/PD	11/02/2025	11/13/2025	6.95	101-42100-201
11/12/2025	#7798 NOVE	3	Invoice	AMAZON-WINDSHIELD REPAIR KIT/PD	11/02/2025	11/13/2025	11.49	101-42100-221
11/12/2025	#7798 NOVE	4	Invoice	USPS-POSTAGE/PD	11/02/2025	11/13/2025	14.49	101-42100-322
11/12/2025	#7798 NOVE	5	Invoice	AMAZON-THIN BLUE LINE FLAG/PD	11/02/2025	11/13/2025	26.99	101-42100-437
11/12/2025	#7798 NOVE	6	Invoice	AMAZON-PAPER/PD	11/02/2025	11/13/2025	34.27	101-42100-201
11/12/2025	#7798 NOVE	7	Invoice	HOSTGATOR.COM-WEEBLY RENEWAL/PD	11/02/2025	11/13/2025	8.99	101-42100-321
11/12/2025	#7798 NOVE	8	Invoice	AMAZON-DELL DESKTOP/PD	11/02/2025	11/13/2025	739.95	101-42100-201
11/12/2025	#7798 NOVE	9	Invoice	AMAZON-HDMI CABLES/PD	11/02/2025	11/13/2025	16.22	101-42100-201
11/12/2025	#7798 NOVE	10	Invoice	MICROSOFT STORE-OFFICE HOME 2024/PD	11/02/2025	11/13/2025	161.05	101-42100-309
11/10/2025	#8143 NOVE	1	Invoice	SCHEELS-RAIN COAT/D. HOFFMAN	11/02/2025	11/10/2025	49.99	225-45200-417
Total 105461 VISA/TCM BANK N.A.:							6,937.34	
307 WABASHA COUNTY AUDITOR/TREAS.								
11/12/2025	091-1107202	1	Invoice	NOVEMBER 2025 LEGAL SERVICES CONTR	11/07/2025	11/12/2025	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							1,800.00	
106269 WATER SYSTEMS COMPANY								
11/05/2025	959815	1	Invoice	WATER/CITY HALL	10/02/2025	11/05/2025	28.95	101-41500-401
11/05/2025	970966	1	Invoice	WATER/CITY HALL	10/30/2025	11/05/2025	28.95	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							57.90	
107056 WHITEWATER WOODWORKING LLC								
11/25/2025	1139	1	Invoice	60% OF DIAS FOR COUNCIL CHAMBERS	11/11/2025	11/25/2025	4,248.00	101-41110-590
Total 107056 WHITEWATER WOODWORKING LLC:							4,248.00	
324 ZARNOTH BRUSH WORKS INC.								
12/02/2025	0204334-IN	1	Invoice	ELGIN HD POLY CABLEWRAP BROOM REFIL	11/18/2025	12/02/2025	656.00	101-43100-221
12/02/2025	0204334-IN	2	Invoice	VENTRAC POLY BLUE	11/18/2025	12/02/2025	397.30	101-43125-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 324 ZARNOTH BRUSH WORKS INC.:							1,053.30	
Grand Totals:							354,732.41	

Report GL Period Summary

GL Period	Amount
12/25	51,000.58
11/25	303,731.83
Grand Totals:	354,732.41

Vendor number hash:	12756846
Vendor number hash - split:	22688742
Total number of invoices:	195
Total number of transactions:	297

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	354,732.41	.00	354,732.41
Grand Totals:	354,732.41	.00	354,732.41

Report Criteria:
[Report].GL Account = {<>} "10121709"

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Permits/Licenses/Donations	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO.** **6.C.**
ATTACHMENTS: None	**APPROVED BY: dt**

RECOMMENDED ACTION:

1.Motion to approve the following Tobacco Licenses through December 31, 2026:
- Kwik Trip, Inc
- High Plains Cooperative
- BP Lyons Oil Company
- Family Dollar

2. Motion to approve the following Refuse Licenses through December 31, 2026:
- Interstate Disposal Service
- Waste Management
- Hagedorn Enterprises, Inc. DBA Lake City Recycling & Disposal
- LRS of Minnesota
- Harter's Disposal of MN

3. Motion to approve the Gambling Permit Application from the Lions Club for Bingo/Raffle on December 27, 2025.

Summary:
The following companies have submitted the required applications, proof of insurance, and paid the appropriate license fees to the City of Plainview.

Tobacco Licenses:
High Plains Coop
BP Lyons Oil
Kwik Trip
Family Dollar

Refuse Licenses:
Interstate Disposal Service
Waste Management
Hagedorn Enterprises, Inc
LRS of Minnesota
Harter's Disposal of MN

Gambling Permit:
The Plainview Lions Club has submitted a gambling permit application for bingo/raffle for December 27, 2025.

Recommendation:

Staff recommend the approval of the License Applications for the above companies for 2026.

Staff recommend the approval of the gambling permit application for the Lions Club for bingo/raffle on December 27, 2025.

Permit Number	Issued Date	Valuation	Fees Paid	Address	Permit Type	Owner Name	Notes
25PV-00095	11/14/2025		$131.00	620 5TH ST NE	Plumbing	DPK LLC	plumbing for modular home installation with garage
25PV-00136	11/5/2025	$580,000.00	$7,056.18	265 7TH AVE SE	New Single Family House	MICHAEL J & CASEY B KASTEN	new home build
25PV-00145	11/5/2025	$38,000.00	$64.00	540 4TH ST SW	Re-Roof: Shingle/Shake	THOMAS B FISK	shingles for house, detached garage
25PV-00146	11/14/2025	$11,178.00	$228.34	115 W BROADWAY	Repairs: Footing/Foundation	LYONS OIL PROPERTIES LLC	5 Powerbraces / 27' Wall excavation / 189' Silverglo / 189' Sentryseal
25PV-00147	11/17/2025	$9,000.00	$69.00	745 1ST ST NW	Re-Window/Exterior Door	KATHLEEN E WALTERS	Installing (2) doors, one on main front, other entry to garage, also (1) storm door.
25PV-00148	11/14/2025		$64.00	395 8TH ST SW	Plumbing	MARK SCHEIBER	Replace water heater
25PV-00149	11/17/2025		$76.00	480 8TH ST SW	Mechanical	SE MN MULTI-COUNTY HRA	Replace furnace and AC
25PV-00150	11/21/2025	$5,000.00	$64.00	605 3RD AVE NW	Re-Roof: Shingle/Shake	AGI PROPERTIES OF ORONOCO LLC	Reroof property
25PV-00151	11/18/2025		$64.00	625 2ND AVE SW	Gas Line Only	Mary Agnes Durgin	I need someone to come in and do the inspection for the gas line that my contracted plumber has installed His license number is PC062359
25PV-00152	11/20/2025		$64.00	235 3RD AVE SE	Plumbing	DORIS J LANNING	Replace natural gas hot water heater

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Dept. Head Reports & Board Minutes	**AGENDA SECTION:** Consent
PREPARED BY:	David Todd, City Administrator	**AGENDA NO. 6.D.**
ATTACHMENTS: Department Head Reports		**APPROVED BY: dt**
RECOMMENDED ACTION: Motion to accept Department reports.		

MONTHLY REPORT OF FINANCE DIRECTOR
November, 2025

Routine Work/General Items

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

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Industrial Sewer Billing, Meter Issues
- Work on cleaning up some old meter issues.
- 2023 Street Project – should be closing out this year, final sidewalk grant money & project expenses
- 2026 Budget Process – Finalized the preliminary budget work which was approved at the 9-9-25 council meeting. Certified the preliminary budget and the debt levy to Wabasha County in September. I will continue to review and make any necessary changes to the budget during October and November. Make final recommendations and meet with David and the council finance committee in late November. The Truth in Taxation Meeting is December 9th, and the final levy certification is due to Wabasha County on or before December 29, 2025.
- Compensation study information gathering and document research, review & update all job descriptions
- MN Paid Leave-create policy/research and payroll setup, employee notification-Starts January 1, 2026
- Start Payroll Year-End Process/Benefit Changes/Open Enrollment
- 2026 Utility Rates/Fee Schedule

Projects

- Continued water meter changeout program started in March, 2021–coordinating with Public Works. Project will continue over multiple years. We will be running two software systems for meter reading & billing until the entire city is converted to the new meters. By the end of November 2025, 1022 new meters have been installed and there are 284 old meters left to replace.
- Future projects:
    - File/Organize Old Financial/Personnel Records/Electronic Filing System
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report

Training/Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues
- Meet with David and the council finance committee-final budget/levy for 2026
- Meet with AFLAC representatives

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	13,300.00	.00
101-41110-121	PERA	165.00	.00	.00	.00
101-41110-122	FICA	812.85	998.00	1,017.45	19.45-
101-41110-151	Worker s Comp Insurance Prem	68.39	74.00	74.12	.12-
101-41110-201	Office Supplies(paper-pens-et)	29.86	50.00	27.93	22.07
101-41110-217	Other Operating Supplies	.00	.00	309.00	309.00-
101-41110-310	Other Professional Services	145.00	1,000.00	.00	1,000.00
101-41110-322	Postage	.00	.00	12.44	12.44-
101-41110-331	Meetings-Conferences (mtgs/mi)	.00	2,500.00	198.00	2,302.00
101-41110-343	Advertising	589.00	500.00	720.00	220.00-
101-41110-362	Property - Casualty Ins (Auto)	6,718.08	7,054.00	6,433.53	620.47
101-41110-381	Electric Utilities	1,554.33	1,845.00	1,541.66	303.34
101-41110-383	Gas Utilities	701.31	960.00	653.54	306.46
101-41110-401	Contractual Services	7,200.00	7,200.00	6,600.00	600.00
101-41110-433	Dues and Subscriptions	8,273.00	11,650.00	11,253.00	397.00
101-41110-437	Miscellaneous	89.08	400.00	.00	400.00
101-41110-440	City Cleanup	6,416.89	6,800.00	8,834.44	2,034.44-
101-41110-590	Capital Outlay	.00	10,000.00	6,026.07	3,973.93
Total Council:		46,062.79	64,331.00	57,001.18	7,329.82
Elections					
101-41410-103	Part-Time Employees	8,878.25	.00	.00	.00
101-41410-331	Meetings-Conferences (mtgs/mi)	976.13	.00	.00	.00
101-41410-437	Miscellaneous	2,488.75	1,000.00	1,200.00	200.00-
Total Elections:		12,343.13	1,000.00	1,200.00	200.00-
Administration					
101-41500-101	Full-Time Employees Regular	322,062.54	326,852.00	309,680.40	17,171.60
101-41500-102	Full-Time Employees Overtime	15,206.17	17,500.00	14,114.03	3,385.97
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	2,764.80	235.20
101-41500-121	PERA	24,626.04	25,639.00	23,686.73	1,952.27
101-41500-122	FICA	25,587.74	26,152.00	24,473.94	1,678.06
101-41500-131	Employer Paid Health	75,038.94	79,389.00	72,743.33	6,645.67
101-41500-151	Worker s Comp Insurance Prem	2,492.57	2,680.00	2,684.25	4.25-
101-41500-201	Office Supplies	3,631.90	4,500.00	2,492.58	2,007.42
101-41500-211	Operating Supplies - Cleaning	338.32	1,000.00	373.26	626.74
101-41500-217	Other Operating Supplies	930.69	1,300.00	999.45	300.55
101-41500-221	Repair/Maint - Equipment	.00	250.00	.00	250.00
101-41500-223	Repair/Maintain - Building	8,067.41	2,500.00	1,641.97	858.03
101-41500-227	Repair/Maintain - Amb Building	1,249.50	2,000.00	943.40	1,056.60
101-41500-301	Auditing and Acct g Services	32,500.00	34,000.00	34,500.00	500.00-
101-41500-303	Engineering Fees	27,346.50	40,000.00	20,522.00	19,478.00
101-41500-304	Legal Fees	34,136.08	25,000.00	28,250.80	3,250.80-
101-41500-309	Software and Design	24,072.03	24,000.00	25,519.49	1,519.49-
101-41500-310	Other Professional Services	14,462.13	33,000.00	25,643.26	7,356.74
101-41500-312	CITY WEBSITE	6,711.84	7,000.00	7,000.87	.87-
101-41500-316	Building Inspections	39,160.56	35,000.00	22,473.37	12,526.63
101-41500-317	Dial A Ride Bus	10,247.50	8,800.00	4,031.50	4,768.50
101-41500-321	Communications	5,731.31	6,000.00	5,270.19	729.81
101-41500-322	Postage	2,316.16	3,500.00	2,534.19	965.81
101-41500-331	Meetings-Conferences (mtgs/mi)	87.38	3,500.00	924.54	2,575.46
101-41500-343	Advertising	3,096.31	3,500.00	2,310.13	1,189.87
101-41500-362	Property - Casualty Ins (Auto)	4,869.97	5,114.00	4,664.17	449.83

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-41500-381	Electric Utilities	1,840.35	2,000.00	1,541.67	458.33
101-41500-383	Gas Utilities	701.31	1,200.00	653.54	546.46
101-41500-384	Garbage Service	27.35	.00	.00	.00
101-41500-401	Contractual Services	15,302.54	16,500.00	11,771.66	4,728.34
101-41500-417	Uniforms	1,928.98	1,928.00	1,628.47	299.53
101-41500-433	Dues and Subscriptions	2,660.50	2,700.00	2,013.66	686.34
101-41500-434	Sales Tax Paid	3.00	20.00	8.00	12.00
101-41500-437	Miscellaneous	1,467.14	1,000.00	285.98	714.02
101-41500-442	Bank Service Charges	3,175.98	3,200.00	2,308.16	891.84
101-41500-443	Credit Card Merchant Fees	3,348.63	3,500.00	2,772.72	727.28
101-41500-444	XPRESS Bill Pay Fees	6,098.23	6,000.00	5,620.52	379.48
101-41500-520	Capital Outlay-Bldg & Structur	451,725.00	.00	.00	.00
101-41500-560	Furniture & Fixtures	1,268.06	1,000.00	.00	1,000.00
101-41500-570	Office Equipment & Furnishings	.00	1,000.00	.00	1,000.00
101-41500-580	Computers & Technology	4,795.63	5,000.00	1,139.47	3,860.53
Total Administration:		1,181,307.49	766,224.00	669,986.50	96,237.50
Police					
101-42100-101	Full-Time Employees Regular	684,875.29	681,913.00	669,173.43	12,739.57
101-42100-102	Full-Time Employees Overtime	38,283.16	40,000.00	39,753.22	246.78
101-42100-103	Part-Time Employees	799.20	5,000.00	1,358.28	3,641.72
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	921.60	78.40
101-42100-121	PERA	116,650.79	121,567.00	112,855.01	8,711.99
101-42100-122	FICA	14,176.04	15,899.00	14,019.02	1,879.98
101-42100-131	Employer Paid Health	187,829.65	213,743.00	176,453.68	37,289.32
101-42100-151	Worker s Comp Insurance Prem	30,918.23	33,237.00	33,289.82	52.82-
101-42100-201	Office Supplies(paper-pens-et)	817.89	3,000.00	2,182.06	817.94
101-42100-212	Motor Fuels-Gas	18,999.02	20,000.00	15,435.40	4,564.60
101-42100-217	Other Operating Supplies	26.79-	500.00	322.06	177.94
101-42100-221	Repair/Maint - Equipment	19,263.68	16,000.00	10,975.97	5,024.03
101-42100-228	Repair/Maintain Other	3,924.46	3,500.00	2,278.17	1,221.83
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	6,279.99	220.01
101-42100-304	Legal Fees	21,600.00	21,600.00	19,800.00	1,800.00
101-42100-305	Employee Wellness Program	1,329.02	10,000.00	3,109.89	6,890.11
101-42100-309	Software and Design	12,659.46	13,000.00	9,237.01	3,762.99
101-42100-310	Other Professional Services	12,354.28	10,000.00	3,416.33	6,583.67
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,000.00	.00	1,000.00
101-42100-321	Communications	14,282.31	15,000.00	11,086.54	3,913.46
101-42100-322	Postage	152.23	200.00	197.72	2.28
101-42100-331	Meetings-Conferences (mtgs/mi)	2,134.36	9,000.00	5,530.39	3,469.61
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,402.62	5,673.00	5,174.01	498.99
101-42100-381	Electric Utilities	1,697.32	2,000.00	1,541.67	458.33
101-42100-383	Gas Utilities	701.27	1,300.00	653.50	646.50
101-42100-406	Safety	399.96	1,200.00	208.36	991.64
101-42100-417	Uniforms	8,456.99	12,000.00	8,070.51	3,929.49
101-42100-418	Range/Ammo	7,592.43	10,000.00	7,980.45	2,019.55
101-42100-433	Dues and Subscriptions	1,861.94	3,500.00	1,606.00	1,894.00
101-42100-436	Towing Charges	368.00	500.00	100.00	400.00
101-42100-437	Miscellaneous	1,498.20	3,000.00	1,237.72	1,762.28
101-42100-438	Police - DARE Prog	1,207.83	2,500.00	603.93	1,896.07
101-42100-446	NSF Checks	.00	250.00	.00	250.00
101-42100-491	Contributions/Donations Expend	500.00	500.00	.00	500.00
101-42100-560	Furniture & Fixtures	.00	1,000.00	1,183.25	183.25-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-42100-590	Capital Outlay	153,054.43	68,500.00	93,642.47	25,142.47-
Total Police:		1,371,041.66	1,354,582.00	1,259,677.46	94,904.54
City Fire					
101-42200-103	Part-Time Employees	23,306.76	30,000.00	23,023.08	6,976.92
101-42200-122	FICA	1,782.98	2,235.00	1,761.27	473.73
101-42200-151	Worker s Comp Insurance Prem	2,862.56	3,077.00	3,081.88	4.88-
101-42200-201	Office Supplies(paper-pens-et)	208.45	1,000.00	132.16	867.84
101-42200-207	Fire Prevention Instruct Supps	1,040.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	.00	100.00	.00	100.00
101-42200-212	Motor Fuels-Gas	673.24	1,500.00	338.22	1,161.78
101-42200-217	Other Operating Supplies	100.98	1,500.00	316.41	1,183.59
101-42200-221	Repair/Maint - Equipment	47,933.25	30,000.00	73,881.45	43,881.45-
101-42200-223	Repair/Maintain - Building	2,385.39	10,000.00	1,327.08	8,672.92
101-42200-226	Foam	.00	2,500.00	.00	2,500.00
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	172.38	204.00	187.00	17.00
101-42200-310	Other Professional Services	6,817.06	2,500.00	.00	2,500.00
101-42200-321	Communications	3,691.16	3,500.00	3,554.45	54.45-
101-42200-331	Meetings-Conferences (mtgs/mi)	8,148.42	3,000.00	5,542.86	2,542.86-
101-42200-343	Advertising	660.00	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	5,927.67	6,225.00	5,677.45	547.55
101-42200-381	Electric Utilities	2,152.00	2,000.00	1,997.00	3.00
101-42200-383	Gas Utilities	2,327.10	5,000.00	2,085.22	2,914.78
101-42200-384	Garbage Service	602.36	700.00	602.36	97.64
101-42200-417	Uniforms/Fire Gear	9,981.24	20,000.00	.00	20,000.00
101-42200-433	Dues and Subscriptions	.00	1,200.00	.00	1,200.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-590	Capital Outlay	.00	200,000.00	175,928.00	24,072.00
101-42200-602	Other LT Obligation Principal	.00	43,890.00	.00	43,890.00
101-42200-612	Other Long-Term Obligation Int	19,656.00	18,796.00	.00	18,796.00
Total City Fire:		140,429.00	392,527.00	299,435.89	93,091.11
Emergency Management					
101-42500-103	Part-Time Employees	1,275.78	2,315.00	1,353.47	961.53
101-42500-122	FICA	97.60	177.00	103.54	73.46
101-42500-221	Repair/Maint - Equipment	1,401.25	4,000.00	.00	4,000.00
101-42500-310	Other Professional Services	1,112.00	1,300.00	1,116.00	184.00
101-42500-381	Electric Utilities	1,065.00	1,000.00	935.00	65.00
Total Emergency Management:		4,951.63	8,792.00	3,508.01	5,283.99
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	135,132.75	137,635.00	120,951.59	16,683.41
101-43100-102	Full-Time Employees Overtime	709.44	2,000.00	938.99	1,061.01
101-43100-120	CENTRAL PENSION FUND	838.76	840.00	612.94	227.06
101-43100-121	PERA	9,938.38	10,473.00	8,705.84	1,767.16
101-43100-122	FICA	10,342.34	10,682.00	9,288.93	1,393.07
101-43100-131	Employer Paid Health	32,664.65	34,542.00	28,912.60	5,629.40
101-43100-151	Worker s Comp Insurance Prem	16,953.51	18,225.00	18,253.95	28.95-
101-43100-201	Office Supplies(paper-pens-et)	184.09	250.00	121.41	128.59
101-43100-211	Operating Supplies - Cleaning	108.86	200.00	102.72	97.28
101-43100-212	Motor Fuels-Gas	9,329.70	8,000.00	7,148.27	851.73
101-43100-217	Other Operating Supplies	11,053.70	14,000.00	8,893.60	5,106.40

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-43100-221	Repair/Maint - Equipment	22,818.89	25,000.00	14,198.62	10,801.38
101-43100-222	Tree trimming	10,664.80	18,500.00	6,043.00	12,457.00
101-43100-223	Repair/Maintain - Building	3,986.10	7,500.00	8,671.17	1,171.17-
101-43100-224	Repair/Maintain - Streets	46,330.24	100,000.00	95,623.50	4,376.50
101-43100-225	Repair/Maint - Detention Ponds	.00	50,000.00	.00	50,000.00
101-43100-226	Sidewalk Repairs	58,053.35	55,000.00	72,418.55	17,418.55-
101-43100-303	Engineering Fees	16,140.00	15,000.00	3,903.00	11,097.00
101-43100-309	Software and Design	.00	.00	1,081.20	1,081.20-
101-43100-310	Other Professional Services	23,906.03	30,000.00	23,079.27	6,920.73
101-43100-321	Communications	3,802.21	4,000.00	3,501.03	498.97
101-43100-331	Meetings-Conferences (mtgs/mi)	24.97	300.00	78.36	221.64
101-43100-343	Advertising	528.00	600.00	552.00	48.00
101-43100-362	Property - Casualty Ins (Auto)	15,004.64	15,755.00	14,369.20	1,385.80
101-43100-381	Electric Utilities	47,159.83	46,000.00	40,662.07	5,337.93
101-43100-383	Gas Utilities	2,889.76	4,000.00	2,323.54	1,676.46
101-43100-384	Garbage Service	1,350.69	1,500.00	1,350.69	149.31
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	891.00	1,000.00	861.31	138.69
101-43100-417	Uniforms	977.24	1,286.00	780.84	505.16
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	200.00	109.59	90.41
101-43100-590	Capital Outlay	261,238.38	63,000.00	.00	63,000.00
Total Public Works (GENERAL):		743,022.31	677,338.00	493,537.78	183,800.22
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	25,740.01	26,217.00	23,038.39	3,178.61
101-43125-102	Full-Time Employees Overtime	135.13	500.00	178.85	321.15
101-43125-120	CENTRAL PENSION FUND	159.64	160.00	116.66	43.34
101-43125-121	PERA	1,892.95	2,004.00	1,658.30	345.70
101-43125-122	FICA	1,970.18	2,006.00	1,769.31	236.69
101-43125-131	Employer Paid Health	6,039.84	6,379.00	5,343.52	1,035.48
101-43125-212	Motor Fuels-Gas	3,816.18	8,000.00	2,268.39	5,731.61
101-43125-217	Other Operating Supplies	12,303.64	15,000.00	10,631.20	4,368.80
101-43125-221	Repair/Maint - Equipment	19,740.86	15,000.00	8,665.27	6,334.73
101-43125-310	Other Professional Services	10,947.50	36,750.00	8,373.75	28,376.25
101-43125-343	Advertising	198.00	200.00	78.00	122.00
Total Ice & Snow Removal:		82,943.93	112,216.00	62,121.64	50,094.36
Economic Development					
101-46500-331	Meetings-Conferences (mtgs/mi)	.00	.00	404.75	404.75-
101-46500-401	Contractual Services	51,849.42	57,182.00	61,618.13	4,436.13-
101-46500-433	Dues and Subscriptions	3,500.00	3,500.00	.00	3,500.00
101-46500-489	EDA Matching Grant Funds	.00	10,000.00	5,000.00	5,000.00
Total Economic Development:		55,349.42	70,682.00	67,022.88	3,659.12
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	300.00	.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	12,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	1,000.00	.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
	Total Other Finanacing Uses/Contrib:	17,800.00	17,800.00	17,800.00	.00
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	141,185.73	145,143.00	134,641.45	10,501.55
211-45500-103	Part-Time Employees	25,457.47	30,217.00	24,985.24	5,231.76
211-45500-121	PERA	12,323.70	12,931.00	11,811.97	1,119.03
211-45500-122	FICA	12,600.67	13,415.00	12,091.30	1,323.70
211-45500-131	Employer Paid Health	41,152.47	43,344.00	39,704.13	3,639.87
211-45500-151	Worker s Comp Insurance Prem	625.11	765.00	766.22	1.22-
211-45500-201	Office Supplies(paper-pens-et)	4,683.35	2,000.00	1,340.09	659.91
211-45500-217	Other Operating Supplies	1,509.05	2,000.00	2,138.33	138.33-
211-45500-221	Repair/Maint - Equipment	3,684.51	3,420.00	2,211.07	1,208.93
211-45500-223	Repair/Maintain - Building	9,330.38	3,600.00	7,777.70	4,177.70-
211-45500-310	Other Professional Services	85.00	7,825.00	6,452.24	1,372.76
211-45500-321	Communications	674.09	700.00	628.70	71.30
211-45500-322	Postage	202.00	200.00	146.00	54.00
211-45500-331	Meetings-Conferences (mtgs/mi)	2,334.21	500.00	274.00	226.00
211-45500-362	Property - Casualty Ins (Auto)	5,231.41	5,493.00	5,009.84	483.16
211-45500-381	Electric Utilities	3,448.00	4,500.00	3,637.00	863.00
211-45500-383	Gas Utilities	1,705.16	2,500.00	1,493.26	1,006.74
211-45500-401	Contractual Services	10,509.10	11,400.00	10,493.89	906.11
211-45500-418	Rentals	6,673.02	2,100.00	.00	2,100.00
211-45500-434	Sales Tax Paid	270.00	250.00	217.00	33.00
211-45500-437	Miscellaneous	406.39	.00	58.00	58.00-
211-45500-560	Furniture & Fixtures	5,791.00	.00	.00	.00
211-45500-590	Capital Outlay	5,877.58	10,000.00	.00	10,000.00
211-45500-592	Books/Periodicals	37,045.96	35,000.00	30,121.37	4,878.63
	Total Libraries (GENERAL):	332,805.36	337,303.00	295,998.80	41,304.20
Libraries (GENERAL)					
215-45500-401	Contractual Services	515.00	.00	.00	.00
215-45500-570	Office Equipment & Furnishings	11,153.58	.00	.00	.00
	Total Libraries (GENERAL):	11,668.58	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	.00	500.00	228.61	271.39
225-45127-217	Other Operating Supplies	345.50	1,500.00	14.99	1,485.01
225-45127-221	Repair/Maint - Equipment	.00	500.00	84.56	415.44
225-45127-223	Repair/Maintain - Building	.00	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,226.00	1,300.00	1,168.00	132.00
225-45127-383	Gas Utilities	572.28	1,300.00	589.15	710.85
	Total ICE RINK:	2,143.78	6,100.00	2,085.31	4,014.69
POOL					
225-45128-103	Part-Time Employees	121,829.63	128,500.00	121,726.31	6,773.69
225-45128-121	PERA	776.33	1,200.00	1,049.22	150.78
225-45128-122	FICA	9,319.94	9,830.00	9,312.03	517.97
225-45128-151	Worker s Comp Insurance Prem	3,331.61	3,582.00	3,587.69	5.69-
225-45128-211	Operating Supplies - Cleaning	161.67	500.00	149.60	350.40
225-45128-217	Other Operating Supplies	13,302.55	12,500.00	13,041.38	541.38-
225-45128-221	Repair/Maint - Equipment	7,822.16	7,500.00	867.97	6,632.03
225-45128-223	Repair/Maintain - Building	3,493.00	10,000.00	6,061.47	3,938.53

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	7,126.51	7,500.00	8,274.25	774.25-
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	3,295.00	155.00
225-45128-310	Other Professional Services	3,995.50	4,000.00	3,462.50	537.50
225-45128-321	Communications	1,385.36	800.00	1,741.03	941.03-
225-45128-322	Postage	6.05	50.00	.00	50.00
225-45128-331	Meetings-Conferences (mtgs/mi)	4,810.00	5,000.00	3,702.00	1,298.00
225-45128-343	Advertising	264.00	300.00	276.00	24.00
225-45128-362	Property - Casualty Ins (Auto)	12,966.29	13,615.00	12,417.43	1,197.57
225-45128-381	Electric Utilities	8,298.00	7,500.00	8,054.00	554.00-
225-45128-383	Gas Utilities	7,130.71	7,500.00	10,016.53	2,516.53-
225-45128-417	UNIFORMS	2,405.44	3,000.00	2,415.82	584.18
225-45128-433	Dues and Subscriptions	670.00	670.00	.00	670.00
225-45128-434	Sales Tax Paid	4,509.00	4,000.00	5,014.00	1,014.00-
225-45128-437	Miscellaneous	.00	200.00	50.00	150.00
225-45128-443	Credit Card Merchant Fees	1,373.13	2,000.00	1,628.63	371.37
Total POOL:		218,271.88	234,197.00	216,142.86	18,054.14
PARKS					
225-45200-101	Full-Time Employees Regular	53,655.84	57,595.00	53,631.86	3,963.14
225-45200-102	Full-Time Employees Overtime	3,422.31	5,500.00	434.56	5,065.44
225-45200-103	Part-Time Employees	21,926.32	18,500.00	18,814.39	314.39-
225-45200-120	CENTRAL PENSION FUND	837.12	1,000.00	921.60	78.40
225-45200-121	PERA	3,890.82	4,732.00	4,001.76	730.24
225-45200-122	FICA	6,052.13	4,827.00	5,480.88	653.88-
225-45200-131	Employer Paid Health	16,467.50	19,067.00	17,470.18	1,596.82
225-45200-142	Unemployment Benefit Payments	2,414.15	.00	7,242.45	7,242.45-
225-45200-151	Worker s Comp Insurance Prem	2,457.50	2,642.00	2,646.19	4.19-
225-45200-212	Motor Fuels-Gas	3,518.56	4,000.00	3,151.18	848.82
225-45200-217	Other Operating Supplies	3,792.10	4,000.00	2,620.78	1,379.22
225-45200-221	Repair/Maint - Equipment	8,458.38	8,000.00	12,652.54	4,652.54-
225-45200-223	Repair/Maintain - Building	11,014.20	10,000.00	9,302.53	697.47
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-303	Engineering Fees	.00	.00	25,668.50	25,668.50-
225-45200-310	Other Professional Services	1,467.16	2,000.00	1,533.92	466.08
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	264.00	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	17,287.44	18,152.00	16,555.36	1,596.64
225-45200-381	Electric Utilities	10,312.00	6,500.00	10,581.00	4,081.00-
225-45200-384	Garbage Service	1,595.88	1,900.00	1,595.88	304.12
225-45200-417	Uniforms	808.38	643.00	591.69	51.31
225-45200-418	Rentals	.00	1,000.00	519.49	480.51
225-45200-434	Sales Tax Paid	105.00	100.00	78.00	22.00
225-45200-590	Capital Outlay	.00	215,890.00	167,460.30	48,429.70
Total PARKS:		169,746.79	386,698.00	362,955.04	23,742.96
Cemetery					
235-49010-217	Other Operating Supplies	510.68	1,500.00	51.70	1,448.30
235-49010-221	Repair/Maint - Equipment	.00	500.00	24.19	475.81
235-49010-228	Repair/Maintain - Other	153.00	500.00	.00	500.00
235-49010-229	Refunds	800.00	.00	.00	.00
235-49010-258	Columbarium Plaques	.00	2,000.00	343.57	1,656.43
235-49010-309	Software & Design	1,630.00	1,400.00	1,686.39	286.39-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
235-49010-310	Other Professional Services	1,874.71	2,500.00	2,140.32	359.68
235-49010-362	Property - Casualty Ins (Auto)	3,272.01	3,436.00	3,133.77	302.23
235-49010-381	Electric Utilities	746.00	650.00	647.00	3.00
235-49010-384	Garbage Service	797.94	1,400.00	797.94	602.06
235-49010-401	Contractual Services	35,405.00	35,000.00	34,635.00	365.00
235-49010-418	Rental	.00	200.00	.00	200.00
235-49010-590	Capital Outlay	30,193.50	.00	6,907.00	6,907.00-
Total Cemetery:		75,382.84	49,086.00	50,366.88	1,280.88-
RURAL FIRE					
245-42200-103	Part-Time Employees	8,531.76	11,000.00	12,728.08	1,728.08-
245-42200-122	FICA	652.66	842.00	973.69	131.69-
245-42200-151	Worker s Comp Insurance Prem	2,869.57	3,014.00	3,018.78	4.78-
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,317.46	2,500.00	1,194.44	1,305.56
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	6,388.65	10,000.00	3,076.02	6,923.98
245-42200-226	Foam	.00	2,500.00	.00	2,500.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	5,927.67	6,225.00	5,677.45	547.55
245-42200-417	Uniform	3,205.80	3,000.00	.00	3,000.00
245-42200-433	Dues and Subscriptions	.00	1,000.00	.00	1,000.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
245-42200-590	Capital Outlay	9,867.00	.00	.00	.00
Total RURAL FIRE:		38,760.57	42,281.00	26,668.46	15,612.54
Fire Relief					
250-42300-124	Fire Relief Pension-State Aid	53,714.72	53,714.00	66,483.38	12,769.38-
250-42300-490	City Cont- Fire Relief Retire	21,200.00	22,000.00	22,000.00	.00
Total Fire Relief:		74,914.72	75,714.00	88,483.38	12,769.38-
Debt Service					
300-47000-601	Bond Principal Pymt	560,000.00	681,000.00	681,000.00	.00
300-47000-611	Bond Interest Payment	208,525.50	188,595.00	188,595.50	.50-
300-47000-620	Fiscal Agent Fees	495.00	500.00	495.00	5.00
Total Debt Service:		769,020.50	870,095.00	870,090.50	4.50
STREET IMPROVEMENT FUND					
325-43100-700	Transfers Out	642,108.00	.00	.00	.00
Total STREET IMPROVEMENT FUND:		642,108.00	.00	.00	.00
STORM WATER PROJECTS					
404-41500-228	Repair/Maintain - Other	8,875.00	.00	.00	.00
Total STORM WATER PROJECTS:		8,875.00	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	267,701.00	305,390.00	.00	305,390.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
	Total CAPITAL IMPROVEMENT FUND:	267,701.00	305,390.00	.00	305,390.00
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	169,687.32	50,000.00	19,418.00	30,582.00
418-48000-530	Capital-Other Improvements	1,107,509.94	173,300.00	120,479.94	52,820.06
	Total 2023 STREET/UTIL IMPROVE PROJ:	1,277,197.26	223,300.00	139,897.94	83,402.06
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
505-46500-439	TIF Payments	29,930.00	30,000.00	34,655.00	4,655.00-
	Total TIF 1-9 LEVAN:	30,930.00	31,000.00	35,655.00	4,655.00-
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
506-46500-439	TIF Payments	6,190.00	7,000.00	5,987.00	1,013.00
	Total TIF DOWNTOWN REDEVELOPMENT:	7,190.00	8,000.00	6,987.00	1,013.00
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	65,696.52	66,477.00	62,117.29	4,359.71
601-49400-102	Full-Time Employees Overtime	5,251.38	4,000.00	2,639.10	1,360.90
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	921.60	78.40
601-49400-121	PERA	382.40	5,286.00	4,836.10	449.90
601-49400-122	FICA	5,367.62	5,397.00	4,932.86	464.14
601-49400-131	Employer Paid Health	18,072.40	19,126.00	17,523.97	1,602.03
601-49400-151	Worker s Comp Insurance Prem	1,230.95	1,324.00	1,326.10	2.10-
601-49400-201	Office Supplies(paper-pens-et)	584.32	1,000.00	585.01	414.99
601-49400-212	Motor Fuels-Gas	158.26	750.00	208.41	541.59
601-49400-217	Other Operating Supplies	9,004.64	10,000.00	10,115.74	115.74-
601-49400-221	Repair/Maint -WELLS	2,467.59	30,000.00	969.43	29,030.57
601-49400-223	Repair/Maintain - Building	2,107.15	2,000.00	44.33	1,955.67
601-49400-228	Repair-Water Main Repairs	26,541.46	30,000.00	30,346.94	346.94-
601-49400-229	Refunds	4,500.00	3,000.00	1,000.00	2,000.00
601-49400-303	Engineering Fees	31,608.70	100,000.00	249,763.50	149,763.50-
601-49400-309	Software and Design	4,760.99	10,000.00	5,046.63	4,953.37
601-49400-310	Other Professional Services	18,407.28	18,000.00	18,635.87	635.87-
601-49400-321	Communications	10,337.38	9,500.00	11,804.45	2,304.45-
601-49400-322	Postage	3,413.90	3,500.00	2,961.08	538.92
601-49400-331	Meetings-Conferences (mtgs/mi)	23.00	1,000.00	218.00	782.00
601-49400-343	Advertising	50.00	200.00	773.50	573.50-
601-49400-362	Property - Casualty Ins (Auto)	6,610.60	6,941.00	6,330.47	610.53
601-49400-381	Electric Utilities	39,004.00	43,000.00	35,440.00	7,560.00
601-49400-383	Gas Utilities	313.38	2,500.00	516.40	1,983.60
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	271.50	1,000.00	.00	1,000.00
601-49400-417	Uniforms	619.75	643.00	980.09	337.09-
601-49400-420	Depreciation	159,783.00	120,000.00	.00	120,000.00
601-49400-433	Dues and Subscriptions	400.00	1,000.00	425.00	575.00
601-49400-434	Sales Tax Paid	1.26-	.00	.60	.60-
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	9,479.05	.00	34,781.56	34,781.56-
601-49400-590	Capital Outlay	.42-	.00	6,390.00	6,390.00-
601-49400-611	Bond Interest	2,256.52	2,073.00	2,072.18	.82

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
601-49400-700	Transfers Out	282,486.20	321,736.00	271,736.20	49,999.80
Total Water Utilities (GENERAL):		712,186.66	822,153.00	785,442.41	36,710.59
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	68,917.01	69,098.00	66,945.04	2,152.96
602-49450-102	Full-Time Employees Overtime	7,703.68	7,000.00	5,932.73	1,067.27
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	921.60	78.40
602-49450-121	PERA	396.39	5,708.00	5,255.49	452.51
602-49450-122	FICA	5,741.91	5,822.00	5,554.12	267.88
602-49450-131	Employer Paid Health	18,067.99	19,132.00	17,529.36	1,602.64
602-49450-201	Office Supplies(paper-pens-et)	584.31	1,000.00	585.00	415.00
602-49450-212	Motor Fuels-Gas	.00	250.00	82.91	167.09
602-49450-217	Other Operating Supplies	153.47	2,000.00	328.89	1,671.11
602-49450-221	Repair/Maint - Equipment	13,225.13	20,000.00	125,956.11	105,956.11-
602-49450-223	BUILDING REPAIR	131.71	500.00	10.56	489.44
602-49450-229	Refunds	4,500.00	2,500.00	1,000.00	1,500.00
602-49450-310	Other Professional Services	253.15	1,000.00	277.45	722.55
602-49450-322	Postage	2,965.08	2,880.00	2,860.77	19.23
602-49450-331	Meetings-Conferences (mtgs/mi)	1,943.64	1,000.00	1,534.66	534.66-
602-49450-343	Advertising	528.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,565.60	4,794.00	4,372.32	421.68
602-49450-381	Electric Utilities	8,661.00	9,500.00	7,104.00	2,396.00
602-49450-383	Gas Utilities	483.62	1,500.00	410.63	1,089.37
602-49450-385	Sewer Plv-Elgin Sewer District	752,060.21	830,000.00	564,915.77	265,084.23
602-49450-417	UNIFORM	616.91	643.00	642.50	.50
602-49450-420	Depreciation	34,051.00	38,000.00	.00	38,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	398,729.30	457,604.00	407,604.30	49,999.70
Total Sewer (GENERAL):		1,325,277.51	1,481,431.00	1,219,824.21	261,606.79
Net Grand Totals:		9,619,431.81-	8,338,240.00-	7,031,889.13-	1,306,350.87-

PLAINVIEW POLICE DEPARTMENT
241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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

Executive Summary

City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Report to Council	**AGENDA SECTION:** Consent
PREPARED BY: Jason Timm, Chief of Police	**AGENDA NO.** **6.D.**
ATTACHMENTS: November Activity Summary Report	**APPROVED BY: jt**
RECOMMENDED ACTION: Information only	

SUMMARY
**The following is a summary of the highlights for November.*

Meeting/Training

- Staff completed the POST-mandated low-light/adverse weather conditions firearms qualification.

Misc. Activity

- We have been working with MNSEC (cybersecurity company) regarding state and federal-mandated cybersecurity programs. The MN BCA has started to require some very strict, complex, and costly programs, licenses, and oversight related to state law enforcement records and security clearance systems. This will be a focus for the 2027 budget, but for now, we are trying to determine the most cost-effective way to navigate these challenging requirements.

Citations issued: 20

November Call Activity	**2025**
9-11 Hang-Ups	3
Alarms	6
All other	3
Animal Complaints	6
Assault	0
Assist Other Department	14
Attempt to Locate	0
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	0
Civil Matter	2
Contempt/Curfew Violation	0
Damage to Property	0
DANCO Violation	0
Disorderly Conduct	1
Domestics	0
Driving Complaints	2
Driving Under the Influence	2
Drugs All Types	0
Escort	0
Fire Calls	1
Fireworks	0
Found Property	0
Fraud	0
Funeral Assist	1
Harassment/Threats	0
Littering	1
Lost Property	1
Medical Calls	24
Misc. Information	0
Motorist Assists	8
Noise Complaints	1
OFP/HRO Violation	0
Ordinance Complaint/Violation	4
Parking Complaints/Violations	0
POR Predatory Offender Reg.	0
Public Assists	2
School Bus/Incident & Tobacco	0
Security Check	3
Sex Offense	0
Snow Removal	11
Sudden Death	2
Suspicious Activity	5
Theft Offenses	1
Traffic Crashes/Violations	106
Trespassing	0
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0

Welfare Checks	3
Worthless Checks	0
TOTAL CALLS	**213**

CITY OF PLAINVIEW
PUBLIC WORKS DIRECTOR REPORT

Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of November. We as a city averaged 216,600 gallons per day. The highest being 370,000 gallons and the lowest being 150,000 gallons. We pumped 6,498,000 gallons for the month.
- Water meters were read the 3rd of the month.
- Water meter replacement is ongoing.
- We had 21 locates for Gopher State One Call.
- We are still in the process of relocating the watermain on 3rd Ave NE.

Streets

- We took down flags on Broadway and put up Christmas decorations.
- We swept streets to remove leaves.
- We graded gravel alleys for the winter.

Snow

- We had 2 snow events where we had to plow and/or treat streets and sidewalks/walking trails.

Trees

- We have been trimming trees that hit our trucks and equipment. This will continue as needed.
- We will be starting our winter trimming in December.

Equipment

- We put the cab on the Ventrac.
- We changed oil in all snow removal equipment
- We went through equipment to make sure everything was ready for the first snow fall.

Daily Tasks

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

Respectfully,
Shane Loftus
Public Works Director

PARKS & TRAILS COMMISSION
Meeting Minutes

Tuesday, July 29, 2025, at 6:00 P.M.
Public Works Building, 230 10th St SW, Plainview, MN 55964

The Plainview Parks & Trails Commission meeting was called to order at 6:00 pm on July 29, 2025. Commissioners in attendance: Carrie Klassen, Adam Klavetter, Sue Tangen, & Marlene Young. City Council in attendance: Brandon Bauman. Staff in attendance: Shane Loftus.

Motion was made by Tangen and seconded by Klavetter to approve the agenda. Passed. 4/0.

Motion was made by Tangen and seconded by Klavetter to approve the January 28, 2025, meeting minutes. Passed. 4/0.

Public Comments:
None.

New Business:
None.

Unfinished Business:
Loftus gave an update on the walking trail improvements. The paving is almost complete. Dirt work will be completed around the entire trail. Everything should be completed in time for Corn on the Cob Days.

Loftus gave an update on this year's pool passes. The City was awarded a $10,000 grant. Rather than pay for pool passes on a first come first serve basis as was done last year, they lowered the overall admission prices to accommodate everyone. Individual passes were reduced by $10 and family passes reduced by $20.

Klassen brought up a past discussion from the November 2025 meeting regarding the possibility of putting together a video of Plainview to put on the website promoting the city. The group discussed various aspects of the city to include in the video and will investigate pricing and filming options.

Reports:
Bauman had no updates from City Council regarding the parks and trails; however, he gave the commission an overall update on happenings at City Council.

Loftus gave a Public Works update:
- The horseshoe pits have been turned into green space for now. He's received requests to turn this area into a second pickleball court, into a skate park, or into another basketball court.
- He is working on looking for grant money. Part of that grant money would go towards upgrading, redoing, or adding onto the current basketball court.

Motion was made to adjourn by Young and seconded by Klavetter.   Passed 4/0.

Meeting adjourned at 6:18 p.m.

Respectively submitted,
Marlene Young, Secretary

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: December 3rd, 2025

To: David Todd, City Administrator

From: Drew Weber, P.E.

Brian Malm, P.E., City Engineer

Subject: Current Projects Update
City of Plainview
Project No.: 25X.137377

2025 Waterway Maintenance

The contractor, Bennett & Sons, has completed the work under this contract to remove sediment and debris from select waterways within city limits.

- Attachments: Pay Application 1 Letter

3rd Ave NE Watermain

The contractor, Danckwart Companies, has installed and tested the new watermain. Next, they plan to install the new fire hydrant along 3rd Ave NE. They plan to complete the final grading and turf establishment in the spring. After all watermain work has been completed, we will assist with the easement vacation process of the existing utility easement.

- Attachments: Pay Application 1 Letter

Orchard Hills 7th and 8th Subdivisions

Developers and contractors for both subdivisions have made progress with the remaining items on the punchlists and within the development agreements. We will continue coordination with city staff and the city attorney.

Well No. 3 Air Entrainment – Water Tower & Existing Tower Rehab

Contracts for both water storage tank projects were awarded during the October council meeting. We have initiated the contract and submittal process and will continue this effort over the next several months. Construction is anticipated to begin on both projects in spring 2026.

The attached work order is to perform construction administration and inspection services for the City of Plainview's elevated water storage projects, including construction of the new 100,000-gallon elevated storage tank and rehabilitation of the existing 500,000-gallon tank. These services generally include tasks such critical-point construction observation & inspection, submittal review, review of pay requests, construction meetings, testing coordination, startup, record drawings, coordination with regulatory agencies, and serving as liaison between the City and Contractor(s).

- Attachments: Work Order - Construction Services

Water Service Line Inventory & Replacement

The water service line inventory has been submitted to and approved by the Minnesota Department of Health (MDH). City staff sent the required notifications to customers with services lines classified as lead, galvanized, or unknown. We will work with staff to facilitate future opportunities for replacement of existing lead/galvanized services and identification of remaining unknown services.

Rolling Plains Business Park & Utility Extension

The City was awarded $1 million in grant funding the BDPI grant program. We are working on the development agreement, BDPI grant agreement requirements, and assisting with questions from the developer's engineer on design.

Skye View Development

No update since the last meeting. We are working with city staff and the developer to determine a path for this project to move forward.

2025 Trail Improvements

No update since the last meeting. Elcor Construction and subcontractors have completed the trail paving, concrete work, grading and turf establishment. We will continue to work with the contractor to complete the final punchlist items in the spring.

Miscellaneous

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

- Local Road Improvement Program Grant Application (2nd Ave SW)

Plainview Public Library
Connecting Our Community With Information, Experiences, and Each Other

Director's Report: December 2025

Library Newsletter: The library offers a newsletter that highlights new items, services, and upcoming events. Mailed print copies can be requested at the library. Sign-up for the email version can be found on our website: https://plainview.lib.mn.us/community/newsletters/

Plainview Volunteer League: The Plainview Volunteer league is a collection of volunteers willing to assist with local community service projects. People wishing to volunteer and people who could use volunteers for a project can sign up on our website: https://plainview.lib.mn.us/community/pvl/

GED Test Support: The library has assembled a group of volunteers with backgrounds in education who are enthusiastic about investing in local community members wishing to pursue their high school equivalency. These "study coaches" provide individual attention and help navigate the testing process. Persons who are interested in participating can contact the library for more information or to be connected with a study coach and additional resources.

November Quick Stats:

3231 Items Circulated

14 New Patrons

169 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library

Plainview Public Library
Connecting Our Community With Information, Experiences, and Each Other

Plainview Public Library Board of Trustees

Tuesday, October 21st, 2025, 7:00 PM

Members Present: Chad Gelner, Adam Feils, Ian McDonald, Mary Schneider, Nicholas Ozment, Gary Melbostad

Member Not Present: Carla Tentis

Staff: Alice Henderson

City Council Member: Don Kuschel

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

Gary Melbostad was sworn in as a Trustee to complete the term of Youlonda Loechler which was to expire on December 31, 2025.

A motion was made by Chad and seconded by Ian to approve the slate of Adam Feils as President and Mary Schneider as Vice President.

A motion was made by Nick and seconded by Mary to approve the agenda. Motion carried unanimously.

Public Comments: No comments

A motion was made by Mary and seconded by Adam to approve the board minutes from prior meeting of 9/16/2025 with the correction of a typo. Motion carried unanimously.

A motion was made by Mary and seconded by Adam to approve the Consent Agenda including reports from staff and SELCO representatives and an acknowledgement of donations. Motion carried unanimously.

Unfinished business: None

New Business:

A. Payment of Bills: A motion was made by Ian and seconded by Gary to approve the Payables by Payee report in the amount of $6,479.53. Motion carried unanimously.
B. Library Director Performance Review Process: A motion was made by Nick and seconded by Ian to create a task force consisting of Chad and Ian to conduct a performance review of the Library Director. Motion carried unanimously.
C. Discretionary Spending:
    a. A motion was made by Chad and seconded by Adam to abandon the *Authorized Payables – Revised 10/18/2022* approved vendors list. Motion carried unanimously.
    b. A motion was made by Ian and seconded by Chad to delegate the Library Board of Trustee's authority to pay certain claims made against the *City of Plainview – Library* to the Library Director. The Library Director may authorize payments up to $3,000 without approval by the Library Board of Trustees. A list of all claims paid shall be presented to the Library Board of Trustees (for informational purposes only) at the next regularly scheduled meeting after payment of the claim. Claims above this threshold will continue

to require approval from the Library Board of Trustees before payment is made. Motion carried unanimously.

Announcements

A. Trustee or Staff Comments: Nick offered a moment of silence to commemorate the contributions by and passing of Youlonda Loechler which was joined by all attendees.
B. Next Regular Meeting set for 12/16/2025.

The meeting adjourned at 7:46 PM.

Respectfully submitted,
Ian McDonald
Secretary, Plainview Library Board of Trustees.

CEDA
Community and Economic Development Associates

Economic Development – December 2025 Update:

Update:

- The November 18th meeting was successful, with Will Harrington, Keith Holm, John Coon, and Lindsay Hammer Bartley in attendance.
    - We successfully held elections for our key leadership positions. Please join me in congratulating Mr. Aaron Luckstein, who was elected as our new EDA President! We also appreciate Mr. Will Harrington taking on another term as Vice-President.
    - A huge thank you to Marie Zabel Stelling. We formally acknowledged her dedication and years of service to the EDA and the Plainview Community. Marie, your work made a difference, and we truly appreciate everything you've done.
    - I would like to thank our EDA board members and staff. Your willingness to take time away from your families to participate and give back to the community is what drives the EDA's success. Thank you for your continued commitment!

- Envision Plainview held their November meeting on the 18th, where they discussed the Spark Session logistics and timings, since previous sessions have not had strong attendance. Several suggestions were made, including trying virtual meetings and different locations. At the December meeting, the group will focus on the business toolkit and how to best promote it within the community and to its business partners.

- The Plainview Business Center (445 W Broadway) currently has 608 square feet of rental space with a large window available. Rent is $608/ month. Interested parties can contact Carrie Eversman at 507-534-9200.

Ongoing projects:

- Continued updates to the EDA website
- Continued Spark Sessions

Respectfully,

Trisha Hess
EDA Director - Plainview
CEDA Representative
Trisha.Hess@cedausa.com
M: 507-250-0308

Plainview Fire Relief Association Monthly Report
November 2025

Calls: 7

-Fire Alarm: 1
-Chimney Fire: 1
-Motor Vehicle Accidents: 3
-Medical Assists – Landing Zone for Helicopter: 2

Other:

- Attended the County Mutual Aid Meeting.

Respectfully Submitted by **Mike Lyons, Fire Chief**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Library Board Appointments	**AGENDA SECTION:** Consent Agenda
PREPARED BY: Alice Henderson, Library Director	**AGENDA NO. 6. E.**
ATTACHMENTS: None	**APPROVED BY: ah**
RECOMMENDED ACTION: Motion to appoint Library Board Trustees: Annie Jurrens: 3-Year term to expire December 31, 2028 Beckie Kronebusch: 3-Year term to expire December 31, 2028 Gary Melbostad: 3-Year term to expire December 31, 2028	

SUMMARY
The Plainview Public Library Board of Trustees is appointed by the Plainview City Council, and is responsible for representing the Library to the community and its governing officials. This seven-member governing board ensures that adequate funds are obtained for good library service, promotes the best possible use of library resources, and extends library service to those not currently served.

There will be three seats open in 2026. The Plainview Library Board of Trustees recommends Annie Jurrens, Beckie Kronebusch, and Gary Melbostad to fill these seats.

To ensure continuity of leadership, the council shall appoint a new trustee to complete Youlonda's term which was to expire on December 31, 2025. Gary Melbostad has applied to serve on the Plainview Library Board and is able to begin immediately.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	EDA Board Commission Appointments	**AGENDA SECTION:** Consent
PREPARED BY:	Trisha Hess, EDA Director	**AGENDA NO. 6.F.**
ATTACHMENTS:		**APPROVED BY: DT**
RECOMMENDED ACTION: **Motion** to approve Xander Henderson and Will Harrington, each for a 6-year term, to the Economic Development Authority Commission to expire December 31, 2032.		

SUMMARY
This letter serves as a formal recommendation from the Economic Development Authority (EDA) of Plainview, MN, to the Plainview City Council for the appointment of Xander Henderson and the re-appointment of Will Harrington to the Plainview, MN, EDA board. At the EDA regular meeting held on November 18, 2025, a quorum of the EDA board took formal action resulting in the recommendation for Mr. Xander Henderson to be appointed and Mr. Will Harrington to be re-appointed to the Plainview, MN EDA board.

Mr. Hendersen has been recommended to this position by the previous EDA President, Marie Zabel Stelling. Furthermore, his experience in financial planning renders him a highly suitable candidate who would undoubtedly contribute substantial knowledge and expertise to the board. Mr. Hendersen has always lived in the community of Plainview, and he is invested in supporting its growth as a city. The Plainview EDA firmly believes that his appointment to the EDA board will significantly enhance its effectiveness.

Mr. Harrington had previously served on the Plainview EDA as Vice-President, and his term was ending in December 2025. Mr. Harrington has graciously accepted his nomination for another term on the EDA board. Mr. Harrington has been a great asset at Foresight Bank in Plainview and throughout the community of Plainview. The Plainview EDA firmly believes that his appointment to the EDA board will significantly enhance its effectiveness.

Thank you for your time and careful consideration of this matter.

Respectfully,

________________________ Trisha Hess - Plainview EDA Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Council Board and Liaison Assignments	**AGENDA SECTION:** Consent Agenda
PREPARED BY:	Keith Holm, Mayor	**AGENDA NO. 6.G.**
ATTACHMENTS:	None	**APPROVED BY: k.h.**
RECOMMENDED ACTION: **Motion** to approve the proposed council assignments for 2026.		

SUMMARY

The Mayor has the authority to assign council members to serve on City boards, commissions, and committees; serve as liaisons to Department Heads; and fulfill the Mayor Pro Tempore. Each appointment is for one year. I am requesting council approval for the following appointments for 2026.

Committees:

Planning Commission— 2 Council Appointees – Don Kuschel and Holly Reeve; Meets the first Tuesday of the month at 6:00 PM as needed.

Parks and Trails Commission— 1 Council Appointee – Brandon Bauman; Meets the fourth Tuesday of the month at 6:00 PM quarterly or as needed.

EDA Board— 2 Council Appointees – Keith Holm and Lindsay Hammer-Bartley; Meets the third Tuesday of the month at 6:00 PM.

Personnel Committee— 2 Council Appointees - Holly Reeve and Lindsay Hammer-Bartley; Meets as needed.

Budget/Finance/Audit Committee— 2 Council Appointees – Keith Holm and Brandon Bauman; Meets as needed during budget process.

Library Board— 1 Council Appointee – Don Kuschel; Meets the third Tuesday of each month at 7:00 PM.

Department Liaisons: 1 Council Liaison Per Department

Library – Don Kuschel
Public Works – Brandon Bauman
Police – Lindsay Hammer-Bartley
Admin and Finance – Keith Holm
Fire Department – Holly Reeve
Fire Relief – Holly Reeve and Vicki Axley
EDA – Lindsay Hammer Bartley

Mayor Pro-tempore: Holly Reeve

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Community Economic Development Authority (CEDA) Contract Renewal	**AGENDA SECTION:** Consent
PREPARED BY:	David Todd, City Administrator	**AGENDA NO. 6.H.**
ATTACHMENTS:	CEDA Contract, CEDA Contract Letter	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to approve the new annual CEDA contract with the City of Plainview for 2026.		

SUMMARY

CEDA is a non-profit organization that works closely with rural communities as an alternative to hiring a city employee directly. Cities or counties contract with CEDA for set services and effort hours per week, prioritizing mutually established goals and projects. Services typically include grant writing, building relationships with new and existing businesses, marketing, growth/strategic planning, and more. Trisha Hess is the CEDA staff member assigned to the city and EDA for the hours established by contract. The CEDA contract allows for a 30 day out-clause to establish accountability and allow flexibility within the contract if entities determine the work services or time commitment should be adjusted. Additionally, CEDA is responsible for benefits, personnel management, and gathering feedback from the community stakeholders to complete annual performance.

This contract renewal is adjusted for inflation with the renewal rate increase of 2.75%. Staff is recommending that City Council approve the new annual CEDA contract for 2026 in the amount of $55, 053.

Respectfully Submitted,

David Todd
City Administrator

1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164
www.cedausa.com

Contract for Professional Services

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

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

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

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

* Accessing of grantor funding for the Authority's economic development programming
* Providing loan packaging services for the Authority's business assistance programs
* Administering local, regional and state revolving loan funds, if appropriate
* Drafting the Authority's Economic Development Annual Work Plan(s)
* Planning, facilitating, and/or directly conducting the Authority's community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
    * seeking city and county involvement
    * developing relationships and partnerships to enhance the Authority's goals
    * preparing economic development guidelines
    * promoting the use of local assets to support and promote value-added processes and unique based businesses
* Assisting with local surveys related to business and industry, community, and land and buildings
* Assisting with the Authority's economic development marketing efforts and coordination through website development and maintenance

CEDA
Community and Economic Development Associates

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Chatfield, MN 55923
Phone - 507.867.3164
www.cedausa.com

* Coordinating and hosting forums in which the Authority's economic development programming are open for the public's review

III. Obligations of the Authority.

A. The Authority shall reimburse CEDA for staff time provided at the rate of $55,053 not to exceed annually. This is based on an average of sixteen hours per week.
B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.
C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

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

V. Period/Termination. The term of this Agreement is through December 31, 2026, commencing January 1, 2026. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at $55,053 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

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

1500 South Hwy 52
PO Box 483
Chatfield, MN 55923
Phone - 507.867.3164
www.cedausa.com

ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PLAINVIEW

By ____________________________

Its ___________________________

Date _________________________

By ____________________________

Its ____________________________

Date __________________________

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By

Its CEO/President

Date October 24, 2025

December 2, 2025

Mr. David Todd
City Administrator
City of Plainview
241 West Broadway
Plainview, MN 55964

Dear Administrator Todd:

As we approach the end of the 2025 calendar year and finalize planning for 2026, I wanted to start by saying "thank you" to you and the Plainview EDA for choosing CEDA to assist Plainview, MN with its economic, community and project development needs. Our team is committed to delivering value to your community, and strives to ensure your team has access resources to help your community thrive.

Over the past several months as you have developed the 2026 budget and tax levy for the City of Plainview, we had communicated that CEDA's contract rates for 2026 will increase by 2.75%. With that in mind, please find attached the 2026 contract for services with CEDA.

Please don't hesitate to contact me with any questions, concerns, or edits that may need to be addressed, and I will be happy to discuss them right away.

Again, thank you for choosing CEDA for your community and economic development needs.

Regards,

Chris Hahn
Region 1 Manager – Southeast MN
CEDA
1500 Hwy 52 South
Chatfield, MN 55923

C: Trisha Hess – CEDA
Vicki Axley – Finance Director, City of Plainview

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: 2026 Levy Certification	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO.** 8.A.
ATTACHMENTS: General Fund Levy/LGA Detail, Resolution 2025-19	**APPROVED BY:** DT
RECOMMENDED ACTION: Approve Resolution 2025-19 certifying the final 2025 tax levy collectible in 2026 in the amount of $3,095,900.	

SUMMARY

The City of Plainview is required by law to certify to the County Auditor the final tax levy in December of each year.

In September 2025, the City Council approved a preliminary levy amount of $3,127,368. This amount reflected an increase from the 2025 levy in the amount of $205,421 or 7.03%. After working through the budget process in October & November, we were able to reduce the final levy to $3,095,900, which now reflects an increase from the 2025 levy in the amount of $173,953 or 5.95%. Inflationary costs make it difficult to reduce the levy any further without affecting city services provided to our citizens.

2026 Final Tax Levy 12/3/2025

Fund	**Proposed Levy Amt**
General	$2,085,377.00
Fire Relief	$22,000.00
Street Projects	$150,000.00
Capital Projects	$300,000.00
Park Project Fund	$50,000.00
Library	$289,138.00
Debt Service	$199,385.00
	$3,095,900.00

2025 Final Levy	**$2,921,947.00**
2026 Final Levy	**$3,095,900.00**
5.95%	**$173,953.00**

		tax rate
NTC	**$3,819,581.00**	**81.05%**

2026 Net Tax Capacity	**$3,819,581.00**
2025 Net Tax Capacity	**$3,703,611.00**
3.13%	**$115,970.00**

2025 General Fund Property Tax & LGA Funds

Gen Levy

Dept		**Amt**	**LGA $974,659**
41110	Council	$47,926.00	
41410	Elections	$13,250.00	
41500	Admin	$330,535.00	$324,886.34
42100	Police	$834,026.00	$324,886.33
42200	City Fire	$138,412.00	
42500	Emer Manage	$8,867.00	
43100	Public Works	$183,392.00	$324,886.33
43125	Ice/Snow	$92,184.00	
46500	EDA	$68,653.00	
49300	Other/Contrib	$17,850.00	
45127	Rec-Rink	$6,100.00	
45128	Rec-Pool	$146,210.00	
45200	Rec-Parks	$163,057.00	
49010	Cemetery	$34,915.00	
		$2,085,377.00	**$974,659.00**

CITY OF PLAINVIEW
WABASHA COUNTY
STATE OF MINNESOTA

RESOLUTION 2025-19

RESOLUTION CERTIFYING THE FINAL 2025 TAX LEVY, COLLECTIBLE IN 2026

BE IT RESOLVED by the City Council of the City of Plainview, County of Wabasha, Minnesota, that the following sums of money be levied for the current year, collectible in 2026, upon taxable property in the City of Plainview, in these maximum amounts, for the following purposes:

Fund/Account Name	**Final Levy Amount**
General	$2,085,377
Fire Relief	$22,000
Street Project Fund	$150,000
Capital Project Fund	$300,000
Park Project Fund	$50,000
Library	$289,138
Debt Service	$199,385
TOTAL	**$3,095,900**

The Finance Director/Treasurer is hereby instructed to transmit a copy of this resolution to the County Auditor of Wabasha County, Minnesota.

ADOPTED by the Plainview City Council on this 9th day of December 2025.

____
Keith Holm, Mayor

ATTEST:

____
Carol Kujath, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: 2026 Budget Approval	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO. 8.B.**
ATTACHMENTS: 2026 CIP Spreadsheet, 2026 General Gov't Funds Budget Summary, Resolution 2025-20	**APPROVED BY:** DT
RECOMMENDED ACTION: Approve Resolution 2025-20 adopting the 2026 operating budget for the general governmental funds in the amount of $5,034,403	

SUMMARY

The City of Plainview is required by law to adopt a budget each year. We have been working on the budget process for several months. Detailed information has been given to the council finance committee for their review, discussion, input, and approval throughout this process. We now need to adopt the final budget amount.

Highlights to this year's budget include:

- Maintain all current city services.
- 5% premium increases for work comp, liability/property/auto insurance
- 7% increase in bargaining employees' health insurance premiums & 7.65% increase in non-bargaining employees' health insurance premiums. Health care costs continue to rise so we should expect increases each year.
- Inflationary increases in fuel expenses, electric service, natural gas services & operating supplies.
- 3% Cost of Living Increases for all full-time and permanent part-time employees. This is the approved COLA increase in both the IUOE Union Contract and the LELS Union contract.
- Maintain current funding to the Community Center, Olde Fashioned Christmas, Garden Club, Blue Bell Festival and Corn on the Cob Days.
- Continue funding the street maintenance program at $100,000 a year. Annual street maintenance extends the life of our streets and helps control costs on our street reconstruction projects.
- Fund sidewalk repairs at $55,000/year and waterway repairs at $50,000/year.
- Increase funding of the capital improvement fund to $300,000/year and continue funding the street project fund at $150,000/year and the park project fund at $50,000/year for future improvement projects and equipment needs.
- 2026 is an election year.
- Total state funds allocated to the LGA fund were the same as last year. A slight change in calculations means the City of Plainview will receive $1,659 more in 2026 than we did in 2025.
- State of MN Small Cities Assistance funds can be spent on any road under the authority of the entity that receives the funds. We expect to receive around $47,500 in 2026. This helps with our Public Works budget.

- Our net tax capacity showed an increase of 3.13% over 2025 NTC. It appears that market values have stabilized after larger increases in the last 5 years.
- Interest rates on both our savings account and investment accounts have been much higher in the last few years, but in 2025 we saw those rates drop. We have accounted for less interest income in 2026.
- Includes $62,500 for the general fund reserve balance for future needs & continued financial stability.
- Updated Capital Improvement Plan for 2024-2030. We continually monitor and update this plan as necessary each year.

2024-2030 CAPITAL IMPROVEMENT PLAN

11/20/2025

Department	Expenditure	Funding Summary	2024	Fund	2025	Fund	2026	Fund	2027	Fund	2028	Fund	2029	Fund	2030	Fund
Elections																
Council	Council Meeting Room Upgrade				10,000	CIP										
Administration	City Code Codification						30,000	CIP								
Administration	Document Management System										25,000	CIP				
Administration	Admin Server								10,000	CIP						
Administration	City Hall Parking Lot Resurface								100,000	CIP						
Library	Parking Lot Resurface						200,000	CIP								
Library	Carpet - Kids Room										15,000	OP				
Library	HVAC System								40,000	OP						
Library	Tech Lab Renovation (SELCO FOUNDATION)				10,000	SELCO										
Police	Radios		6,462	CIP	8,500	CIP	8,500	CIP	8,500	CIP	8,500	CIP				
Police	2023 Ford Explorer-Squad		46,350	ST AID												
Police	2025 Dodge Durango Squad				66,480	ST. AID										
Police	Replace 2021 Squad - Explorer #211						54,000	CIP								
Police	Replace 2015 Tahoe SRO Squad - #151								54,000	CIP						
Police	Replace 2016 Ram - Chief Squad - #161								56,000	CIP						
Police	Replace Squad - 2023 Explorer #231										56,000	CIP				
Police	Replace Squad - 2023 Durango -Sergeant												58,000	CIP		
Police	Replace 2025 Squad #														58,000	CIP
Police	Server				8,000	CIP										
Police	Office Computers						8,000	OP								
Police	Squad Car Computers (MCT)								35,000	CIP						
Police	Squad /Body Cameras		88,345	D.F.											90,000	CIP
Fire - City	SCBA -Replacement				134,266	G/D.F.										
Fire - City	Compressor				41,662	D. F.										
Public Works	Replace 2004 Pickup				58,000	CIP										
Public Works	Replace Dump Box *				25,985	CIP										
Public Works	Sweeper		257,036	CIP												
Public Works	Entrance Signs-Landscaping		4,203	CIP												
Public Works	Radio Replacement				5,000	CIP	5,000	CIP			5,000	CIP	5,000	CIP	5,000	CIP
Public Works	Replace 2009 Plow Truck								240,000	D						
Public Works	Street Projects		1,107,510	ST/D/G					5,300,000	ST/D/G						
Parks	Walking Trail - Blacktop				215,890	CIP										
Parks	Eastwood Park - Walking Path/Parking Lot														250,000	CIP

Parks	Wedgewood - Parking Lot/Alley										100,000	CIP				
Parks	Eastwood Park Equipment														200,000	CIP/PARK
Parks	Wedgewood - Park/Pavilion												350,000	CIP/PARK		
Pool	Pool Parking Lot								150,000	CIP						
Cemetery	Cemetery GIS System															
Water Utility	Water Meter Replacement		160,511	WA												
Water Utility	Water Tower - Repaint						700,000	D/WA								
Water Utility	Well #3 Water Tower Project						3,350,000	D/WA								
Water Utility	Well Generator		173,761	WA/G												
Sewer Utility																
	FUND CODE:	**Annual Total**	**1,844,178**		**583,783**		**4,355,500**		**5,993,500**		**209,500**		**413,000**		**603,000**	
	CIP - General/CIP Fund (levy)															
	WA - Water Fund	**Funding Summary**														
	SW - Sewer Fund	**CIP**	**267,701**		**331,375**		**297,500**		**413,500**		**194,500**		**238,000**		**528,000**	
`	ST - Street Project Fund (levy)	**Water Fund Resv**	**334,272**													
	D - Debt Issue	**Sewer Fund Resv**														
	OP - Operational	**Street Fund**	**642,108**		**0**				**750,000**							
	G - Grants	**Debt**	**357,813**				**3,120,000**		**4,790,000**							
	ST AID - State Aid Funds	**Grants**	**107,589**		**134,266**											
	D.F. - Donated Funds	**Donated Funds**	**88,345**		**41,662**											
	FUND-Fundraising	**Operational**					**8,000**		**40,000**		**15,000**					
	PARK-Park Fund	**State Aid**	**46,350**		**66,480**											
		Fundraising														
		Park Fund											**175,000**		**75,000**	
		CIP FUND BALANCE	**2024**		**2025**		**2026**		**2027**		**2028**		**2029**		**2029**	
		Beginning Balance	**351,707**		**289,946**		**194,287**		**203,787**		**95,287**		**201,287**		**263,787**	
		Trans In-Other Funds	**0**		**0**		**0**		**0**		**0**		**0**		**0**	
		Interest Earned	**17,939**		**10,716**		**7,000**		**5,000**		**500**		**500**		**500**	
		Levy Revenues	**188,001**		**225,000**		**300,000**		**300,000**		**300,000**		**300,000**		**300,000**	
		Expenses	**267,701**		**331,375**		**297,500**		**413,500**		**194,500**		**238,000**		**528,000**	
		Ending Balance	**289,946**		**194,287**		**203,787**		**95,287**		**201,287**		**263,787**		**36,287**	

2026 General Governmental Funds
Budget Summary

Dept	Amt		
Council	$54,426.00		
Elections	$13,250.00		
Admin	$800,321.00		
Police	$1,351,880.00		
City Fire	$192,892.00	*	includes debt pymt for ladder truck
Emer Manage	$8,867.00		
Public Works	$613,904.00		
Ice/Snow	$104,633.00		
EDA	$68,653.00		
Other/Contrib	$17,850.00		
Library	$346,640.00		
Rec-Rink	$6,100.00		
Rec-Pool	$231,210.00		
Rec-Parks	$172,657.00		
Cemetery	$48,305.00		
Fire Relief	$84,483.00		
Debt Service	$874,832.00	*	includes $683,302 trans in from wa/sa for 2020 & 2023 GO Rev Bond pymts
TIF	$43,500.00		
	$5,034,403.00		

CITY OF PLAINVIEW
WABASHA COUNTY
STATE OF MINNESOTA

RESOLUTION 2025-20

RESOLUTION ADOPTING A FINAL BUDGET FOR THE CITY OF PLAINVIEW FOR THE YEAR 2026.

WHEREAS: The City of Plainview, is required by law to adopt a budget for each year; and

WHEREAS: The City staff and City Council have created a proposed budget and subsequent capital improvement plan for the fiscal year of 2026.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLAINVIEW, MINNESOTA: That the 2026 proposed operating budget for the general governmental funds in the amount of $5,034,403 is adopted.

ADOPTED by the City Council of the City of Plainview, MN on this 9th day of December 2025.

____
Keith Holm, Mayor

ATTEST:

____
Carol Kujath, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: 2025 Fund Transfers	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO. 8.C.**
ATTACHMENTS: Resolution 2025-21	**APPROVED BY: DT**
RECOMMENDED ACTION: Motion to approve Resolution 2025-21 authorizing the 2025 Fund Transfers in the total amount of $422,076.42 as listed below.	

SUMMARY
Each year I bring forth a transfer resolution for approval of necessary fund transfers for the current year. Fund transfers are a normal function in fund accounting and are necessary to ensure that funds do not end the year with a negative balance.

These transfers are done for a variety of reasons but most commonly to pay for capital expenditures. Capital expenditures are paid for from the operating fund of the department purchasing the item or doing the project, and the money is transferred from the capital improvement reserve fund to the operating fund to cover this expenditure. They are also done for expenditures that were unplanned, or which exceeded the budgeted amount or for transfers that were planned during the annual budget process.

All of these fund transfers are for purchases that have already been approved by the council and paid for. This process is just to approve the transfer of money between funds. I have itemized the 2025 Fund Transfers for capital project/equipment funding as follows:

1. Transfer $8,680 from the Capital Improvement Fund to the General Fund for the purchase of the council chamber dais and chairs.

2. Transfer $6,060 from the Capital Improvement Fund to the General Fund for the purchase of a radio for the Police Department.

3. Transfer $193,129 from the Capital Improvement Fund to the General Fund for the Parks Trail Improvement Project.

4. Transfer $114,207.42. from the 2023 Street Project Fund back to the Street Improvement Fund. The project is now complete and finalized The project was originally funded with a bond issue, a MnDOT sidewalk grant and cash reserves from the Street Improvement Fund.

5. Transfer $50,000 from the Water Fund and $50,000 from the Sewer Fund for General Fund support per the 2025 approved budget.

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION NO. 2025-21

RESOLUTION APPROVING 2025 FUND TRANSFERS

WHEREAS, it is necessary to approve fund transfers each year for capital improvement projects, capital equipment purchases, and fund deficits;

NOW THEREFORE, BE IT RESOLVED by the City Council that the City of Plainview Finance Director is hereby authorized to make the following transfers in the total amount of $422,076.42 per the attached itemized fund transfers.

ADOPTED by the Plainview City Council on this 9th Day of December 2025:

____
Keith Holm, Mayor

ATTEST:

____
Carol Kujath, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	MHFA Housing Grant for Skye View Development	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO. 8.D.**
ATTACHMENTS:	MHFA Deferred Loan (grant) Agreement, Funding Amendment	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to rescind the deferred loan agreement contract between the City of Plainview and MHFA for the Workforce Housing Grant associated with Skye View Development.		

SUMMARY

On June 14th, 2022, the City of Plainview executed a deferred loan agreement with the Minnesota Housing Finance Agency for a Workforce Development Program Grant for Skye View Development (Project). The city was awarded $1.304 million dollars for the project, of which the original vision included a multi-unit, market rate, apartment complex and mixed-use housing on a tract of land south of Hwy 42 in Plainview. The developer entered a contract for deed with PADCO (Plainview Area Development Corporation) for the land (PID #26.00116.25) which consisted of 9.22 acres.

Unfortunately, the development never came to fruition due to numerous factors including funding gaps, developmental delays, not receiving planned grant funds, and expiring timelines for construction start dates. The developer had requested additional funding from MHFA through the Workforce Development Grant along with amending the deferred loan agreements to extend construction timelines. Ultimately, in April 2025, MHFA agreed to increase grant funds to $1.6 million and extended the construction timeline to May 2027. However, there was nearly $1.0 million in funding gaps and the loss of an LPP (Local Partnership Program) grant from MNDOT for lane modifications to Hwy 42.

During this time, there was a shakeup in the development team with the primary developer stepping away from the project and the land that was deeded to him for the project ultimately was transferred via quit claim deed back to PADCO. With the land no longer owned by the developer and/or the development team, there was no realistic path forward for the development.

The city has been in contact throughout with Sara Bunn, Workforce Housing Grant Program Director for MHFA. The city has participated in several MS Teams meetings with MHFA, the developer, and city engineering and legal staff. During these meetings critical items were determined to establish a path forward for this development that the developer acknowledged and agreed to—of which were securing funds to eliminate the funding gap, securing land to complete the development, securing new engineering development plans and specs and strict adherence to the construction timeline of a spring of 2026 construction start date with completion occurring in May 2027. MHFA added that there would be no more modifications to the agreement with the city—if the developer could not satisfy the critical pathways established the development could not be successful. MHFA, the city, and developer agreed to recurring meetings to chart the progress of the pathway identified to ensure timely completion and to determine if the development would be viable. Unfortunately, the developer stopped attending these meetings and it was later determined that it was due to PADCO selling the land to a private individual, thus ending any chance of the project moving forward.

Once this was communicated to MHFA, they advised that the City Council approve rescinding the grant, totaling $1.6 million, to MHFA. In speaking with Sara Bunn, she acknowledged that this was not a reflection on the City of Plainview and we would not be viewed unfavorably should the city apply for another grant, indeed, the city is in good standing with MHFA.

Staff are recommending the City Council approve, by voice vote, to rescind the MHFA Workforce Housing Grant agreement for this project as recommended by the Minnesota Housing Finance Agency.

Respectfully Submitted,

David Todd
City Administrator

MINNESOTA HOUSING FINANCE AGENCY
DEFERRED LOAN AGREEMENT

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

Recitals

1. Under Minn. Stat. §462A.39, MHFA is empowered to enter into this Deferred Loan Agreement.

2. The MHFA is in need of the development of rental housing to serve the employees of local businesses ("Workforce Housing") in Wabasha County, City of Plainview pursuant to MHFA's Workforce Housing Development Program (the "Program").

3. The Borrower represents that it is duly qualified and agrees to perform all activities described in this Deferred Loan Agreement to the satisfaction of MHFA. The Borrower agrees to minimize administrative costs as a condition of this Deferred Loan Agreement.

Deferred Loan Agreement

1 Term of Deferred Loan Agreement

1.1 ***Effective date:***

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

1.2 ***Construction period:***

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

1.3 ***Survival of Terms.***

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

2 Duties and Contracts

2.1 **Borrower's Duties**

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

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

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

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

2.2 **Provisions for Contracts and Sub-grants.**

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

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

3 Time

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

4 Loan

4.1 ***Loan Amount.***

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

4.2 ***Repayment***

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

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

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

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

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

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

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

4.3 ***Disbursement***

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

4.4 ***Return of Funds***

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

4.5 ***Contracting and Bidding Requirements***

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

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

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

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

5 Conditions of Payment

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

6 Authorized Representative

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

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

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

7 Assignment Amendments, Waiver, and Deferred Loan Agreement Complete

7.1 ***Assignment***

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

7.2 ***Amendments***

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

7.3 ***Waiver***

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

7.4 ***Deferred Loan Agreement Complete***

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

8 Liability

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

9 State Audits

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

10 Government Data Practices and Intellectual Property Rights

10.1 ***Government Data Practices***

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

10.2 ***Intellectual Property Rights***

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

11 Workers Compensation

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

12 Publicity and Endorsement

12.1 ***Publicity***

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

12.2 ***Endorsement***

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

15 Data Disclosure

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

16 Fraud Disclosure

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

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

17 Suspension

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

18 Responsible Contractor Requirement

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

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

By: ______________________

Title: City Administrator

Date: 6-10-2022

By: ______________________

Title: ______________________

Date: ______________________

3. MINNESOTA HOUSING FINANCE AGENCY

By: ______________________
(with delegated authority)
Title: Assistant Commissioner, Multifamily

Date: 6/14/2022

Distribution:
Agency
Borrower
MHFA's Authorized Representative

Amendment # _2__ for Deferred Loan Agreement

Contract Start Date:	July 1, 2022	Total Contract Amount:	$1,604,000
Original Contract Expiration Date:	June 30, 2025	Original Contract:	$1,304,000
Current Contract Expiration Date:	June 29, 2026	Previous Amendment(s) Total:	$0
Requested Contract Expiration Date:	June 30, 2027	This Amendment:	$300,000

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

Recitals

1. MHFA has a contract with the Borrower identified as Deferred Loan Agreement effective July 1, 2022, as amended by Amendment # 1 for Deferred Loan Agreement effective 9/11/2023 (collectively, the "Original Deferred Loan Agreement") to provide funds for the new construction of a 43-unit apartment building.

2. The parties wish to extend the construction period end date, amend the number of units, and extend the maturity date of the Original Deferred Loan Agreement.

3. MHFA and the Borrower are willing to amend the Original Deferred Loan Agreement as stated below.

Deferred Loan Agreement Amendment

REVISION 1. Clause 1.2. **"Construction Period"** is amended and replaced in its entirety as follows:

The construction period for the Program begins with the June 12, 2024, and continues through May 31, 2027, (the "Construction Period"). All funds provided through this Deferred Loan Agreement must be fully expended in compliance with this Deferred Loan Agreement by the end of the Construction Period.

REVISION 2. Clause 2.1 "Borrower's Duties" is amended and replaced in its entirety as follows:

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

The Borrower, who is not a state employee, is awarded funds to provide financial assistance to address the need for Workforce Housing. The Project includes: New construction of a 43-unit apartment building.

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

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

REVISION 3. Clause 3. **"Time"** is amended and replaced in its entirety as follows:

The Borrower must comply with all time requirements described in this Deferred Loan Agreement and the Program Guide. In the performance of s Deferred Loan Agreement, time is of the essence.

REVISION 4. Clause 4.2. **"Repayment"** is amended and replaced in its entirety as follows:

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

Further, the Program Funds and all accrued interest, if any, less any amounts previously paid or forgiven, are due and payable in one lump sum on the earlier to occur of: (i) a Default (as described below) (the "Default Date"); or (ii) June 30, 2027 (the "Maturity Date").

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

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

All amounts due are payable at the offices of MHFA, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1 109, or such other place as MHFA may designate in writing.

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

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

2. BORROWER

The Borrower certifies that the appropriate person(s) have executed this Amendment on behalf of the Borrower as required by applicable articles, bylaws, resolutions, or ordinances.

By:______________________________

Title:______________________________

Date:______________________________

By:______________________________

Title:______________________________

Date:______________________________

3. MHFA

By:______________________________

Title:______________________________

Date:______________________________

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Pay Estimate No. 1 – Danckwart Companies LLC – 3rd Ave NE Watermain Relocation	**AGENDA SECTION:** New Business
PREPARED BY:	Drew Weber, Bolton & Menk	**AGENDA NO. 8.E.**
ATTACHMENTS:	Estimate No.1	**APPROVED BY: dt**

RECOMMENDED ACTION:
Motion to approve the Pay Estimate No.1 from Bolton & Menk to Danckwart Companies LLC in the amount of $28,904.76, for the 3rd Ave NE Watermain Relocation Project.

SUMMARY

See Memo(s) from Drew Weber.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

December 2, 2025

Andy Moyer
Danckwart Companies LLC
Wabasha Septic LLC
16240 627th St.
Kellogg, MN 55945

RE: 3rd Ave NE Watermain Relocation
City of Plainview, MN
Project No.: 25X.136500

Dear Andy:

Enclosed is Contractor's Estimate No. 1 in the amount of $28,904.76.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

Drew Weber, PE
Project Manager

Enclosures

Contractor's Application for Payment

Owner:	CITY OF PLAINVIEW	**Owner's Project No.:**	
Engineer:	BOLTON & MENK	**Engineer's Project No.:**	24X.136500.000
Contractor:	DANCKWART COMPANIES	**Agency's Project No.:**	
Project:	3RD AVE NE WATERMAIN RELOCATION		
Contract:			

Application No.: 1 **Application Date:** 12/2/2025

Application Period: **From** 11/3/2025 **to** 12/2/2025

1. Original Contract Price	$	64,599.31
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	64,599.31
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	30,426.06
5. Retainage		
a. 5% X $ 30,426.06 Work Completed	$	1,521.30
b. ____ X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	1,521.30
6. Amount eligible to date (Line 4 - Line 5.c)	$	28,904.76
7. Less previous payments		
8. Amount due this application	**$**	**28,904.76**

Contractor's Certification

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

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

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Danckwart Companies LLC

Signature: ____________________ **Date:** ____________

Name: Andy Moyer **Title:** Owner

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Name:	Drew Weber PE	**Name:**	Carol Kujath
Title:	Project Manager	**Title:**	City Clerk
Date:		**Date:**	

Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner: CITY OF PLAINVIEW
Engineer: BOLTON & MENK
Contractor: DANCKWART COMPANIES
Project: 3RD AVE NE WATERMAIN RELOCATION
Contract:

Owner's Project No.:
Engineer's Project No.: 24X.136500.000
Agency's Project No.:

Application No.: 1 **Application Period:** From 11/03/25 to 12/02/25 **Application Date:** 12/02/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
		Contract Information				Previous Estimate		Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Original Contract													
1	MOBILIZATION	1.00	L S	6,000.00	6,000.00		-	0.90	5,400.00		5,400.00	90%	600.00
2	AGGREGATE SURFACING CLASS 2	30.00	TON	45.00	1,350.00		-	-	-		-		1,350.00
3	REMOVE GATE VALVE AND BOX	1.00	EACH	1,350.00	1,350.00		-	-	-		-		1,350.00
4	REMOVE HYDRANT	1.00	EACH	1,350.00	1,350.00		-	-	-		-		1,350.00
5	PLUG, FILL & ABANDON WATER MAIN	129.00	L F	25.19	3,249.51		-	-	-		-		3,249.51
6	CONNECT TO EXISTING WATER MAIN	4.00	EACH	1,762.50	7,050.00		-	2.00	3,525.00		3,525.00	50%	3,525.00
7	HYDRANT (8.0' BURY)	1.00	EACH	6,850.00	6,850.00		-	-	-		-		6,850.00
8	8" GATE VALVE AND BOX	1.00	EACH	3,300.00	3,300.00		-	1.00	3,300.00		3,300.00	100%	-
9	8" WATERMAIN DUCTILE IRON CL 52	150.00	L F	107.67	16,150.50		-	146.00	15,719.82		15,719.82	97%	430.68
10	WATERMAIN FITTINGS	305.00	L B	14.26	4,349.30		-	174.00	2,481.24		2,481.24	57%	1,868.06
11	TURF ESTABLISHMENT	1.00	LS	6,850.00	6,850.00		-	-	-		-		6,850.00
12	TRAFFIC CONTROL	1.00	L S	750.00	750.00		-	-	-		-		750.00
13	CONSTRUCTION ALLOWANCE	6,000.00	UNIT	1.00	6,000.00		-	-	-		-		6,000.00
		-	-	-	-				-		-		-
				Original Contract Totals	**$ 64,599.31**		**$ -**		**$ 30,426.06**	**$ -**	**$ 30,426.06**	**47%**	**$ 34,173.25**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Pay Estimate No. 1 – Bennett & Sons Sand & Gravel Co. – 2025 Waterway Maintenance	**AGENDA SECTION:** New Business
PREPARED BY:	Drew Weber, Bolton & Menk	**AGENDA NO. 8.F.**
ATTACHMENTS:	Estimate No.1 and Final	**APPROVED BY: dt**

RECOMMENDED ACTION:
Motion to approve the Pay Estimate No.1 and Final from Bolton & Menk to Bennett & Sons Sand & Gravel Co. in the amount of $41,620.00, for the 2025 Waterway Maintenance Project.

SUMMARY

See Memo(s) from Drew Weber.

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

December 3, 2025

Kathy Bennett
Office Manager
Bennett & Sons Sand & Gravel Co.
55110 Wabasha County Rd 4
Plainview, MN 55964

RE: 2025 Waterway Maintenance
City of Plainview, MN
Project No.: 25X.137377

Dear Kathy:

Enclosed is Contractor's Estimate No. 1 and Final in the amount of $41,620.00.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

Drew Weber, PE
Project Manager

Enclosures

Contractor's Application for Final Payment

Owner:	CITY OF PLAINVIEW	**Owner's Project No.:**	
Engineer:	BOLTON & MENK	**Engineer's Project No.:**	25X.137377.000
Contractor:	BENNETT & SONS	**Agency's Project No.:**	
Project:	2025 WATERWAY MAINTENANCE		
Contract:			

Application No.: 1 & Final **Application Date:** 12/3/2025

Application Period: **From** 10/1/2025 **to** 11/28/2025

1. Original Contract Price		$ 43,940.00
2. Net change by Change Orders		$ -
3. Current Contract Price (Line 1 + Line 2)		$ 43,940.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 41,620.00
5. Retainage		
a. ______ X $ 41,620.00	Work Completed	$ -
b. ______ X $ -	Stored Materials	$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ -
6. Amount eligible to date (Line 4 - Line 5.c)		$ 41,620.00
7. Less previous payments		
8. Amount due this application		**$ 41,620.00**

Contractor's Certification

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

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

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and

(4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Bennett & Sons

Signature: ____________ **Date:** ____________

Name: Kathy Bennett **Title:** Office Manager

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Name:	Drew Weber PE	**Name:**	Carol Kujath
Title:	Project Manager	**Title:**	City Clerk
Date:		**Date:**	

Final Estimate - Unit Price Work | **Contractor's Application for Final Payment**

Owner: CITY OF PLAINVIEW | **Owner's Project No.:**
Engineer: BOLTON & MENK | **Engineer's Project No.:** 25X.137377.000
Contractor: BENNETT & SONS | **Agency's Project No.:**
Project: 2025 WATERWAY MAINTENANCE
Contract:

Application No.: 1 & Final **Application Period:** From 10/01/25 to 11/28/25 **Application Date:** 12/03/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
		Contract Information				Previous Estimate		Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Original Contract													
1	MOBILIZATION	1.00	LS	3,200.00	3,200.00		-	1.00	3,200.00		3,200.00	100%	-
2	CONSTRUCTION ALLOWANCE	5,000.00	UNIT	1.00	5,000.00		-	2,680.00	2,680.00		2,680.00	54%	2,320.00
3	30" RC PIPE APRON	1.00	EACH	2,410.00	2,410.00		-	1.00	2,410.00		2,410.00	100%	-
4	STORM DRAIN INLET PROTECTION	2.00	EACH	150.00	300.00		-	2.00	300.00		300.00	100%	-
5	ROLLED EROSION PREVENTION CATEGORY 20	550.00	SY	1.00	550.00		-	550.00	550.00		550.00	100%	-
6	SEDIMENT CONTROL LOG TYPE STRAW	160.00	LF	4.00	640.00		-	160.00	640.00		640.00	100%	-
7	CLEARING & GRUBBING	1.00	LS	13,400.00	13,400.00		-	1.00	13,400.00		13,400.00	100%	-
8	SEDIMENT REMOVAL/SITE GRADING	1.00	LS	16,080.00	16,080.00		-	1.00	16,080.00		16,080.00	100%	-
9	TURF ESTABLISHMENT	1.00	LS	1,710.00	1,710.00		-	1.00	1,710.00		1,710.00	100%	-
10	TRAFFIC CONTROL	1.00	LS	650.00	650.00		-	1.00	650.00		650.00	100%	-
		-	-	-	-				-		-		-
				Original Contract Totals	**$ 43,940.00**		**$ -**		**$ 41,620.00**	**$ -**	**$ 41,620.00**	**95%**	**$ 2,320.00**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: December 9, 2025

AGENDA ITEM:	Allocate $400,000 from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project.	**AGENDA SECTION:** New Business	
PREPARED BY:	Trisha Hess, EDA Director	**AGENDA NO. 8.G.**	
ATTACHMENTS:		**APPROVED BY: DT**	
RECOMMENDED ACTION: **Motion** to allocate $400,000 from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project.			

SUMMARY

This letter serves as a formal recommendation from the Economic Development Authority (EDA) of Plainview, MN, to the Plainview City Council for the approval of allocating funds from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project.

At the EDA regular meeting held on November 18, 2025, a quorum of the EDA board took formal action resulting in the recommendation for requested funds from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project.

The total project cost is $4.5 million, the City of Plainview received a $1 million DEED grant, and the city's portion of infrastructure costs (sewer, water, road improvements) are about $2 million. The funds would help cover the city's portion of the infrastructure for the development and would not be spent until a formal development agreement is in place.

The current balance in the Plainview EDA Housing Fund is $453,309.37. This fund was established by the Plainview City Council in September 2018 using money allocated from the city's capital improvement fund and the balance of funds from the Rochester Sales Tax money.

The final motion approved a $400,000 economic development grant for the BA Holdings project, with the condition that any unused funds would go back to the Plainview EDA Housing Fund for future economic development projects. Motion by Lindsey Hammer Bartley, seconded by Keith Holm. Unanimously approved 4-0.

Thank you for your time and careful consideration of this matter.

Respectfully, Trisha Hess - Plainview EDA Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: December 9, 2025

AGENDA ITEM: Information Only Documents	**AGENDA SECTION:** Information Only Docs.
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO. 9.A.**
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: None.	

SUMMARY

The joint meeting with the City of Elgin for the Plainview-Elgin Sanitary Sewer Board appointments will be held at Elgin City Hall on December 17, 2025, at 6:00 p.m.

For this meeting a quorum is needed.
Council that's available for this meeting: Keith, Holly, and Don.
Council not available: Lindsay and Brandon.

Plainview-Elgin Sanitary District

24934 - 530th Street
P.O. Box 416
Plainview, MN 55964
507-534-3891

October 15, 2025

Mayor Keith Holm
City of Plainview
241 West Broadway
Plainview, Minnesota 55964

NOTICE RE: District Board Terms Expire

Dear Mayor Holm,

On December 31, 2025 the District's three year board terms for Spencer Larson (Representative of Plainview) and Dave Vail (Representative of Elgin) will expire.

Please note that appointments to the Plainview-Elgin Sanitary District Board must be made in accordance to the Minnesota Statutes 442A.14, subdivision 3, which states, in part, that members of the District Board shall be elected for succeeding regular terms by the members of the related governing bodies in a joint session as soon as practicable after November 1, next preceding the beginning of the terms to be filled.

Please notify the District **by letter** on or before December 31, 2025 **of the appointments made to these positions**.

Sincerely,

Dave Vail
District Chairman

cc: City of Elgin
Mayor Kevin Keilholtz