CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

REGULAR PLAINVIEW CITY COUNCIL MEETING
AGENDA
Tuesday, October 9, 2018, at 6:00 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
   A. City Council Minutes
   B. Bills
   C. Permits/Licenses/Donations
   D. Department Head Reports and Board Minutes
   E. Fire Relief Association Appointments

5. PUBLIC HEARINGS

6. PRESENTATION OF COMMUNITY PETITIONS/GUESTS
"The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's name may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes, speakers will be recognized only once. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address."

7. UNFINISHED BUSINESS

8. NEW BUSINESS
   A. Personnel Policies
   B. Ambulance Hire
   C. Retain Franchise Attorney

9. INFORMATION ONLY DOCUMENTS
   A. EMSRB Letter

10. COUNCIL COMMENTS

11. ADJOURN

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Minutes	**AGENDA SECTION:** Consent
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO. 4.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to approve Minutes of the September 11, 2018 Regular Meeting Proceedings.
2. **Motion** to approve Minutes of the September 25, 2018 Special Meeting and Work Session Proceedings.

PLAINVIEW CITY COUNCIL MEETING
Tuesday, September 11, 2018, at 6:00 P.M.

1. **CALL TO ORDER-** Mayor Ziebell called the Plainview City Council meeting to order on Tuesday September 11, 2018 at 6:01 p.m. Council Members in attendance: Mayor Ziebell, Councilpersons Walkes, Cuccio, and Boettcher. O'Connor was absent. Also in attendance, City Administrator Clarissa Hadler, Finance Director Vicki Axley, City Clerk MariClair Schneider, Public Works Director Michael Burgdorf, City Engineer Brian Malm, Police Chief Tim Schneider, and Liquor Store Manager Alisha Mohs, EDA Director Judith Jordan, and Library Director Alice Henderson. As well as, Shane Loftus, and Melissa Hartert. Absent, Fire Chief Jacobs, and Ambulance Director Jarrett.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** Hadler added 7.A. under Unfinished Business, Tap Grant Lighting Project Discussion as well as items 8.F Library Change orders and 8.G. Personnel Committee under New Business. Motion by Boettcher to approve the amended Agenda. Second by Walkes. Motion passed unanimously.

4. **APPROVAL OF CONSENT AGENDA** – Ziebell acknowledged the donation from People's State Bank to the Plainview Ambulance in the amount of $500.00. Ziebell pointed out the resignation letter from part-time Officer Rob Jarrett and thanked him for his service to the Plainview Police Department. Cuccio requested to have Item F removed from the Consent and moved to New Business. Walkes asked to have items H-Peace Corps Events, and J-2019 Wabasha County Maintenance Agreement also moved from the Consent Agenda to New Business. Ziebell had some inquiries on department head reports and the questions were answered. Motion by Boettcher to approve the Consent Agenda items F, J, and H removed from the Consent Agenda and moved to New Business. Second by Cuccio. Motion passed unanimously.

   A. City Council Minutes
   B. Bills
   C. Permits/Licenses/Donations
   D. Department Head Reports and Board Minutes
   E. Police Department Resignation
   ~~F. Resolution Opposing the Sale of Strong Beer in Grocery and Convenience Stores~~
   G. Thermal Imaging Cameras-PD
   ~~H. Peace Corps Events~~
   I. Liquor Store Ticket Booth
   ~~J. 2019 Wabasha County Maintenance Agreement~~

5. **PUBLIC HEARINGS**
   None

6. **PRESENTATION OF COMMUNITY PETITIONS/GUESTS**
   "The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's name may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be

limited to four (4) minutes, speakers will be recognized only once. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address."

None

7. **UNFINISHED BUSINESS**

A. Tap Grant Lighting Project Discussion- City Engineer, Brian Malm, gave some updated information to the Council regarding the TAP Grant Lighting project. After a brief council discussion, it was decided to look at the options more closely at the work session on 9/25/18 and to invite public input. Boettcher suggested that the Council should be ready to make a decision at the October 9, 2018 council meeting.

8. **NEW BUSINESS**

A. 2019 Preliminary Levy- Hadler gave a brief overview of the preliminary levy and reminded the council that as they dig deeper into the budgeting process, they have the ability to lower the number submitted if they choose to. Hadler also pointed out this number fully funds the budget which it did not previous year and that the tax rate will remain the same, but if a resident's home value increases, so will their property taxes. Boettcher made a motion to approve Resolution 2018-16 setting the proposed 2019 Levy at $2,235,500 and to set the Truth in Taxation hearing date for December 11, 2018 at 6:00 p.m. Second by Cuccio. Motion passed unanimously.

B. EDA Housing Fund Request- Boettcher gave some background on the housing study. EDA Director Jordan gave a detailed summary on the 2015 housing study. Boettcher clarified that the EDA is asking for the City Council to designate funds from the remaining balance of the Rochester Sales Tax money, $101,568, and the Haley Loan principal repayment, $300,000. Finance Director Axley confirmed the funds are currently in separate accounts but not earmarked for anything in particular. Boettcher went on to further clarify that the EDA would still need to get Council approval on projects that they intend to use the money for, and that they were just voting at this time to earmark those funds to be used by the EDA Housing Project. Motion by Cuccio to allocate $401,568 to the EDA Housing Fund, which will then be used as a loan program for targeted types of housing. Second by Boettcher. Motion passed unanimously.

C. Fire Hall Sprinkler System- Lengthy discussion took place regarding the installation of a sprinkler system at the Fire Hall. Motion by Cuccio to table the item and discuss at the September 25th work session and decide at the October Council Meeting. Second by Boettcher. Motion passed unanimously.

D. Cable Franchise Extensions- Motion by Boettcher to approve Ordinance 2018-09 Amending the Cable Television Franchises Established by Ordinance Dated May 12, 2008, as Amended April 11, 2018, and Ordinance 2011-06, dated July 12, 2011, to extend the terms. Second by Cuccio. Motion passed unanimously.

E. Forfeited Land- Motion by Boettcher to approve Resolution 2018-17 approving parcel 26.00507.00 for public auction as it serves no use to the City. Second by Cuccio. Motion passed unanimously.

F. Change Orders for the Library Roof- Motion by Cuccio to approve the add-on purchase of the copper roof and snow bars at the additional cost of $17,538. Second by Boettcher. Motion passed unanimously.

G. Personnel Committee- Councilman O'Connor stepped down from the personnel committee, and Councilman Cuccio volunteered to take his place. Motion by Boettcher to approve the appointing of Cuccio to the personnel committee with the removal of O'Connor. Second by Ziebell. Motion passed unanimously. Cuccio abstained from the vote.

H. Resolution Opposing the Sale of Strong Beer in Grocery and Convenience Stores- Cuccio stated his opinions on the resolution brought before the Council and stated he would not support the resolution. Other council members voiced their agreement with Cuccio. No Action taken by Council.

I. Peace Corp Events- Walkes expressed his concern regarding the parking for the event and asked Chief Schneider for his input. Chief Schneider suggested posting no parking from 4th ST SW to the trailhead as there is no sidewalk from that point on.

Motion by Boettcher to approve exclusive use of the Trailhead park for the Peace Corps Dedication on September 22, 2018 from 10 a.m. to 1 p.m. Second by Cuccio. Motion passed unanimously.

Motion by Boettcher to approve special event parking from 4th St SW to the trailhead. Second by Cuccio. Motion passed unanimously.
Motion by Boettcher to approve the request for the Governor's Proclamation. Second by Cuccio. Motion passed unanimously.

J. Wabasha County Maintenance Agreement- Motion by Boettcher to approve the maintenance agreement with Wabasha County. Second by Walkes. Motion passed unanimously.

9. INFORMATION ONLY DOCUMENTS

A. Library Hours
B. Plainview SMIF Grant Submission

10. COUNCIL COMMENTS-

Walkes-None

Cuccio-None

Boettcher-Expressed his feelings on open lines of communication and that council expects to be kept informed and made aware when things are happening and felt that council should extend the same courtesy to the department heads and staff of the City and that the personal attacks from council members on staff should cease.

Ziebell- Responded to Boettcher's statement by saying council meetings are the time only time the mayor or council members have authority over a staff member. Ziebell thanked Burgdorf for getting the wood pile chipped at the brush site before the winter months and expressed his appreciation.

11. **ADJOURN-** Motion by Ziebell to adjourn the Regular City Council Meeting, Second by Boettcher. Motion passed unanimously. Meeting adjourned at 7:36 p.m.

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Roger Ziebell/Mayor MariClair Schneider/City Clerk

Special Plainview City Council
Meeting / Work Session
Tuesday, September 25, 2018 at 6:00 p.m.

(5:00 p.m. Public Meeting-Public Input Regarding the TAP Project)

Public Meeting (5:00 p.m.) – Mayor Ziebell called the meeting for public input to order at 5:00 p.m. Council members in attendance: Mayor Ziebell, Council persons Boettcher, Cuccio, and Walkes. O'Connor was absent for this portion. Department heads in attendance: City Administrator Hadler, Finance Director Axley, Library Director Henderson, Police Chief Schneider, Public Works Director Burgdorf, City Clerk Schneider, Fire Chief Ed Jacobs, and Liquor Store Manager Mohs. Absent Ambulance Director Jarrett. Also in attendance, Sally Harrington, Judith Jordan, Brian Malm, Bill Ihrke, Bob Pierce, Melissa Hartert, August Schleicher, Fran Grover, Leo Saggissor, Duane Haack, Spencer Larson, Shane Loftus, Jay Holst, Tim Weaver, and Brian Todd.

Brian Malm presented the background of the TAP Project dating back to 2015. He laid out 2 different options under consideration by the Council. (Council eliminated Option 1 and 3 previously)

Option 2: Limited Decorative Lighting - $410,500
- -All Intersections-Decorative-28' Fixtures
- -Between 2nd and 4th Street, Decorative-15' Fixtures

Option 4: Full Intersections Only-$370,000.
- -All Intersections-Decorative- 28' Fixtures
- -Added cost per block to add mid-block -15' Fixtures
  - *+$18,790/block for footings and poles
  - *+$6,910/block for footings only
  - *+$13,860/block for future poles
- -Cost for full Decorative, 7th to Highway 42-$501,530.

Malm took some questions from those in attendance. Interest was expressed in completing the project all at one time and not trying to do it in phases. The consensus was that construction costs only go up and the lights need to be replaced and the downtown area could use some upgrades, and that Option 4 seemed to be the best option to accomplish that. Regarding the school area, Superintendent Ihrke stated he would advocate for the school to pay for the car loading zone in front of the elementary school.

Discussion took place on how the project would be funded. The City received the TAP Grant in the amount of $424,100. Costs in excess of that amount, will be paid by the City. Ziebell explained that City Staff will investigate the different options available to fund the project.

Meeting ended about 5:55 p.m.

1. **CALL TO ORDER (6:00 p.m.) –** Mayor Ziebell called the work session to order at 6:00 p.m. Council members in attendance: Mayor Ziebell, Council persons Boettcher, Cuccio, and Walkes and O'Connor. Department heads in attendance: City Administrator Hadler, Finance Director Axley, Library Director Henderson, Police Chief Schneider, Public Works Director Burgdorf, City Clerk Schneider, Fire Chief Ed Jacobs, and Liquor Store Manager Mohs. Absent Ambulance Director Jarrett. Also in attendance, Sally Harrington, Judith Jordan, Brian Malm, Bill Ihrke, Bob Pierce, Melissa Hartert, August Schleicher, Fran Grover, Leo Saggissor, Duane Haack, Spencer Larson, Shane Loftus, Jay Holst, Tim Weaver, Brian Todd, Brian Flies, Kathy Walters, Nick Stamshchror, Matt Davidson, Mark Becker, and Donnie Schreiber.

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

3. **UNFINISHED BUSINESS**

   A. **TAP Project Follow-up Discussion / Direction** – Council discussed how the public seemed to prefer Option 4 mentioned above. O'Connor expressed his concerns regarding unfunded mandates. Hadler explained that staff can look into different funding options. Malm clarified that the Council only needed to give direction to him as the Engineer as to which option should be pursued so that they may prepare the necessary documents for the environmental study. He recommended an all-encompassing approach as the Council could always pull things out down the road, but would not be able to add items back in. Motion by O'Connor instruct the City Engineer to do the preliminary design for option 4, which includes decorative lighting all the way down from the highway 42 to the school, which includes all the option which seemed to be supported by the public that was in attendance. Second by Cuccio. Motion passed unanimously.

   B. **Fire Hall Sprinkler System** – Cuccio explained that he tabled this at the last meeting because he wanted more information on it, and he did receive it and thanked the Fire Department. He stated he was in favor of the sprinkler system given all the expensive that is housed in the Fire Hall. He shared he was not comfortable with putting those services to the City at risk by not protecting them.

   Walkes asked if the Fire Department applied for any Grants. Fire Chief Jacobs listed off the trucks that the City owns, and the trucks that the Townships owns, explained the mutual aid agreements, and by not approving this system, the City of Plainview is putting the 9 townships at risk, in addition to the City and that is boiled down to the safety of the people.

   Boettcher pointed out that the Council budgeted $33,000 for this system and made a motion to approve the sprinkler system.

O'Connor asked if the questions about applying for grants was really about the money and struggled to believe that it was, given the fact the Council just approved to look into spending $500,000 on the streetlight project. O'Connor stated he boiled down to public safety, which he takes extremely seriously, and that the Fire Department provides an invaluable service to our community and the surrounding Townships. O'Connor also pointed out the Council never asked the Fire Department to look into applying for grant monies for this project.

Ziebell stated he was fully in support of the Fire Department and that his requests at the last meeting were misunderstood. He requested that the Council hear more from the Fire Department at Council meetings with monthly reports.

Brian Todd from Quincy Township invited the Council to attend their annual Board meeting and to ask for some contribution from the townships for the project.

Motion that was made by Boettcher, was seconded by O'Connor to approve the installation of a sprinkler system in the Fire Hall at a cost of $32,490. Motion passed unanimously.

4. NEW BUSINESS –

A. Library Change Order-Electrical- Motion by O'Connor to approve the Electrical change order for the Library in the amount of $7,036. Second by Boettcher. Motion passed unanimously.

5. DISCUSSION-

A. Personnel Policies- Discussion took place between Council and Hadler regarding the use of PTO and exempt employees. O'Connor felt most exempt employees are putting more than 40 hours in per week and that the policy needs to be well defined. He gave the example that at Mayo Clinic, if an exempt employee takes less than 4 hours off at a time, that no PTO needs to be used. However, if an exempt employee takes more than 4 hours off at a time, then PTO should be used for the full amount of time that is taken off that day.

Ziebell disagreed and felt that all exempt employees make 30-38% more than non-exempt employees, and that they should have to use PTO no matter how much time they are away from their shift. Walkes stated he agreed with Ziebell. Cuccio commented that the Mayor had a valid point.

Ziebell concluded he felt it should be left up to the Administrator to make the determination and should not be a council decision.

The topic of PTO gifting was discussed. It was agreed that PTO gifting should be at the Administrator's discretion and should not be discussed at a public meeting.

The topic of gifts from the public was discussed. O'Connor felt that everything that is received from the public to employees needed to be recorded on a spreadsheet.

B. Fire Relief Association- O'Connor volunteered to have a seat on the board as a representative from the City. Hadler stated Finance Director Axley will be the other nominee. Appointments will be formally made in October.

C. Kreofsky/Stoning Flooding / Alley Update- Hadler shared that after she spend some time at the County Recorder's Office, she found out that the alley in question was actually dedicated to the property owners. Council stated they felt since the City started helping with this issue, the City should see it through.

D. Plainview Community & Youth Center- The Plainview Community and Youth Center is looking for some assistance from the City but Hadler was unclear as to what type of assistance. The City currently funds the Center with a donation of $8500 a year. O'Connor shared that the board should articulate what they are looking for from the City very specifically.

E. Fall Clean Up – Fall Clean is scheduled for October 13, 2018 from 9:00 a.m. to Noon. Cuccio volunteered to help.

6. COUNCIL & STAFF UPDATES-

Cuccio expressed his appreciation to Public Works staff, Michael Burgdorf and Spencer Larson for their help with the landscape project.

Ziebell shared his experience with Peace Corps Dedication and said it was a wonderful experience.

7. ADJOURN- Motion by Boettcher to adjourn the Council Work Session. Second by O'Connor. Motion passed unanimously. Meeting adjourned at 7:13 p.m.

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Roger Ziebell, Mayor

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MariClair Schneider, City Clerk

CITY OF
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The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: October 9, 2018

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
09/26/2018	223819-0	1	Invoice	SUPPLIES/POLICE	09/05/2018	09/26/2018	43.39	101-42100-201
09/26/2018	223819-1	1	Invoice	SUPPLIES/POLICE	09/17/2018	09/26/2018	34.87	101-42100-201
09/26/2018	223853-0	1	Invoice	INK CARTRIDGE/UTILITY BILLING	09/05/2018	09/26/2018	148.50	602-49450-201
09/26/2018	223853-0	2	Invoice	INK CARTRIDGE/UTILITY BILLING	09/05/2018	09/26/2018	148.49	601-49400-201
09/26/2018	223853-0	3	Invoice	INK CARTRIDGE/ADM	09/05/2018	09/26/2018	296.99	101-41500-201
09/26/2018	223853-1	1	Invoice	INK CARTRIDGE/ADM	09/06/2018	09/26/2018	148.26	101-41500-201
09/26/2018	223853-1	2	Invoice	INK CARTRIDGE/UTILITY BILLING	09/06/2018	09/26/2018	74.13	601-49400-201
09/26/2018	223853-1	3	Invoice	INK CARTRIDGE/UTILITY BILLING	09/06/2018	09/26/2018	74.13	602-49450-201
09/26/2018	224190-0	1	Invoice	SUPPLIES/POLICE	09/11/2018	09/26/2018	248.63	101-42100-201
Total 263 1 SOURCE:							1,217.39	
416 AFLAC								
09/26/2018	311700	1	Invoice	EMPLOYEE INS.	09/12/2018	10/01/2018	1,136.88	101-21705
09/26/2018	311700	2	Invoice	EMPLOYEE INS.	09/12/2018	10/01/2018	102.57	230-21705
09/26/2018	311700	3	Invoice	EMPLOYEE INS.	09/12/2018	10/01/2018	156.90	601-21705
Total 416 AFLAC:							1,396.35	
106199 ASPEN MILLS								
09/26/2018	223285	1	Invoice	GEN. UNIFORM/POLICE	09/14/2018	09/26/2018	1,027.95	101-42100-417
09/26/2018	67069	1	Invoice	UNIFORM/POLICE C.PURDUE	09/24/2018	09/26/2018	108.12	101-42100-417
Total 106199 ASPEN MILLS:							1,136.07	
107 BREAKTHRU BEVERAGE								
09/26/2018	1080857112	1	Invoice	LIQUOR	09/13/2018	09/26/2018	1,583.86	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							1,583.86	
106529 CALLANAN, JENNA								
09/26/2018	SEPT. 2018	1	Invoice	PARTIAL REFUND PARK RESV.	09/23/2018	09/26/2018	13.50	225-45200-437
Total 106529 CALLANAN, JENNA:							13.50	
104828 CENTER POINT LARGE PRINT								
09/26/2018	1612428	1	Invoice	LG PRT BOOKS/LIBRARY	08/07/2018	09/26/2018	45.00	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							45.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
572 CENTURYLINK/PHOENIX								
09/26/2018	313054218 A	1	Invoice	PHONE/POOL	09/11/2018	10/09/2018	53.83	225-45128-321
09/26/2018	313539040 A	1	Invoice	PHONE/PARKBOARD	09/11/2018	10/09/2018	54.67	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							108.50	
106139 COPSGEAR								
09/26/2018	2183	1	Invoice	THERMAL CAMERA/POLICE	08/17/2018	09/26/2018	3,200.00	101-42100-221
09/26/2018	3898	1	Invoice	CAMERA INSTALLS/POLICE	09/17/2018	09/26/2018	550.00	101-42100-221
Total 106139 COPSGEAR:							3,750.00	
105949 CUSTOM COMMUNICATIONS INC.								
09/26/2018	407577	1	Invoice	ALARM MONITORING/PW BLDG.	09/12/2018	10/22/2018	101.47	101-43100-310
Total 105949 CUSTOM COMMUNICATIONS INC.:							101.47	
62 DALCO								
09/26/2018	3360275	1	Invoice	SUPPLIES/CITYHALL	09/10/2018	09/26/2018	144.17	101-41500-217
Total 62 DALCO:							144.17	
105777 DAVE SYVERSON TRUCK CENTER								
09/26/2018	299022	1	Invoice	REPAIRS/STREETS	09/21/2018	09/26/2018	468.93	101-43100-221
Total 105777 DAVE SYVERSON TRUCK CENTER:							468.93	
105564 DEARBORN NATIONAL								
09/26/2018	F01736-1 OC	1	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	137.84	101-41500-131
09/26/2018	F01736-1 OC	2	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	276.54	101-42100-131
09/26/2018	F01736-1 OC	3	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	73.88	101-43100-131
09/26/2018	F01736-1 OC	4	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	36.63	211-45500-131
09/26/2018	F01736-1 OC	5	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	33.51	225-45200-131
09/26/2018	F01736-1 OC	6	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	79.38	230-49020-131
09/26/2018	F01736-1 OC	7	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	33.51	601-49400-131
09/26/2018	F01736-1 OC	8	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	28.92	602-49450-131
09/26/2018	F01736-1 OC	9	Invoice	EMPLOYEE INS.	09/13/2018	10/01/2018	54.64	609-49750-131
Total 105564 DEARBORN NATIONAL:							754.85	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105433 DELTA DENTAL OF MINNESOTA								
09/26/2018	7413208	1	Invoice	EMPLOY DENTAL	09/15/2018	10/01/2018	31.15	609-21705
09/26/2018	7413208	2	Invoice	EMPLOY DENTAL	09/15/2018	10/01/2018	65.05	230-21705
09/26/2018	7413208	3	Invoice	EMPLOY DENTAL	09/15/2018	10/01/2018	367.75	101-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							463.95	
106528 DOUGHTY, SCOTT								
09/26/2018	PL18-57	1	Invoice	REFUND BLDG. DEPOSIT	09/24/2018	09/26/2018	100.00	101-41500-32210
Total 106528 DOUGHTY, SCOTT:							100.00	
70 DPC INDUSTRIES								
09/26/2018	827001705-1	1	Invoice	CHEMICALS/WATER	09/05/2018	09/26/2018	487.87	601-49400-217
Total 70 DPC INDUSTRIES:							487.87	
106327 ELM USA								
09/26/2018	14709	1	Invoice	PAYG COUNT/LIBRARY	09/07/2018	09/26/2018	25.75	211-45500-401
Total 106327 ELM USA:							25.75	
105646 EXPERT T BILLING								
09/26/2018	4926	1	Invoice	AUG BILLING/AMB	09/15/2018	10/15/2018	754.00	230-49020-401
Total 105646 EXPERT T BILLING:							754.00	
106517 FIRE HOUSE PIZZA								
09/26/2018	15089	1	Invoice	PIZZAS/LIQUOR STORE	09/18/2018	09/26/2018	75.00	609-49750-259
Total 106517 FIRE HOUSE PIZZA:							75.00	
212 GILLETTE PEPSI								
09/26/2018	9305389	1	Invoice	POP/LIQUOR STORE	09/17/2018	09/26/2018	215.37	609-49750-214
09/26/2018	9305390	1	Invoice	POP/LIQUOR STORE	09/17/2018	09/26/2018	20.60	609-49750-214
Total 212 GILLETTE PEPSI:							235.97	
104641 GOLD CROSS AMBULANCE SERVICE								
09/26/2018	18-81931	1	Invoice	INTERCEPT/AMB	09/08/2018	10/14/2018	195.21	230-49020-217
09/26/2018	18-82892	1	Invoice	INTERCEPT/AMB	09/10/2018	10/19/2018	197.00	230-49020-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104641 GOLD CROSS AMBULANCE SERVICE:							392.21	
106523 HIAWATHA VALLEY FARM STORE								
09/20/2018	47145	1	Invoice	WATER PUMP	09/20/2018	09/20/2018	306.15	225-45200-221
Total 106523 HIAWATHA VALLEY FARM STORE:							306.15	
116 HIGH PLAINS								
09/26/2018	15372 AUG 2	1	Invoice	FUEL/RURAL FIRE	08/31/2018	09/30/2018	68.58	245-42200-212
09/26/2018	15450 AUG 2	1	Invoice	FUEL & WASHES/POLICE	08/31/2018	09/30/2018	326.22	101-42100-212
09/26/2018	2660 AUG 20	1	Invoice	FUEL/PARKS	08/31/2018	09/30/2018	557.30	225-45200-212
09/26/2018	2660 AUG 20	2	Invoice	FUEL/SEWER	08/31/2018	09/30/2018	57.73	602-49450-212
09/26/2018	2660 AUG 20	3	Invoice	FUEL/WATER	08/31/2018	09/30/2018	55.77	601-49400-212
09/26/2018	2660 AUG 20	4	Invoice	FUEL/STREETS	08/31/2018	09/30/2018	512.39	101-43100-212
Total 116 HIGH PLAINS:							1,577.99	
105810 HOFSCHULTE WELL & PUMP SERVICE								
09/26/2018	9639	1	Invoice	WATER SERVICE/PIERCE	09/13/2018	09/26/2018	2,546.50	601-49400-228
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							2,546.50	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
09/26/2018	401376 OCT	1	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	3,720.00	101-41500-131
09/26/2018	401376 OCT	2	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	1,240.00	101-42100-131
09/26/2018	401376 OCT	3	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	210.80	101-43125-131
09/26/2018	401376 OCT	4	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	1,029.20	101-43100-131
09/26/2018	401376 OCT	5	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	1,240.00	225-45200-131
09/26/2018	401376 OCT	6	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	1,240.00	601-49400-131
09/26/2018	401376 OCT	7	Invoice	49'S HEALTH INS.	09/01/2018	09/15/2018	1,240.00	602-49450-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							9,920.00	
384 JACK NEUMANN TRUCKING								
09/26/2018	23171	1	Invoice	LIQUOR FREIGHT	09/13/2018	09/26/2018	110.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							110.00	
134 JOHNSON BROS-ST. PAUL								
09/26/2018	1103321	1	Invoice	LIQUOR	09/12/2018	09/26/2018	3,053.17	609-49750-251

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 134 JOHNSON BROS-ST. PAUL:							3,053.17	
105877 JOHNSON CONTROLS SECURITY SOLUTIONS								
09/26/2018	31162142	1	Invoice	SECURITY/LIQUOR ST.	09/08/2018	09/26/2018	134.11	609-49750-201
Total 105877 JOHNSON CONTROLS SECURITY SOLUTIONS:							134.11	
106502 MAYO CLINIC HEALTH SOLUTIONS								
09/24/2018	TANY TRAA	2	Adjustmen	OVERPAY/AMB RUN	08/02/2018	08/29/2018	1,420.00-	230-49020-229
Total 106502 MAYO CLINIC HEALTH SOLUTIONS:							1,420.00-	
370 MEDPRO MIDWEST GROUP								
09/26/2018	0001773	1	Invoice	COT CONTRACT/AMB	09/12/2018	09/26/2018	112.75	230-49020-221
Total 370 MEDPRO MIDWEST GROUP:							112.75	
173 METRO SALES INC.								
09/26/2018	1159934	1	Invoice	COPIER USAGE/LIBRARY	09/07/2018	09/26/2018	90.37	211-45500-201
09/26/2018	1165059	1	Invoice	COPIER USAGE/CH	09/14/2018	09/26/2018	379.41	101-41500-401
09/26/2018	1167161	1	Invoice	COPIER USAGE/AMB	09/18/2018	09/26/2018	304.95	230-49020-401
Total 173 METRO SALES INC.:							774.73	
185 MN MUNICIPAL BEVERAGE ASSOC								
09/26/2018	2018	1	Invoice	REG. A. MOHS LIQUOR STORE	09/11/2018	09/26/2018	20.00	609-49750-331
Total 185 MN MUNICIPAL BEVERAGE ASSOC:							20.00	
106525 MULTI REGIONAL TRAINING CENTER								
09/26/2018	13352	1	Invoice	CARDS/AMBULANCE	09/17/2018	09/26/2018	27.50	230-49020-332
Total 106525 MULTI REGIONAL TRAINING CENTER:							27.50	
104458 NEWMAN SIGNS								
09/26/2018	005483	1	Invoice	SIGNS/STREETS	09/13/2018	09/26/2018	691.91	101-43100-217
Total 104458 NEWMAN SIGNS:							691.91	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
376 NORTHERN BEVERAGE DISTB.								
09/26/2018	0000400211	1	Invoice	BEER/LIQUOR STORE	09/13/2018	09/26/2018	1,923.75	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							1,923.75	
106466 OVERDRIVE, INC.								
09/26/2018	05558CO181	1	Invoice	AUDIO/LIBRARY	09/14/2018	09/26/2018	26.95	211-45500-592
Total 106466 OVERDRIVE, INC.:							26.95	
106037 PAUL'S LOCK & KEY								
09/26/2018	0089931	1	Invoice	REPLACE LOCKS/AMB BLDG.	09/13/2018	09/26/2018	271.00	230-49020-223
Total 106037 PAUL'S LOCK & KEY:							271.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
09/26/2018	2643900 AU	1	Invoice	ELEC/WELL #3	09/06/2018	09/25/2018	90.00	601-49400-381
09/26/2018	2647400 AU	1	Invoice	ELEC/RINK	09/06/2018	09/25/2018	59.00	225-45200-381
09/26/2018	2652400 AU	1	Invoice	ELEC/LIQUOR STORE	09/06/2018	09/25/2018	1,227.00	609-49750-381
09/26/2018	2657300 AU	1	Invoice	ELEC/TENNIS CT.	09/06/2018	09/25/2018	86.66	225-45200-381
09/26/2018	26574 AUG	1	Invoice	ELEC/ATH.FIELD	09/06/2018	09/25/2018	45.00	225-45200-381
09/26/2018	2658900 AU	1	Invoice	ELEC/POOL	09/06/2018	09/25/2018	1,603.00	225-45128-381
09/26/2018	2706100 AU	1	Invoice	ELEC/NE LIFT STATION	09/06/2018	09/25/2018	89.00	602-49450-381
09/26/2018	2709900 AU	1	Invoice	ELEC/W BDWY SIREN	09/06/2018	09/25/2018	11.00	101-42500-381
09/26/2018	2714900 AU	1	Invoice	ELEC/ST.LIGHTS	09/06/2018	09/25/2018	2,491.00	101-43100-381
09/26/2018	2732200 AU	1	Invoice	ELEC/SIGNAL LIGHT	09/06/2018	09/25/2018	35.00	101-43100-381
09/26/2018	2738000 AU	1	Invoice	ELEC/WELL #2	09/06/2018	09/25/2018	3,117.00	601-49400-381
09/26/2018	2739100 AU	1	Invoice	ELEC/PW BLDG.	09/06/2018	09/25/2018	361.00	101-43100-381
09/26/2018	2747700 AU	1	Invoice	ELEC/SW SIREN	09/06/2018	09/25/2018	44.00	101-42500-381
09/26/2018	2764400 AU	1	Invoice	ELEC/NW LIFT STATION	09/06/2018	09/25/2018	346.00	602-49450-381
09/26/2018	2767800 AU	1	Invoice	ELEC/CEMETERY	09/06/2018	09/25/2018	29.00	235-49010-381
09/26/2018	2777600 AU	1	Invoice	ELEC/LIBRARY	09/06/2018	09/25/2018	422.00	211-45500-381
09/26/2018	3026600 AU	1	Invoice	ELEC/AMB BLDG.	09/06/2018	09/25/2018	448.00	230-49020-381
09/26/2018	3036800 AU	1	Invoice	ELEC/FIRE HALL	09/06/2018	09/25/2018	225.00	101-42200-381
09/26/2018	3038100 AU	1	Invoice	ELEC/CITY HALL	09/06/2018	09/25/2018	232.34	101-41500-381
09/26/2018	3038100 AU	2	Invoice	ELEC/CITY HALL	09/06/2018	09/25/2018	232.33	101-42100-381
09/26/2018	3038100 AU	3	Invoice	ELEC/CITY HALL	09/06/2018	09/25/2018	232.33	101-41110-381
09/26/2018	3041300 AU	1	Invoice	ELEC/WEDGEWOOD PARK	09/06/2018	09/25/2018	112.00	225-45200-381
09/26/2018	3043900 AU	1	Invoice	ELEC/BIKE TRAIL	09/06/2018	09/25/2018	45.00	225-45200-381
09/26/2018	3185400 AU	1	Invoice	ELEC/LIQ.STORE CORN ON COB	09/06/2018	09/25/2018	86.12	609-49750-381
09/26/2018	6042300 AU	1	Invoice	ELEC/WATER TOWER	09/06/2018	09/25/2018	182.00	601-49400-381

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							11,850.78	
217 PHILLIPS ST. PAUL.								
09/26/2018	2422567	1	Invoice	LIQUOR	09/12/2018	09/26/2018	1,908.28	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							1,908.28	
76 PLAINVIEW EDA								
09/26/2018	SEPT 2018	1	Invoice	SEPT. 2018 CONTRIBUTION	09/12/2018	09/26/2018	4,583.34	101-46500-491
Total 76 PLAINVIEW EDA:							4,583.34	
105272 PLAINVIEW LAWN & SNOW								
09/26/2018	6994	1	Invoice	OPEN & CLOSE/CEMETERY	09/25/2018	09/26/2018	450.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							450.00	
741 QUILL CORPORATION								
09/26/2018	9915122	1	Invoice	SUPPLIES/ADM	09/05/2018	09/26/2018	10.99	101-41500-201
09/26/2018	9938759	1	Invoice	SUPPLIES/ADM	09/05/2018	09/26/2018	19.19	101-41500-201
09/26/2018	9977025	1	Invoice	SUPPLIES/ADM	09/05/2018	09/26/2018	83.98	101-41500-201
Total 741 QUILL CORPORATION:							114.16	
106070 R & B FOODS, INC.								
09/26/2018	4216	1	Invoice	MIX/LIQUOR ST.	09/11/2018	09/26/2018	45.00	609-49750-259
Total 106070 R & B FOODS, INC.:							45.00	
245 RANDY'S FOODS LLC								
09/26/2018	09172018	1	Invoice	SNACKS/LIQUOR ST.	09/17/2018	09/26/2018	146.50	609-49750-259
Total 245 RANDY'S FOODS LLC:							146.50	
398 RIVERLAND COMMUNITY COLLEGE								
09/26/2018	335293	1	Invoice	TRAINING/AMB C.HUGHES	09/18/2018	09/26/2018	100.00	230-49020-332
Total 398 RIVERLAND COMMUNITY COLLEGE:							100.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
264 SCHOTT DISTRIBUTING CO INC								
09/26/2018	327330	1	Invoice	BEER/LIQUOR STORE	09/12/2018	09/26/2018	4,441.00	609-49750-252
09/26/2018	328073	1	Invoice	BEER/LIQUOR STORE	09/19/2018	09/26/2018	5,345.00	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							9,786.00	
268 SELCO								
09/26/2018	045507	1	Invoice	FEES, MAILS/LIBRARY	09/12/2018	09/26/2018	1,036.69	211-45500-418
Total 268 SELCO:							1,036.69	
106527 STANDINGER, KENNEDY								
09/26/2018	917425	1	Invoice	REIMURSE LIFEGUARD RECERT	08/13/2018	09/26/2018	35.00	225-45128-331
Total 106527 STANDINGER, KENNEDY:							35.00	
106524 T-M KARAOKE								
09/26/2018	2018	1	Invoice	MUSIC/LIQUOR STORE	09/18/2018	09/26/2018	275.00	609-49750-348
Total 106524 T-M KARAOKE:							275.00	
105796 U.S. BANK EQUIPMENT FINANCE								
09/26/2018	366543841	1	Invoice	COPIER/CITYHALL	09/14/2018	10/11/2018	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
296 UNITED LABORATORIES								
09/26/2018	234905	1	Invoice	SOLR GOLD/LIFT STA.	09/18/2018	09/26/2018	3,164.70	602-49450-217
Total 296 UNITED LABORATORIES:							3,164.70	
168 VISA								
09/26/2018	0165 AUG 20	1	Invoice	SUPPLIES/LIBRARY	09/02/2018	09/27/2018	322.20	211-45500-223
09/26/2018	6121 AUG 20	1	Invoice	HOST GATOR/POLICE	09/02/2018	09/27/2018	17.98	101-42100-321
09/26/2018	6121 AUG 20	2	Invoice	SUPPLIES/RANGE	09/02/2018	09/27/2018	4.69	101-42100-418
09/26/2018	6139 AUG 20	1	Invoice	SUPPLIES/POLICE	09/02/2018	09/27/2018	91.87	101-42100-437
09/26/2018	6139 AUG 20	2	Invoice	UNIFORM E.HENRY/POLICE	09/02/2018	09/27/2018	138.96	101-42100-417
09/26/2018	6154 AUG 20	1	Invoice	FAN PARTS/PARK	09/02/2018	09/27/2018	60.84	225-45200-223
09/26/2018	6154 AUG 20	2	Invoice	SUPPLIES/STREETS	09/02/2018	09/27/2018	126.50	101-43100-217
09/26/2018	6154 AUG 20	3	Invoice	SUPPLIES/SEWER	09/02/2018	09/27/2018	41.68	602-49450-217
09/26/2018	6154 AUG 20	4	Invoice	SUPPLIES/STREETS	09/02/2018	09/27/2018	73.78	101-43100-223

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
09/26/2018	6154 AUG 20	5	Invoice	UMBRELLA COVERS/POOL	09/02/2018	09/27/2018	774.87	225-45128-590
09/26/2018	6154 AUG 20	6	Invoice	SUPPLIES/LIBRARY RENOVATE	09/02/2018	09/27/2018	1,572.57	211-45500-590
09/26/2018	6154 AUG 20	7	Invoice	POSTAGE/WATER	09/02/2018	09/27/2018	10.45	601-49400-201
09/26/2018	6162 AUG 20	1	Invoice	SWEEPER TRAINING/PW	09/02/2018	09/27/2018	25.00	101-43100-331
09/26/2018	6196 AUG 20	1	Invoice	REPAIRS/STREETS	09/02/2018	09/27/2018	1,862.44	101-43100-221
09/26/2018	6204 AUG 20	1	Invoice	POSTAGE/AMB	09/02/2018	09/27/2018	9.85	230-49020-201
09/26/2018	6204 AUG 20	2	Invoice	CLEANING SUPPLIES/CITYHALL	09/02/2018	09/27/2018	15.33	101-41500-211
09/26/2018	6204 AUG 20	3	Invoice	MED SUPPLIES/AMB	09/02/2018	09/27/2018	116.82	230-49020-417
09/26/2018	6204 AUG 20	4	Invoice	TRANING/AMB	09/02/2018	09/27/2018	199.50	230-49020-332
09/26/2018	6246 AUG 20	1	Invoice	ELECTION BOOTHS	09/02/2018	09/27/2018	1,288.70	101-41410-437
09/26/2018	6246 AUG 20	2	Invoice	SUPPLIES/ELECTIONS	09/02/2018	09/27/2018	476.87	101-41410-437
09/26/2018	6410AUG 20	1	Invoice	CLEANER/PARKS	09/02/2018	09/27/2018	4.83	225-45200-217
09/26/2018	6469 AUG 20	1	Invoice	SUPPLIES NATIONAL NIGHT-OUT	09/02/2018	09/27/2018	19.72	101-41110-344
09/26/2018	6469 AUG 20	2	Invoice	SUPPLIES NATIONAL NIGHT-OUT	09/02/2018	09/27/2018	231.96	101-41110-344
09/26/2018	6469 AUG 20	3	Invoice	LIBRARY TILES	09/02/2018	09/27/2018	131.05	211-45500-590
09/26/2018	6519 AUG 20	1	Invoice	SHIRTS/LIQUOR STORE	09/02/2018	09/27/2018	878.50	609-49750-259
09/26/2018	6519 AUG 20	2	Invoice	DECOR/LIQUOR STORE	09/02/2018	09/27/2018	566.50	609-49750-217
09/26/2018	6519 AUG 20	3	Invoice	SUPPLIES/LIQUOR STORE	09/02/2018	09/27/2018	59.09	609-49750-201
09/26/2018	6519 AUG 20	4	Invoice	SUPPLIES/LIQUOR STORE	09/02/2018	09/27/2018	59.66	609-49750-214
09/26/2018	6519 AUG 20	5	Invoice	ADVERTISE/LIQUOR STORE	09/02/2018	09/27/2018	18.16	609-49750-343
09/26/2018	6519 AUG 20	6	Invoice	POSTAGE/LIQUOR STORE	09/02/2018	09/27/2018	38.44	609-49750-322
Total 168 VISA:							9,238.81	
310 WABASHA IMPLEMENT COMPANY								
09/26/2018	10076	1	Invoice	REPAIRS/PARKS	08/27/2018	09/26/2018	347.55	225-45200-221
09/26/2018	10244	1	Invoice	REPAIRS/STREETS	09/19/2018	09/26/2018	8.03	101-43100-221
Total 310 WABASHA IMPLEMENT COMPANY:							355.58	
106526 WICKED SOUNDS								
09/26/2018	2018	1	Invoice	MUSIC/LIQUOR STORE	09/18/2018	09/26/2018	275.00	609-49750-348
Total 106526 WICKED SOUNDS:							275.00	
414 ZIEBELLS HIAWATHA FOODS INC								
09/26/2018	218150	1	Invoice	SUPPLIES LIQUOR ST.	09/17/2018	09/26/2018	118.83	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							118.83	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Grand Totals:							77,033.03	

Report GL Period Summary

GL Period	Amount
09/18	31,315.74
08/18	1,420.00-
00/00	47,137.29
Grand Totals:	77,033.03

Vendor number hash:	5738373
Vendor number hash - split:	7645781
Total number of invoices:	103
Total number of transactions:	149

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	77,033.03	.00	77,033.03
Grand Totals:	77,033.03	.00	77,033.03

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
10/10/2018	223295-0	1	Invoice	FURNITURE/ADM	10/02/2018	10/10/2018	612.00	101-41500-560
Total 263 1 SOURCE:							612.00	
460 ADVANCED DISPOSAL								
10/10/2018	G600021193	1	Invoice	GARBAGE/LIQUOR ST.	09/30/2018	10/10/2018	445.11	609-49750-384
Total 460 ADVANCED DISPOSAL:							445.11	
9 ALL-PEST EXTERMINATING COMP								
10/10/2018	214530	1	Invoice	EXTERMINATE/LIQUOR ST.	09/21/2018	10/10/2018	165.66	609-49750-401
Total 9 ALL-PEST EXTERMINATING COMP:							165.66	
105905 AMERIPRIDE SERVICES, INC.								
10/10/2018	2800932385	1	Invoice	MOPS,TOWELS/LIQ. ST.	09/11/2018	10/10/2018	122.85	609-49750-223
10/10/2018	2800938028	1	Invoice	MOPS,TOWELS/LIQ ST.	09/25/2018	10/10/2018	60.89	609-49750-211
Total 105905 AMERIPRIDE SERVICES, INC.:							183.74	
106519 ASBESTROL, INC.								
10/10/2018	7809	1	Invoice	ASBESTOS REMOVAL/FIREHALL	09/28/2018	10/10/2018	2,890.00	101-42200-223
Total 106519 ASBESTROL, INC.:							2,890.00	
106199 ASPEN MILLS								
10/10/2018	223790	1	Invoice	UNIFORM/POLICE C.PURDUE	09/25/2018	10/10/2018	977.26	101-42100-417
Total 106199 ASPEN MILLS:							977.26	
31 BENNETT & SONS SAND & GRAVEL								
10/10/2018	33950	1	Invoice	HAULING MULCH/STREETS	09/14/2018	10/10/2018	300.00	101-43100-217
Total 31 BENNETT & SONS SAND & GRAVEL:							300.00	
154 BENNETT'S FOOD CENTER								
10/10/2018	30086	1	Invoice	SUPPLIES/AMB	09/02/2018	10/10/2018	13.73	230-49020-211
10/10/2018	78518	1	Invoice	SOAP/AMBULANCE	09/06/2018	10/10/2018	8.34	230-49020-217
10/10/2018	78643	1	Invoice	SUPPLIES/LIQUOR ST.	09/06/2018	10/10/2018	171.80	609-49750-214
10/10/2018	81060	1	Invoice	SUPPLIES/LIQUOR ST.	09/11/2018	10/10/2018	38.49	609-49750-214

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
10/10/2018	SEPT. 9TH	1	Invoice	FOOD/LIQUOR ST.	09/09/2018	10/10/2018	124.62	609-49750-214
Total 154 BENNETT'S FOOD CENTER:							356.98	
106463 BOLTON & MENK, INC.								
10/10/2018	0221785	1	Invoice	ENGINEER FEES/ADM	08/21/2018	10/10/2018	300.00	101-41500-303
10/10/2018	0221785	2	Invoice	ENGINEER FEES/SEWER	08/21/2018	10/10/2018	375.00	602-49450-303
10/10/2018	0221785	3	Invoice	ENGINEER FEES/STREETS	08/21/2018	10/10/2018	187.50	101-43100-303
10/10/2018	0221786	1	Invoice	ENGINEER FEES/DRAINAGE IMPROVE	08/21/2018	10/10/2018	1,581.50	101-43100-303
10/10/2018	0221787	1	Invoice	ENGINEER FEES/FISK ACRE ROAD	08/21/2018	10/10/2018	1,005.50	101-43100-590
10/10/2018	0221788	1	Invoice	TAP LIGHT & SURFACE IMPRV	08/21/2018	10/10/2018	8,453.00	101-43100-590
10/10/2018	0222679	1	Invoice	COMPREHENSIVE PLAN	09/16/2018	10/10/2018	1,718.00	101-41110-310
10/10/2018	0223017	1	Invoice	ENGINEER FEES/SEWER	09/19/2018	10/10/2018	412.50	602-49450-303
10/10/2018	0223017	2	Invoice	ENGINEER FEES/ADM	09/19/2018	10/10/2018	108.00	101-41500-303
10/10/2018	0223020	1	Invoice	ENGINEER FEES/DRAINAGE IMPROVE	09/19/2018	10/10/2018	222.00	101-43100-303
10/10/2018	0223030	1	Invoice	ENGINEER FEES/TAP LIGHTING	09/19/2018	10/10/2018	16,715.50	101-43100-590
Total 106463 BOLTON & MENK, INC.:							31,078.50	
107 BREAKTHRU BEVERAGE								
10/10/2018	1080864186	1	Invoice	LIQUOR	09/27/2018	10/10/2018	2,870.72	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							2,870.72	
106531 CENTRAL LANDSCAPE SUPPLY								
10/10/2018	286324	1	Invoice	LANDSCAPE PROJECT	09/13/2018	10/10/2018	5,582.07	101-43100-217
Total 106531 CENTRAL LANDSCAPE SUPPLY:							5,582.07	
106449 CINTAS CORPORATION								
10/10/2018	4009326078	1	Invoice	MATS/PW BLDG	09/04/2018	10/10/2018	9.85	101-43100-223
10/10/2018	4009591881	1	Invoice	PW/MATS	09/11/2018	10/10/2018	9.85	101-43100-223
10/10/2018	4009865119	1	Invoice	MATS/PW BLDG	09/18/2018	10/10/2018	9.85	101-43100-223
10/10/2018	4010118043	1	Invoice	MOPS&TOWELS/CITYHALL	09/25/2018	10/10/2018	16.51	101-41500-401
10/10/2018	4010118089	1	Invoice	MATS/PW BLDG	09/25/2018	10/10/2018	9.85	101-43100-223
Total 106449 CINTAS CORPORATION:							55.91	
51 CONSTRUCTION MGMT. SERVICES								
10/10/2018	PL000-SEPT	1	Invoice	SEPT.BLDG. INSPECTS	09/30/2018	10/10/2018	1,455.36	101-41500-316

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 51 CONSTRUCTION MGMT. SERVICES:							1,455.36	
106428 DATA SMART COMPUTERS INC.								
10/10/2018	57833	1	Invoice	DATTO BACKUP/ADM	08/20/2018	10/10/2018	149.00	101-41500-310
10/10/2018	57900	1	Invoice	ANTI VIRUS NODE/ADM	09/05/2018	10/10/2018	16.00	101-41500-309
10/10/2018	57993	1	Invoice	OFFICE 365 FEES	09/06/2018	10/10/2018	132.50	101-41500-309
10/10/2018	58051	1	Invoice	COMPUTER LABOR/ADM	09/11/2018	10/10/2018	57.50	101-41500-310
10/10/2018	58058	1	Invoice	COMPUTER LABOR/ADM & PW	09/13/2018	10/10/2018	287.50	101-41500-310
10/10/2018	58127	1	Invoice	DATTO BACKUP/ADM	09/19/2018	10/10/2018	149.00	101-41500-310
Total 106428 DATA SMART COMPUTERS INC.:							791.50	
106372 EGAN								
10/10/2018	607735	1	Invoice	ST. LIGHT REPAIRS	09/27/2018	10/10/2018	113.40	101-43100-221
Total 106372 EGAN:							113.40	
106533 EMERGENCY RESPONSE SOLUTIONS								
10/10/2018	11748	1	Invoice	LOCKERS/FIRE HALL	09/21/2018	10/10/2018	1,008.00	101-42200-221
Total 106533 EMERGENCY RESPONSE SOLUTIONS:							1,008.00	
105835 FARRELL EQUIP & SUPPLY								
10/10/2018	82627	1	Invoice	LANDSCAPE PROJECT	10/01/2018	10/10/2018	519.94	101-43100-217
Total 105835 FARRELL EQUIP & SUPPLY:							519.94	
106517 FIRE HOUSE PIZZA								
10/10/2018	15127	1	Invoice	PIZZAS/LIQUOR STORE	10/02/2018	10/10/2018	76.00	609-49750-259
Total 106517 FIRE HOUSE PIZZA:							76.00	
105806 FLAHERTY & HOOD, P.A.								
10/10/2018	11847	1	Invoice	SEPT. RETAINER/ADM	09/04/2018	10/10/2018	1,755.00	101-41500-304
10/10/2018	11921	1	Invoice	LEGAL FEES LABOR & EMPLOYM	09/04/2018	10/10/2018	177.50	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							1,932.50	
97 GALLS, LLC								
10/10/2018	010770804	1	Invoice	UNIFORM/POLICE	09/14/2018	10/14/2018	79.99	101-42100-417

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 97 GALLS, LLC:							79.99	
106441 GILLESPIE SPORTING GOODS								
10/10/2018	968686	1	Invoice	PLAQUE/AMB BLDG.	09/29/2018	10/10/2018	10.00	230-49020-310
Total 106441 GILLESPIE SPORTING GOODS:							10.00	
104641 GOLD CROSS AMBULANCE SERVICE								
10/10/2018	18-84518	1	Invoice	INTERCEPT/AMB	09/15/2018	10/10/2018	183.63	230-49020-217
10/10/2018	18-84790	1	Invoice	INTERCEPT/AMB	09/16/2018	10/24/2018	203.18	230-49020-217
Total 104641 GOLD CROSS AMBULANCE SERVICE:							386.81	
106532 GUSA, GARY								
10/10/2018	SEPT 2018	1	Invoice	MULCH LANDSCAPE PROJECT	09/19/2018	10/10/2018	644.25	101-43100-217
Total 106532 GUSA, GARY:							644.25	
106126 HENRY SCHEIN INC.								
10/10/2018	14339098	1	Invoice	CREDIT/AMB	09/17/2018	10/10/2018	24.00-	230-49020-217
10/10/2018	56945642	1	Invoice	MED SUPPLIES/AMB	09/04/2018	10/10/2018	289.27	230-49020-217
10/10/2018	57457363	1	Invoice	MED SUPPLIES/AMB	09/19/2018	10/10/2018	381.12	230-49020-217
Total 106126 HENRY SCHEIN INC.:							646.39	
105377 HENRY, ERIN								
10/10/2018	SEPT. 2018	1	Invoice	MILEAGE/POLCE	09/28/2018	10/10/2018	173.31	101-42100-331
Total 105377 HENRY, ERIN:							173.31	
105970 HG ELECTRIC, LLC								
10/10/2018	C457	1	Invoice	REPAIR FANS/LIGHTS CH BR	09/28/2018	10/10/2018	1,115.00	101-41500-223
Total 105970 HG ELECTRIC, LLC:							1,115.00	
105810 HOFSCHULTE WELL & PUMP SERVICE								
10/10/2018	9665	1	Invoice	SIL FAUCETS	09/18/2018	10/10/2018	162.00	601-49400-217
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							162.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
384 JACK NEUMANN TRUCKING								
10/10/2018	23189	1	Invoice	LIQUOR FREIGHT	09/17/2018	10/10/2018	70.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							70.00	
134 JOHNSON BROS-ST. PAUL								
10/10/2018	1114194	1	Invoice	LIQUOR	09/26/2018	10/10/2018	2,345.04	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							2,345.04	
106530 KNIGHT BARRY TITLE UNITED LLC								
10/10/2018	984837	1	Invoice	TITLE WORK/ADM	09/05/2018	10/10/2018	100.00	101-41500-310
Total 106530 KNIGHT BARRY TITLE UNITED LLC:							100.00	
141 KREOFSKY BUILDING SUPPLIES								
10/10/2018	1809-751837	1	Invoice	SUPPLIES/AMB BLDG.	09/10/2018	10/10/2018	91.94	230-49020-223
10/10/2018	1809-751907	1	Invoice	CREDIT/AMB	09/10/2018	10/10/2018	9.98-	230-49020-223
10/10/2018	1809-752423	1	Invoice	SWIVEL/AMB BLDG.	09/12/2018	10/10/2018	4.28	230-49020-223
10/10/2018	1809-752433	1	Invoice	CREDIT/AMB	09/12/2018	10/10/2018	4.28-	230-49020-223
10/10/2018	1809-752660	1	Invoice	HOSE END/AMB	09/12/2018	10/10/2018	5.36	230-49020-223
10/10/2018	1809-754427	1	Invoice	BULBS/CITY HALL	09/18/2018	10/10/2018	11.79	101-41500-223
10/10/2018	1809-755330	1	Invoice	HOSE PARTS/PARKS	09/20/2018	10/10/2018	6.98	225-45200-217
10/10/2018	1809-756776	1	Invoice	DOOR STOP/CITY HALL	09/25/2018	10/10/2018	6.29	101-41500-223
10/10/2018	1809-757040	1	Invoice	BR DOOR LOCK/CITYHALL	09/26/2018	10/10/2018	40.69	101-41500-223
10/10/2018	1809-757987	1	Invoice	MOUNT TAPE/CITYHALL	09/28/2018	10/10/2018	5.99	101-41500-223
10/10/2018	PL18-55	1	Invoice	REFUND PERMIT DEPOSIT	10/02/2018	10/10/2018	1,000.00	101-41500-32210
Total 141 KREOFSKY BUILDING SUPPLIES:							1,159.06	
106176 KWIK TRIP EXTENDED NETWORK								
10/10/2018	NP54373721	1	Invoice	FUEL/AMB	10/01/2018	10/10/2018	646.37	230-49020-212
10/10/2018	NP54373721	2	Invoice	FUEL/POLICE	10/01/2018	10/10/2018	781.16	101-42100-212
Total 106176 KWIK TRIP EXTENDED NETWORK:							1,427.53	
106285 LARSON, SPENCER								
10/10/2018	OCT 2018	1	Invoice	REIMBURSE CELLPHONE	10/02/2018	10/10/2018	25.00	101-43100-321
Total 106285 LARSON, SPENCER:							25.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
10/10/2018	275996	1	Invoice	MEMBERSHIP DUES/COUNCIL	09/01/2018	09/28/2018	3,646.00	101-41110-433
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							3,646.00	
105676 LOFTUS, SHANE								
10/10/2018	OCT 2018	1	Invoice	REIMBURSE/CELLPHONE	10/02/2018	10/10/2018	25.00	101-43100-321
Total 105676 LOFTUS, SHANE:							25.00	
105619 MCCABE-EVANS, LISA								
10/10/2018	13352	1	Invoice	COURSE CARDS/AMB	09/17/2018	10/01/2018	27.50	230-49020-332
Total 105619 MCCABE-EVANS, LISA:							27.50	
175 MICHAEL'S TIRE & AUTO								
10/10/2018	122081	1	Invoice	OIL CHANGE/POLICE	09/14/2018	10/10/2018	49.10	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							49.10	
184 MINNESOTA MAYOR ASSOCIATION								
10/10/2018	2018	1	Invoice	MEMBERSHIP	09/01/2018	10/02/2018	30.00	101-41110-433
Total 184 MINNESOTA MAYOR ASSOCIATION:							30.00	
223 MN ENERGY RESOURCES CORP.								
10/10/2018	0503043614-	1	Invoice	GAS UTIL/NW LIFT STATION	09/27/2018	10/19/2018	23.63	602-49450-383
10/10/2018	0503078391	1	Invoice	GAS UTIL/FIRE HALL	09/27/2018	10/19/2018	55.80	101-42200-383
10/10/2018	0504454235	1	Invoice	GAS UTIL/LIQUOR STORE	09/27/2018	10/19/2018	58.77	609-49750-383
10/10/2018	0505377887-	1	Invoice	GAS UTIL/CITY HALL	09/27/2018	10/19/2018	16.17	101-41110-383
10/10/2018	0505377887-	2	Invoice	GAS UTIL/CITY HALL	09/27/2018	10/19/2018	16.17	101-41500-383
10/10/2018	0505377887-	3	Invoice	GAS UTIL/CITY HALL	09/27/2018	10/19/2018	16.17	101-42100-383
10/10/2018	0507609025	1	Invoice	GAS UTIL/LIBRARY	09/27/2018	10/24/2018	19.70	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							206.41	
106021 MN FIRE SERVICE CERTIFICATION BOARD								
10/10/2018	2018	1	Invoice	RECERTIFICATION/FIRE DEPT.	10/01/2018	10/10/2018	37.50	101-42100-433
10/10/2018	2018	2	Invoice	RECERTIFICATION/FIRE DEPT.	10/01/2018	10/10/2018	37.50	245-42200-433

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106021 MN FIRE SERVICE CERTIFICATION BOARD:							75.00	
777 NORTH COUNTRY BUSINESS								
10/10/2018	179903	1	Invoice	SUPPORT SOFTWARE/LIQUOR ST.	09/14/2018	10/10/2018	310.74	609-49750-201
Total 777 NORTH COUNTRY BUSINESS:							310.74	
376 NORTHERN BEVERAGE DISTB.								
10/10/2018	400651	1	Invoice	BEER/LIQUOR ST.	09/20/2018	10/10/2018	2,130.30	609-49750-252
10/10/2018	401115	1	Invoice	BEER/LIQUOR ST.	09/27/2018	10/10/2018	4,086.80	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							6,217.10	
105716 PAPER ROLL SUPPLIES								
10/10/2018	297550	1	Invoice	SUPPLIES/LIQ.ST.	09/20/2018	10/10/2018	46.00	609-49750-201
Total 105716 PAPER ROLL SUPPLIES:							46.00	
217 PHILLIPS ST. PAUL.								
10/10/2018	2430201	1	Invoice	LIQUOR	09/26/2018	10/10/2018	1,703.75	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							1,703.75	
240 PLAINVIEW POSTMASTER								
10/10/2018	SEPT. 2018	1	Invoice	UITILITY BILLING	10/02/2018	10/02/2018	185.64	602-49450-201
10/10/2018	SEPT. 2018	2	Invoice	UITILITY BILLING	10/02/2018	10/02/2018	185.64	601-49400-201
Total 240 PLAINVIEW POSTMASTER:							371.28	
245 RANDY'S FOODS LLC								
10/10/2018	10012018	1	Invoice	SNACKS/LIQUOR ST.	10/01/2018	10/10/2018	149.50	609-49750-259
Total 245 RANDY'S FOODS LLC:							149.50	
105010 ROCHFORD & LANGINS LLC								
10/10/2018	1581	1	Invoice	TITLE WORK	07/14/2018	08/16/2018	325.00	101-43100-590
Total 105010 ROCHFORD & LANGINS LLC:							325.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105837 ROTO-ROOTER								
10/10/2018	101517	1	Invoice	TELEVISED CITY MAIN	09/21/2018	10/10/2018	971.00	602-49450-221
Total 105837 ROTO-ROOTER:							971.00	
106390 RYAN'S PAINTING, LLC								
10/10/2018	0002	1	Invoice	PAINTING FIRE HALL	09/11/2018	10/10/2018	750.00	101-42200-223
Total 106390 RYAN'S PAINTING, LLC:							750.00	
264 SCHOTT DISTRIBUTING CO INC								
10/10/2018	328969	1	Invoice	BEER/LIQUOR STORE	09/26/2018	10/10/2018	28,768.57	609-49750-252
10/10/2018	329573	1	Invoice	BEER/LIQUOR STORE	10/03/2018	10/10/2018	1,181.25	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							29,949.82	
106467 SWINBANK, DENISE								
10/10/2018	SEPT. 2018	1	Invoice	REIMBURSE/LIBRARY	10/03/2018	10/10/2018	85.56	211-45500-223
10/10/2018	SEPT. 2018	2	Invoice	REIMBURSE/LIBRARY	10/03/2018	10/10/2018	220.87	211-45500-437
Total 106467 SWINBANK, DENISE:							306.43	
716 THREE RIVERS COMMUNITY ACTION								
10/10/2018	SEPT. 2018	1	Invoice	TRANSIT BUS FEES	10/01/2018	10/10/2018	1,029.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							1,029.00	
104900 TOMS LAWN & CLEANING SERVICE								
10/10/2018	4647	1	Invoice	SEPT.CLEANING/AMB BLDG.	09/30/2018	10/10/2018	57.45	230-49020-401
10/10/2018	4650	1	Invoice	SEPT. CLEANING/LIBRARY	09/30/2018	10/10/2018	1,330.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							1,387.45	
105539 VERIZON WIRELESS								
10/10/2018	9814777953	1	Invoice	CELL PHONE/AMB	09/16/2018	10/08/2018	94.86	230-49020-321
10/10/2018	9815227244	1	Invoice	CELLPHONE/POLICE	09/23/2018	10/10/2018	1,015.46	101-42100-321
Total 105539 VERIZON WIRELESS:							1,110.32	
307 WABASHA COUNTY AUDITOR/TREAS.								
10/10/2018	OCT 2018	1	Invoice	RETAINER/POLICE	10/02/2018	10/10/2018	1,800.00	101-42100-304

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							1,800.00	
106269 WATER SYSTEMS COMPANY								
10/10/2018	433388	1	Invoice	WATER/CITY HALL	09/14/2018	10/10/2018	15.00	101-42100-437
10/10/2018	433388	2	Invoice	WATER/CITY HALL	09/14/2018	10/10/2018	15.00	101-42100-437
Total 106269 WATER SYSTEMS COMPANY:							30.00	
781 WELCH, VINCE								
10/10/2018	OCT 2018	1	Invoice	REIMBURSE CELLPHONE	10/02/2018	10/10/2018	25.00	101-43100-321
Total 781 WELCH, VINCE:							25.00	
105018 WHKS & CO.								
10/10/2018	38081	1	Invoice	ENGINEER FEES	09/21/2018	10/10/2018	136.00	601-49400-303
Total 105018 WHKS & CO.:							136.00	
414 ZIEBELLS HIAWATHA FOODS INC								
10/10/2018	218881	1	Invoice	SUPPLIES LIQUOR ST.	09/24/2018	10/10/2018	68.67	609-49750-214
10/10/2018	219642	1	Invoice	SUPPLIES LIQUOR ST.	10/01/2018	10/10/2018	118.07	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							186.74	
Grand Totals:							110,623.17	

Report GL Period Summary

GL Period	Amount
10/18	1,466.14
00/00	109,157.03
Grand Totals:	110,623.17

Vendor number hash: 6057214
Vendor number hash - split: 6802222

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Total number of invoices:	103		
Total number of transactions:	113		

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	110,623.17	.00	110,623.17
Grand Totals:	110,623.17	.00	110,623.17

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Permits/Licenses/Donations	**AGENDA SECTION:** Consent
PREPARED BY: MariClair Schneider	**AGENDA NO. 4.C.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: 1. **Motion** to approve a donation from Plainview Firefighter's Relief Association in the amount of $ 1350.00 to paint the Fire Hall.	

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: October 9, 2018

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

CITY OF PLAINVIEW
ADMINISTRATOR'S UPDATE

City Council Meeting – Oct. 9, 2018

Ongoing Projects / Activities:

- **Comprehensive Plan –** The draft is still coming along. I meet with Kristi Oct. 9 to get an update and go through initial changes.
- **Gold Cross Agreement –** Transition date set for January 1, 2018. Joint letter sent to EMSRB this week. We had a full-time EMT resign this week, so we will again be short-staffed. Angie is assessing whether it would be easier to fill 2 or 3 part-time positions than a single full-time position and will plan to post those positions.
- **2019 Budgets –** Ongoing work on a 10-year capital budget and 2019 operating budgets. One-on-one meetings with Department heads held in September. Department presentations scheduled for the October Work Session.
- **Branding –** Branding Committee is meeting again next week. Judith created a number of logo examples and I managed one that I like. We have a rough game plan of how to move forward after the next meeting.
- **TAP Grant –** Bolton & Menk is working on the preliminary design. I spoke with Mike Bubany about funding options and will be scheduling a presentation to Council likely in December or January.
- **Flooding issue in resident yards (Stoning) –** STILL waiting for ground to dry out before they can do the work. The plan is to do the work when the ground freezes if it doesn't dry; which seems unlikely at this point.
- **Flooding issue at School –** No movement on this. Staff continues to monitor the area during heavy rain events to make sure our pipe is not producing enough water to damage the ball fields.
- **City Buildings –**Building Committee met in September and plans to provide brief update at the October Work Session. Next meeting of the committee scheduled for next week.
- **Blandin Community Leadership Program –** Blandin is planning another informational meeting in late October. Committee members are recruiting from their list. I've been working on Facebook advertising. We are up to 6 applicants; of which 2 are City Staff.
- **Total Compensation Report –** Started work on this a couple months ago. We will get to pieces of this as Vicki and Peg are able.
- **Legal Issues –** work with City Attorney Flaherty and LMCIT attorney Sullivan on current and potential litigation. The deadline for the judge to make a decision in the Hall case is around November 20. LELS union negotiations have not yet been requested by the union.
- **Fire Relief Association –** Spent time reviewing information and talking with Chief Jacobs and Secretary Bennett to learn about the Fire Department and Relief Association in order to get a better understanding of the functions of these organizations. Drafted outline for reference by others.
- **East Winds Second Addition –** Application received this week for 14 lot development. Plan review started. Meeting with B&M to review the process. PC hearing scheduled for November 1. To Council on November 13.
- **Other Regular Activities**
  - Council Requests & Meetings
  - Staff Questions & Management
  - Library Repairs Qusts./Mtgs.
  - Packet Creation
  - Personnel Issues
  - Data Requests
  - Resident Concerns & Questions
  - IT Issues
  - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
  - Design and implement performance review system – Haven't gotten back to this just yet, but dealing with individual issues as they arise.
  - Policy Review – completed review and edits of Personnel Policies. Next up; Purchasing Policy.
- **Meetings/Trainings Attended:**
  - DEED Meeting at People's Coop regarding how communities can promote Entrepreneurial Ecosystems
  - Plainview Women's Netorking Group
  - Snickers for Trickers w/ Lions Club

BUILDING PERMIT REPORT
OCTOBER 2018

Permit Number & Applicant	**Address & Project Description**	**Valuation and Fees**	
PL18-106-Jorge Martinez-Manufactured Home	345 8th Ave NE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	N/A $115.00 $84.00 N/A $1.00
PL18-112-Haley Comfort Systems-(D.Brighton) A/C Replacement	250 1st Ave NW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$1900 $30.00 $29.00 N/A $1.00
PL18-113-Steve Yoch-Reroof	430 6th St NW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	N/A $55.00 $54.00 N/A $1.00
PL18-109-Luke Kreofsky-Basement Finish	477 8th St SW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge** **Plumbing Fee** **Mechanical Fee:**	$13,000 $213.85 $89.30 $58.05 $6.50 $30.00 $30.00
PL18-116-Haley Comfort Systems-(Lakeside Foods)-Furnace and A/C Replace	1055 West Broadway	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$4000 $30.00 $29.00 N/A $1.00
Pl18-MISC-Cathy Radel-Concrete Driveway Replace	530 2nd ST SE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	N/A $20.00 N/A N/A N/A
PL18-87 Anton Welke-Detached Garage/Shed	140 7th Ave SE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:** **Refundable Dep:**	$11,000 $234.37 $$78.10 $50.77 $5.50 $100.00
Theresa & Jon Goetz-Reside	220 2nd Ave NE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$3000 $55.00 $54.00 N/A $1.00

BUILDING PERMIT REPORT
OCTOBER 2018

PL18-111-Tina Fenton-Reroof	605 5th ST NE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$12,400 $55.00 $54.00 N/A $1.00
PL18-MISC-Andrew Moyer-Concrete Driveway	355 2nd St SW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$4000 $20.00 N/A N/A N/A
PL18-MISC-Anton Welke-Concrete Pad	140 7th Ave SE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	N/A $20.00 N/A N/A N/A
PL18-MISC-John Feils-Concrete	840 2nd Ave SW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	N/A $20.00 N/A N/A N/A
PL18-119 Donny Schreiber-Reroof	245 7th St NW	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$3000 $55.00 $54.00 N/A $1.00
PL18-118 Janet Rouillard-Reroof	315 3rd Ave NE	**Value:** **Total Fee:** **Permit Fee:** **Plan Review:** **State Surcharge:**	$2593 $55.00 $54.00 N/A $1.00

Memo

To: City Council Members

From: Vicki Axley, Finance Director

Date: October 4, 2018

Re: Monthly Expense Report for September 2018

I would like to clarify the information provided on the monthly expense report to Council to help provide a better understanding of what the information means.

If you look at the report, it breaks out the expenses for each month by department and then further by each detailed line item. The report shows the current year actual expenses as well as the amount that was budgeted for this year and the final column is the current year budget amount remaining.

You will note that there are some negative balances in the current year budget remaining for some line items. This happens for a variety of reasons including unexpected expenses that happen throughout the year or budget numbers that weren't accurate to start with. For example, maybe the budgeted number was too low, or the item was budgeted in an incorrect line item and then was paid out of the correct line item. While it's important to look at these negative line items, it's more important to look at the overall budget for each department to determine whether they are operating within their budget. Any significant differences will be addressed when we do budget amendments.

In addition, this report only shows the expenses for each department and doesn't include revenues. Sometimes there are revenues that offset the expenses such as a grant received, or an insurance claim reimbursement for damage/repairs. Governmental accounting standards require us to report revenues received in the appropriate revenue account, and not offset it in an expense account.

I would also like to note a few items on the report that will be adjusted during budget amendments, but I think are still important to point out now. There are several projects that were either not budgeted for, or the budget amount wasn't high enough, which increased our expenses for this year. These include the library building project, liquor store repairs & updates, the cemetery fence and the Fisk Acres road project which was budgeted in 2017 but not actually completed until 2018.

If you look at the report and take most of these noted items into consideration, you'll see that it's not accurate to just say we are operating "overbudget". It's not quite that simple. Budgeting is just a guideline and best estimate at what will happen in the following year and sometimes adjustments need to be made accordingly.

If you have any specific questions or need further explanation, please let me know.

Thank you!
Vicki

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	1,041.70	13,300.00	12,258.30
101-41110-122	FICA	79.69	1,018.00	938.31
101-41110-151	Worker s Comp Insurance Prem	75.00	480.00	405.00
101-41110-201	Office Supplies(paper-pens-et)	173.30	500.00	326.70
101-41110-310	Other Professional Services	8,177.00	20,000.00	11,823.00
101-41110-317	Dial A Ride Bus	50.00	.00	50.00-
101-41110-331	Meetings-Conferences (mtgs/mi)	214.78	2,500.00	2,285.22
101-41110-344	Community Engagement	251.68	.00	251.68-
101-41110-362	Property - Casualty Ins (Auto)	5,812.60	5,815.00	2.40
101-41110-381	Electric Utilities	1,246.97	1,480.00	233.03
101-41110-383	Gas Utilities	736.32	900.00	163.68
101-41110-401	Contractual Services	2,975.83	2,900.00	75.83-
101-41110-433	Dues and Subscriptions	7,177.00	10,825.00	3,648.00
101-41110-437	Miscellaneous	64.88	.00	64.88-
101-41110-440	City Cleanup	3,342.82	.00	3,342.82-
Total Council:		31,419.57	59,718.00	28,298.43
Elections				
101-41410-103	Part-Time Employees	2,170.00	.00	2,170.00-
101-41410-309	Software and Design	270.00	800.00	530.00
101-41410-331	Meetings-Conferences (mtgs/mi)	225.61	.00	225.61-
101-41410-437	Miscellaneous	2,360.52	1,000.00	1,360.52-
101-41410-590	Capital Outlay	5,910.88	12,000.00	6,089.12
Total Elections:		10,937.01	13,800.00	2,862.99
Administration				
101-41500-101	Full-Time Employees Regular	194,041.12	232,340.00	38,298.88
101-41500-102	Full-Time Employees Overtime	4,441.80	2,500.00	1,941.80-
101-41500-121	PERA	13,835.04	17,403.00	3,567.96
101-41500-122	FICA	15,073.81	17,967.00	2,893.19
101-41500-131	Employer Paid Health	43,112.08	52,920.00	9,807.92
101-41500-151	Worker s Comp Insurance Prem	2,235.60	1,050.00	1,185.60-
101-41500-201	Office Supplies(paper-pens-et)	3,802.27	5,500.00	1,697.73
101-41500-211	Operating Supplies - Cleaning	507.05	600.00	92.95
101-41500-217	Other Operating Supplies	1,495.23	700.00	795.23-
101-41500-221	Repair/Maint - Equipment	144.39	1,000.00	855.61
101-41500-223	Repair/Maintain - Building	3,135.56	4,000.00	864.44
101-41500-301	Auditing and Acct g Services	26,168.00	28,000.00	1,832.00
101-41500-303	Engineering Fees	3,436.50	.00	3,436.50-
101-41500-304	Legal Fees	18,480.07	30,000.00	11,519.93
101-41500-309	Software and Design	7,826.00	8,500.00	674.00
101-41500-310	Other Professional Services	21,746.45	2,000.00	19,746.45-
101-41500-312	CITY WEBSITE	1,320.00	4,050.00	2,730.00
101-41500-316	Building Inspections	17,124.25	25,000.00	7,875.75
101-41500-317	Dial A Ride Bus	5,879.75	9,000.00	3,120.25
101-41500-321	Communications	3,182.05	7,000.00	3,817.95
101-41500-331	Meetings-Conferences (mtgs/mi)	1,733.37	8,500.00	6,766.63
101-41500-343	Advertising	2,191.81	2,500.00	308.19
101-41500-362	Property - Casualty Ins (Auto)	2,798.85	2,800.00	1.15
101-41500-381	Electric Utilities	1,247.02	1,800.00	552.98
101-41500-383	Gas Utilities	736.37	1,200.00	463.63

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-41500-401	Contractual Services	7,318.53	6,500.00	818.53-
101-41500-406	Safety	360.00	750.00	390.00
101-41500-417	Uniforms	722.33	1,800.00	1,077.67
101-41500-433	Dues and Subscriptions	1,219.30	1,200.00	19.30-
101-41500-434	Sales Tax Paid	8.00	.00	8.00-
101-41500-437	Miscellaneous	600.10	3,500.00	2,899.90
101-41500-560	Furniture & Fixtures	1,716.84	1,500.00	216.84-
101-41500-580	Computers & Technology	36,090.21	18,000.00	18,090.21-
101-41500-590	Capital Outlay	.00	12,000.00	12,000.00
Total Administration:		443,729.75	511,580.00	67,850.25
Police				
101-42100-101	Full-Time Employees Regular	360,040.00	483,401.00	123,361.00
101-42100-102	Full-Time Employees Overtime	12,418.96	15,000.00	2,581.04
101-42100-103	Part-Time Employees	50,788.65	62,500.00	11,711.35
101-42100-121	PERA	62,978.02	90,866.00	27,887.98
101-42100-122	FICA	8,125.07	10,937.00	2,811.93
101-42100-131	Employer Paid Health	30,931.60	46,770.00	15,838.40
101-42100-151	Worker s Comp Insurance Prem	22,958.00	17,340.00	5,618.00-
101-42100-201	Office Supplies(paper-pens-et)	3,297.42	5,000.00	1,702.58
101-42100-212	Motor Fuels-Gas	5,721.03	13,000.00	7,278.97
101-42100-217	Other Operating Supplies	44.50	.00	44.50-
101-42100-221	Repair/Maint - Equipment	10,430.11	13,000.00	2,569.89
101-42100-228	Repair/Maintain Other	1,239.82	.00	1,239.82-
101-42100-304	Legal Fees	16,200.00	21,600.00	5,400.00
101-42100-310	Other Professional Services	3,686.50	3,800.00	113.50
101-42100-313	Task Force	7,399.00	7,000.00	399.00-
101-42100-318	Animal Control	.00	2,000.00	2,000.00
101-42100-319	Forfeitures	220.00	1,500.00	1,280.00
101-42100-321	Communications	9,376.84	14,000.00	4,623.16
101-42100-331	Meetings-Conferences (mtgs/mi)	4,641.93	7,500.00	2,858.07
101-42100-362	Property - Casualty Ins (Auto)	4,498.15	4,500.00	1.85
101-42100-381	Electric Utilities	1,201.01	1,500.00	298.99
101-42100-383	Gas Utilities	603.36	1,000.00	396.64
101-42100-401	Contractual Services	1,819.98	3,000.00	1,180.02
101-42100-406	Safety	.00	1,200.00	1,200.00
101-42100-417	Uniforms	5,115.99	8,000.00	2,884.01
101-42100-418	Range/Ammo	6,527.87	7,000.00	472.13
101-42100-433	Dues and Subscriptions	724.00	1,000.00	276.00
101-42100-436	Towing Charges	250.00	.00	250.00-
101-42100-437	Miscellaneous	2,292.95	3,500.00	1,207.05
101-42100-438	Police - DARE Prog	4,921.71	5,000.00	78.29
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-590	Capital Outlay	10,221.90	10,000.00	221.90-
Total Police:		649,674.37	861,914.00	212,239.63
City Fire				
101-42200-103	Part-Time Employees	.00	14,000.00	14,000.00
101-42200-122	FICA	.00	1,071.00	1,071.00
101-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
101-42200-201	Office Supplies(paper-pens-et)	.00	600.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,195.00	600.00	595.00-
101-42200-212	Motor Fuels-Gas	644.94-	400.00	1,044.94
101-42200-217	Other Operating Supplies	126.53	350.00	223.47

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-42200-221	Repair/Maint - Equipment	29,872.35	50,000.00	20,127.65
101-42200-223	Repair/Maintain - Building	2,304.14	3,000.00	695.86
101-42200-226	Foam	.00	2,000.00	2,000.00
101-42200-228	Repair/Maintain - Other	1,650.74	.00	1,650.74-
101-42200-310	Other Professional Services	986.50	1,000.00	13.50
101-42200-315	Jaws of Life	375.00	.00	375.00-
101-42200-321	Communications	1,676.87	2,200.00	523.13
101-42200-331	Meetings-Conferences (mtgs/mi)	2,115.00	3,000.00	885.00
101-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
101-42200-381	Electric Utilities	1,815.00	2,400.00	585.00
101-42200-383	Gas Utilities	2,669.64	3,800.00	1,130.36
101-42200-417	Uniforms	1,177.90	.00	1,177.90-
101-42200-433	Dues and Subscriptions	25.00	800.00	775.00
101-42200-590	Capital Outlay	.00	40,000.00	40,000.00
Total City Fire:		54,547.75	133,721.00	79,173.25
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	77.00	77.00
101-42500-151	Worker s Comp Insurance Prem	.00	410.00	410.00
101-42500-221	Repair/Maint - Equipment	1,050.80	1,000.00	50.80-
101-42500-310	Other Professional Services	660.00	.00	660.00-
101-42500-381	Electric Utilities	424.00	600.00	176.00
Total Emergency Management:		2,134.80	3,087.00	952.20
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	91,239.06	123,704.00	32,464.94
101-43100-102	Full-Time Employees Overtime	3,014.60	4,000.00	985.40
101-43100-121	PERA	7,092.82	9,578.00	2,485.18
101-43100-122	FICA	7,141.43	9,770.00	2,628.57
101-43100-131	Employer Paid Health	20,350.98	27,230.00	6,879.02
101-43100-151	Worker s Comp Insurance Prem	21,320.48	12,400.00	8,920.48-
101-43100-201	Office Supplies(paper-pens-et)	127.14	200.00	72.86
101-43100-212	Motor Fuels-Gas	3,235.13	7,000.00	3,764.87
101-43100-217	Other Operating Supplies	19,456.26	15,000.00	4,456.26-
101-43100-221	Repair/Maint - Equipment	19,452.87	20,000.00	547.13
101-43100-222	Tree trimming	3,100.00	20,000.00	16,900.00
101-43100-223	Repair/Maintain - Building	4,449.10	4,000.00	449.10-
101-43100-224	Repair/Maintain - Streets	20,237.25	45,000.00	24,762.75
101-43100-225	Landscaping Det Ponds -	2,209.60	20,000.00	17,790.40
101-43100-226	Sidewalk Repairs	53,185.90	40,000.00	13,185.90-
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	14,501.05	7,000.00	7,501.05-
101-43100-310	Other Professional Services	2,882.91	7,000.00	4,117.09
101-43100-321	Communications	3,300.87	4,400.00	1,099.13
101-43100-331	Meetings-Conferences (mtgs/mi)	283.75	400.00	116.25
101-43100-362	Property - Casualty Ins (Auto)	11,995.06	12,000.00	4.94
101-43100-381	Electric Utilities	22,589.00	32,000.00	9,411.00
101-43100-383	Gas Utilities	1,887.08	4,000.00	2,112.92
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	308.75	800.00	491.25
101-43100-417	Uniforms	49.99	1,200.00	1,150.01
101-43100-418	Rentals	133.12	500.00	366.88
101-43100-590	Capital Outlay	249,970.64	150,000.00	99,970.64-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
Total Public Works (GENERAL):		584,367.24	579,682.00	4,685.24-
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	17,439.18	24,741.00	7,301.82
101-43125-102	Full-Time Employees Overtime	574.19	1,237.00	662.81
101-43125-121	PERA	1,350.95	1,948.00	597.05
101-43125-122	FICA	1,360.25	1,893.00	532.75
101-43125-131	Employer Paid Health	4,042.69	5,446.00	1,403.31
101-43125-212	Motor Fuels-Gas	5,652.56	8,000.00	2,347.44
101-43125-217	Other Operating Supplies	7,322.13	10,000.00	2,677.87
101-43125-221	Repair/Maint - Equipment	4,331.28	5,000.00	668.72
101-43125-310	Other Professional Services	24,071.50	25,000.00	928.50
Total Ice & Snow Removal:		66,144.73	83,265.00	17,120.27
Economic Develop mt-Assistance				
101-46500-491	Contributions/Donations Expend	41,250.06	55,000.00	13,749.94
Total Economic Develop mt-Assistance:		41,250.06	55,000.00	13,749.94
Other Finanacing Uses (Misc)				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Senior Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
Total Other Finanacing Uses (Misc):		13,800.00	13,800.00	.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	50,151.40	63,648.00	13,496.60
211-45500-103	Part-Time Employees	40,220.02	48,727.00	8,506.98
211-45500-121	PERA	6,651.90	8,428.00	1,776.10
211-45500-122	FICA	6,834.07	8,598.00	1,763.93
211-45500-131	Employer Paid Health	6,144.26	7,864.00	1,719.74
211-45500-151	Worker s Comp Insurance Prem	679.12	75.00	604.12-
211-45500-201	Office Supplies(paper-pens-et)	4,427.85	4,000.00	427.85-
211-45500-221	Repair/Maint - Equipment	6,445.56	6,500.00	54.44
211-45500-223	Repair/Maintain - Building	2,223.25	3,000.00	776.75
211-45500-310	Other Professional Services	137.50	.00	137.50-
211-45500-321	Communications	1,015.01	1,550.00	534.99
211-45500-331	Meetings-Conferences (mtgs/mi)	1,758.55	2,000.00	241.45
211-45500-362	Property - Casualty Ins (Auto)	3,998.35	4,000.00	1.65
211-45500-381	Electric Utilities	2,406.00	3,900.00	1,494.00
211-45500-383	Gas Utilities	1,081.07	2,000.00	918.93
211-45500-401	Contractual Services	7,385.00	11,990.00	4,605.00
211-45500-418	Rentals	10,847.90	13,031.00	2,183.10
211-45500-434	Sales Tax Paid	117.00	130.00	13.00
211-45500-437	Miscellaneous	3,644.16	1,500.00	2,144.16-
211-45500-590	Capital Outlay	75,941.59	.00	75,941.59-
211-45500-592	Books/Periodicals	19,037.07	30,000.00	10,962.93
	Total Libraries (GENERAL):	251,146.63	220,941.00	30,205.63-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
PARK				
Recreation Facilities-Rink				
225-45127-212	Motor Fuels-Gas	12.16	.00	12.16-
225-45127-217	Other Operating Supplies	1,594.69	250.00	1,344.69-
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	370.01	2,000.00	1,629.99
225-45127-381	Electric Utilities	282.00	200.00	82.00-
225-45127-383	Gas Utilities	484.08	800.00	315.92
	Total Recreation Facilities-Rink:	2,742.94	3,500.00	757.06
Recreation Facilities-Pool				
225-45128-103	Part-Time Employees	71,408.81	65,000.00	6,408.81-
225-45128-121	PERA	489.38	.00	489.38-
225-45128-122	FICA	5,462.71	4,973.00	489.71-
225-45128-151	Worker s Comp Insurance Prem	3,329.00	2,600.00	729.00-
225-45128-211	Operating Supplies - Cleaning	14.32	.00	14.32-
225-45128-217	Other Operating Supplies	6,661.83	8,500.00	1,838.17
225-45128-221	Repair/Maint - Equipment	1,903.54	2,500.00	596.46
225-45128-223	Repair/Maintain - Building	2,956.71	500.00	2,456.71-
225-45128-259	Merchandise For Resale - Other	7,631.69	5,000.00	2,631.69-
225-45128-310	Other Professional Services	2,712.25	3,000.00	287.75
225-45128-321	Communications	347.61	800.00	452.39
225-45128-331	Meetings-Conferences (mtgs/mi)	3,034.00	1,500.00	1,534.00-
225-45128-343	Advertising	181.20	400.00	218.80
225-45128-362	Property - Casualty Ins (Auto)	9,995.88	10,000.00	4.12
225-45128-381	Electric Utilities	6,134.00	6,000.00	134.00-
225-45128-383	Gas Utilities	4,753.48	7,000.00	2,246.52
225-45128-417	UNIFORMS	2,025.52	2,000.00	25.52-
225-45128-418	Rentals	.00	100.00	100.00
225-45128-433	Dues and Subscriptions	670.00	1,220.00	550.00
225-45128-434	Sales Tax Paid	3,498.00	4,500.00	1,002.00
225-45128-437	Miscellaneous	264.36	700.00	435.64
225-45128-590	Capital Outlay	6,942.02	7,500.00	557.98
	Total Recreation Facilities-Pool:	140,416.31	133,793.00	6,623.31-
Parks (GENERAL)				
225-45200-101	Full-Time Employees Regular	45,224.53	56,795.00	11,570.47
225-45200-102	Full-Time Employees Overtime	4,035.14	2,000.00	2,035.14-
225-45200-103	Part-Time Employees	16,733.58	16,000.00	733.58-
225-45200-121	PERA	3,607.79	5,610.00	2,002.21
225-45200-122	FICA	5,016.26	5,723.00	706.74
225-45200-131	Employer Paid Health	11,387.33	14,742.00	3,354.67
225-45200-151	Worker s Comp Insurance Prem	2,706.00	2,900.00	194.00
225-45200-201	Office Supplies(paper-pens-et)	25.00	100.00	75.00
225-45200-212	Motor Fuels-Gas	2,795.55	3,500.00	704.45
225-45200-217	Other Operating Supplies	4,699.46	7,500.00	2,800.54
225-45200-221	Repair/Maint - Equipment	5,779.05	8,500.00	2,720.95
225-45200-223	Repair/Maintain - Building	4,155.17	5,000.00	844.83
225-45200-228	Repair/Maintain - Other	8,775.00	.00	8,775.00-
225-45200-310	Other Professional Services	575.95	200.00	375.95-
225-45200-321	Communications	408.09	900.00	491.91
225-45200-331	Meetings-Conferences (mtgs/mi)	55.00	100.00	45.00
225-45200-343	Advertising	.00	250.00	250.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
225-45200-362	Property - Casualty Ins (Auto)	13,494.44	13,500.00	5.56
225-45200-381	Electric Utilities	1,894.31	3,500.00	1,605.69
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	.00	600.00	600.00
225-45200-418	Rentals	2,494.00	500.00	1,994.00-
225-45200-434	Sales Tax Paid	66.00	.00	66.00-
225-45200-437	Miscellaneous	138.50	.00	138.50-
225-45200-590	Capital Outlay	33,217.30	29,000.00	4,217.30-
Total Parks (GENERAL):		167,283.45	177,120.00	9,836.55

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	75,337.40	79,080.00	3,742.60
230-49020-102	Full-Time Employees OT	28,205.75	43,000.00	14,794.25
230-49020-103	Part-Time Employees	78,427.96	42,000.00	36,427.96-
230-49020-121	PERA	8,254.87	12,306.00	4,051.13
230-49020-122	FICA	13,541.89	12,551.00	990.89-
230-49020-131	Employer Paid Health	10,835.25	20,475.00	9,639.75
230-49020-135	Employer Paid Deferred Comp	4,234.01	4,400.00	165.99
230-49020-151	Worker s Comp Insurance Prem	17,313.84	5,625.00	11,688.84-
230-49020-201	Office Supplies(paper-pens-et)	323.79	1,200.00	876.21
230-49020-208	Training and Instruction	712.85	2,600.00	1,887.15
230-49020-211	Operating Supplies - Cleaning	588.80	300.00	288.80-
230-49020-212	Motor Fuels-Gas	9,059.67	5,000.00	4,059.67-
230-49020-213	Vehicle Maintenance	7,057.19	8,000.00	942.81
230-49020-216	Chemicals and Chem Prod-Oxygen	2,222.08	3,500.00	1,277.92
230-49020-217	Other Operating Supplies	13,656.47	30,000.00	16,343.53
230-49020-221	Repair/Maint - Equipment	1,593.98	2,500.00	906.02
230-49020-223	Repair/Maintain - Building	1,850.39	5,000.00	3,149.61
230-49020-229	Reimburse Homeowner	114.49	.00	114.49-
230-49020-309	Software and Design	.00	2,000.00	2,000.00
230-49020-310	Other Professional Services	1,628.50	750.00	878.50-
230-49020-321	Communications	3,020.17	4,500.00	1,479.83
230-49020-331	Meetings-Conferences (mtgs/mi)	50.00	1,000.00	950.00
230-49020-332	EMT Training	511.47	.00	511.47-
230-49020-340	Advertising	.00	350.00	350.00
230-49020-343	Advertising	316.00	.00	316.00-
230-49020-362	Property - Casualty Ins (Auto)	5,497.73	5,500.00	2.27
230-49020-381	Electric Utilities	3,065.00	3,500.00	435.00
230-49020-383	Gas Utilities	1,313.96	1,900.00	586.04
230-49020-384	Refuse/Garbage Disposal (Liq)	290.61	400.00	109.39
230-49020-401	Contractual Services	110,910.46	89,500.00	21,410.46-
230-49020-417	Uniforms	1,818.57	2,000.00	181.43
230-49020-433	Dues and Subscriptions	25.00	300.00	275.00
230-49020-434	Sales Tax Paid	1,555.90	.00	1,555.90-
230-49020-437	Miscellaneous	56.37	.00	56.37-
230-49020-560	Furniture & Fixtures	1,021.22	250.00	771.22-
Total Ambulance:		404,411.64	389,487.00	14,924.64-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
CEMETERY				
Cemetery				
235-49010-217	Other Operating Supplies	1,449.28	.00	1,449.28-
235-49010-223	Repair/Maintain - Building	434.42	200.00	234.42-
235-49010-310	Other Professional Services	2,450.00	.00	2,450.00-
235-49010-362	Property - Casualty Ins (Auto)	2,548.95	2,550.00	1.05
235-49010-381	Electric Utilities	227.00	325.00	98.00
235-49010-401	Contractual Services	20,230.00	32,000.00	11,770.00
235-49010-590	Capital Outlay	16,313.74	5,000.00	11,313.74-
Total Cemetery:		43,653.39	40,075.00	3,578.39-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
RURAL FIRE				
City Fire				
245-42200-103	Part-Time Employees	.00	12,000.00	12,000.00
245-42200-122	FICA	.00	918.00	918.00
245-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	913.88	1,300.00	386.12
245-42200-217	Other Operating Supplies	171.03	.00	171.03-
245-42200-221	Repair/Maint - Equipment	18,528.01	7,000.00	11,528.01-
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	.00	1,487.97-
245-42200-310	Other Professional Services	986.50	1,000.00	13.50
245-42200-315	Jaws of Life	375.00	.00	375.00-
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	250.00	250.00
245-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
245-42200-417	Uniform	221.15	.00	221.15-
245-42200-433	Dues and Subscriptions	93.00	850.00	757.00
Total City Fire:		31,979.56	33,968.00	1,988.44

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

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

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

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

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE BUILDING PROJECT				
Ambulance				
500-49020-601	Debt Srv Bond Principal	.00	19,000.00	19,000.00
500-49020-611	Bond Interest	1,087.50	2,176.00	1,088.50
Total Ambulance:		1,087.50	21,176.00	20,088.50

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LeVan TIF				
Economic Develop mt-Assistance				
505-46500-439	TIF Payments	52,092.86	85,760.00	33,667.14
	Total Economic Develop mt-Assistance:	52,092.86	85,760.00	33,667.14
Benedictine Health Systems				
505-49850-304	Legal Fees	100.00	.00	100.00-
	Total Benedictine Health Systems:	100.00	.00	100.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	46,378.83	56,795.00	10,416.17
601-49400-102	Full-Time Employees Overtime	5,262.26	5,680.00	417.74
601-49400-121	PERA	3,884.54	4,686.00	801.46
601-49400-122	FICA	3,962.23	4,780.00	817.77
601-49400-131	Employer Paid Health	11,353.11	14,742.00	3,388.89
601-49400-151	Worker s Comp Insurance Prem	1,517.00	1,885.00	368.00
601-49400-201	Office Supplies(paper-pens-et)	2,355.48	3,250.00	894.52
601-49400-212	Motor Fuels-Gas	670.04	750.00	79.96
601-49400-217	Other Operating Supplies	10,497.72	7,800.00	2,697.72-
601-49400-221	Repair/Maint - Equipment	21,965.35	25,000.00	3,034.65
601-49400-223	Repair/Maintain - Building	1,497.72	.00	1,497.72-
601-49400-228	Repair/Maintain - Other	13,282.61	28,000.00	14,717.39
601-49400-229	Reimburse Homeowner	64.57	.00	64.57-
601-49400-303	Engineering Fees	3,035.31	5,000.00	1,964.69
601-49400-310	Other Professional Services	7,840.82	11,500.00	3,659.18
601-49400-331	Meetings-Conferences (mtgs/mi)	1,287.39	1,000.00	287.39-
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	4,997.94	5,000.00	2.06
601-49400-381	Electric Utilities	21,357.00	38,000.00	16,643.00
601-49400-406	SAFETY	631.94	.00	631.94-
601-49400-417	Uniforms	.00	600.00	600.00
601-49400-420	Depreciation	.00	74,140.00	74,140.00
601-49400-433	Dues and Subscriptions	1,094.06	500.00	594.06-
601-49400-437	Miscellaneous	20.00	.00	20.00-
601-49400-570	Capital Outlay - Equipment	14,900.00	16,000.00	1,100.00
601-49400-590	Capital Outlay	58,648.31	.00	58,648.31-
601-49400-601	Debt Srv Bond Principal	60,000.00	60,000.00	.00
601-49400-611	Bond Interest	6,575.00	6,575.00	.00
	Total Water Utilities (GENERAL):	303,079.23	372,283.00	69,203.77

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	38,565.04	48,075.00	9,509.96
602-49450-102	Full-Time Employees Overtime	5,074.94	4,810.00	264.94-
602-49450-121	PERA	3,269.29	3,967.00	697.71
602-49450-122	FICA	3,334.70	4,046.00	711.30
602-49450-131	Employer Paid Health	11,335.94	14,742.00	3,406.06
602-49450-151	Worker s Comp Insurance Prem	.01-	465.00	465.01
602-49450-201	Office Supplies(paper-pens-et)	1,931.21	3,150.00	1,218.79
602-49450-212	Motor Fuels-Gas	308.21	250.00	58.21-
602-49450-217	Other Operating Supplies	6,324.11	6,500.00	175.89
602-49450-221	Repair/Maint - Equipment	589.99	5,000.00	4,410.01
602-49450-223	BUILDING REPAIR	434.84	.00	434.84-
602-49450-228	Repair/Maintain - Other	730.00	4,500.00	3,770.00
602-49450-229	Reimburse homeowner	186.20	.00	186.20-
602-49450-303	Engineering Fees	487.50	2,000.00	1,512.50
602-49450-310	Other Professional Services	942.78	600.00	342.78-
602-49450-331	Meetings-Conferences (mtgs/mi)	1,156.15	1,500.00	343.85
602-49450-362	Property - Casualty Ins (Auto)	3,748.45	3,750.00	1.55
602-49450-381	Electric Utilities	4,362.00	7,800.00	3,438.00
602-49450-383	Gas Utilities	784.27	800.00	15.73
602-49450-385	Sewer Plv-Elgin Sewer District	392,944.11	785,000.00	392,055.89
602-49450-417	UNIFORM	272.48	600.00	327.52
602-49450-420	Depreciation	.00	13,122.00	13,122.00
602-49450-437	Miscellaneous	40.00	.00	40.00-
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	1,705.00	3,410.00	1,705.00
Total Sewer (GENERAL):		478,527.20	954,087.00	475,559.80

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	65,051.49	106,184.00	41,132.51
609-49750-102	Full-Time Employees Overtime	3,024.00	3,000.00	24.00-
609-49750-103	Part-Time Employees	39,088.97	29,633.00	9,455.97-
609-49750-121	PERA	7,885.26	10,412.00	2,526.74
609-49750-122	FICA	8,043.02	10,620.00	2,576.98
609-49750-131	Employer Paid Health	9,865.72	8,284.00	1,581.72-
609-49750-151	Worker s Comp Insurance Prem	7,429.97	4,500.00	2,929.97-
609-49750-201	Office Supplies(paper-pens-et)	1,282.76	300.00	982.76-
609-49750-211	Operating Supplies - Cleaning	831.82	200.00	631.82-
609-49750-214	Liquor Store Bar Supply	11,370.36	6,000.00	5,370.36-
609-49750-217	Other Operating Supplies	2,943.68	.00	2,943.68-
609-49750-221	Repair/Maint - Equipment	164.42	1,500.00	1,335.58
609-49750-223	Repair/Maintain - Building	12,059.03	6,000.00	6,059.03-
609-49750-251	Merchandise Resale - Liquor	112,808.37	113,150.00	341.63
609-49750-252	Merchandise Resale - Beer	309,823.73	287,200.00	22,623.73-
609-49750-259	Merchandise For Resale - Other	11,597.36	4,000.00	7,597.36-
609-49750-261	Merch- On-Sale Liquor	25.43	6,850.00	6,824.57
609-49750-262	Merch- On-Sale Beer	.00	17,800.00	17,800.00
609-49750-269	Merch- On-Sale Other	252.89	.00	252.89-
609-49750-310	Other Professional Services	2,329.14	500.00	1,829.14-
609-49750-321	Communications	2,724.84	2,300.00	424.84-
609-49750-322	Postage (Liq)	38.44	.00	38.44-
609-49750-331	Meetings-Conferences (mtgs/mi)	20.00	400.00	380.00
609-49750-343	Advertising	3,677.77	1,000.00	2,677.77-
609-49750-348	Program Expense	1,380.37	800.00	580.37-
609-49750-362	Property - Casualty Ins (Auto)	3,498.56	3,500.00	1.44
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	7,281.12	9,000.00	1,718.88
609-49750-383	Gas Utilities	1,417.09	2,000.00	582.91
609-49750-384	Refuse/Garbage Disposal (Liq)	3,060.40	4,900.00	1,839.60
609-49750-401	Contractual Services	165.66	11,200.00	11,034.34
609-49750-406	Safety	180.57	.00	180.57-
609-49750-420	Depreciation	.00	6,000.00	6,000.00
609-49750-433	Dues and Subscriptions	600.00	400.00	200.00-
609-49750-434	Sales Tax Paid	.00	14,000.00	14,000.00
609-49750-437	Miscellaneous	195.00	200.00	5.00
609-49750-491	Contributions/Donations Expend	200.00	.00	200.00-
609-49750-590	Capital Outlay	15,370.67	.00	15,370.67-
Total Liquor Store (GENERAL):		645,687.91	674,833.00	29,145.09

MONTHLY REPORT OF FINANCE DIRECTOR
September, 2018

Routine Work/General Items

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

Activities

- Insurance/Benefits Upcoming Open Enrollments & Premium Adjustments/Update Employee Forms
- Continued work on cleaning up account coding errors/journal entries
- Research information & work with Fire Dept. personnel to get a better understanding on the differences between the City & Rural Fire and the Fire Relief Assn.

Projects

- Budget Work, Capital Improvement Budget and Discussions
- Implemented New Cash Receipting System in Civic and Updated Cash Procedures, (this was the first phase in adding the online payment system and credit card payment system)
- Work with the State of MN Revenue Recapture system for ambulance claim collections. (State regulations now require that someone within our organization has to be the authorized user for the Revenue Recapture system. I worked with them to get setup and went through the training with the State of MN and will be working with the State and Expert T Billing to clean up all the old claims and attempt to collect the debts owed to us as time allows). These claims go back several years, so it will be a time-consuming and on-going project.
- Continued work on these on-going projects:
    - Working with Civic to update the Chart of Accounts to match MN Uniform Chart of Accts.
    - Working with Civic and Xpress Bill Pay to upgrade system, add cash receipting and add the online payment system and credit card payment system and MiExcel
    - 2018 bank recs and account reconciliations
    - Create Debt/TIF spreadsheet
    - Update financial processes and procedures
    - File/Organize Financial/Personnel Records
    - Total Compensation Report
    - Admin Front Counter Remodel

Reports

- Monthly Department of Labor Report

Training

Meetings

- Dept. head meetings
- Admin meetings
- Council meetings/Work Sessions
- Building Committee Meeting
- Fire Dept. Meeting with Ed, Eric & Clarissa
- Budget Meetings with Department Heads

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Executive Summary

City Council Meeting: Oct. 9, 2018

The Monthly Draft

AGENDA ITEM: Monthly Liquor Store Update	AGENDA SECTION: Consent
PREPARED BY: Alisha Mohs, Liquor Manager	AGENDA NO 4.D.
ATTACHMENTS: Financial YTD	APPROVED BY: cgh
RECOMMENDED ACTION: None. Information Only.	

Highlights of the Month

1. Had a full semi of beer delivered. (Beer is going up in price, so we stocked up on what we go through the most at the lowest price possible. Raising prices end of October.)
2. Had an awesome turn out for our Hawaiian Luau party and first meat raffle!
3. 40+ entered our Harley Davidson give-away on Sept. 15 during the Fall Flood Run. Roger Lentz won the $100 gift certificate (anonymously donated)
4. Karaoke night was a hit. People have been asking when we will be doing it again. (Nov. 9th, 8 pm)
5. On-sale floors were refinished, now have a thick gloss coat on them. Carpets were shampooed. The place looks and feels a lot cleaner.

Financials at a Glance

ON SALE REVENUE COMPARISON AUGUST

	SEPT 2017	SEPT 2018	Comparison
Merchandise Sales	$549	$1,174	+$625
Beer Sales	$6,696	$10,871	+$4,175
Liquor Sales	$3,921	$7,956	+$4,035
Cash Short/Over	$1,142	-34.00	n/a
Rents	$482	$1,797	+$1,315
Overall	$12,790	$21,764	+$8,974

On/Off Sale Combined___

	2017	2018	Comparison
Sept Revenue	$66,874	$81,923	+$15,049
Sept Expenses	$57,827	$63,143	+$5,316
Sept Total Net Revenue	$9,047	$18,780	+$9,733
YTD Revenue	**$564,171**	**$691,607**	**+$127,436**
YTD Expenses	$505,817	$645,687	+$139,870

New Items Offered on Off-Sale
Apothic Inferno Wine (Aged in whiskey barrels)
Frappa Chatta
Tito's Vodka 1.75 and 375 sizes
Dr. McGillicuddy Apple Pie, Butterscotch
Jack Daniels Fire
Leini Oktoberfest

Items in the Works
-Hard cider tasting, wine tasting
-Find new appetizers to offer
-Purchasing of shelving
-Researching cost of Arctic Ice delivery or purchasing a new freezer
-Scheduling/planning of events for the community (example: .03 Fun Run)
-Point-of-Sale software quotes
-Cleaning bids & renovating ideas/quotes
-employee training and policy manual for bartenders

Upcoming Events
-Vikings games: purchase a Sunday Funday shirt from the Muni & enjoy $2 beers, $3 mixed drinks for all Vikings games. First Game: 9/9 at noon
-Game Night Wednesdays 7 pm
-Halloween Bash - Oct. 27, 8 pm - midnight
-Karaoke - Nov. 9, 8-midnight
-Bob Haley & The Stranger - Nov. 23, tentative
-Ugly Sweater Contest/DJ Doc Johnson - Olde Fashioned Christmas - Dec. 1, 8-midnight

Upcoming Training
-MMBA Regional Meeting Oct. 17th, Austin

Specials: Bud light, Budweiser, Michelob Golden Draft Light Super Suits $16.99 (24 - 16 oz cans), Jack Daniels Whiskey 375 ml $10.99

PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
CHIEF OF POLICE

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

Executive Summary

City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Department Head Report	**AGENDA SECTION:** Consent
PREPARED BY: Tim Schneider – Chief of Police	**AGENDA NO. 4.D.**
ATTACHMENTS: September Activity Log	**APPROVED BY: cgh**
RECOMMENDED ACTION: Information Only	

SUMMARY

- Numerous Permit to Purchase reviews
  - Local LE responsibility to run multi-facetted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- Monthly Officers Meeting/Training
  - No Meeting in September – Schedule conflicts
- Ambulance – PD Collaboration
  - Has dropped off some with the addition of outside staff to the crew.
  - Will monitor for changes in need as we get closer to the transition.
- Continued pre-planning for Active Shooter – Officer Down Training
  - Scheduled for October 27th.
  - Free – Multi Disciplinary Hostile Event training to include Police, Fire, EMS, and Dispatch
  - Full day – Full scenario training.
- Council Meeting – August 13th
  - Attended the meeting and participated as necessary.

- SRO Contract
  - Discussion with Administrator Hadler and Superintendent Ihrke about a contract for SRO (School Resource Officer) position.
  - Have had the position since 1998 without a contract.
  - School pays 75% of 12 month salary and some related expenses at this time.
  - No update at this time, waiting on a school district draft.

- September 26th -27th – BCA User's Conference in St. Cloud (Tim and Erin)
  - 2-day conference
  - Multiple 'break-out" learning opportunities
  - Gun checks, Data Practices, E-charging, Office Involved Shootings, NIBRS, Predatory Offender Registry, Missing Persons, and Case studies.

- Board of Directors for the Law Enforcement Memorial Foundation of Southeast MN. September 26th
  - Did not attend due to meeting moved to 26th from the 18th and conflicted with BCA Conference.

- Wabasha County Radio User's Meeting – September 18th – Cancelled by WCSO

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

- Comprehensive Plan meeting participation
  - No new information in September

- Branding Committee participation
  - Logo's sent to committee participants for ideas/opinions

- Call highlights
  - Several TZD shifts worked – seat belt enforcement.
  - Multiple warrant arrests
  - Dangerous Dog paperwork served
  - Vulnerable Adult reports handled
  - Court appearances
  - Juvenile issues/placements
  - Alarm calls
  - Thefts from vehicles early in the month (Facebook, etc)
  - Lock all Parks each night
  - Multiple welfare checks
  - Gas Drive-offs
  - Facilitated several child custody exchanges
  - Multiple Funeral Escorts
  - Multiple Car unlocks
  - Crash reports
  - Motorist Assists

- Assisting Wabasha County, Plainview EMS, and Plainview Fire as requested
- Civil property issues
- Parking issues
- Domestic Assault
- Burning Complaints
- Vehicle Forfeiture follow-up
- Animals at Large
- Found Property
- Suspicious Activity
- Weather watch
- Lot of free advice given
- Probation and Predatory Offender checks.

- Building Committee participation
  - Met September 18th.
  - Isolated several options for further development
  - Tasks to be completed by members of committee
  - Presentation of first round ideas potentially at October Work Session

- Blandin Group participation
  - Met June 11th with stakeholders, Blandin representative, and City Staff
  - July 18th meeting (unable to attend due to conflict, but communicated with facilitator)
  - Morning meeting on Thursday Aug 9th, brainstormed possible participant pool and divided candidates into groups to be contacted.

- Community Policing
  - Contacts made at school events, Football and volleyball games, etc.

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

- Council Work Session – September 25th
  - Budget discussion
  - Downtown lighting discussion

- Budget 2019
  - Individual meeting September 20th with Administrator Hadler and Finance Director Axley for one on one line-item discussions.

- Vest Reimbursement
  - State and Federal (50% each) reimbursement funding applied for on 2 bullet proof vests purchased by the department.
  - One regular replacement schedule (five years) for a full-time officer and One new hire part-time vest.
  - Funding covers virtually the entire cost of the $1000 vests.

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

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

- Task Force Board meeting – September 20th
  - Monthly meeting in Rochester
  - Voting membership of the board (Chief) included as a paying member of the SEMVCET (Southeast MN Violent Crime Enforcement Team).

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

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

- Upcoming Events
  - October 2nd – Planning and Zoning Commission
  - October 9th – Regular Council Meeting
  - October 10th – PPD monthly staff meeting and/or training
  - October 17th – Law Enforcement Memorial Assn of SE MN (LEMFSEM) board of directors meeting – Not city paid.
  - October 18th – Task Force Board Meeting
  - October 22th – Child Protection Multidisciplinary Mtg
  - October 23rd – Council Workshop
  - Week of October 15th – NIBRS Training at WCSO

10/01/2018

Administrative

Agency PPD

Dates 09/01/2018 **thru** 09/30/2018

00911	911 Hangup	1
ALL	All Other	12
ALM	Alarm All	2
ANML	Animal Complaint	10
AOD	Assist Other Department	24
ASS	Assault	1
ATL	Attempt To Locate	1
CHKS	Worthless Checks	2
CM	Civil Matter	2
DAMP	Damage To Property	3
DC	Driving Complaint	3
DISO	Disorderly Conduct	2
DOM	Domestic	3
DRUG	Drugs All Types	4
DUI	Driving Under The Influen	1
FA	Funeral Assist	1
FIRE	Fire All	1
FP	Found Property	6
FR	Fraud	1
HAR	Harassment/Threats	2
INFO	Misc Information	11
LIQ	Liquor Violations	1
LIT	Littering	1
MA	Motorist Assist	7
MED	Medical Call	11
NC	Noise Complaint	2
OFP	OFP/HRO Violation	1
OV	Ordinance Violation	1
PA	Public Assist	8

Administrative

Agency PPD

Dates 09/01/2018 thru 09/30/2018

ProbC	Probation Check	2
PV	Parking Violations	9
SC	Security Check	74
SUSP	Suspicious Activity	17
TC	Traffic Crash	2
THEF	Theft Offense	16
TRES	Trespassing	2
TV	Traffic Violation	87
WEL	Welfare	3
WRNT	Warrants All	3
340		

PLAINVIEW
EMERGENCY MEDICAL SERVICES

Executive Summary

City Council Regular Meeting: October 9, 2018

AGENDA ITEM:	Monthly Ambulance Update	**AGENDA SECTION:** Consent
PREPARED BY:	Angie Jarrett, Ambulance Director	**AGENDA NO.** 4.D.
ATTACHMENTS:	None	**APPROVED BY: cgh**
RECOMMENDED ACTION: None. Information Only.		

SUMMARY

Total Calls:	**36**
Primary Calls (771)	35
Second Calls (772)	1
Billable Calls:	31
Mayo One:	1
No Transport/Stand-by:	5
Hosp – Hosp Requests:	3

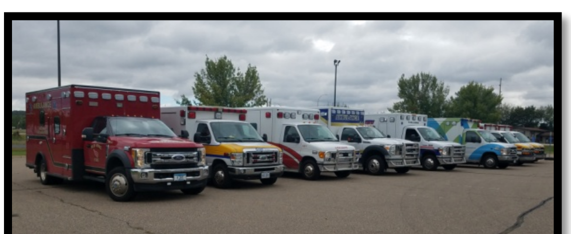
Hours Elgin covered for PEMS	**0**
Weekday:	0
Weekend:	0
Transports:	0

Hours PEMS covered Elgin	**36**
Weekday:	29
Weekend:	7
Calls for Service:	0

The ambulance responded to a regional request for mutual aid in Cannon Falls after a tornado disaster. The Plainview Ambulance and Elgin Ambulance collaborated and sent one Plainview Ambulance with two Plainview staff and one EMT from Elgin Ambulance. The primary Plainview ambulance and staff stayed to cover the primary area 911 calls for service.

During the time assisting in Cannon Falls, the ambulances and providers were utilized to relocate over 50 patients from the nursing home to other facilities in the state. These patients needed to be relocated after the back-up generator started on fire, leaving them with no heat or electricity. Below is a picture of some of the ambulances that assisted, including Plainview Ambulance.

Six of the Plainview EMTs are completing an EMT renewal course that is required by the Emregency Medical Services Regulatory Board (EMSRB) to renew their EMT licenses. This course is a 20 hour course being taught by Southeast EMS at the Plainview station. Similar to previous years, $275 of the $375 course fee is reimbursable through the EMSRB. After the course is completed on October 16th, all six of the EMTs will be eligible to renew their EMT license. The remaining team members not participating in the renewal course are not scheduled to expire.



Respectfully,
Angie Jarrett, NRP
Plainview EMS

Public Works Report September 2018

1. Floor tile & glue were removed from the fire hall floor and the asbestos abated. The floor drain in the meeting room was reopened and replaced. This had been closed off when there was an addition to the fire hall in 1975 & the truck stall was turned into the meeting room.
2. Working on the DNR Water Report.
3. Looked @ some grass growing concerns after the sidewalks were replaced. Because it was dry & some homeowners didn't water, some grass a little slower growing with a few weeds.
4. A homeowner had concerns of a city sewer main line not flowing and theirs being plugged. They brought a contractor in to get their line opened. We had the main line tv'd from manhole 18 to manhole 17. (1 block) There was nothing in the line. In fact, that line had a liner placed in it, so it is smooth with no cracks or joints to cause problems. We saw a few roots coming from a few homeowner's services, with nothing collected on them. We flushed the line with the fire hydrant in that area after the televising, real nice flow with no problems.
5. Attended 2 tap meetings with the school, bus owner, city engineer, & city administrator. Topics were buses parking out in front of the school, lighting, and pedestrian bump outs.
6. Answered e-mailed questions from the city engineer on water project specifications. Hydrants, curb stops, pipe, ductile iron or plastic, service lines copper or plastic, and rods required in the curb box.
7. A member of the horseshoe league contacted me in reference to horseshoe pits now needed and pickle ball. He said that they are down to needing 6 pits instead of 18. His idea was to put the horseshoe pits on the outside of the fence & pickleball on the inside where they would be lit for night time use.
8. Many hours spent @ & on the library project. Things that needed to be taken down, replaced, or discussed. Items included would be, lighting, taking things off the walls, looking @ the insulation, looking for air gaps for air movement, 3 update meetings, and the list goes on.
9. Looked @ a private storm sewer starting @ Arlene DeVries continuing to Peoples State Bank property. Too much rain, possibly not large enough. In that same area only further to the West where Meyer Builders is building a new house, they raised the back yard, put in another storm water line and it blocked the flow of water backing up into the neighbor's house. Talked to Kevin about an engineer's report to see if the line put in was larger enough, haven't seen one yet.
10. Took the 2000 Sterling truck to Universal Truck to take off snow equipment and review the new truck. The new truck is to be complete in 2 weeks.
11. Received in formation from Kristy of Bolton & Menk on population predictions for the next 10 years for the DNR Water report.
12. Dug the holes for the trees @ the Landscape project on highway 42. Trees planted in 50 minutes. The school's Ag class put mulch around the trees 2 days later.
13. Mowed & painted the soccer field for the school at least 2 times per week & sometimes 3 depending on the soccer schedule.
14. The swimming pool was drained, and all winterizing completed at the pool.
15. Put soil at the replaced sidewalk locations and seeded.
16. Finished the Bob Pierce project by adding soil, seed, placing a straw blanket, and staking.
17. Performed mower & tool cat maintenance.

18. Vince attended the by monthly safety meeting in Spring Grove.

Respectfully Submitted,

Michael L. Burgdorf, Public Works Director

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

MEMORANDUM

Date: October 4, 2018

To: Clarissa Hadler, City Administrator

Cc: Michael Burgdorf, Public Works Director

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

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

TAP Lighting, Sidewalk, and Bus Turnout Project

Presented an update on this project to Council at the workshop on 9/25/18. Council chose to proceed with necessary preliminary design and preparation of Project Memo incorporating the following:

- Street Lighting- Option 4 for full decorative lighting along the entire corridor.
- Bus Turnout – Inclusion of all options except for the south parking lane widening as well as inclusion of additional bumpouts on the east side of the 5th Street intersection.
- 3rd Avenue Sidewalk – Sidewalk as presented with modifications to keep the walk set back from the curb in all locations and realignment of the walk in the SW corner of 3rd Ave and 5th St to better align the crosswalk.

We are proceeding with the preliminary design and project memorandum (PM) along these lines and will submit the PM to MnDOT by December 1 to meet required funding timeline. Council indicated a decision on proceeding with final design will be made after options for financing the local share of the project are presented.

Orchard Hills-Future Phase

No recent activity on this project. We understand the developer's engineer is working on updated layouts to address City comments.

LeVan Subdivision

Plat and construction plans have been submitted for review. We are working on reviewing these documents, as well as analyzing the regional pond that would serve this development. Modifications to the regional pond may be necessary to comply with changes to MPCA Construction Stormwater (CSW) Permit requirements since the pond was constructed.

Eide Development

No recent activity this project.

GIS Web-Mapping

Continuing to work on updating utilities to match GPS locates that were completed. Will be developing new paper maps for City staff once utility map updating is completed. Also, recently added the updated Wabasha County 2016 aerial photo to the application.

City-wide Infrastructure Analysis

Have begun working on the city-wide infrastructure analysis. The analysis is being coordinated with completion of the infrastructure portion of the Comprehensive Plan.

Gibbs Addition/Stoning Property Easement

Completed easement sketch and description for storm sewer/drainage issue at this property.

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

Director's Report: October 2018

Building Renovation: Phase 2 of our construction project began on September 21.

External work: Most of the EIFS has been removed from the building. Water staining was noted on the plywood sheeting and framing around the windows of the east bump out. It was not extensive and required minimal removal and replacement with new structural materials. Braun Intertec oversaw the mitigation. Water staining was also noted at either side of the entryway, but this did not require removal or replacement. The new roof installation and flashing should prevent any recurrence at that spot.

Current timeline for remainder of external work:

Installation of Siding & Soffits: Target start date 10/8/18
Installation of Roof: Target start date 10/8/18
Installation of Windows: Target start date 10/10/18
Installation of Gutters: 10/15/18
Installation of Front Entry: Unscheduled

Internal work: Thus far, 4 of 5 LED fixtures have been installed, wallpaper has been removed, walls have been mudded, and the upper bump-out windows have been sheetrocked. As we are on the last day of our adjusted hours, efforts are being routed into projects that require the scissor lift so that a majority of work done after that date can be done from the floor.

Progress for the project as a whole has been steady with no significant setbacks. We are still on track for substantial completion by late October.

Additional item of note:

> The rear egress window that was called for in our bid documents was larger (36 x 62" double hung) than we anticipated and would have resulted in the loss of much needed shelving in our workroom. In speaking with my staff, we agreed that we place higher value on the shelving than the window. A change order is in progress to eliminate the window from the plan. This will lower the total project cost by $2032.

If you have any questions or concerns or would like a tour of our progress, please feel free to contact me.

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library
Monthly Statistics Report
September 2018

Circulation

Items Checked Out

Physical Materials	3231
Wi Fi	713 *
Public Computers	417
eBooks and Audiobooks	323
eMagazines	15
Total Items Checked Out	**4699**

*WiFi stats are being gathered via a new solution. Results will be lower than they have been in the past.

Circulation by Material Type

Adult Items	2742
Children's Items	1957

County Circulation Breakdown

Wabasha	1154
Winona	144
Other	302
Total County Circulation	**1600**
County Percentage of Items Checked Out	**34%**

Total Circulation This Month	4699
Total Circulation 1 Year Ago	5285
Difference	**-586**

Inter-Library Loan

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

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

Borrowers

New Borrowers

Adult	7
Children	17
Total New Borrowers:	**24**

New Borrowers by Location

City of Plainview	11
Wabasha County	10
Other	3

Programs

Number of Programs

Children's	4
Young Adult	1
Adult	3
Total Programs:	**8**

Number of Participants

Children's	166
Young Adult	7
Adult	30
Total Participants:	**203**

Plainview Public Library Board of Trustees
Tuesday, August 21, 2018 7:00 pm

Members present: Mary Schneider, Carla Tentis, Jeff Henry, Missy McRay
Staff: Alice Henderson
City Council Representative: absent

The meeting was called to order by Mary Schneider at 7:02 pm

Secretary's Minutes & Agenda:
A motion was made by Missy and seconded by Jeff to approve the July agenda. Motion carried.

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

- Library Board Minutes—7/17/2018
- Director's Report
- Children's Services Report
- Liaison Reports
- Library Statistical Report
- Acknowledgment of Donations

Payment of Bills:
A motion was made by Missy and seconded by Jeff to approve the Payables by Payee report. Motion carried.

Unfinished Business:
Discussion of donation tree:
Alice recommended moving forward with the donation recognition plaque and tree. The plaque would hold all of the names from the donation tree that had donated at $100 and below. From here on, we would recognize donations of $100 and below with a written thank you and acknowledgment at our meetings. A donation of $101 and above will be recognized on a leaf plaque in the front lobby. This is not to minimize smaller donations, but to ensure that the donation is not eaten up in physical recognition costs.
Motion was made by Jeff and seconded by Missy for Alice to get a firm price quote from two different sign companies.

New Business:
Alice recommended adding "City Accounts" to the list of authorized payables up to $1200. This would alleviate any late charges caused by going through the channels of having the board authorize the payments.
A motion was made by Carla and seconded by Missy. Motion carried.

The next regular board meeting will be September 18, 2018 at 7:00 pm.
A motion was made by Carla and seconded by Jeff to adjourn the meeting at 7:20 pm. Motion carried.

Executive Summary

City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Fire Relief Assoc. Appointments	**AGENDA SECTION:** Consent
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 4.E.**
ATTACHMENTS:	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to appoint Vicki Axley, Finance Director, to the Fire Relief Association through January 8, 2018.
2. **Motion** to appoint Stephen O'Connor, Council member, to the Fire Relief Association through December 31, 2018.

BACKGROUND

While the Fire Relief Association is a separate government entity from the City, the City does hold two seats on that Board of Trustees. The Relief Association bylaws designate two of the seats as "one elected municipal official and one elected or appointed municipal official who are designated annually as municipal representatives by the City Council of Plainview."

The City has not had representation on that Board for some time.

Seeing as Council member O'Connor's council seat will expire at the end of the year, it seems appropriate to make the appointment through that time, and to reappoint both seats at the first meeting in January.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Personnel Policies	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO.** **8.A.**
ATTACHMENTS: Resolution, Complete Policies with Revisions	**APPROVED BY:** **cgh**
RECOMMENDED ACTION: **Motion** to approve Resolution Amending City of Plainview Personnel Policies.	

SUMMARY

The City of Plainview Personnel Policies were implemented in March of this year. There were a number of issues that were not able to be discussed with Council prior to implementation, and we have been able to discuss these during Work Sessions. The attached amendments are the culmination of those discussions and formal adoption of changes to the policies.

The following table summarizes the changes;

3.5.1	Gifts Prohibited	Added paragraph stating that all items excluded from the "no gift" policy shall be tracked, including inexpensive promotional items.
7.5	Exempt (Non-Overtime-Eligible) Employees	Gives additional flexibility regarding the flexing of hours of exempt staff.
8.1	Health and Life Insurance	Adds language specifying the Health Insurance benefits given to staff.
8.3,	Clothing Allowance	New section formalizing current practice of giving uniform and clothing allowance to certain non-union staff.
10.1.3	PTO Gifting	New Section in this policy that is the same as one in the 2009 Personnel Policies.
10.3	Bereavement Leave	Adds language stating City Admin. shall request additional funeral leave from Mayor.
10.8	Pregnancy and Parenting Leave	Adds language allowing new parents to retain 24 hours of PTO for later use.
13.1	Separation Pay	Adds language stating employees who are terminated lose their unused and accrued PTO.

At this time, the City Administrator feels comfortable that the important revisions have been made and issues have been discussed. As such, no further review of these policies is planned at this time.

If Council or others feel there is something else that should be addressed, I welcome those suggestions at any point in the future.

RECOMMENDATION

Staff recommends approval of a Resolution Amending City of Plainview Personnel Policies.

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2018 - _____

RESOLUTION AMENDING CITY OF PLAINVIEW PERSONNEL POLICIES

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the City Council and are subject and subordinate to applicable federal and state laws, rules, and regulations, and local ordinances; and

WHEREAS, the City of Plainview Personnel Policies manual contains rules of general application concerning hiring, promotion, pay, benefits, and discipline; and

WHEREAS, the Personnel Policies should be reviewed and revised on a periodic basis to ensure compliance with employment laws and contemporary personnel management practices; and

WHEREAS, the City Council has determined that the current Personnel Policies Manual does not address certain issues related to human resources; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Plainview, Minnesota (the "City"), the City of Plainview Personnel Policies are amended as follows;
(<u>Underlined</u> sections are new. ~~Stricken~~ sections are deleted.)

3.5.1 Gifts Prohibited

<u>All items received that are not prohibited in this section shall be tracked by the department head and reported to the City Administrator. This includes, but is not limited to, commonly received items such as promotional / branded items from vendors, and food from residents and local businesses.</u>

7.5 Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive compensatory time or extra pay for the hours worked over 40 in one workweek.

The normal business hours for exempt employees are determined based on the needs of their respective department as approved by the City Administrator. Exempt employees are generally expected to be available <u>to City staff</u> and the public during their normal business hours.

If an exempt employee works extra hours, due to unique circumstances, he or she may adjust their working hours during the same ~~work week~~ <u>pay period</u> or immediately succeeding ~~work week~~ <u>pay period</u> if operationally feasible to do so. <u>When necessary, exempt employees may be</u>

considered “on call” while “flexing” their hours. Further flexibility in certain circumstances may be given at the discretion of the City Administrator.

8.1 Health and Life Insurance

The City will contribute a monthly amount toward group health and life insurance benefits for each eligible employee and his/her dependents.

In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with the health care reform law while avoiding penalties, part-time employees will be scheduled according to business needs and in a manner that ensures positions retain part-time status as intended. Benefit amounts for full-time employees shall be as follows; 100% of Employer Plan premium OR $300/month if opting out of Employer Plan, plus $125 per month for dependent coverage via the Employer Plan or $125/month if opting out of Employer Plan.

8.3 Clothing Allowance

Certain positions shall be allowed a clothing or uniform allowance as deemed necessary or helpful for their position. Union contracts contain the allowances for those positions. The Chief of Police and Public Works Director shall receive allowances equal to those received by union employees in their respective departments. Liquor Store and Library staff shall receive allowances as follows. All purchases shall be made directly by the City with the approval of the Department Head and appropriate documentation.

	Dept. Head	**Full-time**	**Part-time**
Liquor Store - Promotional shirts and/or hats that are on sale at the Liquor Store up to these amounts.	$500	$250	$100
Library - Any shirt or top with Plainview Public Library stitched or imprinted on it.	$200	$50	$50

10.1.3 PTO Gifting

Employees may choose to grant a portion of their PTO to another employee to assist with medical treatment and/or recovery. Such donation must be approved by the City Administrator.

10.3 Bereavement Leave

Full-time employees, who have been employed with the City at least ninety (90) days, will be permitted to use up to three (3) working days within a two week period, with pay, as bereavement leave upon the impending death or death of an immediate family member defined as: spouse, child, parents, parent-in-law, brothers, sisters, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparent-in-law and grandchildren of the employee and the employee's spouse. This paid leave will not be deducted from the employee's PTO balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator <u>(or Mayor in the case of the City Administrator)</u> depending on individual circumstances, such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.

10.8 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent of either sex in conjunction with or after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee shall provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee shall give as much notice as practicable.

Employees are required to use accrued PTO during Parenting Leave<u>, except that 24 hours of PTO may be retained for later use.</u> If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave.

13.1 Separation Pay

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued PTO, not to exceed twice the employee's maximum annual accrual rate. All employees who leave employment with the City will receive 100% of accumulated, unused compensatory time. <u>Any employee who is terminated from employment by the City will forfeit their unused accrued PTO.</u>

Adopted by the City Council of the City of Plainview, Minnesota, this 9th day of October, 2018.

____
Roger Ziebell, Mayor

ATTEST:

____
MariClair Schneider, City Clerk

CITY OF PLAINVIEW
PERSONNEL POLICIES

Dates Of Adoption And Amendments

Date	Nature	Section(s)	Approved by
March 13, 2018	First Adoption	All	City Council
October 9, 2018	Revision 1	Sections 7.5, 8.1, 8.3, 10.1.3, 10.3, 10.8, 13.1	City Council

Table of Contents

SECTION 1. INTRODUCTION

1.1 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Plainview. These policies supersede all previous policies.

1.2 Disclaimer

Nothing in this handbook or any other written or unwritten policies, course of conduct, or practices of the city creates, or is intended to create, an express or implied contract, covenant, promise or representation between the city and our employees.

The city may change or eliminate policies, or portions thereof, contained in this handbook at its discretion at any time, and without notice.

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

Employment with the city is at-will, except as otherwise provided by law or contract. This means that employment may be terminated with or without cause at any time at the option of either the employee or the city. No supervisor or other representative of the city has authority to enter into any agreement to the contrary unless approved by the city council.

1.3 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected officials
- City attorney
- Members of City boards, commissions, and committees
- Consultants and contractors
- Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as a guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

1.4 Management Rights

The Employer retains full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs, to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, shifts, and hours; to contract for goods or services; to make and enforce reasonable rules and regulations; to take any and all actions necessary to carry out the operations of the Employer in situations involving a disaster or emergency; to hire, promote, assign, and transfer Employees; to demote, suspend, discipline and discharge Employees; to lay off Employees; to assign duties, tasks, jobs, hours, shifts, and overtime to Employees; and to perform any other managerial right.

Any term and condition of employment shall remain solely within the discretion of the Employer to modify, establish or eliminate.

The foregoing enumeration of the Employer’s authority shall not be deemed to exclude other inherent management rights and functions.

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

1.5 Equal Employment Opportunity Policy Statement

The City of Plainview is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off (reduction in force), disciplinary action, termination, compensation and selection for training. The City of Plainview will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender (including pregnancy, childbirth, and related medical conditions), gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry, reserve or National Guard status, military service, citizenship, or any other basis protected by law, except where there is a bona fide occupational qualification. The City will not discriminate upon any protected class identified by the Minnesota Human Rights Act, the US Civil Rights Act, or the Pregnancy Discrimination Act.

1.6 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

1.7 Amendments to this Policy

All amendments that are substantive in nature must be approved by the City Council. Amendments for the purpose of grammatical, formatting, or other changes that do not change the nature of the policy may be made by the City Administrator. All amendments must be noted on the cover sheet, including, date, nature of amendment (grammatical, substantive, interpretation, etc.), section(s), and who approved it. Amendments made by the City Council shall be done by resolution utilizing the "Underlined content is new. ~~Stricken content is deleted~~." method. Amendments by the City Administrator shall be shown similarly in a memo. A signed and dated copy of each amendment shall be placed at the end of the Personnel Policy book as Appendix A.

SECTION 2. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Benefits
Privileges granted to qualified employees in the form of paid leave such as holiday time and personal time off (PTO), pension plans, and/or insurance coverage.

Benefit Earning Employees
Employees who are eligible for at least a pro-rated portion of City-provided benefits.

City
The City of Plainview and all of the City departments including Administration, Ambulance, Fire, Library, Police, Public Works, and Municipal Liquor Store.

Compensatory Time
Time off from regular hours of work which is granted for work performed or time served beyond the time constituting the normal work week as determined at the discretion of the City.

Demotion
The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position and/or the new position is at a lower classification.

Direct Deposit
As permitted by state law, all City employees are required to participate in direct deposit.

Discipline
Action taken to control and/or correct an employee's conduct.

Employee
An individual who has successfully completed all stages of the selection process, including the training period.

FLSA Exempt Employee
Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. To be exempt, employees must meet both the "duties test" and the "salary basis test."

FLSA Non-Exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for at least the federal minimum wage and overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek. Some positions, such as Police and Ambulance employees, may have different requirements.

FICA (Federal Insurance Contributions Act)
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2 percent for Social Security and 1.45 percent for Medicare. The City contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year
The period from January 1 to December 31.

Full-Time Employee
Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Holiday
Those days officially declared by the City Council and the State of Minnesota.

Hours of Operation
The City's regular hours of operation vary by department as approved by the City Administrator.

Independent Contractor
An individual, company, or firm contractually retained to provide services for a designated period of time and rate of pay. Independent contractors will operate and function under the specific terms of their agreement.

Leave Without Pay
Time off granted an employee for which pay is not authorized or granted.

Management Employee
An employee who is responsible for managing a department or division of the City.

Overtime
Work required to be performed during hours or days other than or beyond those falling within an employee's regularly scheduled hours of work.

Part-Time Employee
Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period
A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

Pay Day
Pay day for most employees is the Friday following the end of the pay period. Employees paid other than bi-weekly will be paid when appropriate and closest to a regular pay day.

PERA (Public Employees Retirement Association)
Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion
Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reduction in Force (RIF)
Lay-off due to lack of work or for reasons other than discipline.

Seasonal Employee
Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Supervisor
An individual having authority, in the interest of the employer, to assign, reward or discipline other employees or responsibility to direct them, or adjust their grievances or to effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not a merely routine or clerical nature but requires the use of independent judgment. Unless otherwise noted, it is to mean "Department Head" or his/her designee.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period
A six-month period (12 months for Police) at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is an integral extension of the City's selection process and is used by supervisors for closely observing an employee's work.

Transfer
Movement of an employee from one City position to another of equivalent pay.

Weapons
Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek
A workweek is seven consecutive 24-hour periods. For most employees, the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, public works department).

SECTION 3. CITYWIDE WORK RULES AND CODE OF CONDUCT

3.1 Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Plainview. Employees shall exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. Employees shall avoid the appearance of impropriety in their words and actions both on and off the job. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

This policy shall be liberally construed in favor of protecting the public interests by a full disclosure of conflicts of interest and a promotion of ethical standards of conduct for City employees. The following instructions apply regarding specific prohibited actions:

- No employee or member of his/her immediate family shall have a financial interest in or derive a profit from any matter upon which the employee is required to act in the discharge of his/her official duties and fails to disqualify himself/herself from acting or participating.
- No employee shall use or permit the use of any person, funds or property under his/her official control, direction or custody, or any of the City's funds or City property, for a purpose which is, or to a reasonable person would appear to be, for the private benefit of the employee.
- No employee shall have a material interest, personally or through a member of his/her immediate family, in business entities doing or seeking to do business with the City and influence or attempt to influence the selection of, or the conduct of business with the City.
- No employee shall solicit or receive anything of monetary value with the intent to give, obtain, or influence any action by such employee in his/her official capacity. Nothing shall prohibit contributions, including political contributions, which are reported in accordance with applicable law or which are accepted on behalf of the City, or an honorarium, travel or other expenses reimbursed to any employee as a result of a speaking engagement or personal appearance made as a result of that persons' official position.

The following are job requirements for every position at the City of Plainview. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.

- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

3.2 Attendance and Absence

The operations and standards of service in the City of Plainview require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of an unexpected absence, employees shall call their supervisor before the scheduled starting time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee shall leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior.

This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.

The City Administrator will notify the Mayor of his/her absences from work.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

3.3 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the Department Head. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Employees are prohibited from using City property for personal purposes, except for the limited exceptions addressed in other policies herein.

3.4 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and shall present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace.

Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

3.5 Conflict of Interest

City employees and elected or appointed officials are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she shall consult with the City Administrator.

More guidance related to conflicts of interest follows:

3.5.1 Gifts Prohibited

Employees in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any personal payment of expense, compensation, money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, gift, reward, gratuity, favor, promise of future employment or other future benefit from any source, except the City, for any activity related to the duties of the employee unless otherwise authorized by law.

However, the prohibitions in this section do not apply to:

A. Services to assist an employee in the performance of official duties, including but not limited to providing advice, consultation, information and communication in connection with legislation, and services to constituents;
B. Services of insignificant monetary value;
C. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
D. A trinket or memento costing $5 or less;
E. Informational material of unexceptional value;
F. Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program; or
G. Gifts given:
    1. Because of the recipient's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given or offered to the other members of the group;
    2. By an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family; or
    3. By a national or multistate organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

Department heads shall be responsible for determining whether or not a gift or service falls within this exemption.

<u>All items received that are not prohibited in this section shall be tracked by the department head and reported to the City Administrator. This includes, but is not limited to, commonly received items such as promotional / branded items from vendors, and food from residents and local businesses.</u>

In the event there is a question or as to whether a gift or service is exempt, the department head should consult with the City Administrator. The City Administrator's determination shall be final.

Any gift not authorized by this subdivision may be returned to the donor or transmitted to the City Administrator or turned over to the City to be used by the City or to be sold, with the proceeds of such sale deposited into the general fund of the City. The City Administrator shall be notified within seven (7) days of the receipt of any non-monetary property not authorized by this subdivision.

No employee shall engage in any other conflict of interest. For example, employees are prohibited from engaging in the following conflicts of interest:

A. Use or attempted use of the employee's official position to secure benefits, privileges, exemptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated which are different from those available to the general public;
B. Acceptance of other employment or contractual relationship that will affect the employee's independence of judgment in the exercise of official duties;
C. Actions as an agent or attorney in any action or matter pending before the employing city except in the proper discharge of official duties or on the employee's behalf;
D. The solicitation of a financial agreement for the employee or entity other than the City when the City is currently engaged in the provision of the services which are the subject of the agreement or where the City has expressed an intention to engage in competition for the provision of the services; unless the City waives this clause;
E. Engaging in a business or transaction which is incompatible with the proper discharge of the person's official duties or which would tend to impair the person's independent judgment or action in the performance of his or her official duties;
F. Holding a direct or indirect financial interest which is incompatible with the proper discharge of the person's official duties or which would tend to impair the person's independent judgment or action in the performance of his official duties. A financial interest includes ownership of stock, bonds, notes or other securities;
G. Having a direct or indirect personal interest which is incompatible with the proper discharge of the person's official duties or which would tend to impair the person's independent judgment or action in the performance of his official duties;

H. Use of confidential information, obtained as a result of public position, for personal gain;
I. Holding investments which will or may interfere with the proper discharge of public duty;
J. Representation for profit of private interests before the City; or
K. Participation as an employee in a City transaction in which the person has a direct or indirect financial or other personal interest.

A violation of this policy shall be grounds for disciplinary action. Nothing contained herein shall be construed as preventing prosecution under applicable state or federal laws.

3.5.2 Solicitations

The City prohibits solicitation and distribution on its premises or through work mail by non-employees and to permit solicitation and distribution by employees only as outlined below:

A. Solicitation and distribution are limited on City premises because, when left unrestricted, such activities can interfere with the normal operations, can be detrimental to efficiency, be annoying, and can pose a threat to security.
B. The City Administrator is responsible for administering this policy and for enforcing its provisions.
C. Persons who are not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or to purchase merchandise or services, (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on City premises, unless otherwise approved by the City Council.
D. Solicitation and distribution of literature with appropriate approval should no interfere with working time of either employee making the solicitation or distribution, or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

Employees may solicit donations, contributions, or promote appropriate fundraising activities by posting the event or item on bulletin boards in the employee break rooms in the City whereby an employee may voluntarily donate or participate in the activity. Certain fundraising activities sponsored by the City may be exempted from this provision. The home addresses and home telephone numbers of City employees shall be withheld from all persons, businesses, and organizations.

3.6 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

3.8 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

3.9 Tobacco & Tobacco-Related Products

The City of Plainview observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that the use of tobacco, smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility, vehicle, or on City property.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to use tobacco & tobacco-related products only during their breaks and lunch, and only in areas designated for that purpose or off of city premises.

3.10 Nepotism

The City does not restrict employment of more than one member of a family or persons related by blood or marriage, but it does not show favoritism toward hiring relatives of employees. To avoid a conflict of interest, no City employee may take part in decisions to hire, fire, retain, promote, or determine the salary of his/her spouse, other family member, any other relative by blood or marriage, someone living in same household, or someone who such employee is in a romantic relationship.

In addition, no City employee may be assigned responsibility for supervising and directing the work of his/her spouse, family member, any other relative by blood or marriage, someone living in same household, or someone who such employee is in a romantic relationship.

3.11 Workplace Resolution Policy

City employees must, unless otherwise established or appropriate, attempt to resolve any workplace issues or concerns with the following individuals in the following order and may only attempt to resolve the issue or concern with the next appropriate individual(s) herein if the preceding individual(s) did not adequately address their issue or concern:

1) Immediate supervisor
2) Department head
3) City Administrator
4) Elected official personnel committee

SECTION 4. EMPLOYEE RECRUITMENT AND SELECTION

4.1 Scope

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

4.2 Features of the Recruitment System

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

4.3 Application for Employment

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

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

4.4 Testing and Examinations

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

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.

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

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

4.5 Selection Process

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

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

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

4.6 Background Checks

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

4.7 Promoting from Within (Internal Recruitment)

Internal recruitments will be open to any City employee who:

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

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

4.8 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

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

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

4.11 Training Period

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

SECTION 5. ORGANIZATION

5.1 Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to the position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator and the City Council.

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

5.2 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

5.3 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

5.4 Employee Evaluations and Performance Management

City employees are essential to providing services to the public. To provide high quality, efficient and cost-effective services, the performance of employees is crucial. Therefore, the City is committed to a performance management system for its employees that communicates performance expectations for job duties and responsibilities; workplace standards and goals and objectives; identifies an employee's strengths and areas for improvement in meeting these expectations; and fosters an employee's job development. To meet this commitment, the City requires the following:

1. Ongoing feedback to, and candid discussions with, employees about their performance throughout the year;
2. Developing and rewarding good performance;
3. Formal personnel actions as necessary to address performance problems through coaching, counseling, performance improvement plans and/or progressive discipline; and
4. An annual performance evaluation that addresses prior and future performance of the employee. Employees are required to review any written document provided to them and discuss with their supervisor these actions.

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings shall occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well. The performance of employees on probation shall be evaluated at the end of the required probationary period. The purpose of this review is to appraise the progress and performance of new employees.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

A new evaluation form must be completed each time an employee is given a promotion, unless a previous evaluation has been prepared within sixty (60) days of the status adjustment.

Department Heads are responsible for evaluating all departmental employees. The City Administrator is responsible for evaluating the Department Heads, except for the Library Director who will be evaluated by the Library Board. The City Council is responsible for evaluating the City Administrator.

SECTION 6. HOURS OF WORK

6.1 Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator.

6.2 Meal Breaks and Rest Periods

A paid 15-minute break is allowed within each four (4) consecutive hours of work. An unpaid 30-minute lunch period is provided when an employee works eight (8) or more consecutive hours. However, individual departments may have different break time policies based on the unique needs of the department and staffing resources available to them. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees who travel to take their breaks and/or lunch will deduct the travel time from their break/lunch time.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

6.3 Time Cards

Pay periods cover a two-week time frame and begin at 12:00 a.m. (midnight) on Sunday and end at 11:59 p.m. on Saturday, fourteen (14) days later. The City of Plainview operates on a calendar year providing twenty-six (26) individual pay checks to employees.

Employees are required to submit signed time cards for every payroll period, and Department Heads are required to approve employees' timecards. Employees who do not submit time cards by 9:00 am the morning of payroll will have to wait until the next payroll period to receive compensation. False information on a time card will be cause for disciplinary action.

6.4 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work or leaving early for reasons of personal safety or if City facilities are closed by the Mayor will be allowed to use accrued PTO or compensatory time equivalent to the difference between their scheduled hours of work and hours worked; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Department Head or the City Administrator.

SECTION 7. COMPENSATION AND PAY SCALE

The City of Plainview complies with the requirements of the Minnesota Pay Equity Act. Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

7.1 Wage Disclosure

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

7.2 Direct Deposit

As provided for in Minnesota law, all employees other than firefighters or other persons who are expected to receive only one or two paychecks a year, are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

7.3 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek, except for public safety employees. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for discipline, up to and including termination.

FLSA exempt employees must record on their timecards the time they worked as well as time off taken during the workday. At least 40 hours must be accounted for by FLSA exempt employees on the timecards each work week.

7.4 Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over their normal daily work shift, their scheduled daily work shift, or over 40 hours in one workweek. PTO and paid holidays count toward "hours worked."

Compensation will take the form of either time-and-one-half pay or compensatory time at time-and-one-half.

For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time-and-one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours. Once an employee has earned 40 hours of compensatory time, no further compensatory time may accrue until their balance is less than 40 hours. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Administration Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

7.5 Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive compensatory time or extra pay for the hours worked over 40 in one workweek.

The normal business hours for exempt employees are determined based on the needs of their respective department as approved by the City Administrator. Exempt employees are generally expected to be available to City staff and the public during their normal business hours.

If an exempt employee works extra hours, due to unique circumstances, he or she may adjust their working hours during the same ~~work week~~pay period or immediately succeeding ~~work week~~pay period if operationally feasible to do so. When necessary, exempt employees may be considered "on call" while "flexing" their hours. Further flexibility in certain circumstances may be given at the discretion of the City Administrator.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than 40 hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that earns PTO, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she has exhausted all of his/her PTO.

- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to PTO (for example, a situation where the employee has exhausted all of his/her PTO or a situation where the employee does not earn PTO).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns PTO and is absent for a partial day due to personal reasons, illness or injury, but:
  - PTO has not been requested or has been denied;
  - PTO is exhausted;
  - The employee has specifically requested unpaid leave;
  - The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
  - The employee takes unpaid leave under the FMLA.
  - The City may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

SECTION 8. BENEFITS

8.1 Health and Life Insurance

The City will contribute a monthly amount toward group health and life insurance benefits for each eligible employee and his/her dependents.

In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with the health care reform law while avoiding penalties, part-time employees will be scheduled according to business needs and in a manner that ensures positions retain part-time status as intended. Benefit amounts for full-time employees shall be as follows; 100% of Employer Plan premium OR $300/month if opting out of Employer Plan, plus $125 per month for dependent coverage via the Employer Plan or $125/month if opting out of Employer Plan.

For more information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Administrator.

8.2 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Administrator.

8.3 Clothing Allowance

Certain positions shall be allowed a clothing or uniform allowance as deemed necessary or helpful for their position. Union contracts contain the allowances for those positions. The Chief of Police and Public Works Director shall receive allowances equal to those received by union employees in their respective departments. Liquor Store and Library staff shall receive allowances as follows. All purchases shall be made directly by the City with the approval of the Department Head and appropriate documentation.

	Dept. Head	**Full-time**	**Part-time**
Liquor Store - Promotional shirts and/or hats that are on sale at the Liquor Store up to these amounts.	$500	$250	$100

Library - Any shirt or top with Plainview Public Library stitched or imprinted on it.	$200	$50	$50

SECTION 9. HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve (1/2 day)
Christmas Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays. When Christmas Eve falls on a Sunday, the following Tuesday morning will be the "observed" holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive 8 hours pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for non-exempt employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

SECTION 10. LEAVES OF ABSENCE

10.1 Paid Time Off (PTO)

Paid Time Off (PTO) replaces individual sick leave and vacation leave and combines them into a single benefit program. PTO does not replace city observed holidays, jury duty, military leave, or court leave. Employees accrue PTO based on length of service with the city or based on contractual obligations. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

PTO can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the city needs to ensure that service to the public and work requirements are not adversely impacted.

10.1.1 Accrual Rates for PTO

Full-time employees will accrue PTO in accordance with the following schedule:

Years of Service	Annual Accrual Rates
Less than 1 Year	80 hours
1 Year	100 hours
2+ Years	120 hours
5+ Years	140 hours
10+ Years	160 hours
15+ Years	200 hours

Full-time employees hired before January 1, 2018, will accrue PTO in accordance with the following schedule:

Years of Service	Annual Accrual Rates
Less than 1 Year	120 hours
1 Year	140 hours
2+ Years	160 hours
5+ Years	180 hours
10+ Years	200 hours
15+ Years	220 hours
20+ Years	240 hours
25+ Years	260 hours

PTO will not accrue during unpaid leaves.

Regular part-time employees who average 20+ hours per week will accrue PTO at a rate of 40 hours per year.

PTO will accrue on a pay-period basis up to a maximum of twice the employee's annual accrual rate as noted above.

Full-time employees may accrue up to a maximum PTO in accordance with the following schedule:

Years of Service	**Annual Accrual Rates**	**Maximum Accumulation**
Less than 1 Year	80 hours	160 hours
1 Year	100 hours	200 hours
2+ Years	120 hours	240 hours
5+ Years	140 hours	280 hours
10+ Years	160 hours	320 hours
15+ Years	200 hours	400 hours

Full-time employees hired before January 1, 2018, may accrue up to a maximum PTO in accordance with the following schedule:

Years of Service	**Annual Accrual Rates**	**Maximum Accumulation**
Less than 1 Year	120 hours	240 hours
1 Year	140 hours	280 hours
2+ Years	160 hours	320 hours
5+ Years	180 hours	360 hours
10+ Years	200 hours	400 hours
15+ Years	220 hours	440 hours
20+ Years	240 hours	480 hours
25+ Years	260 hours	520 hours

Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

An Employee who on January 1, 2018, had accrued PTO in excess of 520 hours, may retain those accrued hours, but may not accrue any additional hours.

10.1.2 PTO Conversion Option

Employees may convert their PTO hours from the end of the previous year to cash as follows:

Years of Service	Hours of Conversion Allowed
Years 0 – 5	60 hours per year
Years 6 – 10	80 hours per year
Years 11 – 14	100 hours per year
Years 15 and over	120 hours per year

An employee may request the conversion option once in December. Notification must be in writing and turned in to Payroll two weeks prior to the start date of the pay period in which payment is to be received. (Note: The Conversion Option will be included in the regular payroll check and taxes will be deducted from the money requested).

Non-exempt (hourly) employees may cash out any or all accumulated compensatory (comp) time balances in conjunction with PTO as long as the total hours cashed in are within the Hours of Conversion Allowed listed above.

10.1.3 PTO Gifting

Employees may choose to grant a portion of their PTO to another employee to assist with medical treatment and/or recovery. Such donation must be approved by the City Administrator.

10.2 Medical Certification, Generally

Good attendance is an essential job function for all city employees. If unplanned absences are more than three days, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position.

A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

10.3 Bereavement Leave

Full-time employees, who have been employed with the City at least ninety (90) days, will be permitted to use up to three (3) working days within a two week period, with pay, as bereavement leave upon the impending death or death of an immediate family member defined as: spouse, child, parents, parent-in-law, brothers, sisters, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparent-in-law and grandchildren of the employee and the employee's spouse. This paid leave will not be deducted from the employee's PTO balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator (or Mayor in the case of the City Administrator) depending on individual circumstances, such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.

10.4 Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave.

If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

10.5 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

10.6 Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

10.7 Victim or Witness at Criminal Trial Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

10.8 Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent of either sex in conjunction with or after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee shall provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee shall give as much notice as practicable.

Employees are required to use accrued PTO during Parenting Leave, except that 24 hours of PTO may be retained for later use. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave.

The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

10.9 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

10.10 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

10.11 School Conference and Activities Leave

Any employee who has worked half-time or more for more than one year may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the City. Employees may choose to use PTO for this absence but are not required to do so.

10.12 Bone Marrow Donation Leave

Employees working an average of 20 or more hours per week may take PTO, not to exceed 40 hours unless agreed to by the City, to undergo medical procedures to donate bone marrow.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

10.13 Election Judge and Voting

Pursuant to Minnesota Statute 204B.195, an employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (20) days written notice. The City shall reduce the salary or wages of an employee serving as an election judge by the amount paid to the employee by the appointing authority during the time the employee was absent from the place of employment.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

10.14 Family and Medical Leave

10.14.1 Eligibility

To qualify to take family and medical leave (FMLA) under this policy, an employee must meet all of the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave

should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

10.14.2 Types of Leave Covered

Leave will be granted to all eligible employees (male and female) for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position; and
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

10.14.3 Definitions

- "Caring" for a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a legal ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.
- "Spouse" does not include domestic partners or common-law spouses.
- An eligible "parent" includes a biological parent or a person who was charged with parental rights, duties and responsibilities over the employee when the employee was under the age of 18; "parent" doesn't include in-laws.
- "Serious Health Condition" as defined under the FMLA means an illness, injury, impairment, or physical or mental condition that involves one of the following:
  - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
  - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or child birth;

- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments. An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-term Conditions Requiring Supervision;
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
- "Incapacity" means inability to work, attend school or perform other regular daily activities.

10.14.4 Length and Amount of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling backward date.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

10.14.5 How Leave May be Taken

FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent Leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking leave intermittent or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

10.14.6 Notice of Need for FMLA Leave

All employee requesting FMLA leave must provide written or verbal notice of the need for the leave to the City Council or its designee(s).

When the need for the leave is foreseeable, the employee must give verbal or written notice to the City Council or its designee(s) at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

10.14.7 Medical Certification and Documentation Requirements

For leave due to the serious health condition of an employee or the employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner.

The form must be submitted to the City Administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The City may require an employee to obtain a second opinion from a provider which the City selects. If necessary to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When Leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave, and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

10.14.8 Recertification

Recertification of the need for leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

10.14.9 Reinstatement

Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

10.14.10 Notice of Intent to Return from FMLA Leave

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

10.14.11 Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health insurance plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. All paid benefits run concurrently with unpaid FMLA benefits. For example, STD benefits, if available, will run concurrently with unpaid FMLA leave so that an employee will receive STD benefits while taking up to 12 weeks of FMLA leave. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. If paid leave is being used during an FMLA leave, the employee's share of group health plan premiums must be paid by the method normally used during paid leave (usually payroll deduction). An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

10.14.12 Failure to Return to Work after FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the City a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

10.14.13 Activities Prohibited During FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action up to and including termination of employment.

10.14.14 Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

10.14.15 Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

Prior to taking unpaid FMLA leave employees must use all accrued compensatory time and PTO, unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the Parental Leave Policy.

Any paid disability leave benefits available to employees for covered reason, such as an employee's serious health condition or a covered family member's serious health condition, including workers' compensation leave, to the extent that it qualifies, will run concurrently with FMLA.

10.14.16 Additional Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued PTO that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

10.15 Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The City will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

10.16 Elected Official Leave

An employee elected to a public office is permitted time off from regular employment to attend meetings required by reason of the public office. The time off may be without pay, with pay, or made up with other hours, as agreed between the employee and employer. When an employee takes time off without pay, the employer shall make an effort to allow the employee to make up the time with other hours when the employee is available.

10.17 Civil Air Patrol Leave

An employee may receive a leave of absence without pay for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions, unless the leave would unduly disrupt the operations of the employer.

10.18 Domestic Abuse and Harassment Restraining Order Leave

An employee may take reasonable time off from work to obtain or attempt to obtain relief under the Domestic Abuse Act, Minn. Stat. § 518B.01 (2014), as amended or a restraining order under Minn. Stat. § 609.748 (2014), as amended. Except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable, an employee who is absent from the workplace shall give 48 hours' advance notice to the employer. Upon request of the employer, the employee shall provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave shall be kept confidential by the employer.

10.19 Regular Leave without Pay

The City Council may authorize leave without pay to a maximum of one year. Normally employee benefits will not be earned by an employee while on leave without pay. However, the city’s contribution toward health and life insurance may be continued, if approved by the City Council, for leaves of up to 90 days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or PTO. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued PTO must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all PTO earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

SECTION 11. ACCOMODATIONS

11.1 Reasonable Accommodation for Disability

The City is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the City to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

The Americans with Disabilities Act (ADA) and the Minnesota Human Rights Act both require that a disabled applicant must be given reasonable accommodation to take an employment test. Reasonable accommodation for a disabled person usually means a modification or adjustment to the testing process that allows an applicant with a disability to be considered for the position.

Applicants for job vacancies should be asked to let the City know about any reasonable accommodation that may be needed in order to take the test within a reasonable time period before it is given.

11.1.1 Definitions

Disability: For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

Reasonable accommodation: A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Reasonable accommodation applied to three aspects of employment:

A. To assure equal opportunity in the employment process;

B. To enable a qualified individual with a disability to perform the essential functions of a job; and
C. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Undue hardship: An undue hardship is an action that is unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the City.

11.1.2 Procedures

Current employees and employees seeking promotion:

A. The City will inform all employees that this accommodation policy can be made available in accessible formats.
B. The employee shall inform their immediate supervisor or the City Administrator of the need for an accommodation.
C. The City Administrator may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
D. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:

1. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
2. Determine the precise job-related limitation.
3. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
4. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the City is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The City Administrator or his/her designee will work with the employee to obtain technical assistance, as needed.
6. The City Administrator will provide an update or a decision to the employee within 10 working days.
7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the

City, the employee and the City Council or its designee(s) shall work together to determine whether reassignment may be an appropriate accommodation.

Job Applicants:

A. The job applicant shall inform the City Administrator of the need for an accommodation and they will discuss the needed accommodation and possible alternatives with the applicant.
B. The City Administrator will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Procedure for determining undue hardship:

A. The employee will meet with the City Administrator to discuss the requested accommodation.
B. The City Council or its designee(s) will review undue hardships by considering the following:
    1. The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
    2. The impact of the accommodation on the nature or operation of the City.
    3. The City Council or its designee(s) will provide a decision to the employee.

11.1.3 Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may initiate a grievance under the grievance procedure in these policies. If the individual believes the decision is based on discriminatory reasons, then they may address their concerns internally through the city's internal workplace issues resolution policy in these policies.

11.1.4 Supported Work

The City will review vacant positions and assess the current workload and needs of the city to determine if job tasks might be performed by a supported employment worker(s).

11.2 Reasonable Accommodations for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth.

- more frequent restroom, food, and water breaks;
- seating; and
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

11.3 Reasonable Accommodation for Religion

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the city's business.

An employee whose religious beliefs or practices conflicts with his/her job, work schedule, or with the city's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on the city's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code which does not impact safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor may confer with his/her supervisor or City Council or its designee(s).

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal following the city's general grievance policy and procedure.

11.4 Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. A modified assignment is evaluated by the City Council or its designee(s) on a case-by-case basis. This policy does not guarantee any modifications to an assignment.

Such assignments are for short-term, temporary disability-type purposes; assignment is at the discretion of the City Council or its designee(s). The City Council or it designee(s) reserves the right to determine when and if work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for a modified assignment. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Council or its designee(s).

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.
It is at the discretion of the City Council or its designee(s) whether or not to assign work to the employee. Although this policy is handled on a case-by-case basis, such assignments will not generally be approved beyond six months.

If the City offers a modified assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if he/she refuses such work.

The circumstances of each disabled employee performing work will be reviewed regularly. Any modified work assignment may be discontinued at any time.

SECTION 12. RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

12.1 Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

12.2 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor shall be contacted immediately. When extreme conditions dictate, 911 may be called. Employees shall leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

12.3 Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

12.3.1 Violent behavior:

Violent behavior includes the use of physical force, harassment, bullying or intimidation.

12.3.2 Discriminatory behavior:

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance, veteran status, membership on a local human rights commission, pregnancy, childbirth, or related medication conditions, reserve or National Guard status, military service, citizenship, or any other basis protected by law, except where there is a bona fide occupational qualification.

12.3.3 Offensive behavior:

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee shall request clarification from their supervisor or the City Administrator.

12.3.4 Sexual harassment:

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual’s employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, jokes, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about

an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.

- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

12.4 Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator, or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the mayor.

12.5 Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.
In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by

the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

12.6 Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a council member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City attorney who will undertake the necessary investigation. The City attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

12.7 Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

12.8 Retaliation

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

12.9 Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

SECTION 13. SEPARATION FROM SERVICE

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive work days may be considered resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's separation pay and any future employment with the City.

13.1 Separation Pay

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued PTO, not to exceed twice the employee's maximum annual accrual rate. All employees who leave employment with the City will receive 100% of accumulated, unused compensatory time. Any employee who is terminated from employment by the City will forfeit their unused accrued PTO.

SECTION 14. DISCIPLINE

14.1 General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Plainview. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in these personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

14.2 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

14.3 Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee’s personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

- Oral reprimand;
- Written Reprimand;
- Suspension With or Without Pay;
- Demotion and/or Transfer;
- Wage Change; and
- Discharge

SECTION 15. GRIEVANCE PROCEDURE

15.1 Grievance Procedural, Generally

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within ten (10) working days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within five (5) working days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within five (5) working days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within five (5) working days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

15.2 Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not;
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

SECTION 16. EMPLOYEE EDUCATION AND TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

16.1 Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures articulated in this section.

16.2 Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. Continuing Education Units (CEUs) or similar courses taken by an employee in order to maintain licensing or other professional accreditation will ~~not~~ be eligible for payment under this policy if the subject matter relates directly to the employee's duties.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

16.3 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests falling within the approved budget may be approved by the employee's supervisor or the City Administrator. Requests exceeding the approved budget must be approved by the City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training shall be forwarded to accounting for prompt payment.

16.4 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Council.

16.5 Compensation for Travel and Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

16.6 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

16.7 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging, and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the IRS.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses will be allowed per day as follows:

- $10 for Breakfast
- $15 for Lunch
- $25 for Dinner

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Reimbursement requests shall be made on appropriate forms as provided by the Finance Director. Receipts for all purchases shall be attached. Purchases without receipts must be under $5 and must be approved by the City Administrator.

SECTION 17. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Plainview regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

SECTION 18. DRUG FREE WORKPLACE

In accordance with federal law, the City of Plainview has adopted the following policy on drugs in the workplace:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.

2. Employees are prohibited from being under the influence of illegal drugs or alcohol while on duty for the City.

3. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

4. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

5. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Employees should refer also to the CDL Drug & Alcohol Testing Policy and the Non-CDL Drug & Alcohol Testing Policy.

SECTION 19. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently, but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

SECTION 20. ACCEPTABLE USE POLICY FOR TELEPHONE, COMPUTER, AND NETWORK SYSTEMS

Employees are required to check and respond to their e-mail as well as change/update their telephone voicemail message and respond to such messages, as applicable and necessary to carry out their duties as City employees in a prompt and appropriate manner, including providing notice of vacation and other leaves.

20.1 Use of Cellular Phones

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interest of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

20.1.1 General Policy

City issued cellular telephones are City equipment and intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the approval of the supervisor.

The City reserves the right to inspect any data, emails, social media content, files, settings or any other aspect or access made by a City-owned cellular telephone and will do so on an as needed basis as determined by the City Administrator.

Employees must care for the equipment in a responsible manner and take appropriate precautions to prevent theft, damage and vandalism. In the event a City-owned cell phone is lost or stolen, the employee is responsible for reporting it to their supervisor as soon as possible.

The City recognizes that some personal use of City-owned cellular telephones has and will occur. Some controls are necessary, however, to protect the City’s equipment and to prevent abuse of this privilege.

- Only City employees may use City-owned equipment. Family members or friends of employees are not allowed to use City equipment or technology resources.
- Personal use must take place during non-work hours (breaks, lunch hour, before or after work). Personal use should never preempt work use.
- Reasonable use of City cellular telephones for personal communications is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy.
- If an employee wants to use or connect their own peripheral tools or equipment to City-owned cellular telephones (such as digital cameras, PDAs, disks, cell phones, mp3 players or flash drives), they must have prior approval from their supervisor and must follow provided directions for protecting the City's equipment.
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- Use of City equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the City Administrator to be inconsistent with City activities or otherwise impermissible under other City policies is not allowed. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.

In cases where the City does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill.

20.1.2 Personal Calls

During working time, employees are expected to keep the number and length of personal calls to a minimum.

20.1.3 Long Distance Personal Calls

Any personal long-distance calls placed by an employee should be reported to the Finance Director on an appropriate form. The City must be reimbursed by the employee for the cost of any long distance personal calls. The notification requirement may be suspended by the City Administrator if the cost of doing so outweighs the need for reimbursement (for example, if the City phone plan includes long distance at no additional charge).

20.1.4 Cellular Telephones

Cellular telephones may be used for conducting City business at locations or in situations where a regular telephone is not available. If a regular telephone is accessible, it should be used rather than the cellular telephone.

20.1.5 Procedures

It is the objective of the City to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephone may be subject to disciplinary action.

20.1.6 Responsibility

The City Administrator, or his/her designee(s), will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

20.1.7 Cellular Use in Vehicles

This policy applies to all City drivers while operating a company vehicle. The purpose of this policy is to promote a safe work environment and increase public safety. The policy provides guidelines to employees for the use of personal mobile communication devices while operating a vehicle.

This policy applies to both incoming and outgoing communication via personal mobile devices.

Use of a personal mobile device while driving is restricted to the vehicle parked in a safe location and during employee breaks. Text messaging or internet usage while driving is prohibited, except for Police use of Mobile Data Terminals (MDT). Failure to follow this policy may result in disciplinary action up to and including termination.

20.2 Computer Use Policy

This policy serves to protect the security and integrity of the city's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

The City reserves the right to inspect any data, emails, social media content, files, settings or any other aspect or access made by a city-owned computer or related system and will do so on an as needed basis as determined by the City Administrator.

All employees are responsible for reading and following information that may be distributed from time-to-time by Administration and/or our technology consultants about appropriate precautions to protect City systems.

An employee who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges or termination.

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20.2.1 Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will occur. Some controls are necessary, however, to protect the city's equipment and computer network and to prevent abuse of this privilege.

- Only City employees may use City-owned equipment. Family members or friends of employees are not allowed to use City equipment or technology resources.
- Personal use must take place during non-work hours (breaks, lunch hour, before or after work). Personal use should never preempt work use.

Reasonable use of City email systems for personal correspondence is allowable, provided it does not interfere with an employee's normal work and is consistent with all provisions in this policy. Employees should treat this privilege as they would the ability to make personal phone calls during work hours.

- Reasonable use of the city's access to the Internet for personal reasons is allowable, provided it doesn't interfere with normal work and is consistent with all provisions in this policy.
- If an employee wants to use or connect their own peripheral tools or equipment to City-owned systems (such as digital cameras, PDAs, disks, cell phones, mp3 players or flash drives), they must have prior approval from their supervisor and must follow provided directions for protecting the city's computer network.
- Use of City equipment or technology for personal business interests, for-profit ventures, political activities or other uses deemed by the City Council to be inconsistent with City activities is not allowed. If there is any question about whether a use is appropriate, it should be forwarded to the City Council for a determination.

20.2.2 Software, Hardware, Games, and Screen Savers

In general, all software and hardware required for an employee to perform his or her job functions will be provided by the agency. Requests for new or different equipment or

software should be made to your supervisor, department head or directly to the City Administrator.

The following is approved software that may be downloaded by employees without prior approval:

- Microsoft updates as provided in automatic updates to the user.
- Antivirus software updates as provided in automatic updates to the user.

Unapproved software or downloads (free or purchased), hardware, games, screen savers, toolbars, clipart, music and movie clips, other equipment, software or downloads that have not been specifically approved by the Supervisor or City Administrator may compromise the integrity of the city's computer system and are prohibited.

The Administration department and/or its representatives, without notice, may remove all unauthorized programs or software, equipment, downloads, or other resources if they could harm systems or technology performance.

If there is any question about whether software or hardware downloads, etc. are appropriate it should be forwarded to the City Administrator for a determination.

20.2.3 Electronic Mail

The city provides employees with an email address for work related use. Some personal use of the city email system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

The agency allows employees to access personal email accounts via the Internet provided such access occurs during non-work hours and fully complies with this computer use policy.

An employee's personal email (and other personal documents) accessed via a City computer could be considered "public" data and may not be protected by privacy laws. Personal email and computer use may be monitored as directed by the City Administrator and without notice to the employee. Employees should not expect privacy in any activity conducted on a City owned computer.

The following policies relate to both business and personal email content sent from a City computer:

- Use common sense and focus primarily on using email for City business. Never transmit an email that you would not want your boss or other employees to read, or that you'd be embarrassed to see in the newspaper.
- Do not correspond by email on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible, do not respond to unknown senders.
- Do not gossip or include personal information about yourself or others in an email.
- Do not use harassing language, including sexually harassing language or any remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an email.
- All emails must comply with all City policies, including those related to respectful workplace, harassment prevention and workplace violence.
- Do not curse or use swear words in an email.

20.2.4 Instant Messaging

The city does not provide employees with resources or tools to communicate by Instant Messaging (IM) when conducting City business, except for Police MDTs. Employees are not allowed to use IM as a mechanism for personal communication through the city's computer network or when using City equipment, and are not allowed to download or install any IM software on their City computer.

20.2.5 Social Media

The city may have or use social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter, for official City business. When using social media to support official City business in accordance with job duties, individuals should clearly identify themselves as connected to the city. Personal use of social media by city staff - whether about the city or not, and whether positive or negative - will reflect on the city as a whole. Personal use of social media should not violate any city policies already in existence, such as those on harassment prevention.

20.2.6 Storing and Transferring Documents

Electronic documents, including emails, electronic communication and business-related materials created on an employee's home or personal computer, should be stored on the agency's network in accordance with agency records retention policies and the Minnesota Data Practices Act. The following are some general guidelines that may be useful to consider.

- Electronic communication that is simple correspondence and not an official record or transaction of City business should be deleted as soon as possible and should not be retained by employees for more than three months.
- City related documents that an employee creates on his or her home computer or any other computer system should be copied to the city's network files.
- Documents or electronic communications that may be classified as protected, confidential or private information under data practices requirements should be stored separately from other materials.

If you are unsure whether an electronic communication or other document is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with your supervisor, or the City Administrator. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator.

Transferring data and documents between computer systems requires information to be stored on a CD-ROM, flash or USB drive, or other storage media. These items can also be used to transmit computer viruses or other items harmful to the city's computer network. The City has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates that employees will be notified of with a pop-up window from the current agency supported Anti-Virus Software. All employees should follow directions for updating anti-virus software as prompted. If you have any questions about how to update your anti-virus software or check your storage media before you use it, check with your supervisor or City Administrator.

20.2.7 Internet

The city provides Internet access to employees for work on City business. Employees may use this access for work related matters in a professional manner.

Occasional personal use of the Internet is acceptable within the bounds of all City policies. The following considerations apply to all uses of the Internet whether business related or personal:

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.

- Internet use during work hours must be limited to subjects directly related to job duties.

  - Personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. However, employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or in manners that otherwise violate city policies related to respectful workplace and harassment prevention. This prohibition includes information on social media sites such as Facebook and MySpace blogs and microblogs such as Twitter. If you are unsure whether a site may include inappropriate information, you should not visit it.
  - No software or files may be downloaded from the Internet unless approved in advance by your supervisor or the City Administrator. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.
  - Employees may not participate in any Internet chat room - an online meeting place to discuss a particular topic, sometimes in semi-privacy - unless the topic area is related to City business.
  - The city may monitor any employee’s use of the Internet for any purpose without prior notice, as deemed appropriate by the City Council.

20.2.8 Passwords and Physical Security of Equipment

Employees are responsible for maintaining computer passwords and following these guidelines:

- Passwords must be at least eight (8) characters long and include both lower and upper case characters, at least one number and at least one non-alpha-numeric character (e.g., *,&,%, etc.). An example might be Pol!ci3S.
- Your passwords should not be shared or told to anyone, but you must share it with your supervisor. If it is necessary to access an employee’s computer when he or she is absent, contact the supervisor, or City Administrator.
- Passwords should not be stored in any location on or near the computer. You must record your password in a document or hard copy file and hand it to the City Administrator. The City Administrator must store the passwords in a locked receptacle. Do not store it electronically in a palm pilot or cell phone system.

Use caution if you leave equipment unattended when it is generally small and portable. Do not leave City computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.).

20.2.9 Remote Access

Certain employees may be given the ability to access the city's computer systems from remote locations or from home, using either personal equipment or City-owned equipment.

Remote access is limited to staff classified as exempt and who frequently work independently on City business. Non-exempt staff may be given temporary access from time to time as

needed, but only with the approval of their supervisor, the City Administrator and the technology consultant.

Employees with remote access privileges will be given specific instructions from the city's technology consultant about how to protect City equipment and information resources. If you have any questions about remote access to the city's network, check with your supervisor or City Administrator.

20.2.10 Notice of Computer Problems

Employees are responsible for notifying the City Administrator or its designee(s) about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

SECTION 21. COMMUNICATIONS, PRIVACY, AND SECURITY

21.1 Data Practices

All data collected, received, or maintained by the City, including data collected, received, or maintained by City employees are governed by the Minnesota Government Data Practices Act ("MGDPA"). All employees must exercise extreme care to maintain data in accordance with the provisions of that law. Employees shall never release any private, nonpublic, or confidential data to any non- City employee (including, but not limited to, employees' families, friends, and spouse) or to any City employee not officially concerned with the information.

If an employee is uncertain whether data is public or nonpublic, private or whether the data can be released, accessed or discussed, the employee must consult with their supervisor or the City Administrator and the applicable policies and provisions of the MGDPA and the City's Data Practices Policy.

An employee found to have violated the Data Practices Act, the City's Data Practices Policy, or the provisions of this section may be subject to disciplinary action, up to and including immediate termination.

21.2 Personnel File

The City Administrator's office will maintain a personnel file on each employee. These files are maintained in accordance with the Minnesota Government Data Practices Act and other laws related to the collection and retention of information. Personnel files are generally available for the employee's review during the City Administrator's regular office hours. The City will release copies of records in the personnel file only in accordance with the Minnesota Government Data Practices Act.

21.3 Communications

All City employees have a responsibility to help communicate accurate and timely information to the public about City business in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority. Any employee who identifies a mistake in a communication should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc.

When responding to media or other requests, employee should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda) provide the information.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City.
- All information must be respectful, professional and truthful. Corrections must be issued when needed.
- Personal opinions generally don't belong in official City statements. One exception is communications related to promoting a City service. For example, if an employee posted on the City's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Employees should be aware that the data transmitted or stored on their personal technology (cell phones, home computer, cameras, etc.) may be subject to the Data Practices Act.

21.4 Monitoring and Inspection

There is no general or specific expectation of privacy in the workplace, either on the premises of the city or while on duty. In general, employees should assume that what they do while on duty or on the City premises is not private. In public spaces and where the City assigns offices, vehicles, cubicles, desks, file cabinets, drawers, lockers, or other work spaces and storage areas (hereafter "areas) to an employee, those public spaces, work spaces and storage areas continue at all times to belong to the City and may be monitored and inspected at any time without the consent or knowledge of any employee. Monitoring of these areas may include video or electronic surveillance. The contents of such surveillance is intended to and may be used for, among other things, determining whether a workplace standard has been violated and in disciplinary proceedings may be disclosed to appropriate individuals and entities involved in making such a determination and disciplinary proceedings.

No employee should consider any of these areas, or any compartment within these areas, as belonging to the employee or otherwise to be areas private to the employee, even if the employee uses his own lock or other security device.

Employees who bring personal property into or onto the facilities or vehicles of the City should understand that such personal property may also become the subject of a workplace inspection. Because employees are presumed to use the facilities of the City to conduct the business of the City, employees should be aware that personal storage or conveyance items such as briefcases and file folders owned by the employee may be deemed to contain the property of the City and may be included in routine or focused workplace inspections.

The City reserves the right to conduct inspections to monitor compliance with rules concerning safety of employees, security of the city and individual property, drugs and alcohol, and possession of other prohibited items. “Prohibited items” includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. “Control” means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to the City premises, the City may search employees, their work areas, lockers, personal vehicles if driven or parked on City property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, the City is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

All employees of the city are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. “Reasonable suspicion” means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees’ privacy, confidentiality, and personal dignity to the greatest extent possible. The City will respond severely to any unauthorized release of information concerning individual employees.

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search will face disciplinary action, up to and possibly including immediate termination of employment.

SECTION 22. SAFETY

22.1 Reporting Accidents, Illnesses, and Injuries

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 shall be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

22.2 Safety Equipment and Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

22.3 Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others. The remainder of the work day must then be taken as PTO.

SECTION 23. EMPLOYEE ASSISTANCE PROGRAM

Each regular position employee (seasonal employees are not covered) will be offered access to an Employee Assistance Program (EAP). An EAP is a work-based intervention program designed to identify and assist employees in resolving personal problems (e.g., marital, financial or emotional problems; family issues; substance/alcohol abuse) that may be adversely affecting the employee's performance.

SECTION 24. ETHICAL CONDUCT

Values and Principles

This list of principles incorporates the characteristics and values that most people associate with ethical behavior. An ethical decision systematically considers which, if any, of the following principles are involved. These principles should be used as a guide by all City officials and employees.

1. Honesty - Honest persons are truthful, sincere, forthright, straightforward, frank, and candid; they do not cheat, steal, lie, deceive, or act deviously.
2. Integrity - Persons with integrity are principled, honorable, and upright; they are courageous and act on convictions; they will fight for their beliefs and will not adopt an "ends justifies the means" philosophy that ignores principles or be expedient at the expense of principles, be two-faced, or unscrupulous.
3. Promise-Keeping - Persons worthy of trust keep promises, fulfill commitments, and abide by the spirit, as well as the letter, of an agreement; they do not interpret agreements in an unreasonably technical or legalistic manner in order to rationalize non-compliance or create justifications for escaping their commitments.
4. Fidelity - Persons worthy of trust demonstrate fidelity and loyalty to persons and institutions by friendship in adversity and support and devotion to duty; they do not use or disclose information learned in confidence for personal or political advantage. They safeguard the ability to make independent, professional judgments by scrupulously avoiding undue influences and conflicts of interest.
5. Fairness - Fair persons manifest a commitment to justice, the equal treatment of individuals, tolerance for and acceptance of diversity, and they are open-minded; they are willing to admit they are wrong and, where appropriate, change their positions and beliefs; they do not overreach or take undue advantage of another's mistakes or difficulties.
6. Caring - Concern for the well-being of others manifests itself in compassion, giving, kindness, and serving; it requires one to attempt to help those in need and to avoid harming others.
7. Respect - Ethical persons demonstrate respect for human dignity, privacy, and the right to self-determination of all competent adults; they are courteous, and decent; they provide others with the information they need to make informed decisions about their own lives.
8. Citizenship - In a democracy, responsible citizenship is an ethical obligation; it involves lawfulness (abiding by laws and rules of society), participation (by voting and expressing informed views), social consciousness, and public service; public sector professionals have the additional responsibility of encouraging participation of others and a special obligation to respect and honor the democratic processes of decision making and avoiding unnecessary secrecy or concealment of information and assuring that the citizenry has all the information needed to exercise responsible citizenship.

9. Excellence - Ethical persons are concerned with the quality of their work; they pursue excellence, they are diligent, reliable, industrious, and committed. A public sector professional should be well informed and well prepared to exercise public authority.
10. Accountability - Ethical persons accept responsibility for decisions, for the foreseeable consequences of their actions and inactions, and for setting an example for others. Persons in the public sector have a special obligation to lead by example, to safeguard and advance the integrity and reputation of the legislative process, to avoid even the appearance of impropriety, and to take whatever actions are necessary to correct or prevent inappropriate conduct of others.
11. Avoidance of the Appearance of Impropriety - Because of the unique importance of credibility and public trust, government officials and employees must avoid even the appearance of impropriety.

PLAINVIEW
EMERGENCY MEDICAL SERVICES

Executive Summary
City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Ambulance Hire	**AGENDA SECTION:** New Business
PREPARED BY: Angie Jarrett, Ambulance Director	**AGENDA NO.** 8.B.
ATTACHMENTS:	**APPROVED BY:** cgh
RECOMMENDED ACTION: Motion to Approve hiring of Julia Brown to paid-on-call EMT at $5 per hour while on-call, and $12 per hour while on a call, effective October 25, 2018.	

SUMMARY

Julia Brown has been employed with the City of Plainview as a full-time Emergency Medical Technician (EMT) since June 20, 2018.

Julia submitted a resignation letter dated October 5, 2018, resigning as a full-time EMT effective October 24, 2018. She has requested to remain employed by the City as a paid-on-call EMT.

The ambulance director requests the City Council approve hiring of former full-time EMT to paid-on-call EMT with the ambulance department.

Respectfully,

Angie Jarrett, NRP
Ambulance Director

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Retain Franchise Attorney	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 8.C.**
ATTACHMENTS: Engagement Letter & Terms	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to retain Brian Grogan, of Moss & Barnett, as attorney for the cable franchise renewal process.	

BACKGROUND

The City has two cable franchises that were extended recently and currently set to expire in March of 2019. City Attorney Flaherty has suggested we retain an attorney who specializes in this type of contract.

Brian Grogan is an attorney with such a specialty, and the City of Plainview has worked with for franchises in the past. He is familiar with both HBC and Midco, the cable companies we need to work with.

The fees anticipated for this contract are up to $5000, though this will depend on how much of the work City staff can take on and how much back-and-forth is necessary with the cable companies.

Moss & Barnett

October 2, 2018

Ms. Clarissa Hadler
City Administrator
241 West Broadway
Plainview, MN 55964

Re: Engagement – City of Plainview, MN

Dear Clarissa:

It was a pleasure visiting with you regarding the cable franchise renewal process. I would be pleased to work with the City of Plainview, Minnesota to provide legal services regarding the renewal of the cable franchises granted to Midco and HBC. Attached please find the terms of engagement. If you are in agreement with the attached terms, please sign and return a copy of this letter.

Please feel free to contact me with any question you may have.

Very truly yours,

Brian T. Grogan

Brian T. Grogan
Attorney At Law
(612) 877-5340
Brian.Grogan@lawmoss.com

BTG/tlh
Attachment

I have reviewed and accept the attached terms relating to the engagement of Moss & Barnett.

City of Plainview, Minnesota

____
By: Clarissa Hadler, City Administrator

Dated: ______________________, ______, 2018

Engagement Terms

A. The scope of the engagement is to assist the City of Plainview, Minnesota "(City") in connection with drafting and negotiating cable television franchises, advising the City regarding the renewal process to be followed and other related cable communications services as directed by the City. Moss & Barnett generally finds that the average hourly rate for municipal franchise renewal work is approximately $285/hour. The City and Moss & Barnett agree that the anticipated fees and costs for the scope of the engagement will be approximately Five Thousand and No/100 Dollars ($5,000.00). However, the City and Moss & Barnett understand that the actions and positions taken by the cable operators (Midco and HBC) cannot be controlled and therefore additional effort and cost could be incurred to complete the project. Any additional work will be performed as mutually agreed upon by the City and Moss & Barnett. Our billing rates are subject to change from time to time, generally in January of each year.

B. Moss & Barnett will represent the City with Brian Grogan as the primary attorney responsible for all services. While other professionals at Moss & Barnett may perform services on the City's behalf in connection with the services referenced above; it is understood and agreed that Brian Grogan will not be removed or replaced as the primary and responsible attorney for all services without the prior written consent of the City. Moss & Barnett will use its best judgment to determine the most economical use of its attorneys and its staff personnel.

C. The City will receive an itemized statement of its account from Moss & Barnett on a monthly basis, which summarizes the services rendered, and the costs and expenses incurred on the City's behalf. Moss & Barnett reserves the right to increase the hourly rates of any attorneys and staff. Such increases will, however, not be implemented without the prior approval of the City. Time is billed by the one-tenth of an hour, which is the minimum time charged for any service. Billed time includes all time spent on the City's behalf in connection with the matter referenced above, including conferences, telephone calls, drafting and reviewing of documents and memoranda, preparing and reviewing of correspondence, negotiations, legal research, interoffice conferences, and travel to and from locations away from the office.

D. The City will reimburse Moss & Barnett for all reasonable and necessary costs and expenses which we incur on the City's behalf. These costs and expenses include charges for subcontractors working on the City's behalf, photocopying, delivery and messenger services, WESTLAW, travel, mileage, food and lodging.

E. The periodic statement of account which the City will receive from Moss & Barnett will include a brief description of activity on the matter. We do not itemize all specific services rendered on a particular date. The City will contact Moss & Barnett in writing within thirty (30) days of receipt of its statement if the City has a question regarding any charges on its statement. If Moss & Barnett does not hear from the City, it will assume that there are no questions or problems.

F. All balances on the City's account are due thirty (30) days after the date of the statement. Interest at the legal rate shall accrue on the unpaid balance of the City's account from the due date.

G. Moss & Barnett is a general service law firm that the City recognizes has represented, now represents, and will continue to represent numerous clients nationally and internationally, over a wide range of industries and businesses and in a wide variety of matters. Given this, without a binding conflict waiver, conflicts of interest might arise that could deprive the City or other clients of the right to select this firm as their counsel. Thus, as an integral part of the engagement, the City agrees that Moss & Barnett may, now or in the future, represent other entities or persons, including in litigation, adverse to the City on matters that are not substantially related to (a) the legal services that we have rendered, are rendering, or in the future will render to the City under the engagement and (b) other legal services that we have rendered, are rendering, or in the future will render to the City (an "Allowed Adverse Representation"). The City also agrees that it will not assert that either (a) this firm's representation of the City in any past, present, or future matter or (b) this firm's actual, or possible, possession of confidential information belonging to the City is a basis to disqualify this firm from representing another entity or person in any Allowed Adverse Representation. The City agrees that any Allowed Adverse Representation does not breach any duty that this firm owes to the City.

H. Moss & Barnett assures that its services will be accomplished in a timely manner and with the cooperation and assistance of the City. In this regard, the City agrees to designate a contact whom Moss & Barnett will contact and who will regularly review, discuss, and meet with Moss & Barnett regarding the services provided, the time for performance of the services, and to assist in arranging meetings, conferences, and other arrangements with City personnel to facilitate the performance of services by Moss & Barnett and to ensure that all information and issues required for review by the City are made available to Moss & Barnett. The City designates Clarissa Hadler, City Administrator, as its contact person for this project.

I. This Agreement may be terminated for any reason by either the City or Moss & Barnett upon giving thirty (30) days written notice to the other. If such notice is given to Moss & Barnett, it shall immediately cease work. All fees and costs incurred to the date of receipt of the notice will be paid to Moss & Barnett. Otherwise, there shall be no further liability to the City.

J. Although Moss & Barnett is not required to do so, it is Moss & Barnett's policy to retain files for ten (10) full calendar years after a file has been closed. Files will thereafter be destroyed unless the City specifically directs us otherwise. If the City wishes all or a part of the City's file returned to the City, please notify Moss & Barnett as soon as possible. All reasonable steps will be taken to preserve confidential communications and secrets from disclosure to third parties.

Please see our website (http://www.lawmoss.com/privacy-policy/) for important information regarding our data privacy and security policies.

K. This Agreement contains all of the terms of the services and financial arrangement between the City and Moss & Barnett and can only be modified by a written document signed by both parties.

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CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: October 9, 2018

AGENDA ITEM: Information Only Documents	**AGENDA SECTION:** Information Only Docs.
PREPARED BY:	**AGENDA NO.** **9**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: None.	

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

September 28, 2018

Ms. Holly Jacobs
Minnesota EMS Regulatory Board
Southeast/South Central EMS Specialist
2829 University Avenue SE Suite 310
Minneapolis, MN 55414

Dear Ms. Jacobs:

Please accept this letter as evidence of a business agreement which will transfer the ambulance service licenses issued to the City of Plainview to Gold Cross Ambulance Service. This request is for both the Basic Life Support license as well as the Part Time Advanced Life Support license currently held by the City of Plainview.

The effective date of this transfer will be 12:00 AM on January 1, 2019. As of this time and date, Gold Cross Ambulance Service will assume all responsibilities associated with these licenses and the provisions of emergency medical care to the citizens currently served by the Plainview Ambulance Service.

The transfer of license will result in no changes to the current Primary Service Area (PSA), no changes to the level of service being provided under the current licenses and no change in the base of operation for the ambulance service. Prior to the date of this transfer of licenses, Gold Cross Ambulance Service will work to secure the proper Mutual Aid, Advanced Life Support Intercept and PSA Coverage agreements with services currently party to these agreements with the Plainview Ambulance Service.

Should you or the Board have any questions regarding this request, please feel free to contact either party at any time. Thank you for your consideration of this request.

Sincerely,

Clarissa Hadler, City Administrator
City of Plainview
507-710-4327

Tom Fennell, Regulatory Officer
Gold Cross Ambulance Service
320-333-0818

cc/ Tony Spector, Executive Director, Minnesota EMSRB