



**REGULAR PLAINVIEW CITY COUNCIL MEETING
AGENDA**

Tuesday, March 12, 2019, 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. 2019 Pool Hires
- 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. New City of Plainview Visual Identity Policy
 - B. TAP Project
 - C. Public Works Director Recruitment
 - D. Public Works Staffing Levels
 - E. 2019 Mower Purchase
 - F. Walking Trail Bridge
- 9. INFORMATION ONLY DOCUMENTS**
- 10. COUNCIL COMMENTS**
- 11. ADJOURN**



Executive Summary

City Council Regular Meeting: March 12, 2019

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 February 15, 2019 Special City Council Meeting Proceedings. 2. Motion to approve the Minutes of the February 19, 2019, Joint Plainview City Council and Plainview EDA Special Meeting/Work Session.	

SPECIAL PLAINVIEW CITY COUNCIL MEETING
Friday, February 15, 2019, at 5:00 P.M.

1. **CALL TO ORDER-** Mayor Ziebell called the Plainview City Council meeting to order on Friday February 15, 2019 at 5:00 p.m.

Council Members in attendance: Ziebell, Walkes, Daschner, Cuccio, and Kuschel.

Department Heads in attendance: City Administrator Clarissa Hadler, City Clerk MariClair Schneider, Public Works Director Michael Burgdorf, Police Chief Tim Schneider, Liquor Store Manager Alisha Mohs, EDA Director Judith Jordan, and City Engineer Brian Malm of Bolton and Menk.

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

Guests in attendance: Spencer Larson, and Melissa Hartert.

2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA-** Motion by Kuschel to approve the agenda. Second by Walkes. Motion passed unanimously.
4. **APPROVAL OF CONSENT AGENDA** – Motion by Daschner to approve the Consent Agenda. Second by Cuccio. Kuschel commented on one correction in the council appointments that he spoke to Clerk Schneider about prior to the meeting, a clerical error, and will be fixed. Motion passed unanimously.
 - A. City Council Minutes
 - B. Bills
 - C. Permits/Licenses/Donations
 - D. Department Head Reports and Board Minutes
 - E. Council Appointments
 - F. 2019 Pay Equity Report
 - G. Development Inspections Contract
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.”
7. **UNFINISHED BUSINESS – None.**

8. NEW BUSINESS

A. One Meeting – Outreach Coordinator - Cuccio thanked Hadler for a job well done in the recruitment process. Hadler added that Spaeth has a great background as well as great energy for the position. Ziebell asked where Spaeth's office would be. Hadler clarified that he will be working from his home, and that city hall will make space available to him as he needs it.

Motion by Cuccio to approve the One Meeting Project Outreach Coordinator Management Agreement between the City of Plainview and Frank Spaeth. Second by Kuschel. Motion passed unanimously.

B Vehicle Noise Ordinance – Ziebell gave a brief background on the vehicle noise complaints and violations. He asked Chief Schneider for additional input. Schneider shared that the signs that are placed on the state highways would cost the most but felt that they could put some less expensive signs at the non-state highway entrances to the city in an effort to save some money. He went on to say he felt that he could work with Hadler on coming up with a better noise ordinance than the current one. Cuccio also said he would be happy to work with the two of them on the ordinance.

Motion by Cuccio to approve the purchase and placement of 7 "Vehicle Noise Laws Enforced" signs to be placed at the 7 entrances into the City at a maximum cost of \$7,000.00. Second by Walkes. Motion passed unanimously.

C. Housing Subsidy Policy – Ziebell gave a brief background and then turned it over to Judith Jordan. Jordan explained the need for rental properties in the community as well as the terms of the policy. Daschner asked for some clarification on how the money would be disbursed.

Motion by Cuccio to approve Resolution 2019-03, as resolution establishing the Plainview Housing Development Policy and Housing Development Fund; and Authorization of the Plainview EDA to administer the Housing Development Fund. Second by Daschner. Motion passed unanimously.

D. Northeast Stormwater Pond – Ziebell asked Malm to give a brief background on the pond in the East Winds II Subdivision. After Malm's presentation, he explained to Council that the City had solicited 4 quotes and received 2 quotes. Malm recommend Heartland's quote as it was the lower of the two, and also being they were already doing the utility work, this would work out very well.

Motion by Kuschel to award the Northeast Regional Pond Modifications project to Heartland Excavating for \$68,854.56, pending the final execution of the East Winds II Development Agreement. Second by Daschner. Motion passed unanimously.

E. Well #3 – Malm gave the history on Well #3 to Council and explained that there has been an ongoing issue with excessive sand being pumped into the water distribution system. The well was constructed in 1998, and this has been a recurring problem since that time. In 2000 the well was redeveloped to remove sand that had accumulated and at some point prior to 2002, a sand separator was installed. Neither of the two afore mentioned efforts have proven effective in stopping the issue. After more work and investigation in 2017 and 2018, it was ultimately determined that water was being pulled from higher elevations along the outside of the casing pipe, eroding the soft sandstone, which is the source of the sand. With the diameter of the open hole near the casing being narrow, water velocities at higher pumping rates are high enough to suspend the sand and carry it up the well. The two options that face the city are listed below:

Option 1 – Blast and Develop, which would mean blasting a larger open hole at the end of the existing casing, removing the blasted material, and redeveloping the well, similar to a new well construction. This option is considered risky because of the blasting factor and the fact that there is no guarantee at what the end result hole would look like. It may also not stop the flow of water on the outside of the existing casing, therefore allowing erosion to continue. The cost of Option 1 is estimated to cost \$108,630.00.

Option 2- Install New Casing, which would involve extending a new 18-inch casing inside the current 24-inch casing. The new casing would be extended lower in the open hole, past the narrow portion of the hole, at a depth of about 357 ft, where the larger cavern exists. The new casing would then be grouted to better seal the outside of the casing from the formation above. This option has a better chance of success, as it provides for a larger area at the end of the casing, reduces velocities, yet also seals the outside of the casing. The cost of Option 2 is estimated at \$103,830.00. The estimated cost for Option 2 does not include any well development but is likely to be required. If needed, the additional cost of the well development would be estimated at \$11,800.00.

Traut Companies completed the investigation work to come up with the two options. Malm recommended going with Option 2 and using Traut Companies to complete the work. He felt as though it the City's best option for trying to salvage the existing well, but also stated that neither option would be a guaranteed solution.

Ziebell asked Malm what a new well would cost. Malm stated that a new well runs about \$1 Million. Council discussed the two options and asked Malm a few more questions. All were in agreement to follow Malm's recommendations on going with Option 2 and capping the cost at \$150,000 before it would need to come back to the Council for further advisement.

Motion by Ziebell to hire Traut Companies to do the work on Well #3, and also to approve Option 2 at the cost of \$103,830.00, with the cost not exceed \$150,000 before it would need to come back to Council for further review. Second by Cuccio. Motion passed unanimously.

9. INFORMATION ONLY DOCUMENTS-

A. Board of Equalization Hearing Notice- Board of Equalization will be held on April 16, 2019 at City Hall, from 6:00 p.m. to 6:30 p.m.

10. COUNCIL COMMENTS-

Ziebell – Ziebell announced that Michael Burgdorf will be retiring, and that his last day will be February 22, 2019. He thanked Michael for his many years of service to the City. He also commented that the streets have looked very good this season.

Cuccio – Cuccio shared that he rode in the plow truck with Shane for a couple hours during the last snowfall, and that his eyes were opened to the job that public works has before them. He added he thought they did an amazing job.

Daschner- None.

Walkes – None.

Kuschel – None.

11. **ADJOURN-** Motion by Ziebell to adjourn the Plainview City Council Meeting. Second by Kuschel. Motion passed unanimously. Meeting adjourned at 5:42 p.m.

Roger Ziebell/Mayor

MariClair Schneider/City Clerk

**Joint Plainview City Council & Plainview EDA
Special Meeting/Work Session
Tuesday, February 19, 2019 at 5:00 p.m.**

1. **CALL TO ORDER-** Mayor Ziebell called the Plainview City Council meeting to order on Tuesday, February 19, 2019 at 5:00 p.m.

Council Members in attendance: Ziebell, Daschner, Cuccio, and Kuschel.

Council Members absent: Walkes was absent at the time the meeting was called to order. He later arrived at 5:45 p.m.

EDA Board Members in attendance: EDA Director Judith Jordan, Steve Sawyer, Marie Zabel, and John Coons (arrived at 5:30 p.m.).

Department Heads in attendance: City Administrator Clarissa Hadler and City Clerk MariClair Schneider, Finance Director Vicki Axley, Library Director Alice Henderson, Liquor Store Manager Alisha Mohs, and Police Chief Tim Schneider.

Department Heads Absent: Public Works Director Michael Burgdorf and Fire Chief Ed Jacobs.

Guests in attendance: Spencer Larson and Shane Loftus.

2. **APPROVAL OF AGENDA** – Motion by Cuccio to approve the agenda. Second by Kuschel. Motion unanimously approved.
3. **LEAGUE OF MINNESOTA CITIES PRESENTATION** – Pam Whitmore from the League of Minnesota Cities presented to the Council covering various topics, including Effective Communication, Open Meeting Law, Closed Meeting Regulations, and Data Practices. She answered questions from the Council and staff.
4. **UPDATES** – None.
5. **ADJOURN-** Motion by Ziebell to adjourn the Joint Plainview City Council & Plainview EDA Special Meeting/Work Session. Second by Cuccio. Motion unanimously approved. Meeting adjourned at 6:53 p.m.

Roger Ziebell, Mayor

MariClair Schneider, City Clerk



Executive Summary

City Council Regular Meeting: March 12, 2019

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
460 ADVANCED DISPOSAL								
03/01/2019	G600021617	1	Invoice	GARBAGE/LIQUOR ST.	02/28/2019	03/13/2019	422.16	609-49750-384
Total 460 ADVANCED DISPOSAL:							422.16	
416 AFLAC								
03/01/2019	445466	1	Invoice	EMPLOYEE INS.	02/12/2019	03/01/2019	156.90	601-21705
03/01/2019	445466	2	Invoice	EMPLOYEE INS.	02/12/2019	03/01/2019	1,155.73	101-21705
03/01/2019	445466	3	Invoice	EMPLOYEE INS.	02/12/2019	03/01/2019	102.57	230-21705
Total 416 AFLAC:							1,415.20	
105905 AMERIPRIDE SERVICES, INC.								
03/01/2019	2800991184	1	Invoice	MOPS,TOWELS/LIQ.ST.	02/12/2019	03/13/2019	57.09	609-49750-223
03/01/2019	2800996521	1	Invoice	MOPS.TOWELS/LIQ.ST.	02/26/2019	03/13/2019	122.85	609-49750-223
Total 105905 AMERIPRIDE SERVICES, INC.:							179.94	
19 APPEL'S SERVICE INC								
03/05/2019	245701	1	Invoice	REPAIRS/STREETS	02/12/2019	03/13/2019	248.36	101-43100-221
03/05/2019	245701	2	Invoice	INTERST ON ACCT	02/12/2019	03/13/2019	9.18	101-43100-221
03/05/2019	245742	1	Invoice	TIRES/SNOW	02/21/2019	03/13/2019	1,880.36	101-43125-221
03/01/2019	245786	1	Invoice	TIRES/STREETS	02/19/2019	03/13/2019	494.10	101-43100-221
Total 19 APPEL'S SERVICE INC:							2,632.00	
104716 BAKER & TAYLOR								
03/01/2019	2034220267	1	Invoice	BOOKS/LIBRARY	12/18/2018	03/13/2019	9.67	211-45500-592
03/01/2019	2034249043	1	Invoice	BOOKS/LIBRARY	01/03/2019	03/13/2019	11.38	211-45500-592
03/01/2019	2034253852	1	Invoice	BOOKS/LIBRARY	01/04/2019	03/13/2019	127.94	211-45500-592
03/01/2019	2034275053	1	Invoice	BOOKS/LIBRARY	01/14/2019	03/13/2019	95.18	211-45500-592
03/01/2019	2034300190	1	Invoice	BOOKS/LIBRARY	01/25/2019	03/03/2019	252.52	211-45500-592
Total 104716 BAKER & TAYLOR:							496.69	
31 BENNETT & SONS SAND & GRAVEL								
03/01/2019	34365	1	Invoice	HAULING SNOW & FEE	01/31/2019	03/13/2019	4,764.00	101-43125-310
03/01/2019	34483	1	Invoice	FILL SAND/WATER	02/22/2019	03/13/2019	94.50	601-49400-224
Total 31 BENNETT & SONS SAND & GRAVEL:							4,858.50	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
154 BENNETT'S FOOD CENTER								
03/04/2019	042323	1	Invoice	SUPPLIES/LIQUOR ST.	02/07/2019	03/13/2019	23.85	609-49750-214
03/04/2019	141228	1	Invoice	SUPPLIES/STREETS	02/04/2019	03/13/2019	4.03	101-43100-217
03/04/2019	141605	1	Invoice	SUPPLIES/LIQUOR ST.	02/05/2019	03/13/2019	30.89	609-49750-214
03/04/2019	145670	1	Invoice	SUPPLIES/LIQUOR ST.	02/15/2019	03/13/2019	119.77	609-49750-214
03/04/2019	148641	1	Invoice	SUPPLIES/LIQUOR ST.	02/23/2019	03/13/2019	39.05	609-49750-214
03/04/2019	150146	1	Invoice	SUPPLIES/STREETS	02/27/2019	03/13/2019	5.98	101-43100-217
03/04/2019	54327	1	Invoice	SUPPLIES/LIQUOR ST.	02/02/2019	03/13/2019	10.59	609-49750-214
03/04/2019	56263	1	Invoice	JUICE/LIQUOR STORE	02/16/2019	03/13/2019	10.98	609-49750-214
Total 154 BENNETT'S FOOD CENTER:							245.14	
107 BREAKTHRU BEVERAGE								
03/01/2019	1080929147	1	Invoice	LIQUOR	02/14/2019	03/13/2019	1,479.46	609-49750-251
03/04/2019	1080935305	1	Invoice	LIQUOR	02/28/2019	03/13/2019	1,580.33	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							3,059.79	
105911 CANNON RIVER WINERY								
03/01/2019	6407	1	Invoice	wine	02/21/2019	03/23/2019	524.40	609-49750-251
Total 105911 CANNON RIVER WINERY:							524.40	
104601 CARGILL, INCORPORATED								
03/01/2019	2904593927	1	Invoice	DEICE SALT/SNOW	02/08/2019	03/13/2019	3,819.24	101-43125-217
03/04/2019	2904624999	1	Invoice	SALT/SNOW&STREETS	02/22/2019	03/13/2019	3,636.16	101-43125-217
Total 104601 CARGILL, INCORPORATED:							7,455.40	
106578 CARLOS CREEK WINERY								
03/04/2019	16913	1	Invoice	WINE/LIQUOR STORE	02/20/2019	03/13/2019	288.00	609-49750-251
Total 106578 CARLOS CREEK WINERY:							288.00	
572 CENTURYLINK/PHOENIX								
03/01/2019	313054219	1	Invoice	PHONE/POOL	02/11/2019	03/08/2019	33.03	225-45128-321
03/01/2019	313539040	1	Invoice	PHONE/PARKBOARD	02/11/2019	03/08/2019	54.02	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							87.05	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106449 CINTAS CORPORATION								
03/04/2019	4014048628	1	Invoice	MATS/PW BLDG	12/24/2018	03/13/2019	9.85	101-43100-223
03/04/2019	4016132241	1	Invoice	MATS/PW BLDG	02/05/2019	03/13/2019	9.85	101-43100-223
03/04/2019	4016482220	1	Invoice	MOPS&TOWELS/CITYHALL	02/12/2019	03/13/2019	16.51	101-41500-401
03/04/2019	4016482304	1	Invoice	MATS/PW BLDG	02/12/2019	03/13/2019	9.85	101-43100-223
03/01/2019	4016831616	1	Invoice	MATS/PW BLDG	02/19/2019	03/13/2019	9.85	101-43100-223
03/04/2019	4017236370	1	Invoice	MATS/PW BLDG	02/26/2019	03/13/2019	9.85	101-43100-223
Total 106449 CINTAS CORPORATION:							65.76	
52 COCA COLA BOTTLING OF WINONA								
03/01/2019	1031546	1	Invoice	POP/LIQUOR STORE	02/25/2019	03/13/2019	68.38	609-49750-214
Total 52 COCA COLA BOTTLING OF WINONA:							68.38	
597 COMPASS GROUP USA INC.								
03/01/2019	556263845	1	Invoice	COFFEE/LIQUOR ST.	02/22/2019	03/13/2019	59.95	609-49750-259
Total 597 COMPASS GROUP USA INC.:							59.95	
51 CONSTRUCTION MGMT. SERVICES								
03/04/2019	PL000 FEB 2	1	Invoice	FEB. 2019 BLDG INSPECTS	02/28/2019	03/13/2019	824.38	101-41500-316
Total 51 CONSTRUCTION MGMT. SERVICES:							824.38	
105876 CURTISS, MEG								
03/01/2019	JJ 02/09/19	1	Invoice	MIELEAGE/LIBRARY	02/19/2019	03/13/2019	35.38	211-45500-331
Total 105876 CURTISS, MEG:							35.38	
106428 DATA SMART COMPUTERS INC.								
03/04/2019	59610	1	Invoice	COMPUTER LABOR/ADM	02/25/2019	03/13/2019	57.50	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							57.50	
105564 DEARBORN NATIONAL								
03/04/2019	F017376-1 M	1	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	137.84	101-41500-131
03/04/2019	F017376-1 M	2	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	276.54	101-42100-131
03/04/2019	F017376-1 M	3	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	73.88	101-43100-131
03/04/2019	F017376-1 M	4	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	36.63	211-45500-131
03/04/2019	F017376-1 M	5	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	33.51	225-45200-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/04/2019	F017376-1 M	6	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	33.51	601-49400-131
03/04/2019	F017376-1 M	7	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	28.92	602-49450-131
03/04/2019	F017376-1 M	8	Invoice	EMPLOYEE INS.	02/13/2019	03/01/2019	54.64	609-49750-131
Total 105564 DEARBORN NATIONAL:							675.47	
105433 DELTA DENTAL OF MINNESOTA								
03/01/2019	7564530	1	Invoice	EMPLOY DENTAL	02/15/2019	03/01/2019	367.75	101-21705
03/01/2019	7564530	2	Invoice	EMPLOY DENTAL	02/15/2019	03/01/2019	65.05	230-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							302.70	
68 DEMCO								
03/01/2019	6547680	1	Invoice	BOOK STAND/LIBRARY	02/11/2019	03/03/2019	972.68	211-45500-201
Total 68 DEMCO:							972.68	
106546 DOC'S DJ ENTERTAINMENT								
03/01/2019	03/01/19 & 0	1	Invoice	DJ LIQUOR STORE 03/1 & 16, 2019	02/28/2019	03/01/2019	500.00	609-49750-348
Total 106546 DOC'S DJ ENTERTAINMENT:							500.00	
106327 ELM USA								
03/01/2019	18790	1	Invoice	PAYG COUNT/LIBRARY	02/05/2019	03/13/2019	25.00	211-45500-401
Total 106327 ELM USA:							25.00	
106517 FIRE HOUSE PIZZA								
03/01/2019	15694	1	Invoice	PIZZAS/LIQUOR STORE	02/19/2019	03/13/2019	128.00	609-49750-259
Total 106517 FIRE HOUSE PIZZA:							128.00	
259 FIRST SUPPLY, LLC-ROCHESTER								
03/01/2019	11551866-00	1	Invoice	SUPPLIES/STREETS	02/14/2019	03/13/2019	88.93	101-43100-223
Total 259 FIRST SUPPLY, LLC-ROCHESTER:							88.93	
104 GOPHER STATE ONE CALL								
03/01/2019	9020666	1	Invoice	LOCATES/SEWER	02/28/2019	03/13/2019	.67	602-49450-310
03/01/2019	9020666	2	Invoice	LOCATES/WATER	02/28/2019	03/13/2019	.68	601-49400-310

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104 GOPHER STATE ONE CALL:							1.35	
106564 HAWKINS, INC.								
03/01/2019	4446024	1	Invoice	CHEMICALS/WATER	02/13/2019	03/13/2019	134.35	601-49400-217
03/01/2019	4446881	1	Invoice	CHEMICALS/WATER	02/15/2019	03/13/2019	386.86	601-49400-217
Total 106564 HAWKINS, INC.:							521.21	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
03/04/2019	APRIL 2019	1	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	3,720.00	101-41500-131
03/04/2019	APRIL 2019	2	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	1,240.00	101-42100-131
03/04/2019	APRIL 2019	3	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	210.80	101-43125-131
03/04/2019	APRIL 2019	4	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	1,029.20	101-43100-131
03/04/2019	APRIL 2019	5	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	1,240.00	225-45200-131
03/04/2019	APRIL 2019	6	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	1,240.00	601-49400-131
03/04/2019	APRIL 2019	7	Invoice	LOCAL 49 HEALTH INS.	03/01/2019	03/15/2019	1,240.00	602-49450-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							9,920.00	
384 JACK NEUMANN TRUCKING								
03/01/2019	23375	1	Invoice	FREIGHT/LIQUOR ST.	02/14/2019	03/13/2019	100.00	609-49750-251
03/05/2019	23391	1	Invoice	LIQUOR FREIGHT	02/28/2019	03/13/2019	112.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							212.00	
348 JOHN DEERE FINANCIAL								
03/04/2019	IP83791	1	Invoice	PARTS/STREETS	01/22/2019	03/13/2019	7.73	101-43100-221
03/04/2019	IP83881	1	Invoice	PARTS/STREETS	01/28/2019	03/13/2019	.47	101-43100-221
03/04/2019	IP84051	1	Invoice	PARTS/STREETS	02/05/2019	03/13/2019	11.81	101-43100-221
03/04/2019	IP84094	1	Invoice	PARTS/STREETS	02/06/2019	03/13/2019	3.09	101-43100-221
03/04/2019	IP84244	1	Invoice	SNOW REMOVAL	02/14/2019	03/13/2019	6,625.00	101-43125-310
03/04/2019	IP84246	1	Invoice	PARTS/STREETS	02/14/2019	03/13/2019	8.72	101-43100-221
Total 348 JOHN DEERE FINANCIAL:							6,656.82	
134 JOHNSON BROS-ST. PAUL								
03/01/2019	1220321	1	Invoice	LIQUOR	02/13/2019	03/13/2019	2,319.06	609-49750-251
03/05/2019	1230937	1	Invoice	LIQUOR	02/27/2019	03/13/2019	3,028.54	609-49750-251

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 134 JOHNSON BROS-ST. PAUL:							5,347.60	
141 KREOFISKY BUILDING SUPPLIES								
03/04/2019	1902-794094	1	Invoice	BULB/LIQUOR STORE	02/05/2019	03/13/2019	7.98	609-49750-221
03/06/2019	1902-794193	1	Invoice	SUPPLIES/STREETS	02/05/2019	03/13/2019	21.99	101-43100-217
03/06/2019	1902-794698	1	Invoice	SUPPLIES/STREETS	02/07/2019	03/13/2019	8.28	101-43100-217
03/06/2019	1902-794772	1	Invoice	SUPPLIES/STREETS	02/07/2019	03/13/2019	9.68	101-43100-217
03/04/2019	1902-794836	1	Invoice	SUPPLIES/LIQUOR STORE	02/07/2009	03/13/2019	20.44	609-49750-221
03/06/2019	1902-795356	1	Invoice	SUPPLIES/STREETS	02/11/2019	03/13/2019	4.49	101-43100-217
03/06/2019	1902-796424	1	Invoice	SUPPLIES/WATER	02/15/2019	03/13/2019	1.79	601-49400-221
03/06/2019	1902-796498	1	Invoice	SUPPLIES/WATER	02/15/2019	03/13/2019	20.59	601-49400-221
03/06/2019	1902-797455	1	Invoice	SUPPLIES/WATER	02/21/2019	03/13/2019	11.49	601-49400-221
03/06/2019	1902-797751	1	Invoice	FEL HAMMER DRILL STREETS	02/22/2019	03/13/2019	299.99	101-43100-217
03/04/2019	1902797828	1	Invoice	SMOKE ALARM LIQUOR STORE	02/22/2019	03/13/2019	15.99	609-49750-223
03/06/2019	1902-798189	1	Invoice	SUPPLIES/SEWER	02/26/2019	03/13/2019	2.89	602-49450-217
03/06/2019	1902-798731	1	Invoice	SUPPLIES/SEWER	02/28/2019	03/13/2019	49.95	602-49450-217
03/06/2019	1902979776	1	Invoice	SUPPLIES/SNOW	02/22/2019	03/13/2019	115.80	101-43125-217
Total 141 KREOFISKY BUILDING SUPPLIES:							591.35	
106176 KWIK TRIP EXTENDED NETWORK								
03/04/2019	NP55350243	1	Invoice	FUEL/POLICE	02/04/2019	02/25/2019	419.15	101-42100-212
03/05/2019	NP55576207	1	Invoice	FUEL/POLICE	03/04/2019	03/25/2019	629.88	101-42100-212
Total 106176 KWIK TRIP EXTENDED NETWORK:							1,049.03	
106329 LAKE CITY RECYCLING & DISPOSAL								
03/04/2019	83104	1	Invoice	GARBAGE/STREETS	03/01/2019	03/13/2019	195.33	101-43100-223
03/04/2019	83104	2	Invoice	GARBAGE/PARKS	03/01/2019	03/13/2019	72.54	225-45200-223
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							267.87	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
03/01/2019	289466	1	Invoice	LOSS & SAFETY S.LOFTUS	02/19/2019	03/13/2019	20.00	225-45200-331
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							20.00	
106419 LEWISTON AUTO								
03/01/2019	CTCS169196	1	Invoice	REPAIRS/POLICE	02/20/2019	03/13/2019	332.00	101-42100-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106419 LEWISTON AUTO:							332.00	
160 LYONS OIL MINI MART								
03/04/2019	FEB 2019 P	1	Invoice	FUEL&WASHES/POLICE	02/28/2019	03/15/2019	226.86	101-42100-212
03/06/2019	FEB.2019 P	1	Invoice	FUEL/SNOW	02/28/2019	03/15/2019	503.27	101-43125-212
03/06/2019	FEB.2019 P	2	Invoice	FUEL/STREETS	02/28/2019	03/15/2019	129.38	101-43100-212
Total 160 LYONS OIL MINI MART:							859.51	
164 MACQUEEN EQUIPMENT INC.								
03/01/2019	P17598	1	Invoice	PARTS/SWEEPER	02/12/2019	03/13/2019	22.03	101-43100-221
Total 164 MACQUEEN EQUIPMENT INC.:							22.03	
104646 MIDWEST LEAK DETECTION L.L.C.								
03/04/2019	2019	1	Invoice	WATER MAIN BREAK	02/26/2019	03/13/2019	325.00	601-49400-228
Total 104646 MIDWEST LEAK DETECTION L.L.C.:							325.00	
104410 MN DEPARTMENT OF HEALTH								
03/05/2019	2019	1	Invoice	WATER SYSTEM OP/S.LOFTUS	03/05/2019	03/13/2019	23.00	601-49400-331
Total 104410 MN DEPARTMENT OF HEALTH:							23.00	
376 NORTHERN BEVERAGE DISTB.								
03/01/2019	408968	1	Invoice	BEER/LIQUOR STORE	02/14/2019	03/13/2019	1,033.20	609-49750-252
03/01/2019	409373	1	Invoice	BEER/LIQUOR STORE	02/21/2019	03/13/2019	1,286.30	609-49750-252
03/05/2019	409762	1	Invoice	BEER/LIQUOR STORE	03/01/2019	03/13/2019	1,998.15	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							4,317.65	
106085 ON-SITE COMPUTERS, INC.								
03/01/2019	CW62234	1	Invoice	COMPUTER SERVICEPOLICE	02/11/2019	03/13/2019	24.00	101-42100-221
Total 106085 ON-SITE COMPUTERS, INC.:							24.00	
205 ORION DISTRIBUTING LLC								
03/04/2019	01102019	1	Invoice	SNACKS/LIQUOR ST.	01/10/2019	03/13/2019	104.00	609-49750-259
03/01/2019	02152019	1	Invoice	SNACKS/LIQUOR ST.	02/15/2019	03/13/2019	50.00	609-49750-259

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 205 ORION DISTRIBUTING LLC:							154.00	
106466 OVERDRIVE, INC.								
03/01/2019	02225CO190	1	Invoice	AUDIO/LIBRARY	02/05/2019	03/03/2019	76.00	211-45500-592
Total 106466 OVERDRIVE, INC.:							76.00	
105716 PAPER ROLL SUPPLIES								
03/01/2019	325844	1	Invoice	SUPPLIES/LIQ.ST.	02/21/2019	03/13/2019	49.39	609-49750-201
Total 105716 PAPER ROLL SUPPLIES:							49.39	
212 PEPSI COLA OF ROCHESTER								
03/05/2019	9338857	1	Invoice	POP/LIQUOR STORE	03/04/2019	03/13/2019	285.21	609-49750-214
Total 212 PEPSI COLA OF ROCHESTER:							285.21	
217 PHILLIPS ST. PAUL.								
03/01/2019	2505130	1	Invoice	LIQUOR	02/13/2019	03/13/2019	2,166.38	609-49750-251
03/05/2019	2512655	1	Invoice	LIQUOR	02/27/2019	03/13/2019	2,251.11	609-49750-251
03/01/2019	320355	1	Invoice	CREDIT/LIQUOR ST.	02/04/2019	03/13/2019	34.05	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							4,383.44	
239 PLAINVIEW NEWS								
03/04/2019	2215 FEB 20	1	Invoice	ADVERTISE/ADM	02/28/2019	03/13/2019	123.20	101-41500-343
03/04/2019	2215 FEB 20	2	Invoice	ADVERTISE/POOL	02/28/2019	03/13/2019	60.22	225-45128-343
Total 239 PLAINVIEW NEWS:							183.42	
240 PLAINVIEW POSTMASTER								
03/05/2019	FEBRUARY	1	Invoice	UTILITY BILLING FEB.	03/05/2019	03/05/2019	184.94	601-49400-201
03/05/2019	FEBRUARY	2	Invoice	UTILITY BILLING FEB.	03/05/2019	03/05/2019	184.94	602-49450-201
Total 240 PLAINVIEW POSTMASTER:							369.88	
106442 PRESTIGE PLUMBING LLC								
03/01/2019	1900094	1	Invoice	REPAIRS/LIQUOR STORE	02/14/2019	03/13/2019	188.00	609-49750-223

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106442 PRESTIGE PLUMBING LLC:							188.00	
106070 R & B FOODS, INC.								
03/04/2019	6097	1	Invoice	MIX/LIQUOR ST.	02/22/2019	03/13/2019	45.00	609-49750-259
Total 106070 R & B FOODS, INC.:							45.00	
106358 RIVERSIDE CONCERTS								
03/01/2019	8295	1	Invoice	OUTREACH PROG/LIB.	02/01/2019	03/03/2019	3,000.00	211-45500-437
Total 106358 RIVERSIDE CONCERTS:							3,000.00	
264 SCHOTT DISTRIBUTING CO INC								
03/01/2019	342620	1	Invoice	BEER/LIQUOR STORE	02/13/2019	03/13/2019	1,998.24	609-49750-252
03/01/2019	343309	1	Invoice	BEER/LIQUOR STORE	02/20/2019	03/13/2019	7,253.50	609-49750-252
03/01/2019	343960	1	Invoice	BEER/LIQUOR STORE	02/27/2019	03/13/2019	6,731.18	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							15,982.92	
267 SCHWAAB INC.								
03/04/2019	3551421	1	Invoice	STAMP PAD/ADM	01/14/2019	03/13/2019	2.32	101-41500-201
Total 267 SCHWAAB INC.:							2.32	
268 SELCO								
03/01/2019	045921	1	Invoice	PC MANGM/LIBRARY	01/16/2019	03/03/2019	300.00	211-45500-418
03/01/2019	046008	1	Invoice	FEES, MAILS/LIBRARY	02/06/2019	03/03/2019	1,074.09	211-45500-418
Total 268 SELCO:							1,374.09	
716 THREE RIVERS COMMUNITY ACTION								
03/05/2019	FEBRUARY	1	Invoice	TRANSIT BUS FEES	03/01/2019	03/13/2019	350.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							350.00	
106212 TLOUGAN TRUCK REPAIR								
03/01/2019	1317	1	Invoice	REPAIRS/STREETS	02/14/2019	03/13/2019	582.21	101-43125-221
Total 106212 TLOUGAN TRUCK REPAIR:							582.21	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105796 U.S. BANK EQUIPMENT FINANCE								
03/01/2019	378163257	1	Invoice	COPIER/CITYHALL	02/14/2019	03/11/2019	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
106577 VALOR MECHANICAL								
03/04/2019	1916	1	Invoice	CHECK ALARMS & CONTROLS PW BLDG	02/22/2019	03/13/2019	262.50	101-43100-223
03/04/2019	1969	1	Invoice	CO2 & NO CALIBRATION	02/22/2019	03/13/2019	3,773.00	101-43100-223
Total 106577 VALOR MECHANICAL:							4,035.50	
105539 VERIZON WIRELESS								
03/04/2019	9824813293	1	Invoice	CELLPHONE/POLICE	02/23/2019	03/13/2019	568.44	101-42100-321
03/05/2019	9824925846	1	Invoice	CELLPHONE/PUBWORKS	02/25/2019	03/17/2019	89.41	101-43100-321
Total 105539 VERIZON WIRELESS:							657.85	
307 WABASHA COUNTY AUDITOR/TREAS.								
03/04/2019	10936	1	Invoice	MAINT. ELECTION EQUIPMENT	02/21/2019	03/13/2019	455.00	101-41410-437
03/05/2019	MARCH 201	1	Invoice	RETAINER/POLICE	03/04/2019	03/13/2019	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							2,255.00	
310 WABASHA IMPLEMENT COMPANY								
03/06/2019	12059	1	Invoice	REPAIRS/SNOW	02/07/2019	03/13/2019	128.10	101-43125-221
03/06/2019	12069	1	Invoice	REPAIRS/SNOW	02/14/2019	03/13/2019	36.60	101-43125-221
Total 310 WABASHA IMPLEMENT COMPANY:							164.70	
106269 WATER SYSTEMS COMPANY								
03/04/2019	499548	1	Invoice	WATER/CITY HALL	02/01/2019	03/13/2019	38.75	101-42100-437
Total 106269 WATER SYSTEMS COMPANY:							38.75	
106481 WHITEWATER WINES								
03/01/2019	10471	1	Invoice	WINE/LIQUOR STORE	02/21/2019	03/13/2019	307.20	609-49750-251
Total 106481 WHITEWATER WINES:							307.20	
105485 WINE MERCHANTS								
03/01/2019	7222373	1	Invoice	WINE/LIQUOR STORE	02/13/2019	03/13/2019	144.00	609-49750-251

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/04/2019	7223397	1	Invoice	WINE/LIQUOR STORE	02/20/2019	03/13/2019	72.00	609-49750-251
Total 105485 WINE MERCHANTS:							216.00	
414 ZIEBELLS HIAWATHA FOODS INC								
03/01/2019	231873	1	Invoice	SUPPLIES LIQUOR ST.	02/11/2019	03/13/2019	179.65	609-49750-214
03/01/2019	231983	1	Invoice	SUPPLIES LIQUOR ST.	02/11/2019	03/13/2019	25.58	609-49750-214
03/01/2019	232465	1	Invoice	SUPPLIES LIQUOR ST.	02/18/2019	03/13/2019	120.74	609-49750-214
03/01/2019	233128	1	Invoice	SUPPLIES LIQUOR ST.	02/26/2019	03/13/2019	218.07	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							544.04	
Grand Totals:							91,421.75	

Report GL Period Summary

GL Period	Amount
03/19	3,636.81
00/00	87,784.94
Grand Totals:	91,421.75

Vendor number hash: 5207305
Vendor number hash - split: 6793893
Total number of invoices: 128
Total number of transactions: 150

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	91,421.75	.00	91,421.75
Grand Totals:	91,421.75	.00	91,421.75



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: Permits/Licenses/Donations	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider, City Clerk	AGENDA NO. 4.C.
ATTACHMENTS: None	APPROVED BY: cgh
RECOMMENDED ACTION: 1. Motion to approve Temporary On-Sale Liquor License for St. Joachim Church on 9/20/19 – 9/22/19. 2. Motion to approve Loudspeaker Permit for St. Joachim Church on 9/20/19 – 9/22/19. 3. Motion to approve the renewal of Off-Sale, 3.2% Liquor License to Kwik Trip, Inc. for the period April 6,2019 to April 6,2020. 4. Motion to approve the renewal of Off-Sale, 3.2% Liquor License to Lyons Oil Company for the period April 6,2019 to April 6,2020. 5. Motion to approve the renewal of On-Sale, 3.2% Liquor License to New Fresh Wok, Inc. for the period April 6,2019 to April 6,2020.	

SUMMARY

St. Joachim's Catholic Church has applied for a Temporary On-Sale Liquor License and Loudspeaker permit for their annual Fall Festival, which will take place September 20 through the 22, 2019.

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

*Kwik Trip, Inc

*Lyons Oil Company

*New Fresh Wok, Inc



Executive Summary

City Council Regular Meeting: March 12, 2019

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.	

With Michael retiring at the end of last month, and myself and Shane gone at Blandin, we haven't gotten a handle on PW reporting just yet. In short, February's report could be summarized as the following;

"Snow... and lots of it."

Thank you for your patience.



Ongoing Projects / Activities:

March 12, 2019

- **Comprehensive Plan** – The Public Comment timeline starts this week and will continue through the end of the month. We are planning (tentatively) to bring the final document to Council on April 8.
- **One Meeting – Plainview** – The first One Meeting event took place February 21st, as it was rescheduled due to weather. About 15 people were in attendance and there was some great discussion. The next meeting is scheduled for Thursday, April 4 at 6 pm.
- **Branding** – Staff is hopeful that we can launch the new logo/brand with approval by Council at this meeting. The plan is to then continue to develop the brand as time allows and opportunities arise.
- **TAP Project** – Council to approve the plans at the current meeting so that they can go to Wabasha County for approval and bidding. Unfortunately, MnDOT has changed its stance on the need for continuous lighting, so we have little choice but to invest in the mid-block lighting for the whole area. Brian Malm will explain further at the meeting.
- **City Buildings** –
 - A revised assessment of City Hall, Liquor Store, and Ambulance Building was received. Staff will be reviewing at a meeting of the Building Committee as soon as possible.
 - The follow-up report for the PW Building was also received. It is still unclear what is causing the condensation and the report suggests hiring a contractor to verify the existence of the pieces that separate the steel roof from the steel beams. The venting/dehumidifying process should continue. Staff is getting bids for permanent install of a dehumidifier and humidistat.
 - The Library is having condensation on the new windows, so Alice has convened the manufacturer, contractors, architect, and Braun Intertec to find a solution. Multiple meetings have been held to date. The issue appears to be improper installation of flashing. The contractor and window installer will be here when it warms up a bit to remove and reinstall all of the windows.
 - PD staff is getting quotes for the possible addition of storage, interrogation, and office space in the east half of the Council Chamber, so that Council may assess that as a temporary solution to our space needs in the coming months. We've now added a quote for a window to the admin office to increase security there.
 - Staff has hired All Craft Exteriors to do some ice damn removal at the Library and City Hall where we have had some water intrusion.
- **Blandin Community Leadership Program** – The Blandin retreat took place at the end of February. It was an amazing experience for all involved. I am contemplating how to share the tools that we learned in the community. Blandin Alumni will be meeting regularly to stay in touch and build relationships. There will also be 3 local trainings for this group coming up in 2019.
- **East Winds Second Addition** – Finally got signed Development Agreement, so staff can move forward with all of the items for that development.
- **Other Regular Activities**
 - Council Requests & Meetings
 - Packet Creation
 - Resident Concerns & Questions
 - Staff Questions & Mgmt.
 - Personnel Issues
 - IT Issues
 - Library Repairs Qusts./Mtgs.
 - Data Requests
 - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
 - Design and implement performance review system – Design completed. Implementation in the next month
 - Policy Reviews; up next Check Acceptance Policy
- **Meetings/Trainings Recently Attended:**
 - Blandin Community Leadership Program
- **Personnel Issues:**
 - Public Works Director Burgdorf's final day was Feb. 22. David Drown & Associates is working on the recruitment for this position.
 - We have received retirement notice from Public Works Assistant Mark Scheiber. His last day will be March 29. I have posted the position locally and with the League and we hope to have someone lined up for Council approval by the April 9 meeting.
 - Public Works Staff has been working like crazy to keep up. If you see one of them, buy them a cup a coffee!



BUILDING PERMIT REPORT

March 2019

<u>Permit Number & Applicant</u>	<u>Address & Project Description</u>	<u>Valuation and Fees</u>	
PL19-05-Nick Stamschror	140 8 th Ave NW-Install Bathroom in lower level.	Value:	\$1000
		Total Fee:	\$86.08
		Permit Fee:	\$15.50
		Plan Review:	\$10.08
		State Surcharge:	\$.50
		Plumbing:	\$30.00
		Mechanical:	\$30.00
PL19-03-Cassie Harrington	425 4 th ST SW-Remodel/Deck	Value:	\$20,000
		Total Fee:	\$352.03
		Permit Fee:	\$128.50
		Plan Review:	\$83.53
		State Surcharge:	\$10.00
		Plumbing:	\$30.00
		Refundable Deposit:	\$100.00

MONTHLY REPORT OF FINANCE DIRECTOR

February 2019

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Monthly sales tax report and payment
- Provide financial information and assistance as needed to departments/liquor store
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Dept. Budget Reports
- Investments Redeemed/Purchased (moved funds from Morgan Stanley, they no longer service gov't CD's)
- Assist in front office as needed (add'l time spent doing this in February due to staff vacations)

Activities

- On-going staff training credit card system/online pymt system
- Work with Expert T Billing-Ambulance Claims
- Meet with Auditor to work through some fund cleanup and to correct past issues
- Reviewing bank accounts at People's State Bank (checking/savings sweep accts)

Projects

- Set up State Budget program categories in general ledger and assigned each revenue and expense account to the appropriate category and then created reports for completion of the State Budget report. This wasn't done in the past and will help streamline the budget reporting process each year, as well as provide reports for doing budget amendments each year.
- Upcoming Projects
 - 2018 Audit Prep
- Continued work on these on-going projects:
 - Working with Civic to update the Chart of Accounts to match MN Uniform Chart of Accts.
 - Continue working on set-up and functions in the software system that previously weren't being done, to ensure we are using it to its full capabilities and making things more efficient.
 - 2018 bank recs and account reconciliations/fund cash balances and cash allocations
 - Update financial processes/procedures and reporting
 - File/Organize Financial/Personnel Records
 - Total Compensation Report
 - Develop system to track capital improvement projects in system.
 - Reviewing utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
 - Tap Grant Project Fund
 - SMIF Grant-Plainview One-Meeting
 - East Winds TIF
 - Fire Department Equipment Donations, Gambling Funds

Reports

- Monthly Department of Labor Report
- 2019 MN State Budget Report
- PERA Annual Reports

Training

Meetings

- Dept. head meetings
- Admin meetings
- Council meetings/Work Sessions
- Meet with Kim from Edward Jones
- Meet with David Drown-Public Works Director

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	.00	13,300.00	13,300.00
101-41110-122	FICA	.00	1,017.00	1,017.00
101-41110-151	Worker s Comp Insurance Prem	73.00	75.00	2.00
101-41110-201	Office Supplies(paper-pens-et)	32.53	500.00	467.47
101-41110-310	Other Professional Services	989.33	5,000.00	4,010.67
101-41110-331	Meetings-Conferences (mtgs/mi)	.00	1,000.00	1,000.00
101-41110-344	Community Engagement	.00	2,000.00	2,000.00
101-41110-362	Property - Casualty Ins (Auto)	5,682.41	5,800.00	117.59
101-41110-381	Electric Utilities	171.00	1,500.00	1,329.00
101-41110-383	Gas Utilities	288.38	1,000.00	711.62
101-41110-401	Contractual Services	202.23	3,000.00	2,797.77
101-41110-433	Dues and Subscriptions	.00	10,850.00	10,850.00
101-41110-437	Miscellaneous	.00	100.00	100.00
101-41110-440	City Cleanup	.00	6,600.00	6,600.00
101-41110-489	Grant Opport/Matching Funds	.00	3,000.00	3,000.00
101-41110-590	Capital Outlay	193.26	.00	193.26-
Total Council:		7,632.14	54,742.00	47,109.86
Elections				
101-41410-309	Software and Design	.00	775.00	775.00
101-41410-437	Miscellaneous	.00	1,000.00	1,000.00
Total Elections:		.00	1,775.00	1,775.00
Administration				
101-41500-101	Full-Time Employees Regular	49,577.02	259,779.00	210,201.98
101-41500-102	Full-Time Employees Overtime	.00	5,000.00	5,000.00
101-41500-121	PERA	3,718.28	19,520.00	15,801.72
101-41500-122	FICA	5,870.08	19,528.00	13,657.92
101-41500-131	Employer Paid Health	9,897.22	57,628.00	47,730.78
101-41500-151	Worker s Comp Insurance Prem	1,384.00	2,560.00	1,176.00
101-41500-201	Office Supplies(paper-pens-et)	1,063.51	6,000.00	4,936.49
101-41500-211	Operating Supplies - Cleaning	155.96	850.00	694.04
101-41500-217	Other Operating Supplies	242.34	1,000.00	757.66
101-41500-221	Repair/Maint - Equipment	19.99	1,000.00	980.01
101-41500-223	Repair/Maintain - Building	327.60	4,000.00	3,672.40
101-41500-301	Auditing and Acct g Services	.00	28,000.00	28,000.00
101-41500-303	Engineering Fees	1,637.00	5,000.00	3,363.00
101-41500-304	Legal Fees	4,117.61	30,000.00	25,882.39
101-41500-309	Software and Design	4,278.24	10,000.00	5,721.76
101-41500-310	Other Professional Services	5,556.46	5,000.00	556.46-
101-41500-312	CITY WEBSITE	.00	500.00	500.00
101-41500-316	Building Inspections	2,428.59	25,000.00	22,571.41
101-41500-317	Dial A Ride Bus	1,433.25	8,000.00	6,566.75
101-41500-321	Communications	.00	6,500.00	6,500.00
101-41500-331	Meetings-Conferences (mtgs/mi)	370.00	4,500.00	4,130.00
101-41500-343	Advertising	53.98	2,500.00	2,446.02
101-41500-362	Property - Casualty Ins (Auto)	2,743.23	2,800.00	56.77
101-41500-381	Electric Utilities	254.34	1,800.00	1,545.66
101-41500-383	Gas Utilities	288.38	1,200.00	911.62
101-41500-401	Contractual Services	1,599.27	7,000.00	5,400.73
101-41500-406	Safety	.00	750.00	750.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
101-41500-417	Uniforms	38.80	1,800.00	1,761.20
101-41500-433	Dues and Subscriptions	120.00	1,500.00	1,380.00
101-41500-434	Sales Tax Paid	2.00	.00	2.00-
101-41500-437	Miscellaneous	95.89	1,000.00	904.11
101-41500-442	Bank Service Charges	.00	5,400.00	5,400.00
101-41500-443	Credit Card Merchant Fees	.00	3,600.00	3,600.00
101-41500-445	Legal Settlements	2,500.00	.00	2,500.00-
101-41500-560	Furniture & Fixtures	3,407.39	.00	3,407.39-
101-41500-580	Computers & Technology	.00	34,000.00	34,000.00
101-41500-590	Capital Outlay	.00	55,000.00	55,000.00
Total Administration:		103,180.43	617,715.00	514,534.57

Police

101-42100-101	Full-Time Employees Regular	99,436.83	512,745.00	413,308.17
101-42100-102	Full-Time Employees Overtime	5,612.58	18,000.00	12,387.42
101-42100-103	Part-Time Employees	11,465.25	50,000.00	38,534.75
101-42100-121	PERA	18,009.36	93,616.00	75,606.64
101-42100-122	FICA	2,292.55	11,683.00	9,390.45
101-42100-131	Employer Paid Health	7,036.14	44,782.00	37,745.86
101-42100-151	Worker s Comp Insurance Prem	22,018.00	22,958.00	940.00
101-42100-201	Office Supplies(paper-pens-et)	266.14	5,000.00	4,733.86
101-42100-212	Motor Fuels-Gas	1,432.40	13,000.00	11,567.60
101-42100-221	Repair/Maint - Equipment	6,024.44	13,000.00	6,975.56
101-42100-228	Repair/Maintain Other	914.67	.00	914.67-
101-42100-304	Legal Fees	3,600.00	21,600.00	18,000.00
101-42100-309	Software and Design	.00	5,000.00	5,000.00
101-42100-310	Other Professional Services	.00	4,800.00	4,800.00
101-42100-313	Task Force	7,426.30	7,450.00	23.70
101-42100-318	Animal Control	420.00	2,000.00	1,580.00
101-42100-319	Forfeitures	.00	1,500.00	1,500.00
101-42100-321	Communications	2,898.14	14,000.00	11,101.86
101-42100-331	Meetings-Conferences (mtgs/mi)	2,046.13	7,500.00	5,453.87
101-42100-362	Property - Casualty Ins (Auto)	4,408.77	4,500.00	91.23
101-42100-381	Electric Utilities	265.33	1,800.00	1,534.67
101-42100-383	Gas Utilities	288.38	900.00	611.62
101-42100-401	Contractual Services	202.22	2,800.00	2,597.78
101-42100-406	Safety	.00	1,000.00	1,000.00
101-42100-417	Uniforms	1,276.99	10,000.00	8,723.01
101-42100-418	Range/Ammo	36.44	7,000.00	6,963.56
101-42100-433	Dues and Subscriptions	264.00	1,000.00	736.00
101-42100-436	Towing Charges	40.00	250.00	210.00
101-42100-437	Miscellaneous	167.00	3,500.00	3,333.00
101-42100-438	Police - DARE Prog	2,548.25	5,000.00	2,451.75
101-42100-491	Contributions/Donations Expend	.00	1,000.00	1,000.00
101-42100-590	Capital Outlay	.00	43,500.00	43,500.00
Total Police:		200,396.31	930,884.00	730,487.69

City Fire

101-42200-103	Part-Time Employees	.00	20,000.00	20,000.00
101-42200-122	FICA	.00	1,530.00	1,530.00
101-42200-151	Worker s Comp Insurance Prem	3,886.00	4,405.00	519.00
101-42200-201	Office Supplies(paper-pens-et)	.00	600.00	600.00
101-42200-207	Fire Prevention Instruct Supps	.00	1,200.00	1,200.00
101-42200-212	Motor Fuels-Gas	185.87	1,000.00	814.13

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
101-42200-217	Other Operating Supplies	.00	100.00	100.00
101-42200-221	Repair/Maint - Equipment	2,897.73	50,000.00	47,102.27
101-42200-223	Repair/Maintain - Building	7,688.62	3,000.00	4,688.62-
101-42200-226	Foam	.00	2,500.00	2,500.00
101-42200-228	Repair/Maintain - Other	1,487.97	2,000.00	512.03
101-42200-310	Other Professional Services	.00	1,000.00	1,000.00
101-42200-315	Jaws of Life	.00	1,000.00	1,000.00
101-42200-321	Communications	319.98	2,200.00	1,880.02
101-42200-331	Meetings-Conferences (mtgs/mi)	.00	3,000.00	3,000.00
101-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,800.00	97.31
101-42200-381	Electric Utilities	421.00	2,400.00	1,979.00
101-42200-383	Gas Utilities	1,319.97	3,500.00	2,180.03
101-42200-401	Contractual Services	.00	1,500.00	1,500.00
101-42200-406	Safety	.00	1,000.00	1,000.00
101-42200-417	Uniforms/Fire Equip	.00	2,000.00	2,000.00
101-42200-433	Dues and Subscriptions	.00	1,000.00	1,000.00
Total City Fire:		22,909.83	109,735.00	86,825.17
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	76.00	76.00
101-42500-221	Repair/Maint - Equipment	.00	1,000.00	1,000.00
101-42500-381	Electric Utilities	53.00	700.00	647.00
Total Emergency Management:		53.00	2,776.00	2,723.00
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	42,304.29	124,492.00	82,187.71
101-43100-102	Full-Time Employees Overtime	2,502.41	5,250.00	2,747.59
101-43100-121	PERA	1,942.61	9,805.00	7,862.39
101-43100-122	FICA	3,399.60	9,730.00	6,330.40
101-43100-131	Employer Paid Health	4,697.88	29,893.00	25,195.12
101-43100-151	Worker s Comp Insurance Prem	19,339.00	23,202.00	3,863.00
101-43100-201	Office Supplies(paper-pens-et)	50.00	200.00	150.00
101-43100-212	Motor Fuels-Gas	702.29	6,000.00	5,297.71
101-43100-217	Other Operating Supplies	1,330.34	15,000.00	13,669.66
101-43100-221	Repair/Maint - Equipment	16,233.97	20,000.00	3,766.03
101-43100-222	Tree trimming	.00	20,000.00	20,000.00
101-43100-223	Repair/Maintain - Building	940.04	4,000.00	3,059.96
101-43100-224	Repair/Maintain - Streets	684.56	20,000.00	19,315.44
101-43100-225	Landscaping Det Ponds -	.00	20,000.00	20,000.00
101-43100-226	Sidewalk Repairs	.00	40,000.00	40,000.00
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	7,140.00	30,000.00	22,860.00
101-43100-310	Other Professional Services	.00	7,000.00	7,000.00
101-43100-321	Communications	851.66	4,400.00	3,548.34
101-43100-331	Meetings-Conferences (mtgs/mi)	.00	400.00	400.00
101-43100-362	Property - Casualty Ins (Auto)	12,246.58	12,500.00	253.42
101-43100-381	Electric Utilities	5,628.00	32,000.00	26,372.00
101-43100-383	Gas Utilities	1,359.33	4,000.00	2,640.67
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	720.00	1,000.00	280.00
101-43100-417	Uniforms	74.99	1,200.00	1,125.01
101-43100-418	Rentals	550.37	500.00	50.37-
101-43100-590	Capital Outlay	18,893.47	85,000.00	66,106.53

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
Total Public Works (GENERAL):		142,443.79	528,072.00	385,628.21
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	8,057.95	23,712.00	15,654.05
101-43125-102	Full-Time Employees Overtime	476.65	1,000.00	523.35
101-43125-121	PERA	370.03	1,853.00	1,482.97
101-43125-122	FICA	647.56	1,890.00	1,242.44
101-43125-131	Employer Paid Health	947.10	5,526.00	4,578.90
101-43125-212	Motor Fuels-Gas	2,396.35	8,000.00	5,603.65
101-43125-217	Other Operating Supplies	1,127.07	12,000.00	10,872.93
101-43125-221	Repair/Maint - Equipment	2,017.49	5,000.00	2,982.51
101-43125-310	Other Professional Services	1,824.00	25,000.00	23,176.00
Total Ice & Snow Removal:		17,864.20	83,981.00	66,116.80
Economic Development				
101-46500-491	Contributions/Donations Expend	9,166.78	55,000.00	45,833.22
Total Economic Development:		9,166.78	55,000.00	45,833.22
One-Meeting Community Planning				
101-46700-310	Other Professional Services	.00	13,150.00	13,150.00
101-46700-437	Miscellaneous Expenses	.00	1,100.00	1,100.00
Total One-Meeting Community Planning:		.00	14,250.00	14,250.00
Other Finanacing Uses/Contrib				
101-49300-422	Corn on the Cob Activities	.00	3,000.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	.00	1,000.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	.00	300.00	300.00
101-49300-425	Senior Center	.00	8,500.00	8,500.00
101-49300-426	Blue Bell Festival	.00	1,000.00	1,000.00
Total Other Finanacing Uses/Contrib:		.00	13,800.00	13,800.00

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
PIONEER PEACE CORPS MARKER				
DEPARTMENT: 49010				
205-49010-310	Other Professional Services	275.00	.00	275.00-
Total DEPARTMENT: 49010:		275.00	.00	275.00-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	13,004.62	65,398.00	52,393.38
211-45500-103	Part-Time Employees	10,845.26	64,820.00	53,974.74
211-45500-121	PERA	1,761.63	9,768.00	8,006.37
211-45500-122	FICA	1,824.52	9,963.00	8,138.48
211-45500-131	Employer Paid Health	1,457.57	8,937.00	7,479.43
211-45500-142	UNEMPLOYMENT BENEFITS PAYMEN	994.24	.00	994.24-
211-45500-151	Worker s Comp Insurance Prem	620.00	744.00	124.00
211-45500-201	Office Supplies(paper-pens-et)	240.50	4,000.00	3,759.50
211-45500-221	Repair/Maint - Equipment	600.00	5,500.00	4,900.00
211-45500-223	Repair/Maintain - Building	1,027.03	4,500.00	3,472.97
211-45500-310	Other Professional Services	96.75	.00	96.75-
211-45500-321	Communications	224.48	1,550.00	1,325.52
211-45500-331	Meetings-Conferences (mtgs/mi)	36.00	2,000.00	1,964.00
211-45500-362	Property - Casualty Ins (Auto)	3,918.91	4,000.00	81.09
211-45500-381	Electric Utilities	572.00	3,400.00	2,828.00
211-45500-383	Gas Utilities	529.95	2,000.00	1,470.05
211-45500-401	Contractual Services	2,045.00	11,990.00	9,945.00
211-45500-406	Safety	.00	500.00	500.00
211-45500-418	Rentals	1,005.63	13,500.00	12,494.37
211-45500-434	Sales Tax Paid	21.00	130.00	109.00
211-45500-437	Miscellaneous	1,556.43	1,500.00	56.43-
211-45500-590	Capital Outlay	4,109.00	.00	4,109.00-
211-45500-592	Books/Periodicals	2,209.77	31,500.00	29,290.23
Total Libraries (GENERAL):		48,700.29	245,700.00	196,999.71

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
PARK				
Recreation Facilities-Rink				
225-45127-217	Other Operating Supplies	.00	1,500.00	1,500.00
225-45127-221	Repair/Maint - Equipment	2,023.00	250.00	1,773.00-
225-45127-223	Repair/Maintain - Building	124.00	2,000.00	1,876.00
225-45127-381	Electric Utilities	70.00	400.00	330.00
225-45127-383	Gas Utilities	.00	800.00	800.00
Total Recreation Facilities-Rink:		2,217.00	4,950.00	2,733.00
Recreation Facilities-Pool				
225-45128-103	Part-Time Employees	.00	72,000.00	72,000.00
225-45128-121	PERA	.00	489.00	489.00
225-45128-122	FICA	.00	5,508.00	5,508.00
225-45128-151	Worker s Comp Insurance Prem	3,633.00	3,329.00	304.00-
225-45128-217	Other Operating Supplies	.00	9,000.00	9,000.00
225-45128-221	Repair/Maint - Equipment	.00	2,500.00	2,500.00
225-45128-223	Repair/Maintain - Building	.00	500.00	500.00
225-45128-259	Merchandise For Resale - Other	.00	5,000.00	5,000.00
225-45128-310	Other Professional Services	.00	3,000.00	3,000.00
225-45128-321	Communications	71.05	800.00	728.95
225-45128-331	Meetings-Conferences (mtgs/mi)	.00	3,000.00	3,000.00
225-45128-343	Advertising	.00	400.00	400.00
225-45128-362	Property - Casualty Ins (Auto)	10,287.13	10,500.00	212.87
225-45128-381	Electric Utilities	65.00	6,500.00	6,435.00
225-45128-383	Gas Utilities	.00	7,500.00	7,500.00
225-45128-417	UNIFORMS	.00	2,200.00	2,200.00
225-45128-418	Rentals	.00	150.00	150.00
225-45128-433	Dues and Subscriptions	1,320.00	1,220.00	100.00-
225-45128-434	Sales Tax Paid	.00	5,000.00	5,000.00
225-45128-437	Miscellaneous	.00	700.00	700.00
Total Recreation Facilities-Pool:		15,376.18	139,296.00	123,919.82
Parks (GENERAL)				
225-45200-101	Full-Time Employees Regular	11,577.10	58,091.00	46,513.90
225-45200-102	Full-Time Employees Overtime	964.68	4,000.00	3,035.32
225-45200-103	Part-Time Employees	.00	16,000.00	16,000.00
225-45200-121	PERA	940.63	4,500.00	3,559.37
225-45200-122	FICA	959.45	5,943.00	4,983.55
225-45200-131	Employer Paid Health	2,513.51	16,389.00	13,875.49
225-45200-151	Worker s Comp Insurance Prem	2,385.00	2,706.00	321.00
225-45200-201	Office Supplies(paper-pens-et)	.00	100.00	100.00
225-45200-212	Motor Fuels-Gas	41.60	3,200.00	3,158.40
225-45200-217	Other Operating Supplies	542.34	7,500.00	6,957.66
225-45200-221	Repair/Maint - Equipment	.00	8,000.00	8,000.00
225-45200-223	Repair/Maintain - Building	231.61	10,000.00	9,768.39
225-45200-228	Repair/Maintain - Other	1,850.00	5,000.00	3,150.00
225-45200-303	Engineering Fees	.00	1,000.00	1,000.00
225-45200-310	Other Professional Services	.00	600.00	600.00
225-45200-321	Communications	110.88	900.00	789.12
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	100.00
225-45200-343	Advertising	.00	250.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	13,716.17	14,000.00	283.83
225-45200-381	Electric Utilities	352.30	3,500.00	3,147.70

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
225-45200-383	Gas Utilities	212.83	.00	212.83-
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	103.91	600.00	496.09
225-45200-418	Rentals	.00	1,000.00	1,000.00
225-45200-434	Sales Tax Paid	.00	100.00	100.00
225-45200-590	Capital Outlay	.00	40,000.00	40,000.00
Total Parks (GENERAL):		36,502.01	203,679.00	167,176.99

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	5,020.76	.00	5,020.76-
230-49020-102	Full-Time Employees OT	3,721.49	.00	3,721.49-
230-49020-103	Part-Time Employees	5,650.15	.00	5,650.15-
230-49020-121	PERA	436.96	4,400.00	3,963.04
230-49020-122	FICA	1,099.71	.00	1,099.71-
230-49020-131	Employer Paid Health	2,030.58	.00	2,030.58-
230-49020-135	Employer Paid Deferred Comp	4,274.20	.00	4,274.20-
230-49020-142	Unemployment Benefit Payments	.00	5,000.00	5,000.00
230-49020-211	Operating Supplies - Cleaning	55.40	.00	55.40-
230-49020-212	Motor Fuels-Gas	461.28	.00	461.28-
230-49020-217	Other Operating Supplies	1,251.65	.00	1,251.65-
230-49020-223	Repair/Maintain - Building	2,323.63	5,000.00	2,676.37
230-49020-229	Reimburse Homeowner	116.23	.00	116.23-
230-49020-321	Communications	225.62	.00	225.62-
230-49020-362	Property - Casualty Ins (Auto)	4,898.63	5,000.00	101.37
230-49020-384	Refuse/Garbage Disposal (Liq)	32.29	.00	32.29-
230-49020-401	Contractual Services	1,173.84	25,000.00	23,826.16
230-49020-433	Dues and Subscriptions	25.00	.00	25.00-
230-49020-434	Sales Tax Paid	550.00	.00	550.00-
230-49020-437	Miscellaneous	12.48	.00	12.48-
Total Ambulance:		33,359.90	44,400.00	11,040.10

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
CEMETERY				
Cemetery				
235-49010-217	Other Operating Supplies	.00	2,500.00	2,500.00
235-49010-223	Repair/Maintain - Building	.00	600.00	600.00
235-49010-310	Other Professional Services	.00	2,500.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	2,547.29	2,600.00	52.71
235-49010-381	Electric Utilities	60.00	350.00	290.00
235-49010-401	Contractual Services	1,110.00	32,000.00	30,890.00
235-49010-590	Capital Outlay	.00	15,000.00	15,000.00
Total Cemetery:		3,717.29	55,550.00	51,832.71

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
RURAL FIRE				
Rural 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	3,886.00	4,405.00	519.00
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	51.61	1,500.00	1,448.39
245-42200-217	Other Operating Supplies	.00	175.00	175.00
245-42200-221	Repair/Maint - Equipment	1,025.72	10,000.00	8,974.28
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	1,500.00	12.03
245-42200-310	Other Professional Services	.00	1,000.00	1,000.00
245-42200-315	Jaws of Life	.00	375.00	375.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	200.00	200.00
245-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,800.00	97.31
245-42200-417	Uniform	.00	300.00	300.00
245-42200-433	Dues and Subscriptions	.00	850.00	850.00
245-42200-437	Miscellaneous	.00	500.00	500.00
Total Rural Fire:		11,153.99	40,673.00	29,519.01

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
FIRE RELIEF				
Fire Relief				
250-42300-124	Fire Pension Contributions	.00	36,195.36	36,195.36
250-42300-490	Donations - Fire Relief Assoc	.00	13,200.00	13,200.00
Total Fire Relief:		.00	49,395.36	49,395.36

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
POOL CONSTRUCTION BONDS				
Recreation Facilities-Pool				
316-45128-601	Debt Srv Bond Principal	73,000.00	73,000.00	.00
316-45128-611	Bond Interest	15,465.00	29,835.00	14,370.00
316-45128-620	Fiscal Agent s Fees	.00	450.00	450.00
Total Recreation Facilities-Pool:		88,465.00	103,285.00	14,820.00

		2019-19	2019-19	2019-19
		Current year	Current year	Current year
Account Number	Account Title	Actual	Budget	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	15,709.38	26,856.00	11,146.62
325-43100-620	Fiscal Agent s Fees	.00	500.00	500.00
Total Public Works (GENERAL):		135,709.38	147,356.00	11,646.62

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
EAST BROADWAY-WATER BOND 2011				
Public Works (GENERAL)				
332-43100-601	Debt Srv Bond Principal	.00	14,000.00	14,000.00
332-43100-611	Bond Interest	.00	3,731.00	3,731.00
Total Public Works (GENERAL):		.00	17,731.00	17,731.00

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
2019 DOWNTOWN TAP PROJECT				
DEPARTMENT: 43100				
416-43100-303	Engineering Fees	.00	187,000.00	187,000.00
416-43100-530	Capital Outlay-Street Improve	.00	867,100.00	867,100.00
Total DEPARTMENT: 43100:		.00	1,054,100.00	1,054,100.00

Account Number	Account Title	2019-19	2019-19	2019-19
		Current year Actual	Current year Budget	Current year Budget Remaining
AMBULANCE BUILDING PROJECT				
Ambulance				
500-49020-601	Debt Srv Bond Principal	.00	19,000.00	19,000.00
500-49020-611	Bond Interest	.00	1,462.00	1,462.00
Total Ambulance:		.00	20,462.00	20,462.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
TIF 1-9 LEVAN				
TIF 1-9 LEVAN				
505-46500-439	TIF Payments	.00	85,760.00	85,760.00
Total TIF 1-9 LEVAN:		.00	85,760.00	85,760.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	12,206.72	58,238.00	46,031.28
601-49400-102	Full-Time Employees Overtime	3,078.47	6,000.00	2,921.53
601-49400-121	PERA	1,146.38	4,914.00	3,767.62
601-49400-122	FICA	1,169.31	4,817.00	3,647.69
601-49400-131	Employer Paid Health	2,513.51	16,390.00	13,876.49
601-49400-151	Worker s Comp Insurance Prem	1,105.00	1,517.00	412.00
601-49400-201	Office Supplies(paper-pens-et)	837.10	3,500.00	2,662.90
601-49400-212	Motor Fuels-Gas	172.53	750.00	577.47
601-49400-217	Other Operating Supplies	793.82	7,800.00	7,006.18
601-49400-221	Repair/Maint - Equipment	.00	30,000.00	30,000.00
601-49400-223	Repair/Maintain - Building	.00	500.00	500.00
601-49400-228	Repair/Maintain - Other	.00	30,000.00	30,000.00
601-49400-229	Refunds	.00	100.00	100.00
601-49400-303	Engineering Fees	.00	25,000.00	25,000.00
601-49400-310	Other Professional Services	329.35	10,000.00	9,670.65
601-49400-331	Meetings-Conferences (mtgs/mi)	240.00	1,500.00	1,260.00
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	5,388.50	5,500.00	111.50
601-49400-381	Electric Utilities	5,927.00	38,000.00	32,073.00
601-49400-401	Contractual Services	852.39	.00	852.39-
601-49400-406	SAFETY	.00	1,200.00	1,200.00
601-49400-417	Uniforms	225.24	600.00	374.76
601-49400-420	Depreciation	.00	74,000.00	74,000.00
601-49400-433	Dues and Subscriptions	795.91	750.00	45.91-
601-49400-590	Capital Outlay	16,300.00	.00	16,300.00-
601-49400-601	Debt Srv Bond Principal	.00	62,000.00	62,000.00
601-49400-611	Bond Interest	4,364.06	4,997.00	632.94
Total Water Utilities (GENERAL):		57,445.29	388,673.00	331,227.71

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	10,661.12	51,588.00	40,926.88
602-49450-102	Full-Time Employees Overtime	2,880.46	5,000.00	2,119.54
602-49450-121	PERA	1,015.62	4,244.00	3,228.38
602-49450-122	FICA	1,035.95	4,328.00	3,292.05
602-49450-131	Employer Paid Health	2,508.92	16,314.00	13,805.08
602-49450-201	Office Supplies(paper-pens-et)	831.58	3,500.00	2,668.42
602-49450-212	Motor Fuels-Gas	39.18	250.00	210.82
602-49450-217	Other Operating Supplies	30.70	6,500.00	6,469.30
602-49450-221	Repair/Maint - Equipment	5,267.50	10,000.00	4,732.50
602-49450-223	BUILDING REPAIR	.00	500.00	500.00
602-49450-228	Repair/Maintain - Other	.00	60,000.00	60,000.00
602-49450-229	Reimburse homeowner	.00	185.00	185.00
602-49450-303	Engineering Fees	.00	4,000.00	4,000.00
602-49450-310	Other Professional Services	31.75	600.00	568.25
602-49450-331	Meetings-Conferences (mtgs/mi)	.00	1,700.00	1,700.00
602-49450-362	Property - Casualty Ins (Auto)	3,722.96	3,800.00	77.04
602-49450-381	Electric Utilities	1,423.00	7,800.00	6,377.00
602-49450-383	Gas Utilities	85.37	900.00	814.63
602-49450-385	Sewer Plv-Elgin Sewer District	197,932.73	800,000.00	602,067.27
602-49450-417	UNIFORM	.00	600.00	600.00
602-49450-420	Depreciation	.00	13,000.00	13,000.00
602-49450-437	Miscellaneous	.00	2,000.00	2,000.00
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	.00	2,310.00	2,310.00
Total Sewer (GENERAL):		227,466.84	1,039,119.00	811,652.16

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	18,343.06	88,982.00	70,638.94
609-49750-102	Full-Time Employees Overtime	827.79	3,000.00	2,172.21
609-49750-103	Part-Time Employees	11,529.39	61,968.00	50,438.61
609-49750-121	PERA	2,283.78	11,425.00	9,141.22
609-49750-122	FICA	2,348.53	12,855.00	10,506.47
609-49750-131	Employer Paid Health	2,480.74	15,201.00	12,720.26
609-49750-151	Worker s Comp Insurance Prem	3,924.00	7,949.00	4,025.00
609-49750-201	Office Supplies(paper-pens-et)	444.55	1,000.00	555.45
609-49750-211	Operating Supplies - Cleaning	266.76	1,000.00	733.24
609-49750-214	Liquor Store Bar Supply	1,490.21	11,000.00	9,509.79
609-49750-217	Other Operating Supplies	59.26	.00	59.26-
609-49750-221	Repair/Maint - Equipment	155.00	1,000.00	845.00
609-49750-223	Repair/Maintain - Building	413.95	6,000.00	5,586.05
609-49750-251	Merchandise Resale - Liquor	21,078.65	120,000.00	98,921.35
609-49750-252	Merchandise Resale - Beer	55,983.99	330,000.00	274,016.01
609-49750-259	Merchandise For Resale - Other	2,169.70	10,000.00	7,830.30
609-49750-269	Merch- On-Sale Other	91.41	.00	91.41-
609-49750-310	Other Professional Services	99.00	3,500.00	3,401.00
609-49750-311	Video Technology/Security	.00	540.00	540.00
609-49750-321	Communications	691.90	2,300.00	1,608.10
609-49750-331	Meetings-Conferences (mtgs/mi)	.00	800.00	800.00
609-49750-343	Advertising	529.25	5,000.00	4,470.75
609-49750-348	Program Expense	900.00	16,000.00	15,100.00
609-49750-362	Property - Casualty Ins (Auto)	3,429.04	3,500.00	70.96
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	1,373.00	9,000.00	7,627.00
609-49750-383	Gas Utilities	650.45	2,100.00	1,449.55
609-49750-384	Refuse/Garbage Disposal (Liq)	821.32	5,000.00	4,178.68
609-49750-401	Contractual Services	165.66	4,000.00	3,834.34
609-49750-406	Safety	.00	500.00	500.00
609-49750-420	Depreciation	.00	11,528.00	11,528.00
609-49750-433	Dues and Subscriptions	323.17	2,000.00	1,676.83
609-49750-434	Sales Tax Paid	.00	15,000.00	15,000.00
609-49750-437	Miscellaneous	.00	500.00	500.00
609-49750-491	Contributions/Donations Expend	.00	800.00	800.00
Total Liquor Store (GENERAL):		132,873.56	766,448.00	633,574.44

Executive Summary

City Council Meeting: March 12, 2019

The Monthly Draft

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

Highlights of the Month

1. Great turn out for 80's Party, Weaver Bowl, Meat Raffles, & Mike Puetz Acoustic. The Muni was completely packed for all of these events, where people didn't even try to come in.
2. Combined revenue for February increased by \$13,554 from last February.

Financials at a Glance

ON SALE REVENUE COMPARISON AUGUST

	Feb 2018	Feb 2019	Comparison
Merchandise Sales	\$1,588.00	\$936.00	-\$652.00
Beer Sales	\$11,353.00	\$15,513.00	\$4,160.00
Liquor Sales	\$5,931.00	\$8,174.00	\$2,243.00
Cash Short/Over/Discounts	\$44.85	34.13	N/A
Rents	\$1,001.00	\$1,805.93	804.93
Overall	\$19,917.85	\$26,463.06	\$6,545.21

On/Off Sale Combined

	2018	2019	Comparison
Feb Revenue	\$59,412.93	\$72,967.76	\$13,554.83
Feb Expenses	\$42,755.75	\$49,750.64	-\$6,994.89
Feb Total Net Revenue	\$16,657.18	\$23,217.12	\$6,559.94
YTD Revenue	\$114,906.30	\$146,533.77	\$31,627.47
YTD Expenses	\$70,764.66	\$125,264.72	\$54,500.06
YTD Net Comparison	\$44,141.64	\$21,269.05	\$22,872.59

New Items Offered on Off-Sale

Risata Moscato and Pink Moscato

Wines from Cannon River Winery, Cannon Falls and Carlos Creek Winery, Alexandria.

Items in the Works

- Point of sale demonstrations on March 13 & March 14 with reps to narrow down to 3 quotes for software solutions for on-sale point of sale.
- Ad insert for Advertiser once a month.
- RFP for architect. Draft in the works.
- Band Contract for Fire Department Street Dance.

Upcoming Events

Raising donations and canned food donations the entire month of March for the PEM Food Shelf.

-March 15 – Meat Raffle 8 pm

-March 16 – St. Patty's Day Party – DJ Doc 8:30 pm

-March 29 -Meat Raffle & Bob Schlieff Acoustic 8 pm

-April 20 – Tat Erridge Acoustic (Guitar, Banjo, Harmonica) 8 pm

Submitted Respectfully,

Alisha Mohs

Alisha Mohs



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: March 12, 2019

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

SUMMARY

- ❖ Numerous Permit to Purchase reviews
 - Local LE responsibility to run multi-faceted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- ❖ Monthly Officers Meeting/Training
 - Monthly Meeting – 2-13-19
 - Mandatory Training – Use of Force
- ❖ Council Meeting – February 15th
 - Attended and participated as needed.
 - Vehicle Noise signage and Ordinance discussed
- ❖ 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.

- ❖ Board of Directors for the Law Enforcement Memorial Foundation of Southeast MN. February 20th - Cancelled due to weather
 - Fundraising efforts for the building of the memorial discussed
- ❖ Department Head meeting
 - Weekly Meetings with Department heads and essential staff
- ❖ Comprehensive Plan meeting participation
 - Preliminary draft delivered to City Staff for review
- ❖ Branding Committee participation
 - Met January 17th to determine final logo and roll-out process
 - Final roll-out on the horizon soon
- ❖ Training – No outside training in February
- ❖ Call highlights
 - Multiple warrant arrests
 - Vulnerable Adult reports handled
 - Court appearances
 - Juvenile issues
 - Alarm calls
 - Noise Complaints
 - Multiple welfare checks
 - Gas Drive-offs
 - Facilitated several child custody exchanges
 - Multiple Funeral Escorts
 - Car unlocks
 - Crash reports
 - Motorist Assists
 - Assisting Wabasha County, Plainview EMS, and Plainview Fire as requested
 - Civil property issues
 - Parking issues
 - Domestic Assault
 - Animals at Large
 - Suspicious Activity
 - Probation and Predatory Offender checks.
 - Damage to Property Complaints
 - Driving Complaints
 - Fraud
 - Trespassing Complaints
 - Harassment Complaints
 - Lost property
 - Found property
 - Death notifications
 - Sudden Death

- Weather related notifications
- Snowbird Tickets
- ❖ High Profile Case – None in February
- ❖ Building Committee participation
 - Met September 18th.
 - Isolated several options for further development
 - Tasks to be completed by members of committee
 - Presented first round ideas at October Work Session
 - No December update
 - Initial planning and bid processes for Council Chambers reconfiguration.
 - Meetings with individual Council members to tour current facility and discuss shortcomings of current arrangement.
- ❖ Blandin Group participation
 - Chief chosen for the 24 person retreat in February 2019
 - Retreat Feb 25th – March 1st at Sugar Lake Lodge - Grand Rapids, MN
- ❖ Community Policing
 - Contacts made at school events and community events.
- ❖ Council Work Session – February 19th
 - Proper Governance Presentation - LMC.
- ❖ 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 Cuccio on Police Department issues/concerns/successes
- ❖ Task Force Board meeting – February 21st
 - 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.

❖ Upcoming Events

- February 25th – March 1st – Blandin Retreat - Grand Rapids
- March 2nd – 7th – Chief out of the Country
- March 5th – Planning and Zoning Commission
- March 12th – Regular Council Meeting
- March 13th – PPD monthly staff mtg/trng –Night/Inclement Shoot
- March 13th – Law Enforcement Memorial Assn of SE MN (LEMFSEM)
board of directors meeting.
- March 21st – Task Force Board Meeting
- March 25th – Child Protection Multi-Disciplinary Team Meeting
- March 26th – Council Workshop
- April 9th – LMC Safety and Loss Conference - Rochester

Plainview Police Department
Administrative Report
02/01/2019 through 02/28/2019

All Other	5
Alarm All	1
Animal Complaint	5
Assist Other Department	11
Attempt to Locate	1
Child Custody Exchange	1
Damage To Property	1
Driving Complaint	3
Domestic	2
Drugs All Types	1
Escort	1
Funeral Assist	2
Misc Information	1
Motorist Assist	13
Medical Call	1
Medical Call Police	19
Noise Complaint	2
Ordinance Violation	4
Public Assist	10
Parking Violations	2
Snow Removal	12
Suspicious Activity	4
Traffic Crash	5
Theft Offense	1
Traffic Violation	43
Welfare	8
Totals	159



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Rochester, MN 55901

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MEMORANDUM

Date: March 3, 2019
To: Clarissa Hadler, City Administrator
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: H19.117945

TAP Lighting, Sidewalk, and Bus Turnout Project

Plans and specifications and an updated cost estimate will be available for Council approval at the 3/12/19 meeting. We are currently working on revisions to the plans and specifications based on comments received from MnDOT District 6 staff. Plans will be submitted for MnDOT State Aid and Federal Aid review by 3/8/19. Easement acquisition is in process. Based on expected MnDOT review timelines, due to the Federal Aid process, project bidding may not be able to occur until May.

East Wind 2nd Subdivision/Northeast Regional Pond Modifications

We received revised plans from the developer's engineer on 2/11/19, and provided additional comments to them on 2/25/19. Revised plans were received on 2/28/19 and we indicated approval of those plans on 3/3/19. All that remains for final plan and specification approval is submittal of project special provisions by the developer's engineer.

The pond modification project quote was approved by Council at the last meeting contingent on completion of the development agreement. Authorization for the contractor to complete this project won't occur until the development agreement is approved.

Well No. 3

The quote from Traut Companies was approved at the last Council meeting. We are currently working with the MN Department of Health to obtain plan review approval to move forward with the work. Once approval from MDH is received, we will work with Traut and City Public Works staff to schedule the work.

2nd Avenue SW Drainage Analysis

Discussed this analysis with Public Works staff on 2/19/19. The cost for the proposed improvements is still very high. There is a potential lower cost improvement, involving constructing only a portion of the proposed new upstream storm sewer. However, while it is possible this may reduce the flooding along 2nd Avenue, it may cause flooding or "overland flow" in the street along 3rd Avenue due to undersized storm sewer leading to the existing drainage channel. This may or may not be an issue depending on whether

Name: Current Project Update

Date: 3/3/19

Page: 2

there is an overland flow path for the water to the channel. If it is an issue, the remainder of the proposed storm sewer could be constructed.

GIS Web-Mapping

Still working through updates to mapping and collection of additional field data. Recent snows have hampered the field data collection.

Orchard Hills 6th

Nothing new since last meeting.

Comprehensive Plan/City-wide Infrastructure Analysis

Met with Public Works staff on 2/19/19 to review the draft sections of the transportation and utility sections of the Comprehensive Plan. Identified several updates and corrections to be made following the comment period. Also, continuing to work on the city-wide infrastructure analysis. Need to finish the mapping updates prior to completing this.

Eide Development

No recent activity this project.

Orchard Hills-Future Phase

No recent activity on this project.

Plainview Public Library

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

Director's Report: March 2019

Building Renovation: A meeting was held with city staff, Architect Dana Hlebichuk of WSN, envelope specialist Jack Rasmussen of Braun Intertec, 2 representatives from Gingerich Construction, and 2 representatives from Ford Metro on Thursday, February 14. It was determined that the window installation is not correct and will need to be redone. We have not yet received a time projection for the proposal and approval of plans from the architect. Gingerich Construction and Ford Metro anticipate that once the plans are approved, the project itself is likely to take 1-2 weeks. The cost of repair will be covered by the above parties at no additional cost to the city.

To further address condensation issues in the building, Mr. Hlebichuk believes that we need additional heat added in the bump-outs and in the front entryway. We have not yet received his proposal to do this.

An additional issue came to light on Saturday, March 2. Library staff noted bulging paint and a wet ceiling tile in the east restroom. It is believed that melted snow is either coming in through a vent on the roof or is backfeeding through the soffit due to an ice dam. City staff is looking at options to eliminate the problem.

Mobile Hotspot Circulation Pilot Project: The Library has just launched a 1-year pilot project to circulate mobile hotspots. We have purchased 4 hotspots at \$10 each with Sprint unlimited data service at \$120 per year per device. The devices will circulate to Plainview cardholders only with a loan period of 14 days. If an one goes overdue, we will cut service to the device and restrict check-outs until it is returned. Additional details can be found in our Mobile Hotspot Lending Policy found on our website: <https://plainview.lib.mn.us/about-us/board/> Over the course of the project, we will be collecting data to determine if the project should be continued.

Upcoming Events: I would like to highlight a few upcoming events at the library.

- Bob Ross Paint-Along / March 16 / partial funding through Plainview Area Foundation
- Star Belle Ukulele Band Workshop and Concert / March 9 / full funding through Southeastern Libraries Cooperating and the Arts and Cultural Heritage Fund

If you have any questions, concerns, or ideas, please feel free to contact me.

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library
Monthly Statistics Report
February 2019

Circulation

Items Checked Out

Physical Materials	2744
Wi Fi	397
Public Computers	317
eBooks and Audiobooks	367
eMagazines	26
Total Items Checked Out	3851

Circulation by Material Type

Adult Items	2447
Children's Items	1404

County Circulation Breakdown

Wabasha	997
Winona	168
Other	203

Total County Circulation **1368**

**County Percentage
of Items Checked Out** **36%**

Total Circulation This Month	3851
Total Circulation 1 Year Ago	4571
Difference	-720

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	2
Total New Borrowers:	9

New Borrowers by Location

City of Plainview	5
Wabasha County	1
Other	3

Programs

Number of Programs

Children's	2
Young Adult	0
Adult	2
Total Programs:	4

Number of Participants

Children's	17
Young Adult	0
Adult	18
Total Participants:	35

* 3 February programs were cancelled due to weather

Plainview Public Library Board of Trustees

Tuesday January 15, 2019 7:00 PM

Members Present: Youlonda Loechler, Amy Appel, Missy McRay, Miranda Muller, Adam Feils, George Czapiewski

Staff: Alice Henderson

City Council Liaison: Don Kuschel

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

Swearing in of board members.

Election of Officers:

- Amy volunteered as Vice President
- Youlonda volunteered as President
- Miranda volunteered as Secretary

Missy made a motion, Youlanda seconded. Motion carried.

A motion was made by Amy and seconded by George to approve the agenda. Motion Carried.

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

- Board Minutes 12/18/18
- Director's Report
- Children's Services Report
- Liaison Reports-None
- Library Statistical Report
- Acknowledgement of Donations

Payment of Bills

A motion was made by Missy and seconded by Amy to approve the Payables by Payee. Motion Carried.

Unfinished Business

None

New Business

- Discussed meeting date and time. Decision was made to keep meeting date and time the same. It will continue to be the 3rd tuesday of the month from 7:00 to 8:00.
- Performance Review Team: Jeff leads the team with 2 other board members. Amy and Missy volunteered to join the team.
- 2019 Goals: Alice opened discussion on list of goals. Discussion and questions were answered. A motion was made by Amy and seconded by Missy to approve the library goals as written. Motion Carried.

Don asked for clarification on his role as liaison. Alice gave general explanation, but also directed him to ask the Mayor.

Next meeting is set for February 19, 2019.

Motion to adjourn was made by Amy and seconded by George at 7:30 PM. Motion Carried.

EDA Director Update February 2019

Some of the activities undertaken in February 2019 and the first week of March by the Plainview EDA include:

- **Plainview Housing Fund** – The Plainview City Council approved the Housing Development Fund Deferred Loan and Subsidy Policy at their February 2019 City Council meeting. The EDA will now start outreach to developers and contractors.
- **Alternative Dwelling Unit Policy** – The EDA Director is working with former City Councilman Stephen O'Connor on an ADU policy. To date, policies from 10 Minnesota cities have been analyzed. Other research includes a summary of Plainview code as it relates to housing, and a summary of ADU policies from other states. The EDA Board and Mr. O'Connor will be reviewing a draft policy in March.
- **Housing Development** – Work on housing continues with discussions going forward with various entities. Three Rivers Community Development Director Leah Hall has indicated that a discussion of how Plainview might contribute to a workforce housing project needs to be held if we want to field a competitive proposal.
 - The EDA Director, EDA Board President and a Councilman met with Lakeside General Manager March 6th. Housing needs and options were discussed.
- **Small Town Grant** – The EDA Director continued providing support for the SMIF Small Town Grant project, One Meeting – Plainview. She compiled a Google Contacts database of area community organizations for the Outreach Coordinator and provided other support for the One Meeting Kick-Off event held February 21.
- **Meetings** – The EDA Director and three Board members attended the Council Work Session on Tuesday, February 19th in lieu of the regular EDA Board meeting. The EDA Director staffed the PADCO meeting and the One Meeting Plainview Kick-Off event.
- **EDA Business Incubator** – Work continues in the Center with the need for repairs to one section of the roof very urgent. The new Elite “granite showroom” should be finished in March; the EDA part of the remodel was completed in February. The EDA office has moved and the Director is working on document retention issues.
- **2019 USDA Grant option** – The EDA Director is gathering information on possible projects that could be financed with a USDA. The Grant is due March 29th.
- **New Business Prospects** – The EDA Director has provided information and contacts to a potential child care center (nursery) and a new “main street” business. She has also provided a referral to two entities looking for commercial property.



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: 2019 Pool Hires	AGENDA SECTION: Consent
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.X.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve hiring of below pool employees to positions listed with applicable pay rate. Motion to approve hire of Michelle Olig for the 2019 pool season with pay of \$6500 for the season, plus \$16 per hour during training.	

SUMMARY

The hiring process for the pool is already under way. The 2019 wage scale was approved in 2018 and is based on a 2.75% increase from 2018 rates.

Position	2019 Wage
Headguards/WSI	\$ 11.97
WSI Guard	\$ 10.94
Guard	\$ 10.94
Desk Attendant	\$ 9.92
Instructor	\$ 9.92
Swimming Lesson Aide	\$ 9.92

Employees whose prior wage was already higher than the set 2019 rate for each position will have their wage frozen until the scale catches up to it.

Staff requests Council approve the hiring of the employees in Table on the following page, contingent on supplying a copy of their current certification to the Finance Director.

In addition, the pool manager, Michelle Olig, is hired annually for her role. The wage has been increased by \$500 for the season, and \$1 per hour for training. Michelle did not receive an increase last year. The increase is roughly equivalent to 4% for 2 years. Attached is a list of activities Michelle has provided to show the increase in duties of the position over the last few years.

2019 Lifeguard Hires

Name	Position	2019 Pay Rate
Brady Bennett	Headguards/WSI	11.97
Paige Gudmundson	Headguards/WSI	11.97
Baighley Standinger	Headguards/WSI	11.97
Madeson Sylvester	Headguards/WSI	11.97
Alyse Sylvester	Headguards/WSI	11.97
Grace Ranta	WSI Guard	10.94
Sarah Ebin	WSI Guard	10.94
Kennedy Standinger	WSI Guard	10.94
Stephanie Schmidt	WSI Guard	10.94
Madison Tentis	WSI Guard	10.94
Kaden Lamb	WSI Guard	10.94
Marshall Simon	WSI Guard	10.94
Linnea Clark	WSI Guard	10.94
Mallory Newcomb	WSI Guard	10.94
Shawn Bennett	WSI Guard	10.94
Megan Clark	Guard	9.92
Lauren Uptagraft	Guard	9.92
Saydie Clark	Guard	9.92
Ellie Eidenschink	Guard	9.92
Karrington Czapiewski	Guard	9.92
Delaney Newcomb*	Guard	9.92
Martin Prieto*	Guard	9.92
Clara Burnett*	Guard	9.92
Madilyn Simon*	Guard	9.92
Kyler Bade*	Guard	9.92
Julian Heppner*	Guard	9.92
Sam Schultz*	Guard	9.92
Nathan Elias*	Guard	9.92
Katie Kahn*	Guard	9.92
Hannah Schneider	Desk Attendant	10.45
Addison Graves	Desk Attendant	9.92
Nicole Braun	Desk Attendant	9.92
Carly Goettl	Desk Attendant	9.92
Isabell Schouweiler	Desk Attendant	9.92
Tamara Sawyer	Instructor	12.00

** contingent on passing Lifeguard Training Course June 2-4, 2019*

Year 1 - 2016 (\$4,000)		Year 2 - 2017 (\$6,000)		Year 3 - 2018 (No raise)		Year 4 - 2019
Open house for swimming lesson sign ups		Open house for swimming lesson sign ups		Open house for swimming lesson sign ups		Open house for swimming lesson sign ups
Make lifeguard schedule		Make lifeguard schedule		Make lifeguard schedule		Make lifeguard schedule
Created/updated pool brochure for public distribution		Created/updated pool brochure for public distribution		Created/updated pool brochure for public distribution		Created/updated pool brochure for public distribution
Distributed brochures to PEM and Immanuel Lutheran schools for take home information on the summer schedule for the pool		Distributed brochures to PEM and Immanuel Lutheran schools for take home information on the summer schedule for the pool		Distributed brochures to PEM and Immanuel Lutheran schools for take home information on the summer schedule for the pool		Distributed brochures to PEM and Immanuel Lutheran schools for take home information on the summer schedule for the pool
Typed up and sent out acceptance letter for hire to pool employees		Typed up and sent out acceptance letter for hire to pool employees		Typed up and sent out acceptance letter for hire to pool employees		Typed up and sent out acceptance letter for hire to pool employees
Ordered swimming suits for lifeguards		Ordered swimming suits for lifeguards		Ordered swimming suits for lifeguards		Ordered swimming suits for lifeguards
Registered pool for Red Cross Learn-to-Swim Program (had not been done in years past) *This is needed to make swimming lessons official with the Red Cross, as well as allowing the guards to keep their WSI certification		Registered pool for Red Cross Learn-to-Swim Program (had not been done in years past) *This is needed to make swimming lessons official with the Red Cross, as well as allowing the guards to keep their WSI certification		Registered pool for Red Cross Learn-to-Swim Program (had not been done in years past) *This is needed to make swimming lessons official with the Red Cross, as well as allowing the guards to keep their WSI certification		Registered pool for Red Cross Learn-to-Swim Program (had not been done in years past) *This is needed to make swimming lessons official with the Red Cross, as well as allowing the guards to keep their WSI certification
Organized and ran Family Fun Nights throughout the summer		Organized and ran Family Fun Nights throughout the summer		Organized and ran Family Fun Nights throughout the summer		Organized and ran Family Fun Nights throughout the summer
		Advertised for workers and made applications available at PEM high school		Advertised for workers and made applications available at PEM high school		Advertised for workers and made applications available at PEM high school
		Interviewed lifeguards for hiring		Interviewed lifeguards for hiring		Interviewed lifeguards for hiring
		Conducted mandatory rescue training before the opening of the pool as a refresher for guards		Conducted mandatory rescue training before the opening of the pool as a refresher for guards		Conducted mandatory rescue training before the opening of the pool as a refresher for guards
		Contacted local clinics for drug screenings for all pool employees		Contacted local clinics for drug screenings for all pool employees		Contacted local clinics for drug screenings for all pool employees
		Created swimming lesson records to use from year to year to track swimmer's pass/fail records		Created swimming lesson records to use from year to year to track swimmer's pass/fail records		Created swimming lesson records to use from year to year to track swimmer's pass/fail records
		Set up Remind system to communicate with parents for swimming lessons updates		Set up Remind system to communicate with parents for swimming lessons updates		Set up Remind system to communicate with parents for swimming lessons updates
		Set up Remind system to communicate with lifeguards		Set up Remind system to communicate with lifeguards		Set up Remind system to communicate with lifeguards
				Oversaw swimming lessons and all swimming lesson duties		Oversaw swimming lessons and all swimming lesson duties
				Conducted mandatory CPR and first aid training before the opening of the pool as a refresher for all pool employees		Conducted mandatory CPR and first aid training before the opening of the pool as a refresher for all pool employees
				Held weekly mandatory skill training for lifeguards		Held weekly mandatory skill training for lifeguards
				Created and maintained Pool Facebook page		Created and maintained Pool Facebook page
				Held regular head guard meetings to discuss ways to improve the pool and pool environment		Held regular head guard meetings to discuss ways to improve the pool and pool environment
						Reworked swimming lesson schedule to accomodate more classes per week due to demand not completely met in previous years



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: New City of Plainview Visual Identity Policy	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.A.
ATTACHMENTS: Draft Visual Identity Policy	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve new City of Plainview Visual Identity Policy.	

SUMMARY

For over a year a voluntary group has been working on a new brand for the city and community of Plainview. This group was initiated by Judith Jordan, EDA Director, and included both staff and community members. The group landed on a tagline sometime last summer, and then proceeded to work through a number of iterations of a logo. During this process, additional feedback has been sought from staff, Council, EDA and PADCO. Using my own experience in marketing and branding, I then devised the attached Visual Identity Policy.

Staff requests that Council approve the attached Visual Identity Policy.

CITY OF PLAINVIEW BRAND POLICY

The new City of Plainview brand is representative of both the sense of **place** of the community; small, rural, and safe, as well as the sense of **belonging** that comes with being in a community that fits your lifestyle and is open and inclusive for all people.



- Plainview Font = The Bold Font
- Tagline Font = Carolina Mountains
- Other Preferred Fonts for use in letters and marketing.
 - Georgia
 - Century Gothic
- Logo Colors
 - Yellow = feda90
 - Green = 446336
 - Blue = 4e727e
 - Taupe = 8f7e78
 - Red = 801518
- Logo Variations – Variations of the logo may be utilized to fit various printing and marketing purposes.
 - Logos may be implemented in b/w and inverted b/w.
 - Portions of the logo may be rearranged to create derivatives the brand.
 - Logo icons may be added to / changed over time to represent other city places and activities.
 - All logo variations must be approved by the City Administrator.
- Tagline = “The Perfect Place to Be You”
 - Marketing piece derivatives may include “The perfect place to be...” with other descriptors.



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: TAP Project	AGENDA SECTION: New Business
PREPARED BY: Brian Malm, City Engineer	AGENDA NO. 8.B.
ATTACHMENTS: B. Malm Memo, Project Plans (via download), Prelim. Eng. Estimate, Resolution, 9/25/18 meeting minutes	APPROVED BY: cgh
RECOMMENDED ACTION: 1. Motion to approve project plans and authorize Wabasha County to bid the project, subject to MnDOT State/Federal Aid review and approval of plans and authorization to bid. 2. Motion to approve Resolution Authorizing the Land Acquisition Team to Make Offers on the TAP Lighting & Surface Improvements Project.	

SUMMARY

The TAP Project is moving on to the next step. Please review the memo from Brian Malm for details.

Due to the size of the Project Plans document, it is only available via separate download from the following web page; www.plainviewmn.com/TAP, and in-person viewing of a hard copy at City Hall.



MEMORANDUM

Date: March 8, 2019
To: Clarissa Hadler, City Administrator
From: Brian Malm, P.E., City Engineer
Subject: Plan Approval and Project Update
TAP Lighting and Surfacing Improvements
City of Plainview
Project No.: H19.116441

General

Enclosed with the Council Packet for the 3/12 are the following items for review/approval:

- Plans
- Cost Estimate
- Resolution Authorizing Easement Acquisition
- Supplemental Easement Acquisition Information

The necessary action is as follows:

- Council to approve the plans and authorize the County to proceed with bidding the project.
- Approve the resolution authorizing easement acquisition. Easements need to be finalized by April 1 to meet the MnDOT Federal Aid deadline.

Easements/Right-of-Way

In order to construct the project, it is necessary to acquire temporary easements which will authorize the construction of various improvements on private property. This is mostly grading to construct the sidewalk along 3rd Avenue SW, but also to reconstruct the sidewalk along the bus turnout at the school. There are also two locations of permanent easement needed. One location is at the Co-op property for a culvert extension needed to construct the new sidewalk, and the other is to construct the sidewalk in the SW corner of the intersection of 3rd Avenue SW and 1st Street SW.

Due to Federal Aid requirements, appraisals were completed to determine compensation for the easements. Discussions with property owners have been ongoing, with some on-site meetings taking place today (3/8/19). The intent with the school temporary easements is for the school to provide their easement at no cost. However, due to the Federal requirements, the appraisal is still necessary to fully inform them of the value of the easement.

The supplemental easement acquisition information shows the specific appraisal amounts for each parcel as well as location maps for the easements. The resolution authorizes acquisition amounts above the appraisal amounts to allow room for negotiation, if necessary. This is necessary to meet the Federal Aid

Name: TAP Lighting and Surfacing Improvements

Date: 3/8/19

Page: 2

deadline of April 1 for submittal of the right-of-way certificate, which certifies that the City has required all the necessary right-of-way for the project.

Lighting and Curb Bumpout Design Update

The last detailed discussion that has taken place with the City Council on specific design details for the project was at the 9/25/18 workshop meeting, where public input was also taken.

At that meeting general support was expressed for the inclusion of all curb bumpouts at the intersections of 5th Street NW, 6th Street NW, and 7th Street NW. This is also the design team's recommendation from a safety standpoint and has received approval and support from MnDOT. The enclosed final construction plans include all of the curb bumpouts and do not include any bid alternatives that would reduce the number of proposed curb bumpouts. We would need specific direction from Council if that is not their wish, but note that we would not recommend reducing the number or location of curb bumpouts from a pedestrian or vehicle safety standpoint.

Also discussed at the 9/25/18 meeting was the concept of including alternatives for the future addition of mid-block lighting along the corridor, rather than implementation of continuous lighting from TH 42 to 7th Street SW. In our original discussions with MnDOT we understood that MnDOT would not require continuous lighting, and if the City wished to consider alternatives that only included intersection lighting, with consideration of adding mid-block lighting in the future, that MnDOT would not have an issue with that. However, in our most recent discussions we have learned that MnDOT would not allow the implementation of a lighting system that would reduce the lighting levels along the corridor. Therefore, it is no longer an option to bid alternatives for the mid-block lighting.

From a cost standpoint, the information presented at the 9/25/18 meeting showed the continuous decorative lighting alternative (Option 4) estimated at \$500,000. The limited decorative lighting alternative (Option 2) was estimated at \$410,000, representing a potential \$90,000 savings. So, that is the "loss" in potential savings with the new information from MnDOT regarding the continuous lighting requirement.

Updated Estimated Costs

Information presented at the 9/25/18 meeting showed the total estimated construction cost for the project to be approximately \$1,033,000, which was adjusted to approximately \$1,073,000 with the addition of the 5th Street curb bumpouts.

The current estimated construction cost (enclosed), based on the final plans, is \$1,110,826. The hope is that with competitive bidding the bid costs will come in under this amount.

PRELIMINARY ENGINEER'S ESTIMATE

TAP LIGHTING & SURFACE IMPROVEMENTS

PLAINVIEW, MINNESOTA

SAP 079-596-010

BMI PROJECT NO. H19.116441

3/6/2019

ITEM NO.	MnDOT SPEC NO	ITEM	UNIT	UNIT PRICE	SAP 079-596-010				TOTAL PROJECT QTY	TOTAL PROJECT COST
					PARTICIPATING		STORM SEWER			
					QTY	COST	QTY	COST		
1	2021.501	MOBILIZATION	LUMP SUM	\$35,000.00	1	\$35,000.00			1	\$35,000.00
2	2101.524	CLEARING	TREE	\$400.00	16	\$6,400.00			16	\$6,400.00
3	2101.524	GRUBBING	TREE	\$300.00	16	\$4,800.00			16	\$4,800.00
4	2104.502	REMOVE LIGHT FOUNDATION	EACH	\$150.00	21	\$3,150.00			21	\$3,150.00
5	2104.502	REMOVE LIGHT FOUNDATION	EACH	\$150.00	13	\$1,950.00			13	\$1,950.00
6	2104.502	REMOVE LIGHTING UNIT	EACH	\$300.00	1	\$300.00			1	\$300.00
7	2104.502	REMOVE LIGHT POLE	EACH	\$300.00	34	\$10,200.00			34	\$10,200.00
8	2104.502	REMOVE SIGNAL SYSTEM	EACH	\$200.00	1	\$200.00			1	\$200.00
9	2104.502	REMOVE CATCH BASIN	EACH	\$250.00			2	\$500.00	2	\$500.00
10	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	\$40.00	68	\$2,720.00			68	\$2,720.00
11	2104.503	SALVAGE CHAIN LINK FENCE	LIN FT	\$8.00	75	\$600.00			75	\$600.00
12	2104.503	REMOVE CURB & GUTTER	LIN FT	\$1.50	1668	\$2,502.00			1668	\$2,502.00
13	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.50	3943	\$9,857.50			3943	\$9,857.50
14	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$3.50	386	\$1,351.00			386	\$1,351.00
15	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$3.50	122	\$427.00			122	\$427.00
16	2104.518	REMOVE CONCRETE WALK	SQ FT	\$0.60	11664	\$6,998.40			11664	\$6,998.40
17	2105.507	COMMON EXCAVATION (P)	CU YD	\$12.00	1994	\$23,928.00			1994	\$23,928.00
18	2105.507	SUBGRADE EXCAVATION	CU YD	\$12.00	200	\$2,400.00			200	\$2,400.00
19	2105.507	STABILIZING AGGREGATE	CU YD	\$30.00	200	\$6,000.00			200	\$6,000.00
20	2105.604	GEOGRID	SQ YD	\$2.00	3293	\$6,586.00			3293	\$6,586.00
21	2118.507	AGGREGATE SURFACING (CV) CLASS 2	CU YD	\$30.00	10	\$300.00			10	\$300.00
22	2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	\$30.00	1469	\$44,070.00			1469	\$44,070.00
23	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	\$30.00	569	\$17,070.00			569	\$17,070.00
24	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	\$42.00	1938	\$81,396.00			1938	\$81,396.00
25	2231.604	BITUMINOUS PATCH SPECIAL	SQ YD	\$45.00	53	\$2,385.00			53	\$2,385.00
26	2501.602	12" PIPE APRON	EACH	\$700.00			1	\$700.00	1	\$700.00
27	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,500.00			3	\$4,500.00	3	\$4,500.00
28	2503.603	12" PIPE SEWER	LIN FT	\$50.00			181	\$9,050.00	181	\$9,050.00
29	2503.603	15" PIPE SEWER	LIN FT	\$55.00			427	\$23,485.00	427	\$23,485.00
30	2503.603	18" PIPE SEWER	LIN FT	\$60.00			282	\$16,920.00	282	\$16,920.00
31	2503.603	24" PIPE SEWER	LIN FT	\$85.00			21	\$1,785.00	21	\$1,785.00
32	2504.602	ADJUST GATE VALVE & BOX	EACH	\$200.00	4	\$800.00			4	\$800.00
33	2506.502	CASTING ASSEMBLY	EACH	\$600.00			11	\$6,600.00	11	\$6,600.00
34	2506.502	ADJUST FRAME & RING CASTING	EACH	\$450.00	1	\$450.00	2	\$900.00	3	\$1,350.00
35	2506.503	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	LIN FT	\$350.00			26.06	\$9,121.00	26.06	\$9,121.00
36	2506.503	CONST DRAINAGE STRUCTURE DESIGN SPEC 2	LIN FT	\$400.00			8.81	\$3,524.00	8.81	\$3,524.00
37	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$400.00			15.29	\$6,116.00	15.29	\$6,116.00
38	2521.518	4" CONCRETE WALK	SQ FT	\$5.00	6320	\$31,600.00			6320	\$31,600.00
39	2521.518	6" CONCRETE WALK	SQ FT	\$8.00	13568	\$108,544.00			13568	\$108,544.00
40	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$21.00	539	\$11,319.00			539	\$11,319.00
41	2531.503	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	\$24.00	1494	\$35,856.00			1494	\$35,856.00
42	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$55.00	401	\$22,055.00			401	\$22,055.00
43	2531.603	CONCRETE CURB DESIGN V	LIN FT	\$30.00	17	\$510.00			17	\$510.00
44	2531.604	8" CONCRETE VALLEY GUTTER	SQ YD	\$60.00	20	\$1,200.00			20	\$1,200.00
45	2531.618	TRUNCATED DOMES	SQ FT	\$60.00	300	\$18,000.00			300	\$18,000.00
46	2540.602	BOLLARD	EACH	\$300.00	8	\$2,400.00			8	\$2,400.00
47	2545.502	EQUIPMENT PAD	EACH	\$500.00	4	\$2,000.00			4	\$2,000.00
48	2545.502	LIGHT FOUNDATION DESIGN SPECIAL	EACH	\$900.00	49	\$44,100.00			49	\$44,100.00
49	2545.502	SERVICE CABINET -TYPE L1 (MOD)	EACH	\$6,500.00	4	\$26,000.00			4	\$26,000.00
50	2545.502	LIGHTING UNIT TYPE SPECIAL 1	EACH	\$5,500.00	16	\$88,000.00			16	\$88,000.00
51	2545.502	LIGHTING UNIT TYPE SPECIAL 2	EACH	\$3,750.00	29	\$108,750.00			29	\$108,750.00
52	2545.502	LIGHTING UNIT TYPE SPECIAL 3	EACH	\$1,800.00	4	\$7,200.00			4	\$7,200.00
53	2545.502	GROUNDING ELECTRODE	EACH	\$200.00	8	\$1,600.00			8	\$1,600.00
54	2545.502	HANDHOLE	EACH	\$500.00	7	\$3,500.00			7	\$3,500.00
55	2545.503	1" NON-METALLIC CONDUIT	LIN FT	\$5.00	100	\$500.00			100	\$500.00

PRELIMINARY ENGINEER'S ESTIMATE

TAP LIGHTING & SURFACE IMPROVEMENTS

PLAINVIEW, MINNESOTA

SAP 079-596-010

BMI PROJECT NO. H19.116441

3/6/2019

ITEM NO.	MnDOT SPEC NO	ITEM	UNIT	UNIT PRICE	SAP 079-596-010				TOTAL PROJECT QTY	TOTAL PROJECT COST
					PARTICIPATING		STORM SEWER			
					QTY	COST	QTY	COST		
56	2545.503	1" NON-METALLIC CONDUIT	LIN FT	\$8.50	6198	\$52,683.00			6198	\$52,683.00
57	2545.503	1.25" NON-METALLIC CONDUIT	LIN FT	\$8.50	5287	\$44,939.50			5287	\$44,939.50
58	2545.503	1.5" NON-METALLIC CONDUIT	LIN FT	\$7.00	40	\$280.00			40	\$280.00
59	2545.503	UNDERGROUND WIRE 1/C 2 AWG	LIN FT	\$2.75	15861	\$43,617.75			15861	\$43,617.75
60	2545.503	UNDERGROUND WIRE 1/C 4 AWG	LIN FT	\$2.00	18594	\$37,188.00			18594	\$37,188.00
61	2545.602	UNDERGROUND WIRE 1/C 3 AWG	LIN FT	\$5.00	300	\$1,500.00			300	\$1,500.00
62	2557.603	INSTALL CHAIN LINK FENCE	LIN FT	\$30.00	75	\$2,250.00			75	\$2,250.00
63	2563.601	TRAFFIC CONTROL	LUMP SUM	\$12,000.00	1	\$12,000.00			1	\$12,000.00
64	2563.601	DETOUR SIGNING	LUMP SUM	\$6,000.00	1	\$6,000.00			1	\$6,000.00
65	2564.502	INSTALL SIGN TYPE C	SQ FT	\$40.00	71	\$2,840.00			71	\$2,840.00
66	2564.502	INSTALL SIGN	EACH	\$100.00	29	\$2,900.00			29	\$2,900.00
67	2564.502	INSTALL SIGN	EACH	\$100.00	27	\$2,700.00			27	\$2,700.00
68	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$150.00			13	\$1,950.00	13	\$1,950.00
69	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	\$2.50			1448	\$3,620.00	1448	\$3,620.00
70	2574.507	COMMON TOPSOIL BORROW	CU YD	\$18.00	469	\$8,442.00			469	\$8,442.00
71	2574.508	FERTILIZER TYPE 3	POUND	\$2.50	124	\$310.00			124	\$310.00
72	2575.504	SOD TYPE LAWN	SQ YD	\$5.00	2353	\$11,765.00			2353	\$11,765.00
73	2582.503	4" SOLID LINE MULTI COMP	LIN FT	\$10.00	10	\$100.00			10	\$100.00
74	2582.503	6" SOLID LINE MULTI COMP	LIN FT	\$1.75	377	\$659.75			377	\$659.75
75	2582.503	12" SOLID LINE MULTI COMP	LIN FT	\$2.00	44	\$88.00			44	\$88.00
76	2582.518	CROSSWALK MULTI COMP	SQ FT	\$2.00	504	\$1,008.00			504	\$1,008.00
77	2582.603	PAVEMENT MARKING SPECIAL	LIN FT	\$7.00	742	\$5,194.00			742	\$5,194.00
78	2582.603	PAVEMENT MARKING SPECIAL	LIN FT	\$11.00	56	\$616.00			56	\$616.00
ESTIMATED CONSTRUCTION TOTALS:					\$1,022,055.90		\$88,771.00		\$1,110,826.90	

Resolution No. _____

Authorizing the Land Acquisition Team to Make Offers on the TAP Lighting & Surface Improvements Project

WHEREAS, the City Council has previously approved a contract for final design and right-of-way acquisition for the TAP Lighting & Surface Improvements Project ("Project"), and

WHEREAS, the City Council has retained Henning Professional Services, Inc. through a Professional Services Agreement with Bolton & Menk, Inc. to negotiate acquisition of both easements and fee simple interests for the following identified properties:

PARCEL	PID	OWNER
1	R26.00727.00	SARA B OLSON
2	R26.00104.03	PLAINVIEW COOP CREAMERY
3	R26.00191.00	IND SCHOOL DISTRICT NO 2899
4	R26.00187.00	
5	R26.00034.00	
6	R26.00036.00	
7	R26.00183.00	
8	R26.00032.00	
9	R26.00035.00	

, and

WHEREAS, acquisition of the varied interests is necessary to undertake the Project.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF PLAINVIEW, MINNESOTA AS FOLLOWS:

1. The City Engineer, Attorney, and Henning Professional Services staff are authorized to negotiate with the owners of the identified properties to acquire interests through direct negotiation.
2. The Council hereby authorizes expenditure of up to \$3,500 for the acquisition of easements and fee simple interests for the identified properties.

Adopted by the City Council this _____ day of _____, 2018.

Roger Ziebell, Mayor

ATTEST:

Clarissa Hadler, City Administrator

2019 TAP Lighting & Surface Improvements

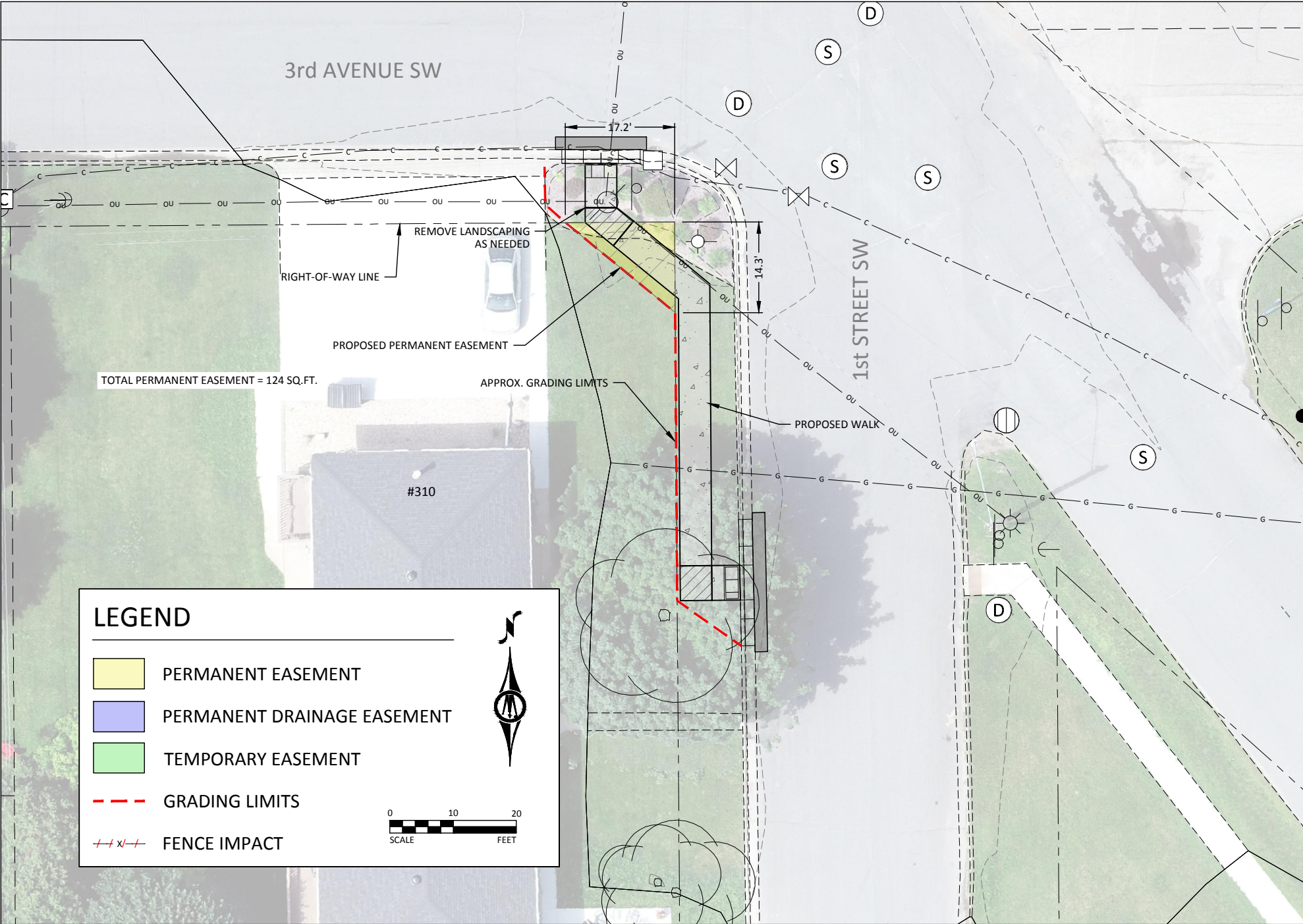
Easement Acquisition

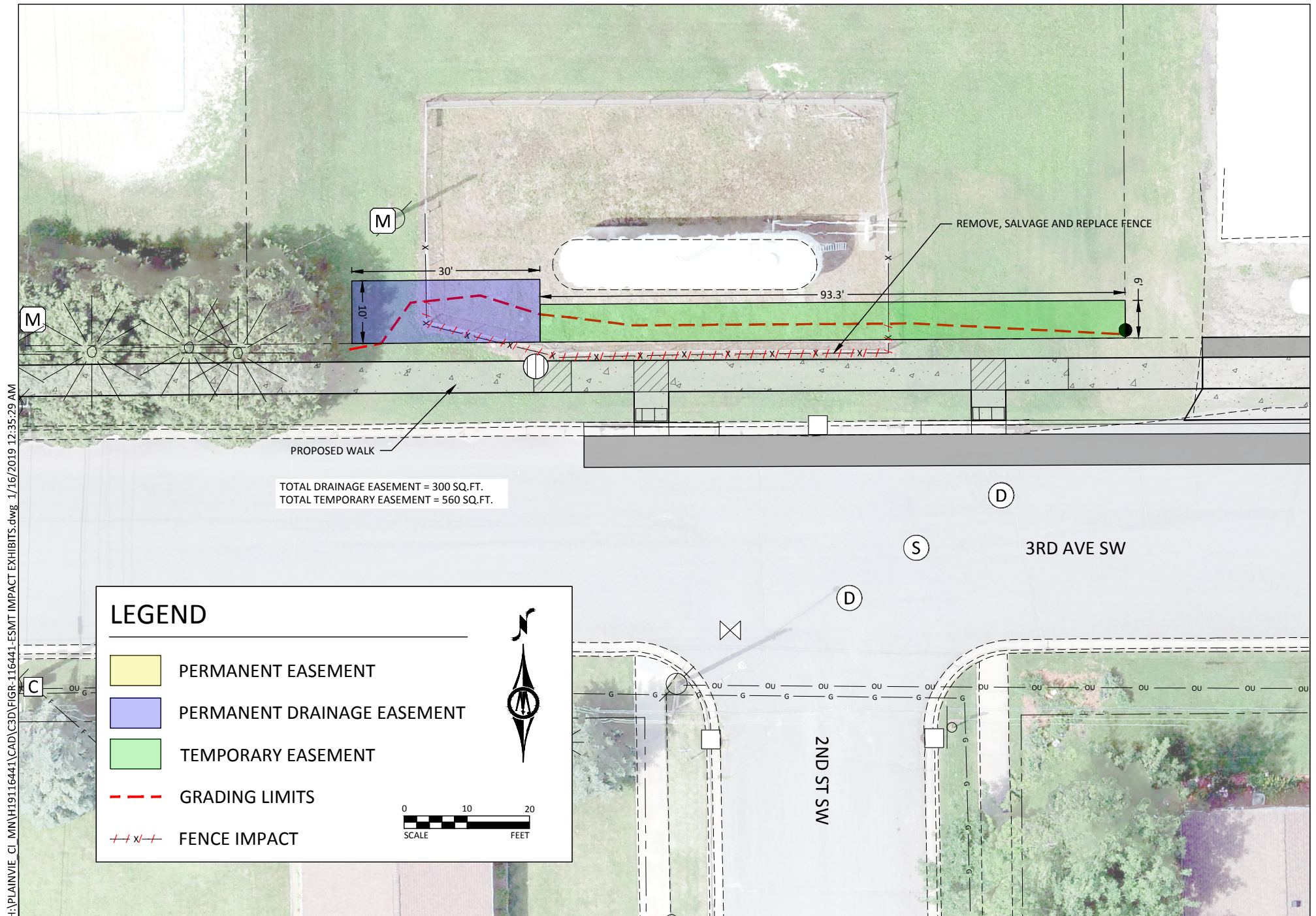
Supplemental Information

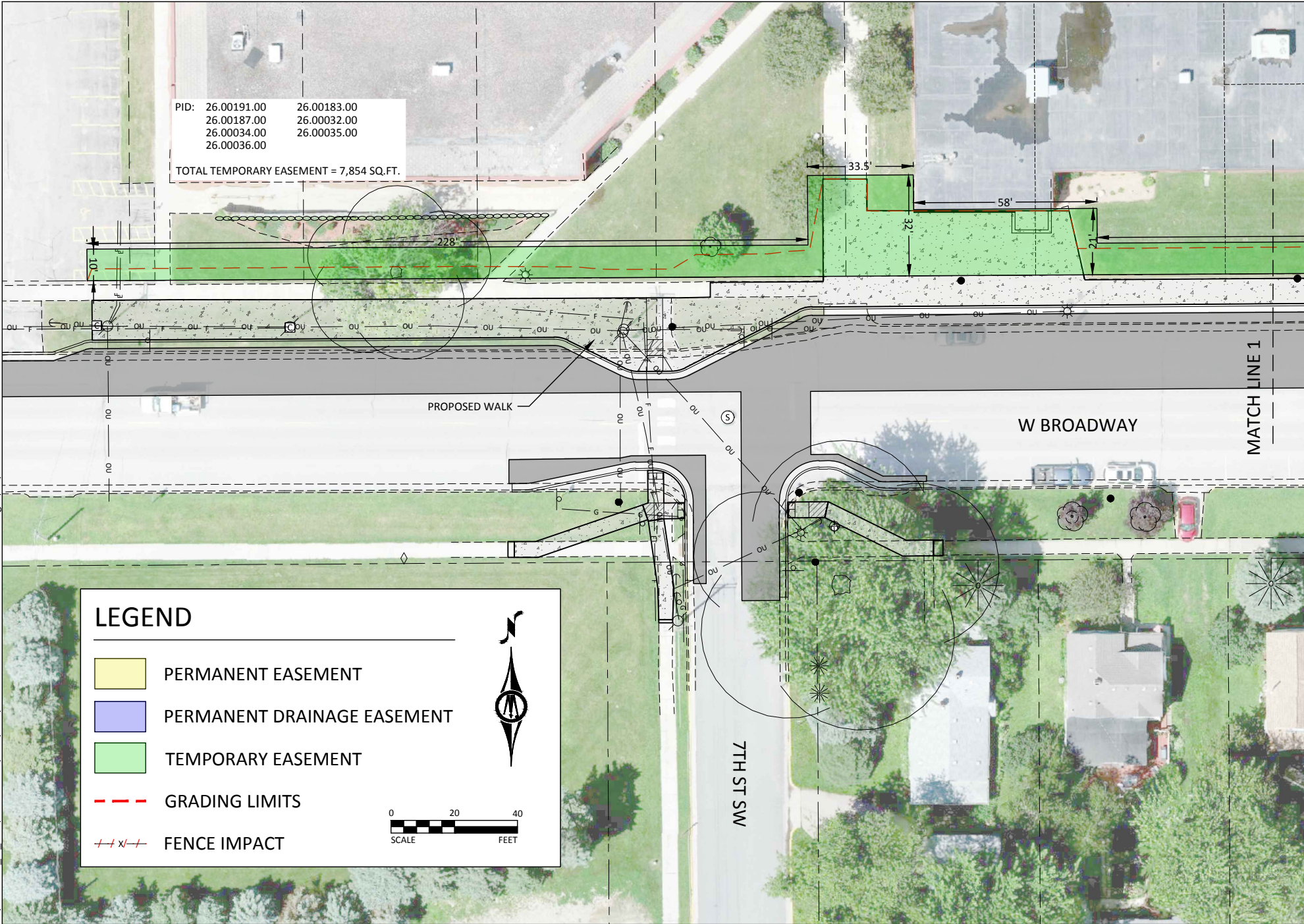
PARCEL	PID	OWNER	EASEMENT TYPE	APPRAISED VALUE
1	R26.00727.00	SARA B OLSON	PERMANENT	\$500.00
2	R26.00104.03	PLAINVIEW COOP CREAMERY	TEMPORARY & DRAINAGE	\$700.00
3	R26.00191.00	IND SCHOOL DISTRICT NO 2899	TEMPORARY	\$500.00 ¹
4	R26.00187.00			
5	R26.00034.00			
6	R26.00036.00			
7	R26.00183.00			
8	R26.00032.00			
9	R26.00035.00			
TOTAL				\$1,700.00 ²

Notes:

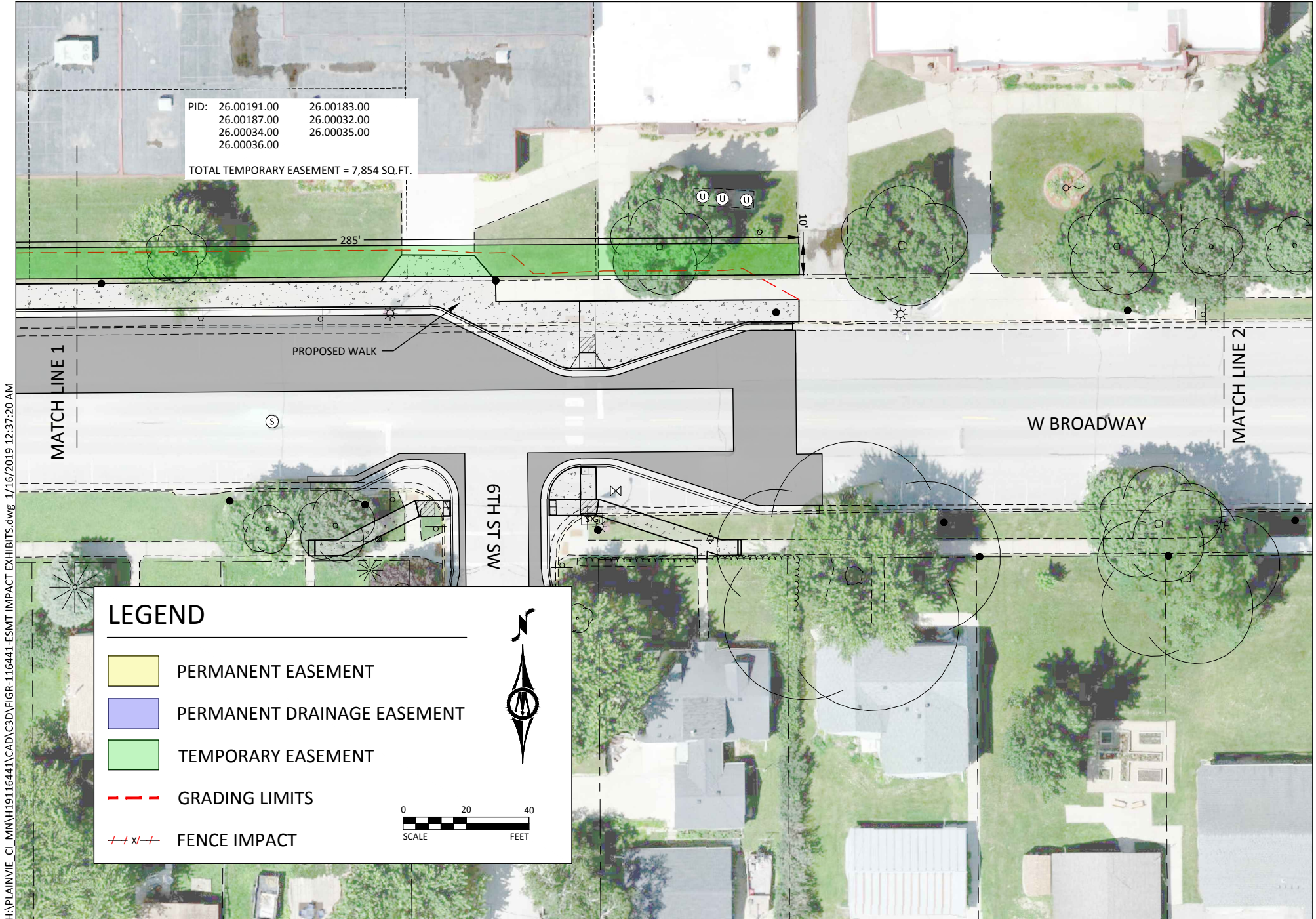
1. We assume the School District will be donating the temporary easement from their property. The federal aid process requires that the City sends the school district an offer based on the appraised value, regardless of the owner's intentions.
2. The resolution includes authorization to negotiate purchase agreements for an amount that is roughly double (\$3,500) the appraised value. If a private property owner wishes, they are allowed up to \$5,000 each to complete their own appraisal. This secondary appraisal cost would be paid for by the city. The intention of authorizing additional funds for negotiations is to allow staff enough room to negotiate to secure the necessary easements and avoid the need to compensate the property owner for a separate appraisal.



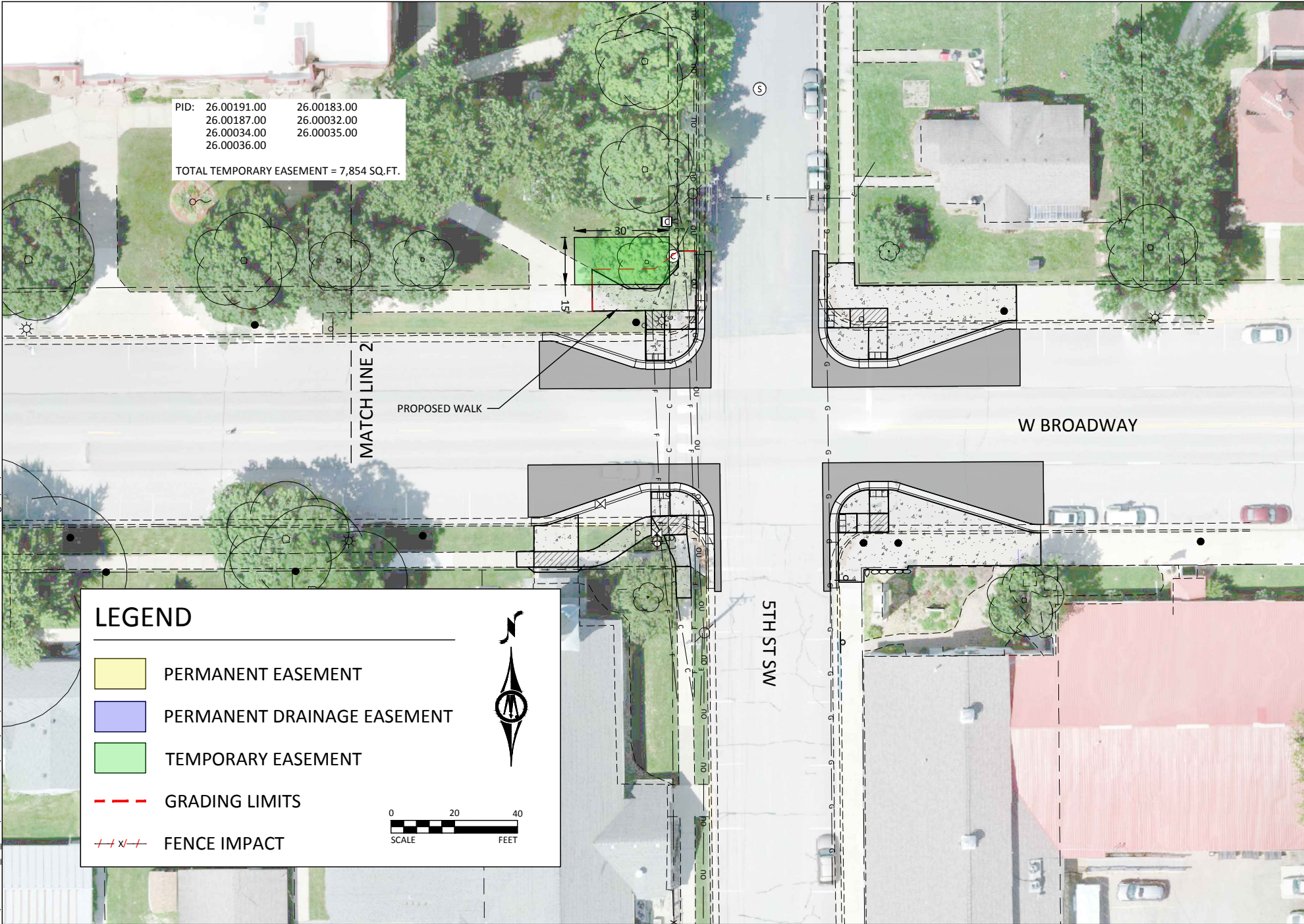




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**Special Plainview City Council
Meeting / Work Session
Tuesday, September 25, 2018 at 6:00 p.m.**

(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.



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: Public Works Director Recruitment	AGENDA SECTION: New Business
PREPARED BY: Liza Donabauer, DDA Clarissa Hadler, City Administrator	AGENDA NO. 8.C.
ATTACHMENTS: PW Director Profile, Job Description, Wage Comparisons, Recruitment Timeline	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve Profile, Job Description, Salary Range and Hiring Process as discussed.	

SUMMARY

Liza Donabauer, of David Drown & Associates, will be in attendance to update Council on the Public Works Director position recruitment process, and seeks Council direction and approval on the next steps.

**DDA****Human Resources, Inc.***a David Drown Associates Company*

St. Bonifacius Office:
4796 Merganser Drive
St. Bonifacius, MN 55375
(612) 920-3320 x111 | fax: (612) 605-2375
liza@daviddrown.com
www.ddahumanresources.com

March 5, 2019

Honorable Mayor and Council Members
City of Plainview
241 West Broadway
Plainview, MN 55964

Dear Members of the Council,

We are nearing the point of posting the Public Works Director position, so I will attend your meeting on March 12, 2019, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for several weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Council meeting.

Other items of discussion at the meeting include the job description, search timeline, salary, and interview process. You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the March 12th meeting.

The interviews can be done in one day depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Lunch with leadership staff and Council
- Individual interviews with each Council/Committee member
- Community meet and greet event
- Leadership staff interview
- Full Council-formal interview
- Other options

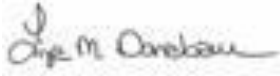
The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this, as each City has different preferences. Additionally, the decision about interview components will be made at a future meeting. Information is being provided now so you can contemplate the options.

In summary, the items for discussion at the March 12th meeting include the following:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Council

Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Liza M. Donabauer". The signature is fluid and cursive, with the first name "Liza" being more prominent.

Liza M. Donabauer
Management Consultant

Attachments

- Draft Profile
- Draft Timeline
- Salary Comparisons
- Job Description



Position Profile

Public Works Director

Find your new "work home" at the City of Plainview, Minnesota!



Simple. Safe. Small Town.

Plainview, Minnesota is a progressive, small town in southeastern Minnesota located 21 miles from Rochester, the region's major metropolitan City. With a population of 3,335, Plainview offers residents a safe, secure alternative to a more urban setting. In fact, Plainview was recently named the safest place to live in Minnesota by AlarmSystemReviews.com.

Incorporated as a City in 1857, Plainview was named from its location on a plain at a lofty elevation where a "plain view" can be had of the surrounding area. Plainview is located in Wabasha County.

Economic Vitality

Plainview is the agricultural hub of Wabasha County. Lakeside Foods, Inc. and Plainview Milk Products are major food processors that market locally-grown and produced products nationally and internationally. ABA Water Systems, Inc. and AWB Beadblasting are two companies that provide components and services to high-tech manufacturers throughout the United States. Overall, more than 100 businesses in Plainview provide jobs to about 1,500 employees.



Educational Opportunities

Public education in the City is provided by the Plainview-Elgin-Millville (P-E-M) Public School District. The District operates three facilities including an elementary school, a junior high school, and a high school. The elementary school and high school are located right in the City of Plainview, while the junior high school is located in nearby Elgin.

A private school option is also available right in the City. Immanuel Lutheran School is a private K-8 school that teaches all the standard elementary school subjects that are taught through the public school system, but religious education is added.



Recreational Opportunities



HEALTHCARE

Mayo Clinic Health System in Plainview provides a full range of quality, local healthcare services for patients of all ages. Residents of the City have access to services including anticoagulation, family medicine, laboratory and pathology services, obstetrics and gynecology, radiology and imaging, and women's health.

Also providing healthcare in the City is Olmsted Medical Center's Plainview Branch Clinic. An entire spectrum of family medicine services are provided through this clinic to the residents of Plainview.

Plainview offers its residents and visitors plenty of opportunity for fun and adventure. Plainview's eight parks offer walking/biking trails, picnic areas, play equipment, tennis courts, softball diamonds, and an archery range. The walking trail is one of the most used recreational facilities in the City. The blacktop paved trail is almost a mile in length. There is also a 9-hole regulation length golf course adjacent to the City for folks to enjoy as well as a City-operated swimming pool.

The community offers artistic opportunities and resources to members of the community and surrounding areas. The Plainview Community Theater offers musical productions held each fall.

The City is just fourteen miles from hunting, fishing, and boating on the Mississippi River, five miles from the Whitewater and Zumbro River Valleys, and the Carly and Whitewater State Parks are within fifteen minutes of the City.



THE ORGANIZATION

Local government provides a variety of services in Plainview. Decisions about how those services are provided are made by a five-member City Council, which has the power to draft and approve ordinances that regulate a variety of activities within City limits.

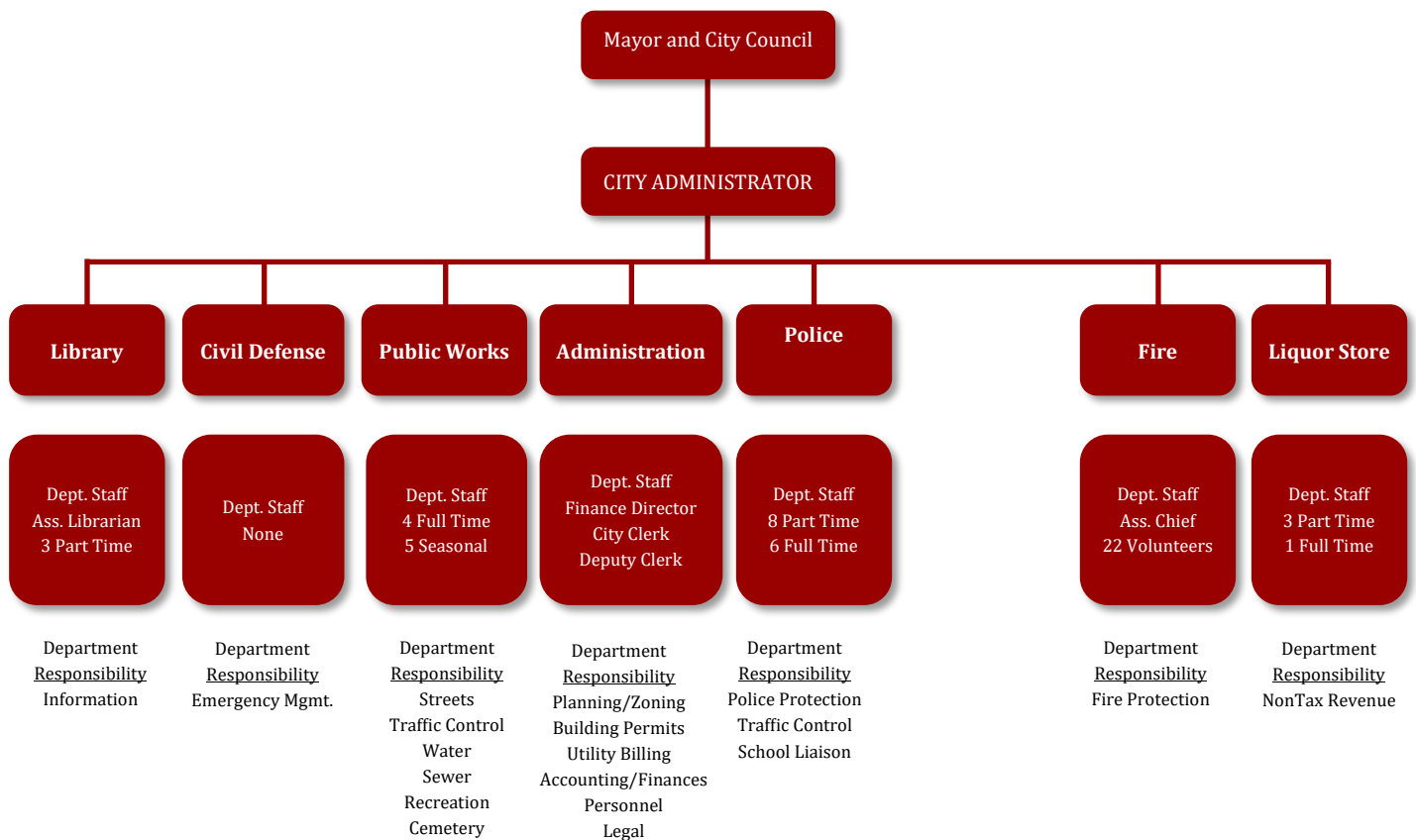
Plainview's Mayor and Council members also oversee the delivery of government services by City staff in City Hall including the EMS Department, Fire Department, Police Department, Public Works Department, the Library, Utility services, and the Economic Development Authority (EDA). In addition,

the City operates a Municipal Liquor Store which generates revenue for the City.

The City Administrator is the Chief Executive Officer of the City and is responsible for advising the City Council on needed legislation for the welfare of the citizens of Plainview and for the smooth operation of the City government.



ORGANIZATIONAL STRUCTURE



Department Attributes

- Public Works staff (Assistants) enjoy their work because they feel there is always something new to learn. They find their work rewarding and are adept at taking on challenges.
- Public Works Assistants love their community and enjoy helping citizens. They pride themselves in being customer service orientated.
- Public Works Assistants feel they have a great team and enjoy working with each other.
- The Public Works Department is responsive and works cohesively with all City Departments.
- The department is union.
- The Assistants are open to attending additional training opportunities and networking with other communities.
- Each Assistant wears many hats and have licenses and certifications in water, sewer, and pool.
- The Assistants look forward to continued progress; growing and moving with the community. They are open to suggestions.
- The Department has enjoyed recent technology updates: new water meter reading system, new GIS mapping of community assets, VFD installed.
- Each Assistant has a broad range of experience and technical skills, working for all seven departments and comfortably assuming “on-call” duties.

Public Works Budget Information

	2018	2019
Expenses		
Total Public Works (General)	814,223	528,072
Total Ice & Snow Removal	82,195	83,981
Total Facilities-Rink	2,742	4,950
Total Recreation Facilities-Pool	141,447	139,296
Total Parks (General)	202,806	203,679
Total Cemetery	52,190	55,550

Position: Public Works Director
Location: City of Plainview, Minnesota
Population: 3,335
Salary: \$65,725 to \$82,156

“

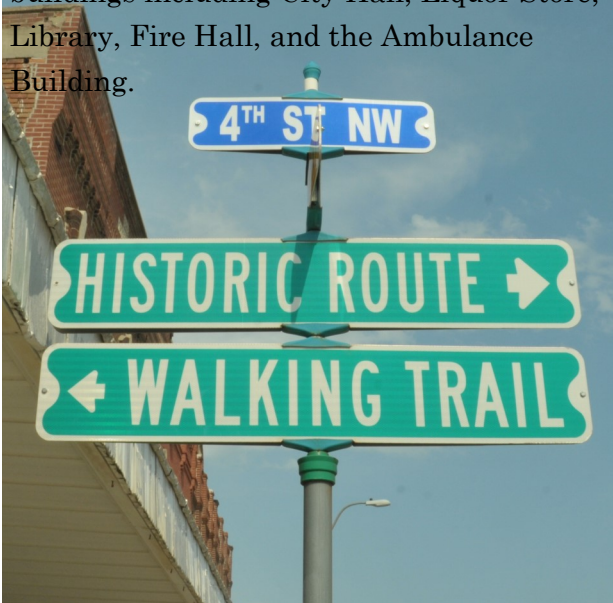
Can you keep up? The City of Plainview is working to improve processes, services, and relationships. And we're doing this with the tight budget of a rural Minnesota community. We need creative, and dedicated staff to accomplish this!

”

CLARISSA HADLER; CITY ADMINISTRATOR

Position Summary

Under limited direction, this managerial position performs long-range planning, budgeting, skilled maintenance and administrative work and is responsible for the supervision, coordination, and direction of all functions and operations of the Public Works Department including streets, sidewalks, snow removal, storm-water, water system, wastewater collection system, parks, recreation, pool, skating rinks, cemetery, and maintenance of City buildings including City Hall, Liquor Store, Library, Fire Hall, and the Ambulance Building.



Desired Qualifications

Education

Four-year Bachelor's Degree in civil engineering, public administration, construction maintenance or related field

Experience

Minimum of five (5) to seven (7) years of progressively responsible public works maintenance experience and five (5) years of supervisory experience

Trainings, Certificates, and Licenses

- Possess valid Minnesota Class "B" Commercial Driver's License (CDL) driver's license with air brakes allowing operation of all City vehicles and equipment
- Possess ability in general mechanics
- Possess Class D sewage disposal operator's license (or must obtain within six months)
- Possess Class D water systems operator license (or must obtain within six months)
- Possess Certified pool operator license (or must obtain within six months)
- Possess Certified tree inspector license (or must obtain within six months)
- Possess knowledge of principles, practices, equipment and chemicals used in water and wastewater systems
- Possess applicable licenses to facilitate performance of key employment elements
- Possess knowledge of OSHA regulations and safety principles

Public Works Director Core Duties

- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, approving time off, and adjustment of grievances of subordinate personnel.
- Plans, organizes, directs, and coordinates operations of Public Works Department.
- Oversees installation, reading, and repair of all water meters.
- Oversees maintenance and operation of community swimming pool.
- Partners with City Engineer to determine feasibility and costs of public works projects.
- Represents City with state and county officials such as the Pollution Control Agency, OSHA, Health Department, DOT, DNR, and County Highway Department.
- Oversees and inspects field operations to determine work progress, changing priorities, problems, hazards, and material and equipment needs.
- Develops long-term operation plans for Public Works Department; assigns and adjusts priorities to meeting-shifting long-term plans and emergencies, and reallocates department resources.
- Responds to concerns, issues, and complaints from public, elected officials, and regulatory agencies, and resolves as appropriate.
- Works with City Clerk/City Treasurer in developing and administering annual public works operations budget including preparing estimates of cost for materials, staff, capital purchases, contracted work, and annual fees. Submits major capital expenditure proposals and assists in updating City Capital Improvement Plan.
- Prepares bid quote specifications as necessary.
- Approves department purchases as per purchase policy. Refers unbudgeted items to City Council for approval.
- Oversees operation and maintenance of City water and wastewater collection systems.
- Determines appropriate inventory levels and oversees use of materials and supplies.
- Monitors public works operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Develops and oversees policies, procedures and practices to ensure safety and efficiency.
- Maintains necessary records, prepares necessary reports, collects samples as required and provides information to City Clerk for records and billing purposes.
- Attend meetings as requested or required to gain or give information on Public Works related activities.
- Submits reports for reconstruction, maintenance and repair of Public Works Department.
- Assists other departments as needed.
- Performs other duties as requested.

Desired Public Works Director Attributes

- Proven, positive leadership qualities and a sense of humor.
- Charismatic, friendly, ability to learn, and knowledgeable about trends in public works operations.
- Tech savvy and comfortable using email and other basic computer software programs.
- Public relations mindset, empathetic, and understands the needs of the public.
- Considerable knowledge of the principles and practices of leadership, delegation, and training.
- Strategic, forward-thinking, and effective planning skills.
- Facilitates problem solving and develops best practices with a creative, open mind and respect for former processes and procedures.
- Successful project management skills.
- Team oriented.
- Comprehensive knowledge of the materials, practices, methods, techniques, tools, and equipment used in street, sewer, water, pool, parks, and recreation operations under the Director's control.
- Basic knowledge of business administration, contract management, drafting professional RFPs, and public budgeting.
- Ability to develop effective relationships and communicate tactfully with the general public, regulatory agencies, contractors, engineers, elected officials, and staff.
- Knowledge and understanding of City ordinances as they pertain to the Department.

Goals & Priorities

- Promote the Department; educating, engaging and communicating with the public and Council on the vast duties and expertise of its staff.
- Assume project management duties of a Transportation Alternatives Program (TAP Grant) funded street and lighting project on Broadway.
- Continue management of a three-year replacement plan for three area pedestrian bridges.
- Develop an open and good working relationship with the Council, public and City Staff.
- Develop a City building, infrastructure and facility repairs and maintenance plan.
- Instill inspections and maintenance plans for sewer, water hydrant, equipment, water tower, drainage ponds and outlets and storm sewers.
- Develop a plan for, and conduct, pre and post trip equipment inspections.
- Develop and update the Department's long-term Capital Improvement & Equipment Plan (CIP) in conjunction with annual budgeting process.
- Rebuild City welcome signs.
- Improve maintenance efforts at pool, park grounds and City-owned facilities.
- Conduct tree inventory and replacement plan.
- Conduct sidewalk inventory and replacement and installation plan as part of CIP planning.
- Review Department policies and applicable ordinances and recommend appropriate updates.
- Initiate annual performance evaluation system and goal setting; provide ongoing coaching and mentoring to staff.





Position Announcement

CITY ADMINISTRATOR: CITY OF PLAINVIEW, MINNESOTA

SALARY RANGE: \$65,725 TO \$82,156

Plainview, Minnesota, is a progressive, small town in southeastern Minnesota. With a population of 3,335, Plainview offers residents a safe, secure alternative to a more urban setting.

Minimum qualifications for the position include a four-year bachelor's degree in Civil Engineering, Public Administration, Construction Maintenance, or related field, and a minimum of five (5) to seven (7) years of progressively responsible public works maintenance experience and five (5) years of supervisory experience.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

To apply, visit <https://daviddrown.hiringplatform.com/26974-plainview-public-works-director/70965-application-form/en>, and complete the application process by April 11, 2019. Finalists will be selected on May 7, 2019, and final interviews will take place on May 28, 2019.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

4796 MERGANSER DRIVE | ST. BONIFACIUS, MN 55375

P: 612-920-3320 XTN 111 | LIZA@DAVIDDROWN.COM

WWW.DDAHUMANRESOURCES.COM



Job Description

JOB TITLE: Public Works Director		Department: Public Works	
REPORTS TO: City Administrator	SUPERVISES: Public Works Assistants		FLSA STATUS: Exempt
EFFECTIVE DATE: 3/12/2019			

POSITION SUMMARY

Under limited direction, this managerial position performs long-range planning, budgeting, skilled maintenance and administrative work and is responsible for the supervision, coordination, and direction of all functions and operations of the Public Works Department including streets, sidewalks, snow removal, storm-water, water system, wastewater collection system, parks, recreation, pool, skating rinks, cemetery, and maintenance of City buildings including City Hall, Liquor Store, Library, Fire Hall, and the Ambulance Building.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Plans, organizes, directs, and coordinates operations of Public Works Department.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, approving time off, and adjustment of grievances of subordinate personnel.
- Oversees installation, reading, and repair of all water meters.
- Oversees maintenance and operation of community swimming pool.
- Partners with City Engineer to determine feasibility and costs of public works projects.
- Represents City with state and county officials such as the Pollution Control Agency, OSHA, Health Department, DOT, DNR, and County Highway Department.
- Oversees and inspects field operations to determine work progress, changing priorities, problems, hazards, and material and equipment needs.
- Develops long-term operation plans for Public Works Department; assigns and adjusts priorities to meet or shift long-term plans and emergencies and reallocates department resources.
- Responds to concerns, issues, and complaints from public, elected officials, and regulatory agencies, and resolves as appropriate.
- Works with City Administrator and Finance Director in developing and administering annual public works operations budget including preparing estimates of cost for

materials, staff, capital purchases, contracted work, and annual fees. Submits major capital expenditure proposals and assists in updating City Capital Improvement Plan.

- Prepares bid quote specifications as necessary.
- Approves department purchases as per purchase policy. Refers items exceeding purchase policy limits to City Council for approval.
- Oversees operation and maintenance of City water and wastewater collection systems.
- Determines appropriate inventory levels and oversees use of materials and supplies.
- Monitors public works operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
- Develops and oversees policies, procedures and practices to ensure safety and efficiency.
- Maintains necessary records, prepares necessary reports, collects samples as required and provides information to City Clerk for records and billing purposes.
- Attends meetings as requested or required to gain or give information on Public Works related activities.
- Submits reports to City Administrator/Council regarding reconstruction, maintenance and repairs of Public Works Department.
- Applies for and oversees the administration of grants and donations for public infrastructure, parks, etc.
- Acts as appointed weed inspector, to interpret, administer and enforce City Code Chapter 311 Weeds and Grass.
- Serves as Blighted Property Inspector/Code Enforcement of applicable City Codes.
- With the assistance of the City Engineer, oversees and provides updates to the City Administrator/Council regarding the installation of new public infrastructure during development.
- Reviews and comments on Building and Zoning Permits as necessary.
- Assists other departments as needed.
- Performs other duties as requested.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Associate degree or equivalent training at a technical or vocational school with a focus on engineering, water and wastewater systems, construction, and maintenance or repair.

Experience

Five (5) years of progressively responsible public works maintenance experience and three (3) years of supervisory experience.

Trainings, Certificates, and Licenses

- Possess a valid Minnesota Class “B” Commercial Driver’s License (CDL) driver’s license with air brakes allowing operation of all City vehicles and equipment.
- Demonstrated ability in general mechanics.
- Possess Class S-C wastewater operator’s license (or ability to obtain within 12 months).
- Possess Class D water systems operator license (or ability to obtain within 12 months).
- Possess Certified Pool Operator License (or ability to obtain within 12 months).
- Possess Certified tree inspector license (or ability to obtain within 12 months).

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

Education

Four-year Bachelor’s Degree in civil engineering, public administration, construction maintenance or related field.

Experience

Minimum of five (5) to seven (7) years of progressively responsible public works maintenance experience and five (5) years of supervisory experience.

Trainings, Certificates, and Licenses

- Possess valid Minnesota Class “B” Commercial Driver’s License (CDL) driver’s license with air brakes allowing operation of all City vehicles and equipment.
- Possess ability in general mechanics.
- Possess Class S-C wastewater operator’s license (or must obtain within six months).
- Possess Class D water systems operator license (or must obtain within six months).
- Possess Certified pool operator license (or must obtain within six months).
- Possess Certified tree inspector license (or must obtain within six months).
- Possess knowledge of principles, practices, equipment and chemicals used in water and wastewater systems.
- Possess applicable licenses to facilitate performance of key employment elements.

- Possess knowledge of OSHA regulations and safety principles.

COMPLEXITY

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job. This position has formal supervisory responsibilities as a manager in charge of an individual function.

Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the City, influences internal or external operations, or impacts many people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb, balance, bend/stoop, kneel, crouch, squat, reach above shoulder level, carry, finger/enter data/keystroke, feel, talk, hear, smell, perform repetitive motions, and drive. This position may frequently sit.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, exposure to noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in narrow aisles or passageways, work around moving

mechanical parts, working in close quarters, exposure to extreme heat, exposure to extreme cold, working at unguarded heights, and exposure to infectious diseases.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Department Head

Date

City Administrator

Date

Proposed Search Timeline for Public Works Director Position

To be approved by the City Council. Dates **highlighted in yellow** require Council/Committee attendance.

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		February 12, 2019
Information gathering	◆ Gather all pertinent background information ◆ Gather salary information and review job description ◆ Meet with small groups to gather feedback regarding the future of the position	February 22, 2019
Professional profile	◆ In collaboration with staff, develop position profile and advertisement	March 5, 2019
Approve position profile	◆ City Council approves profile, job description, salary range, and hiring process	March 12, 2019
Candidate recruitment	◆ Post position immediately upon approval of profile ◆ Comprehensively advertise ◆ Email and phone calls to prospective candidates	March 13, 2019- April 11, 2019
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	April 12, 2019
Personality Index	DDA will administer a work-related personality index to all semifinalists.	April 26, 2019
Selection of finalists	◆ Personnel Committee or City Council selects finalists for interviews ◆ DDA will notify candidates not selected as finalists	May 7, 2019
Background check of all finalists selected for interviews	◆ Includes: • Criminal background: county, state, national • Sex offender registry • Social Security number verification • Employment and education verification • Credit Check	May 21, 2019
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	May 21, 2019
Intellectual profile	DDA will administer an intellectual profile measuring mathematical and logical reasoning	May 21, 2019
Finalist Packet	DDA will provide the Personnel Committee/Council information including: • Summary of references • Results of background checks • Personality index reports • Writing Samples • Resumes, etc.	May 22, 2019
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	May 28, 2019
Decision	Personnel Committee/City Council will select candidate for offer	May 28 2019
Offer and agreement	DDA will negotiate agreement with selected person	May 29, 2019
Projected start date	New Director begins	June 2019

Salaries: Director Of Public Works

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual Avg	F/P	FLSA	Union	Reports To	Entry Date
Byron	5,045	SE	Public Works Superintendent	\$27.40	\$46.15	\$38.46	F	N	N	City Administrator	3/29/2018
Goodview	4,151	SE	Director of Public Works	\$32.64	\$42.36	\$38.75	F	X	N	City Administrator	4/16/2018
Kasson	6,100	SE	Public Works Director	\$37.88	\$45.89	\$40.38	F	E	N	City Administrator	3/13/2018
St. Charles	3,725	SE	Public Works Superintendent	\$27.88	\$35.99	\$35.99	F	N	N	City Administrator	3/20/2018
Stewartville	6,219	SE	PUBLIC WORKS DIRECTOR	\$31.74	\$41.26	\$36.50	F	N	N	City Administrator	3/23/2018
Winona	28,107	SE	Director of Public Works	\$42.03	\$52.53	\$52.53	F	E	N	City Manager	3/2/2018
Zumbrota	3,412	SE	Public Works Director	\$29.97	\$37.03	\$35.86	F	X	N	city administrator	3/29/2018
Average hourly				\$32.79	\$43.03	\$39.78					
Salary range				\$68,206.17	\$89,502.40	\$82,745.37					

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual Avg	F/P	FLSA	Union	Reports To	Entry Date
Benson	3,240	Central	Public Works Director	\$36.80	\$36.80	\$36.80	F	E	N	CITY MANAGER	3/29/2018
Blue Earth	3,332	SW	Public Works/Wastewater Super	\$28.77	\$37.85	\$37.85	F	E	N	City Administrator	3/6/2018
Breckenridge	3,270	Central	Director of Public Services	\$32.92	\$39.31	\$37.05	F	E	N	City Council/Utility Co	3/15/2018
Mora	3,635	Central	Public Works Director	\$32.71	\$40.85	\$36.78	F	E	X	City Administrator	4/3/2018
Pine City	3,203	Central	Public Works Utility Supervisor	\$25.38	\$33.12	\$30.24	F	E	X	City Administrator	4/23/2018
Sleepy Eye	3,521	SW	Public Works Director	\$28.85	\$48.08	\$35.82	F	X	N		6/5/2018
Staples	2,941	Central	Public Works Director	\$40.49	\$40.49	\$40.49	F	E	N	City Administrator	3/5/2018
Average hourly				\$32.27	\$39.50	\$36.43					
Salary range				\$67,130.51	\$82,160.00	\$75,780.34					



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: Public Works Staffing Levels	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.D.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion.	

SUMMARY

Mayor Ziebell has requested that Council discuss the need to rehire for the Public Works Assistant position that will be vacated by the retirement of Mark Scheiber. While the timing is not ideal given the lack of a Public Works Director, the retirement of a staff member is certainly a perfect time to reassess the needs and structure of a department.

There is a lot of information that would need to be gathered before a final decision is made. Before staff dives into that whole process, we wanted to determine if this is a direction Council would like to pursue.

Pre-meeting note: I have sent an inquiry to the City's personnel attorney for information about proper steps in the process and potential implications. I hope to have that for you for the meeting on Tuesday.



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: 2019 Mower Purchase	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.E.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion of mower purchase in absence of Public Works Director.	

SUMMARY

Below is a summary of the issue that retired PW Director Burgdorf wrote before he left.

The 2004 Model 928D Grasshopper with 61" mulching mowing deck needs to be replaced. This mower is 14 years old, has 3425.4 hours on the engine. Included with this summary is the maintenance record from 2010-2018. In 2013 this mower and deck had a complete check-up at Wabasha Implement. New belts, bearings, filters, hydraulic fluids, bushings, & electrical system were checked out or replaced. Since then we have had to put in a new battery, wheel bearings, & new radiator. The above-mentioned need to be done and replaced again. The engine is reaching a critical stage for replacement or overhaul, and the hydraulic pumps that drive the mower as they are worn and leaking oil.

We looked at mowers that could mow over 8' at a time but discovered that they don't cut even on hilly areas and are about twice as expensive.

Grasshopper mowers are on the state contract and have been bid out so that we don't have to go through the quote process. Included with this summary is the price quoted for a Grasshopper 900D with a 72" deck. The price for this unit is \$16,238.00. There was \$20,000.00 put in the capital budget for this purchase. I am recommending the purchase of this mower with the trade in of our Grasshopper 928D.

Mayor Ziebell has expressed concern and given some suggestions regarding equipment purchases moving forward and suggests that the new mower purchase be postponed until the new PW Director is hired. However, Public Works staff is concerned about the condition of the current mower and expense to keep the existing mower functional in the meantime. While PW staff welcomes the opportunity to innovate in their practices, they question whether now is the right time and the right circumstance to do so. Staff invites Council discussion and direction on this issue.

Your quote has been generated!

[View/Print Quote](#)[Download Quote](#)[View/Print Spec Sheet](#)[E-mail Quote](#)[Edit Quote](#)[Create Order](#)

Grasshopper QuikQuote

#92820N00119



Quoted by

WABASHA IMPLEMENT

840 N WABASHA

PLAINVIEW, MN 55964

P: (507) 534-2004

Quoted for

City of Plainview

241 W BNroadway

Plainview MN 55964

P: 507 534 3701

Jack Decker

Owner

E: jack@wabashaimplement.com

P: 507 534 2004 C: xxx

**Model 900D-1.3L with 3472PF**

Quoted: Jan 11, 2019

Power Unit & Deck

List

Bid

Model 900D-1.3L (532165)

\$17,515.00 \$14,012.00

1.3L MaxTorque™ Diesel engine; "no-gears" G2.1 pump-and-wheel-motor transmission; integrated multi-point suspension; luxury seat and shock-absorbing footrest

3472PF – 72" w/ PowerFold® & pneumatic tires standard (532979)

\$3,695.00 \$2,956.00

List Total: \$22,485.00**Bid Price: \$17,988.00**

Additional Pricing Adjustments

– Trade-In Allowance \$2,000.00

+ Freight \$250.00

Wholegoods

List

Bid

503218+503220 – Counterweight Kit - 50 lb. with mount kit (One 50-lb. weight included)

\$165.00 \$132.00

533578 – Premier Suspension Seat

\$720.00 \$576.00

533511 – Turf Tread Tires - 24x12x12

\$0.00 \$0.00

533550 – Foldable ROPS w/ Seatbelt

\$155.00 \$124.00

504571 – Down Discharge™ Mulching Package - 72"

\$235.00 \$188.00

Grand Total:
\$16,238.00

EQUIPMENT MAINTENANCE RECORD

2004 Grasshopper Mower

DATE	HOURS	Oil Change	Oil Filter Change	Air Filter Change	Fuel Filter Change	Trans Filter Change	Grease	Spark Plugs	Remarks
7/30/10	1845.4	✓	✓				✓		
6/6/11	1896.8	✓	✓				✓		
9/2/11	197.3	✓	✓				✓		
7/24/12	2098.0	✓	✓				✓		
3/13									WASASHA IMP MAINTENANCE
7/29/13	2199.9	✓	✓				✓		
6/18/14	2300.5	✓	✓	ok			✓		BD
8/21/14	2342	X	X	OK			X		BD
6/11/15	2524	✓	✓	✓			✓		
7/28/15									
3/3/16	2801.3	✓	✓	✓	✓		✓		New Battery MS
7/19/16	2900.0	✓	✓						SEL
9/28/16	3037	✓	✓	✓			✓		SEL
6/23/17	3153	✓	✓	cleaned	✓		✓		SEL
9/12/17	3246	✓	✓	✓			✓		SEL front wheel bearings
10/25/17	3260								New Deck Belt
5/7/17	3267								new Radiator
6/15/18	3322	✓	✓	cleaned					SEL
10/2/18	3422	✓							SEL



Executive Summary

City Council Regular Meeting: March 12, 2019

AGENDA ITEM: Walking Trail Bridge	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.F.
ATTACHMENTS: Quote	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve purchase of walking trail bridge from Custom Manufacturing in the amount of \$17,800 for installation in summer of 2019.	

SUMMARY

The walking trail bridge on the north side of town is in disrepair and was scheduled for replacement this year. The city has a total of three bridges on trails. One bridge was replaced last year, and the other is scheduled for replacement next year.

Quote requests were sent to four companies, of which one company sent a quote. Custom Manufacturing's quote for the bridge is in the amount of \$17,800. The bridge comes to the City as a kit, which is then installed by Public Works staff. Custom Manufacturing is the same company that provided the bridge that was installed last year, so staff is now more comfortable with the installation process.



606 Delco Drive • P.O. Box 279 • Clinton, Wisconsin 53525-0279
(608) 676-2282 • Fax: (608) 676-2283 • custom@inwave.com

February 28, 2019

City of Plainview
241 West Broadway
Plainview, MN 55964

RE: 2019 Walking Trail Bridge
Due March 5, 2019 @ 10:00 a,

City of Plainview

Enclosed, please find our bid for the "2019 Walking Trail Bridge".

I have enclosed the quote, a reference sheet, sample stamped drawing and some literature. Our bridge kits are steel I Beams, which are predrilled and have a red oxide primer. The deck and railings are MCA Southern Yellow Pine Treated Lumber. The lumber is Micro Pro Treated and is an Environmentally Preferred Product. The kits are bolted together at the site with galvanized hardware. The bridge sits on a portable bridge footing pan. This is a patented product designed for wetland areas, is DNR approved, and has little environmental impact.

Custom Manufacturing, Inc. will supply your stamped drawings within 2 weeks of the order. We are a small, women owned business with over 50 years of experience. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Tina Forrest". The signature is written in a cursive, flowing style.

Tina Forrest
General Manager

CITY OF PLAINVIEW

241 WEST BROADWAY • PLAINVIEW, MN 55964

MICHAEL L. BURGDORF - Public Works Director
507-534-3701
Cell: 507-273-6223
FAX: 507-534-0116
E-mail: plainviewpublicworks@embarqmail.com



The Heart of Greenwood Prairie

February 15, 2019

Potential bridge provider:

The City of Plainview is seeking quotes on the following pedestrian bridge. This is bridge #2 of 3 to be replaced in the following years.

1. 30' flat wooden bridge with steel truss I beams.
2. A stamped engineer drawing to be included with approved quote.
3. 12,000# + 30# per square foot load.
4. Steel I beams pre-drilled for decking, posts, galvanized sill pans, and crossbucks.
5. 8' wide inside bridge deck.
6. 54" horizontal railings. Spacing of the ~~horizontal~~ ^{Vertical} railings to meet ADA specifications. ~~Horizontal~~ ^{Vertical} railings to be backed on the outside with (X) crossing to strengthen them.
7. Lumber to be MCA treated, arsenic-free, pressure treated.
8. Supplied hardware to be galvanized.
9. All steel parts to have a red oxide primer finish.
10. Bridge kit delivered to the city of Plainview.
11. Quotes can be emailed to: "2019 Walking Trail Bridge"
12. Quotes are due at 10:00 am on March 5th, 2019.
13. Quote is to be supplied on this quote spec. sheet.
14. If the bridge was awarded to your company when would it be delivered to the City of Plainview?

Delivery date: 3-4 weeks After Order \$ 17,800⁰⁰

Lump Sum Quote delivered to Plainview, MN excluding tax.

Provider: Custom Manufacturing 606 Delco Dr. Clinton WI 53525

Contact person: Tina Forrest

Phone #'s. Provider: 608-676-2282 Cell Phone 608-295-8936

If you have questions, feel free to contact me at 507-534-3701 or 507-273-6223.

Michael L. Burgdorf, Public Works Director

TINA FORREST

GENERAL MANAGER

TINA@CUSTOMMFGINC.COM

O: 608.676.2282

C: 608.295.8436



606 DELCO DRIVE • CLINTON, WI 53525

**Custom Manufacturing, Inc.**

606 Delco Drive, P.O. Box 279

Clinton, WI 53525

608-676-2282 Fax: 608-676-2283

custom@inwave.com

Quotation

4510

Please Indicate The Above Number When Ordering

To: City of Plainview
241 West Broadway
Plainview, MN 55964

Date: February 28, 2019	Salesperson: Tina Forrest
Inquiry Date:	Inquiry Number

Estimated Ship Date 4 weeks	Shipped VIA Advise best way	F.O.B Clinton, WI	Terms Net 30	
	Description		Price	Total
1	30' Flat Bridge x 8' Wide – 12,000# Load Vertical Railings – Crossbucks - Hardware On Galvanized Sill Pans Stamped Engineered Drawings		\$17,000.00	
	Delivery		800.00	
	Total			\$17,800.00
Above prices do not include site preparation, installation, unloading equipment, utility markings, sales tax, or any necessary permits				
Bridge Kit includes all Steel I-beams and Cross members, which are predrilled and have a red oxide primer finish, MCA treated lumber and all hardware. Lumber is Pre-Stained Brown.				
Bridge Kit Meets WI DNR Guidelines – 12,000# Load + 30# per Sq. Ft. Load				

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice.

BY: Tina Forrest

ACCEPTED: _____

DATE: _____



606 Delco Drive • P.O. Box 279 • Clinton, Wisconsin 53525-0279
(608) 676-2282 • Fax: (608) 676-2283 • custom@inwave.com

Bridge References May 2018

Darren Marsh
Dane County Land & Water Resources Department
5201 Fen Oak Drive
Madison, WI 53718
(608)224-3766
Marsh@countyofdane.com

Dane County has purchased
17 Bridges in the last 10 years

Eric Urtes
Dane County Department of Public Works,
Highway & Transportation
1919 Alliant Energy Center Way
Madison, WI 53714
(608)266-4475
urtes.eric@countyofdane.com

Michael Dahlby
Chippewa County
Department of Land Conservation & Forestry
711 North Bridge Street
Chippewa Falls, WI 54729
(715)726-7921
Mdahlby@co.chippewa.wi.us

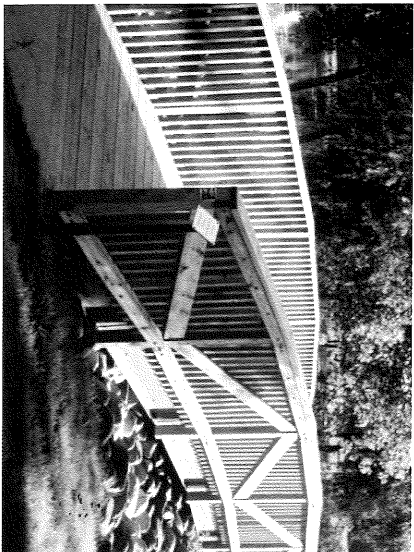
December 2016
80' Bridge x 12' Wide
November 2011
52' Bridge w/ 2-36' Approaches

Pat Kilbey
Marquette County Land & Water Conservation
428 Industrial Drive
Westfield, WI 53864
(608)296-2815
patrick.kilbey@wi.nacdnet.net

December 2012
65' Bridge w/ 2-15' Approaches
December 2011
46' Bridge w/ 2-15' Approaches
34' Bridge w/ 2-15' Approaches

Marc Mattice
Wright County Parks Department
1901 Highway 25 North
Buffalo, MN 55313
(763)628-7693
Marc.Mattice@co.wright.mn.us

August 2016
40' Bridge x 10' Wide
65' Bridge x 10' Wide
November 2013
66' Bridge w/ 2-30' Approaches



❖ The bridge kits meet WI Department of Natural Resources "Bridge Guidelines PUB-CF-005 2003".

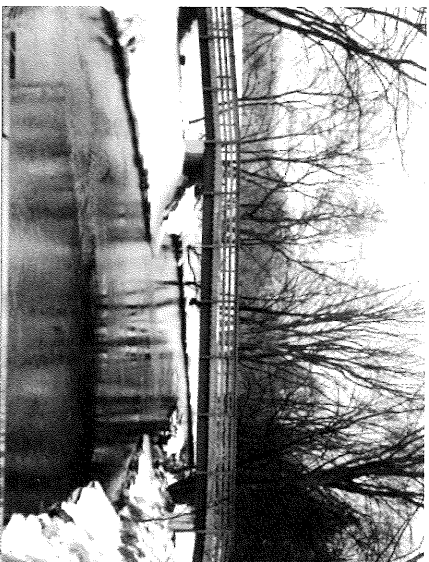


❖ A uniform live load of 30 pounds per square foot applied to the entire deck surface plus a concentrated load of 10,000 or 12,000 pounds mid span.

❖ Stamped engineering drawing available



❖ Free site visit available in current market areas.



CUSTOM
MANUFACTURING INC.

606 Delco Drive • P.O. Box 279
Clinton, Wisconsin 53525-0279

(608) 676-2282

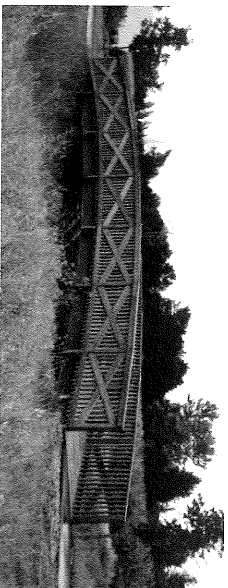
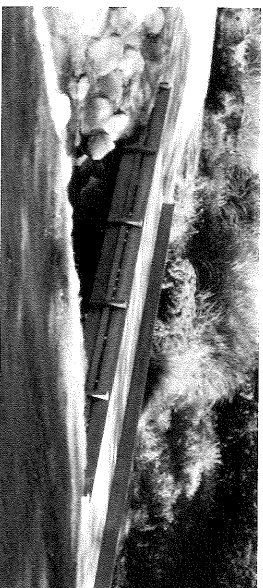
Fax: (608) 676-2283

e-mail: custom@inwave.com

www.custommfginc.com

CUSTOM
MANUFACTURING INC.

**CUSTOM DESIGNED
BRIDGES**



*Leading Manufacturer of
Bridge Kits in the Midwest*

Golf Courses

PORTABLE FOOTINGS AND RISER SUPPORT



❖ Our bridge kits can be fabricated to replace an existing bridge using any existing footings such as a railroad abutment.

❖ Buy our bridge kit and install using your own crew or have us quote on complete installation using our experienced crew.

❖ The bridge and railings are bolt together construction and are removable if the need arises to move the bridge. No permanent foundation is required in most installations.

❖ Bridge kits have steel I beams and are pre-drilled for deck planks, post and cross members.

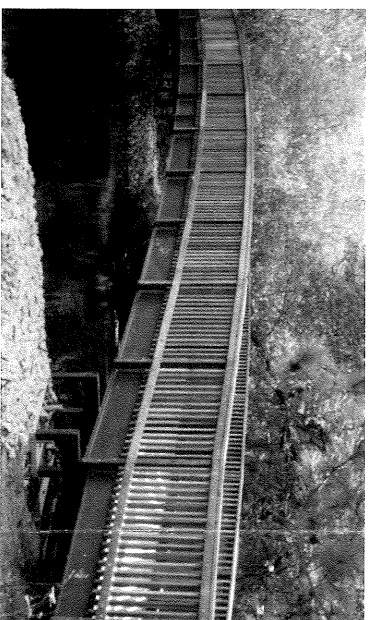
❖ The lumber is ACO treated, arsenic-free pressure treated, galvanized hardware is supplied, and all steel parts have a red oxide primer.



❖ Flat or arched design.

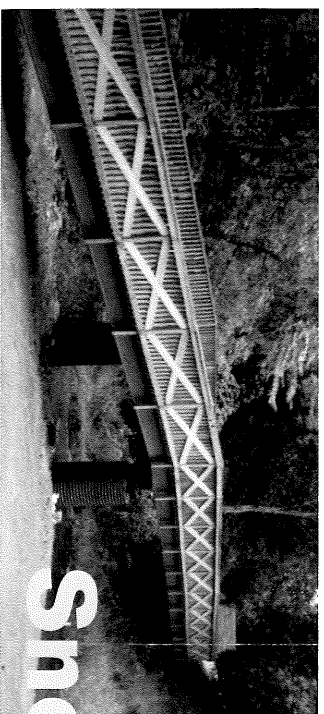
❖ Railings can be horizontal or vertical. 42" or 54" are standard heights. Kick plates also available

❖ Boardwalks also available



When dealing with a swampy area that does not have high enough or stable enough banks, our portable footing and riser support is your answer. The footing is made of 3/16" steel and hot dipped galvanized. The riser support holds the bridge up off the ground when you do not have sufficient bank height for the bridge to sit above the waterline. This

portable footing and riser support is exclusively our invention and is patented. With its flow-thru design, it minimizes the obstruction of the water flow and it will compensate for spring's wet conditions. A bridge approach is usually needed when a portable footing and riser support is used.
U.S. Patent No. 6,421,863



Snowmobile Trails

❖ Attractive appearance

❖ Used by cities and developers in new residential areas.

