



REGULAR CITY COUNCIL MEETING AGENDA

Tuesday, June 13, 2023, at 6:00 P.M.
Location: Church of Christ 205 1st St. NE Plainview

Broadcast of the City Council Meetings will continue to be streamed on FaceBook Live”

<https://www.facebook.com/plainviewmn/>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARING

A. Alley Vacation – Church of Christ

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

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

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

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

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

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

- A. City Council Minutes – May 9, 2023
- B. Bills
- C. Permits/Licenses/Donations
 - A. Chicken Permit(s) – Aaron Luckstein and Brenda Axelson
 - B. Donation – American Legion for the Plainview Fire Department
 - C. Fire House Beer Wine & Liquor (Eric Bennett)-Liquor License
- D. Department Head Reports and Board Minutes
- E. Kim's Saloon License Agreement – Corn on the Cob Days Event
- F. SRO Contract with PEM Schools

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Rep Steve Jacobs-MN House of Representatives
- B. Alley Vacation – Church of Christ – Resolution 2023-14
- C. Juneteenth Holiday – Resolution 2023-13
- D. Community Center Request for Funds
- E. Summer Hires
- F. Well #3 Improvements
- G. Police Department – Hire New Full-Time Police Officer

9. INFORMATION ONLY DOCUMENTS

- A. 2nd Ave NW Designated Pedestrian Crosswalk for the 2023 Street/Utility Project

10. COUNCIL COMMENT

11. ADJOURN

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the May 9, 2023, Regular Meeting Proceedings.	

**PLAINVIEW CITY COUNCIL
REGULAR MEETING
Tuesday May 9, 2023, at 6:00 P.M.**

1. CALL TO ORDER- Mayor Luckstein called the Regular Plainview City Council meeting to order on Tuesday May 9, 2023, at 6:00 p.m.

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

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, Police Chief Jason Timm, Public Works Director Shane Loftus, Library Director Alice Henderson, and Development Services Coordinator Richard Baker.

Department Heads absent: City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Fire Chief Ed Jacobs.

Guests in attendance: Brian Malm with Bolton & Menk, Mike Bubany with David Drown, Christian Timm, Tim Weaver, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE -

3. PUBLIC COMMENTS – None.

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

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

- A. City Council Minutes – April 11, 2023.
- B. Bills
- C. Permits/Licenses/Donations
 - a. Chicken Permit – Laura Meyer
 - b. Loudspeaker Permit – American Legion Post 179 – Corn on the Cob Days
- D. Department Head Reports and Board Minutes

6. UNFINISHED BUSINESS –

- A. **Discuss Welcome Signs –**
At the March 14, 2023, Regular City Council meeting the Council voted on the recommendation from the Parks and Trails Commission to remove the existing Welcome Signs and replace them with a proposal from La Crosse Sign Group. The motion failed for a lack of majority on a 2-2 vote. The Council then voted to remove the existing Welcome Signs due to safety concerns, which passed on a 3-1 vote. It was noted that the Council did not have a full five-member panel and that the agenda item could be brought back to the Council for a full vote so it can pass or fail based on a majority.
Luckstein is in favor of the Welcome Signs, and views them as a first impression of the City and shows community pride. The public wanted more of a public process, but Luckstein believes the Parks and Trails Commission represents the community and has accomplished that.
It was noted that the quotes from La Crosse Sign Group and Schad Tracy Signs were still valid.
Jacobs is not in support of spending this money on signs, and believes the money would be better spent elsewhere such as basketball courts, skateparks, etc.

Kuschel believes there are better ways to spend money than on the signs and noted that the Welcome Signs were not ranked very high on the goal setting list.

Luckstein noted the Welcome Signs were on the CIP so it could be a stand-alone item but appreciated Kuschel bringing this forward.

Reeve appreciated this coming back to council to weigh in on it. She is in support of the signs as it was budgeted for and is an aesthetics matter. Believes it's important to show the City of Plainview is welcoming and friendly.

Hammer Bartley was also in support of the Welcome Signs and mentioned the project came in under budget. She also believed that the signs would set the tone that the City is looking for to people coming to Plainview for sporting events, festivals, and shopping.

There was an email from resident Roger Ziebell which stated in part that he is not in support of spending \$70,000 on new signs and encourages council and staff to look into alternative signs for less money. Also stated that he doesn't believe the signs will bring people nor businesses to town.

Motion by Luckstein, second by Reeve to accept the proposed bid from La Crosse Sign Group for the replacement of the Welcome Signs in the amount of \$64,825.

Aye: Luckstein, Reeve, and Hammer Bartley

Nay: Jacobs and Kuschel

Motion carries 3-2

7. NEW BUSINESS –

A. Minnesota Active Transportation Program Grant Agreement–Resolution 2023-10 –

Brian Malm from Bolton & Menk explained to Council that the City of Plainview has been awarded funding for the construction of sidewalk improvements as a part of the reconstruction of 2nd Ave NW from TH 42 to CSAH 8 in the NW part of the city. The 2nd Ave NW project corridor contains multiple sidewalk gaps identified as Priority 1 improvements in the plan, as well as deteriorated existing sidewalk segments. The City has been awarded \$383,542 through the Active Transportation Grant Program to offset the cost of sidewalks within the project. Mayor Luckstein questioned if the grant approval should come after the project approval. It was noted that the motion could include being approved contingent on the approval of the project approval.

Motion by Luckstein, second by Jacobs to approve Resolution 2023-10 accepting the terms and conditions of the Minnesota Active Transportation Program Grant Award of \$383,542 contingent upon Council approval of Resolution 2023-11 and Resolution 2023-12.

Motion carried unanimously.

B. 2023 - 2nd Ave NW Street and Utility Project Bids – Resolution 2023 – 11 –

Brian Malm explained to Council that the Work Order for Construction Services for the 2023 2nd Ave NW Street and Utility Project was in the Council packet, but was not listed as a separate agenda item, however the work order does require approval. This work order included the engineering and surveying services to complete construction of the project.

Motion by Luckstein, second by Jacobs to approve a Work Order in the amount of \$402,200 for Bolton & Menk for work performed for construction services on the 2023 Street & Utility Improvement Project.

Motion carried unanimously.

Malm also explained the bid process to Council, with the recommendation to award the project to Elcor in the amount of \$3,859,624.82. It was noted the project bids came in under the estimated bid and were very competitive bids.

Motion by Reeve, second by Kuschel to approve Resolution 2023-11 approving the 2nd Ave NW Street and Utility Project bids.

Motion carried unanimously.

It was noted that there is an informational meeting for the street project scheduled for Wednesday, May 24, 2023, at 6:00 pm at City Hall. Anyone wanting more details should attend the meeting. It was also noted that the street project is believed to begin the first or second week of June.

C. Series 2023 General Obligation Utility Revenue Bonds –

Mike Bubany from David Drown explained to Council the project costs and recommendations. As part of the City's Capital Improvement Plan the City has chosen to finance a portion of the 2023 Street & Utility Improvement Project using GO Utility Revenue Bonds. The remaining portion of the project will be paid with cash from the Street Improvement Project Fund and the state grant that was awarded for the sidewalk portion of the project. Bubany also advised that the City apply to the Minnesota Public Facilities Authority's Credit Enhancement program and make it possible to assign the State's credit rating to the bonds to enhance the City's own rating. David Drown Associates, Inc. recommends the project costs be financed through the issuance of competitively sold \$3,815,000 of rated General Obligation Bonds. Bond payments will be paid by utility revenues from the water and sewer utility funds.

Motion by Luckstein, second by Jacobs to approve Resolution 2023-12 authorizing the competitive negotiated sale of the \$3,815,000 General Obligation Utility Revenue Bonds, Series 2023A to finance the 2023 Street and Utility Project.

Motion carried unanimously.

D. Motorola APX-6000–

The Plainview Police Department has been slowly updating the portable radios to keep up with technology. Motorola Solutions (ANCOM) has the state bid for \$6,100 for this radio. The radio is specked out in accordance with Wabasha County's requirements. This purchase will come out of the Capital Improvement fund. It was noted that the Police Department is two (2) radios short from when the radios were updated with COVID funds in 2021. The plan is to purchase a radio in 2023 and in 2024.

Motion by Hammer Bartley, second by Kuschel to approve the purchase of one (1) Motorola APX-6000 portable radio, for \$6,100 from Motorola Solutions.

Motion carried unanimously.

E. 2023 Public Works – Summer Hires –

Each year Public Works hires summer help to assist in mowing, trimming, watering flowers, cleaning parks, and other tasks as needed. Summer hires also take care of the parks and flowers on the weekends. All applicants are eligible to run lawn mowers.

Motion by Kuschel, second by Jacobs to approve the hire of Jamie Stucky, Nathan Eilas, and Scott Pries for summer help for Public Works pending background checks and drug screens for 2023.

Motion carried unanimously.

F. Concrete Bids for Sidewalk Replacement –

Each year the City replaces sidewalks with tripping hazards or sidewalks that are failing, along with sections of curb where needed if it is part of the sidewalk being replaced. This bid is just for replacing sidewalks, not adding any additional sidewalks. Requests for bids were sent out. The City only received a bid from Leonard Enterprises.

Curb removal/replacement:

Type of curb	Removal	Replacement	Total
B618	\$16.00 per ft	\$54.00 per ft	\$70.00 per ft
B624	\$17.00 per ft	\$54.00 per ft	\$71.00 per ft
Mountable	\$16.00 per ft	\$54.00 per ft	\$70.00 per ft

Motion by Hammer Bartley, second by Kuschel to approve Leonard Enterprises for the replacement of sidewalk/curb replacement for 2023.

Motion carried unanimously.

G. Brush Chipping –

Public Works Director Shane Loftus explained to Council the City's brush pile is chipped each year. This is a budgeted expense. Residents pay for this with the compost fee on their utility(water) bill each month. Valdes' quote did state that there would be a 0.5% fuel surcharge for every \$0.10 above \$4.00 for diesel. It was noted that Valdes will do the chipping but not the hauling of the byproduct as farmers are willing to take the chips for bedding which will save the

City money. It was also noted that residents can pick up and haul the chippings to use for personal landscaping as well.

The City received the following quotes:

<u>Company:</u>	<u>Mobilization:</u>	<u>Chipping:</u>	<u>Total Price:</u>
Valdes	\$2,000	\$10,500	\$12,500
YTS	\$2,500	\$14,665	\$17,165

Motion by Kuschel, second by Luckstein to approve Valdes Lawn Snow Landscape for chipping the brush pile for \$12,500.

Motion carried unanimously.

H. Replace Administration Dept. Server –

The current server was purchased in December 2017. The server is the hub for the City's financial software, email system, and electronic files. It was noted that this purchase was included in the CIP Plan and was originally scheduled to be replaced in 2022, and it was moved to 2023 due to financial constraints, however the warranty has since expired. Staff discussed options with Data Smart, and even though there is the option to purchase a one-year warranty in the amount of \$2,342.85, the City still runs the risk of failure and additional costs as well as an increased replacement price next year. Staff recommended purchasing the new server now as it makes the most sense financially and operationally. It was noted that there is a 3-year warranty for the server.

Motion by Kuschel, second by Reeve to approve the purchase of an HP server for the Administration Department in the amount of \$7,430.89.

Motion carried unanimously.

9. INFORMATION ONLY DOCUMENTS –

- A. **Plainview Fire Relief/Community Awareness Event –**
Fundraiser on May 13, 2023, for the Plainview Fire Relief Association
- B. **Dead/Diseased Ash Tree Letter –**
Letter to residents that have dead/diseased ash trees in their yards.

10. COUNCIL COMMENT

-Kuschel – Just because money has been budgeted does not mean it needs to be spent.

11. ADJOURN –

Motion by Luckstein, second by Kuschel to adjourn the Plainview City Council meeting.
Motion carried unanimously. Meeting adjourned at 6:55 p.m.

Aaron Luckstein, Mayor

Vicki Axley, Finance Director

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

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

Report Criteria:

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106914 ADVOCATES FOR HEALTH								
05/31/2023	1193	1	Invoice	J. ANDERSON DEDICATION PLAQUE ECKST	05/09/2023	05/31/2023	344.13	228-41500-437
Total 106914 ADVOCATES FOR HEALTH:							344.13	
106356 ALL FLAGS, LLC								
05/31/2023	181359	1	Invoice	FLAGS/FIRE DEPT	05/23/2023	05/31/2023	268.25	101-42200-221
Total 106356 ALL FLAGS, LLC:							268.25	
106617 AT&T MOBILITY								
05/16/2023	2872918546	1	Invoice	PHONES POLICE	04/25/2023	05/16/2023	920.43	101-42100-321
06/06/2023	2872918546	1	Invoice	PHONES POLICE	05/25/2023	06/06/2023	919.27	101-42100-321
Total 106617 AT&T MOBILITY:							1,839.70	
106772 BADGER METER								
05/05/2023	80126682	1	Invoice	MONTHLY FEE-ORION CELLULAR	04/28/2023	05/05/2023	529.55	601-49400-321
06/08/2023	80129349	1	Invoice	MONTHLY FEE-ORION CELLULAR	05/30/2023	06/08/2023	529.55	601-49400-321
Total 106772 BADGER METER:							1,059.10	
104716 BAKER & TAYLOR								
05/17/2023	L2300462 M	1	Invoice	BOOKS/LIBRARY	04/30/2023	05/17/2023	1,836.01	211-45500-592
Total 104716 BAKER & TAYLOR:							1,836.01	
329 BECKLEYS OFFICE PRODUCTS								
05/31/2023	MAY 29, 202	1	Invoice	paper shred	05/29/2023	05/31/2023	41.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							41.50	
105774 BERGERSON-CASWELL, INC.								
05/31/2023	32473	1	Invoice	INVESTIGATION OF WELL #3	05/24/2023	05/31/2023	8,200.00	601-49400-221
Total 105774 BERGERSON-CASWELL, INC.:							8,200.00	
106190 BILLER PRESS								
05/16/2023	BP-8770	1	Invoice	PARKING TICKETS/POLICE	04/19/2023	05/16/2023	344.41	101-42100-437
Total 106190 BILLER PRESS:							344.41	
106463 BOLTON & MENK, INC.								
05/16/2023	0311365	1	Invoice	WELL #2 ENGINEERING	04/28/2023	05/16/2023	3,278.55	601-49400-303
05/16/2023	0311366	1	Invoice	WELL #3 ENGINEERING	04/28/2023	05/16/2023	2,166.50	601-49400-303
05/16/2023	0311893	1	Invoice	GENERAL ENGINEERING	04/28/2023	05/16/2023	1,760.00	101-41500-303
05/16/2023	0311894	1	Invoice	2023 STREET PROJECT	04/28/2023	05/16/2023	59,109.50	418-48000-303
05/16/2023	0311895	1	Invoice	VERIZON TOWER INSTALLATION	04/28/2023	05/16/2023	3,088.00	601-49400-303
Total 106463 BOLTON & MENK, INC.:							69,402.55	
106834 CANON FINANCIAL SERVICES, INC.								
05/15/2023	30344894	1	Invoice	COPIER/LIBRARY	04/11/2023	05/15/2023	66.80	211-45500-401
06/07/2023	30514760	1	Invoice	COPIER/LIBRARY	05/13/2023	06/08/2023	66.80	211-45500-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106834 CANON FINANCIAL SERVICES, INC.:							133.60	
106449 CINTAS CORPORATION								
06/05/2023	4154138919	1	Invoice	MOPS&TOWELS/CITYHALL	05/02/2023	06/05/2023	21.70	101-41500-310
06/05/2023	4154138940	1	Invoice	MATS & SCRAPER/PW	05/02/2023	06/05/2023	20.09	101-43100-310
06/05/2023	4154850113	1	Invoice	MATS & SCRAPER/PW	05/09/2023	06/05/2023	20.09	101-43100-310
06/05/2023	4155549310	1	Invoice	MATS & SCRAPER/PW	05/16/2023	06/05/2023	20.09	101-43100-310
06/05/2023	4156264401	1	Invoice	MATS & SCRAPER/PW	05/23/2023	06/05/2023	20.09	101-43100-310
06/05/2023	4156840258	1	Invoice	MOPS&TOWELS/CITYHALL	05/30/2023	06/05/2023	21.70	101-41500-310
06/05/2023	4156840356	1	Invoice	MATS & SCRAPER/PW	05/30/2023	06/05/2023	20.09	101-43100-310
Total 106449 CINTAS CORPORATION:							143.85	
106758 COMPASS MINERALS AMERICA INC.								
05/19/2023	1110956	1	Invoice	BULK COARSE LA- HWY	01/06/2023	05/19/2023	4,859.68	101-43125-217
Total 106758 COMPASS MINERALS AMERICA INC.:							4,859.68	
106422 CORE & MAIN, LP								
05/19/2023	5778893	1	Invoice	PAINT/WATER	05/02/2023	05/19/2023	68.28	601-49400-217
05/19/2023	5778893	2	Invoice	PAINT/SEWER	05/02/2023	05/19/2023	68.28	602-49450-217
Total 106422 CORE & MAIN, LP:							136.56	
105316 DAKOTA SUPPLY GROUP								
05/16/2023	S102691319.	1	Invoice	SLOAN EVERSWITCH KIT/POOL	05/11/2023	05/16/2023	154.28	225-45128-221
05/24/2023	S102696870.	1	Invoice	DOUBLE SHAFT MOTOR, MOTOR/POOL	05/17/2023	05/24/2023	705.71	225-45128-223
05/16/2023	S102724563	1	Invoice	SLOAN SENSOR FAUCET/PARKS	05/10/2023	05/16/2023	654.44	225-45200-223
Total 105316 DAKOTA SUPPLY GROUP:							1,514.43	
62 DALCO								
05/19/2023	4077955	1	Invoice	SUPPLIES/POOL	05/01/2023	05/19/2023	332.68	225-45128-217
05/19/2023	4077955	2	Invoice	SUPPLIES/PARKS	05/01/2023	05/19/2023	465.00	225-45200-217
Total 62 DALCO:							797.68	
106428 DATA SMART COMPUTERS INC.								
05/05/2023	79911	1	Invoice	DATTO BACKUP	05/02/2023	05/05/2023	149.00	101-41500-309
05/05/2023	79912	1	Invoice	ADMIN ANTI-VIRUS MONTHLY	05/02/2023	05/05/2023	75.00	101-41500-309
05/05/2023	79913	1	Invoice	CLOUD BACKUP MONTHLY/ADMIN	05/02/2023	05/05/2023	10.00	101-41500-309
05/05/2023	80024	1	Invoice	ANTI-VIRUS WITH REMOTE CONTROL/FIRE	05/02/2023	05/05/2023	6.49	101-42200-309
05/05/2023	80116	1	Invoice	MICROSOFT 365 LICENSES, EXCHANGE ON	05/02/2023	05/05/2023	220.80	101-41500-309
05/23/2023	80217	1	Invoice	ADMIN IT SUPPORT	05/18/2023	05/24/2023	264.00	101-41500-310
Total 106428 DATA SMART COMPUTERS INC.:							725.29	
105564 DEARBORN LIFE INS CO.								
05/23/2023	JUNE 2023	1	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	146.20	101-41500-131
05/23/2023	JUNE 2023	2	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	22.04	101-46500-131
05/23/2023	JUNE 2023	3	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	269.05	101-42100-131
05/23/2023	JUNE 2023	4	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	69.45	101-43100-131
05/23/2023	JUNE 2023	5	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	70.09	211-45500-131
05/23/2023	JUNE 2023	6	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	31.01	225-45200-131
05/23/2023	JUNE 2023	7	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	30.13	601-49400-131
05/23/2023	JUNE 2023	8	Invoice	EMPLOYEE INS.	05/22/2023	05/24/2023	30.90	602-49450-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105564 DEARBORN LIFE INS CO.:							668.87	
105414 DYNAMIC LIFECYCLE INNOVATIONS								
05/19/2023	230417041	1	Invoice	SPRING CLEAN-UP	05/01/2023	05/19/2023	1,789.03	101-41110-440
Total 105414 DYNAMIC LIFECYCLE INNOVATIONS:							1,789.03	
106645 ELLINGSON, MATTHEW								
05/10/2023	05102023	1	Invoice	REIMBURSE FOR PARKS SPRAYER	05/10/2023	05/10/2023	299.99	225-45200-217
Total 106645 ELLINGSON, MATTHEW:							299.99	
106925 FEILS, MATTHEW								
05/31/2023	APRIL 2023	1	Invoice	MILEAGE FOR TRAINING	04/30/2023	05/31/2023	299.99	101-42200-331
Total 106925 FEILS, MATTHEW:							299.99	
105049 FIRE SAFETY USA, INC.								
05/23/2023	172193	1	Invoice	FIRE CAP PLUS/FIRE DEPT.	05/04/2023	05/24/2023	1,049.62	101-42200-226
05/23/2023	172193	2	Invoice	FIRE CAP PLUS/FIRE DEPT.	05/04/2023	05/24/2023	1,049.63	245-42200-226
Total 105049 FIRE SAFETY USA, INC.:							2,099.25	
105806 FLAHERTY & HOOD, P.A.								
05/19/2023	19414	1	Invoice	LEGAL FEES/EDA	05/01/2023	05/19/2023	131.25	101-46500-304
05/19/2023	19414	2	Invoice	APRIL GENERAL ADMIN LEGAL FEES	05/01/2023	05/19/2023	831.25	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							962.50	
106764 FRIENDS ALONG THE GARDEN PATH								
05/31/2023	MAY 2023	1	Invoice	ANNUAL CITY DONATION TO GARDEN CLUB	05/25/2023	05/31/2023	300.00	101-49300-424
Total 106764 FRIENDS ALONG THE GARDEN PATH:							300.00	
105336 GALE/CENGAGE LEARNING								
05/17/2023	81068387	1	Invoice	BOOKS/LIBRARY	04/19/2023	05/17/2023	26.59	211-45500-592
Total 105336 GALE/CENGAGE LEARNING:							26.59	
104 GOPHER STATE ONE CALL								
06/05/2023	3050685	1	Invoice	LOCATES/WATER	05/31/2023	06/05/2023	60.75	601-49400-310
06/05/2023	3050685	2	Invoice	LOCATES/SEWER	05/31/2023	06/05/2023	60.75	602-49450-310
Total 104 GOPHER STATE ONE CALL:							121.50	
106564 HAWKINS, INC.								
05/24/2023	6466078	1	Invoice	CHEMICALS POOL	05/08/2023	05/24/2023	2,136.55	225-45128-217
06/07/2023	6488490	1	Invoice	Water Supplies	06/05/2023	06/08/2023	854.51	601-49400-217
Total 106564 HAWKINS, INC.:							2,991.06	
105808 HBC, INC.								
05/15/2023	105099 MAY	1	Invoice	PHONE&INTERNET/FIRE DEPT.	05/02/2023	05/15/2023	194.90	101-42200-321
05/15/2023	1277099 MA	1	Invoice	PHONE & INTERNET/POOL	05/02/2023	05/15/2023	23.84	225-45128-321
05/15/2023	71466 MAY 2	1	Invoice	PHONE&INTERN/LIBRARY	05/02/2023	05/15/2023	57.89	211-45500-321
05/16/2023	78487 MAY 2	1	Invoice	PHONE INTERNET/ADMIN	05/02/2023	05/16/2023	440.80	101-41500-321
05/16/2023	78487 MAY 2	2	Invoice	PHONE INTERNET/POLICE	05/02/2023	05/16/2023	366.51	101-42100-321

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
05/16/2023	78487 MAY 2	3	Invoice	PHONE INTERNET/PUBLIC WORKS	05/02/2023	05/16/2023	321.62	101-43100-321
Total 105808 HBC, INC.:							1,405.56	
106923 HENDERSON LAWN & LANDSCAPE								
06/07/2023	1264	1	Invoice	MOWING & TRIMMING/CEMETERY	05/30/2023	06/08/2023	5,550.00	235-49010-401
Total 106923 HENDERSON LAWN & LANDSCAPE:							5,550.00	
104372 HENDERSON, ALICE								
05/24/2023	04-25-2023	1	Invoice	MILEAGE TO LAKE CITY	05/24/2023	05/24/2023	41.92	211-45500-331
Total 104372 HENDERSON, ALICE:							41.92	
116 HIGH PLAINS								
05/31/2023	04/30/23 STA	1	Invoice	FUEL/RURAL FIRE DEPT	04/30/2023	05/31/2023	129.43	245-42200-212
05/31/2023	206045	1	Invoice	FUEL/PW	04/01/2023	05/31/2023	104.44	101-43100-212
05/31/2023	206049	1	Invoice	FUEL/PW	04/01/2023	05/31/2023	126.89	101-43100-212
05/31/2023	206337	1	Invoice	FUEL/PW	04/10/2023	05/31/2023	115.76	101-43100-212
05/31/2023	206342	1	Invoice	FUEL/PW	04/10/2023	05/31/2023	135.30	101-43100-212
05/31/2023	206433	1	Invoice	FUEL/PW	04/12/2023	05/31/2023	82.57	101-43100-212
05/31/2023	206513	1	Invoice	FUEL/PARKS	04/14/2023	05/31/2023	38.20	225-45200-212
05/31/2023	206605	1	Invoice	FUEL/PW	04/17/2023	05/31/2023	97.64	101-43100-212
05/31/2023	206606	1	Invoice	FUEL/PW	04/17/2023	05/31/2023	111.50	101-43100-212
05/31/2023	206767	1	Invoice	FUEL/PW	04/21/2023	05/31/2023	105.20	101-43100-212
05/31/2023	206893	1	Invoice	FUEL/PARKS	04/25/2023	05/31/2023	11.67	225-45200-212
05/31/2023	206903	1	Invoice	FUEL/PW	04/25/2023	05/31/2023	60.40	101-43100-212
05/31/2023	4/30/23 STAT	1	Invoice	FUEL/RURAL FIRE DEPT	04/30/2023	05/31/2023	451.06	245-42200-212
Total 116 HIGH PLAINS:							1,570.06	
105641 HORIZON COMMERCIAL POOL SUPPLY								
06/05/2023	40844	1	Invoice	ORP SENSOR CABLE/POOL	05/26/2023	06/05/2023	394.71	225-45128-221
Total 105641 HORIZON COMMERCIAL POOL SUPPLY:							394.71	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
06/06/2023	JULY 2023 M	1	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	4,260.00	101-41500-131
06/06/2023	JULY 2023 M	2	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,420.00	101-42100-131
06/06/2023	JULY 2023 M	3	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,192.80	101-43100-131
06/06/2023	JULY 2023 M	4	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	227.20	101-43125-131
06/06/2023	JULY 2023 M	5	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,420.00	225-45200-131
06/06/2023	JULY 2023 M	6	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,420.00	601-49400-131
06/06/2023	JULY 2023 M	7	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,420.00	602-49450-131
06/06/2023	JULY 2023 N	1	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	2,242.80	101-41500-131
06/06/2023	JULY 2023 N	2	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	961.20	101-46500-131
06/06/2023	JULY 2023 N	3	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	11,214.00	101-42100-131
06/06/2023	JULY 2023 N	4	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	1,345.68	101-43100-131
06/06/2023	JULY 2023 N	5	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	256.32	101-43125-131
06/06/2023	JULY 2023 N	6	Invoice	EMPLOYEE HEALTH INSURANCE-JULY 2023	06/06/2023	06/06/2023	3,204.00	211-45500-131
05/05/2023	JUNE 2023	1	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	4,260.00	101-41500-131
05/05/2023	JUNE 2023	2	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,420.00	101-42100-131
05/05/2023	JUNE 2023	3	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,192.80	101-43100-131
05/05/2023	JUNE 2023	4	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	227.20	101-43125-131
05/05/2023	JUNE 2023	5	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,420.00	225-45200-131
05/05/2023	JUNE 2023	6	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,420.00	601-49400-131
05/05/2023	JUNE 2023	7	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,420.00	602-49450-131
05/05/2023	JUNE 2023	1	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	2,242.80	101-41500-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
05/05/2023	JUNE 2023	2	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	961.20	101-46500-131
05/05/2023	JUNE 2023	3	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	11,214.00	101-42100-131
05/05/2023	JUNE 2023	4	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	1,345.68	101-43100-131
05/05/2023	JUNE 2023	5	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	256.32	101-43125-131
05/05/2023	JUNE 2023	6	Invoice	EMPLOYEE HEALTH INSURANCE-JUNE 2023	05/04/2023	05/05/2023	3,204.00	211-45500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:							61,168.00	
348 JOHN DEERE FINANCIAL								
06/08/2023	33104	1	Invoice	MN AG GROUP-PARTS/PARKS	06/02/2023	06/08/2023	51.06	225-45200-221
06/07/2023	33141	1	Invoice	HARDWARE/WATER	06/05/2023	06/08/2023	60.00	601-49400-221
Total 348 JOHN DEERE FINANCIAL:							111.06	
106520 KENNY SYLVESTER CONSTRUCTION								
05/10/2023	APR 11-MAY	1	Invoice	CLEANING CITY HALL/ADMIN APR 11-MAY 11	05/10/2023	05/10/2023	600.00	101-41110-401
05/10/2023	APR 11-MAY	2	Invoice	CLEANING CITY HALL/ADMIN APR 11-MAY 11	05/10/2023	05/10/2023	600.00	101-41500-401
06/08/2023	MAY 11 - JU	1	Invoice	CLEANING CITY HALL/ADMIN MAY 11 - JUNE	06/05/2023	06/08/2023	600.00	101-41500-401
06/08/2023	MAY 11 - JU	2	Invoice	CLEANING CITY HALL/COUNCIL MAY 11 - JU	06/05/2023	06/08/2023	600.00	101-41110-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							2,400.00	
106730 KUJATH, CAROL								
05/16/2023	MILEAGE 5/	1	Invoice	MILEAGE FOR SCHOOL IN ST. CLOUD	05/15/2023	05/16/2023	220.08	101-41500-331
Total 106730 KUJATH, CAROL:							220.08	
106927 LACROSSE SIGN CO, INC.								
06/06/2023	JOB #117912	1	Invoice	DOWN PAYMENT FOR WELCOME SIGNS	06/05/2023	06/06/2023	32,412.50	101-43100-590
Total 106927 LACROSSE SIGN CO, INC.:							32,412.50	
106329 LAKE CITY RECYCLING & DISPOSAL								
05/17/2023	111991	1	Invoice	GARBAGE/PARKS	05/01/2023	05/17/2023	72.54	225-45200-384
05/17/2023	111991	2	Invoice	GARBAGE/PARKS	05/01/2023	05/17/2023	72.54	225-45200-384
05/17/2023	111991	3	Invoice	GARBAGE/CEMETERY	05/01/2023	05/17/2023	72.54	235-49010-384
05/17/2023	111991	4	Invoice	GARBAGE/STREETS	05/01/2023	05/17/2023	50.25	101-43100-384
05/17/2023	111991	5	Invoice	GARBAGE/PW	05/01/2023	05/17/2023	72.54	101-43100-384
05/17/2023	111991	6	Invoice	GARBAGE/FIRE HALL	05/01/2023	05/17/2023	54.76	101-42200-384
06/08/2023	112639	1	Invoice	GARBAGE/PARKS	06/01/2023	06/08/2023	72.54	225-45200-384
06/08/2023	112639	2	Invoice	GARBAGE/PARKS	06/01/2023	06/08/2023	72.54	225-45200-384
06/08/2023	112639	3	Invoice	GARBAGE/CEMETERY	06/01/2023	06/08/2023	72.54	235-49010-384
06/08/2023	112639	4	Invoice	GARBAGE/STREETS	06/01/2023	06/08/2023	50.25	101-43100-384
06/08/2023	112639	5	Invoice	GARBAGE/PW	06/01/2023	06/08/2023	72.54	101-43100-384
06/08/2023	112639	6	Invoice	GARBAGE/FIRE HALL	06/01/2023	06/08/2023	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							790.34	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
05/19/2023	380937	1	Invoice	LMC ANNUAL CONFERENCE-H. REEVE	04/28/2023	05/19/2023	585.00	101-41110-331
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							585.00	
106590 LICKITY STITCH								
05/24/2023	1368	1	Invoice	UNIFORM V.AXLEY	05/01/2023	05/24/2023	36.00	101-41500-417
Total 106590 LICKITY STITCH:							36.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106720 LOFFLER COMPANIES INC.								
05/16/2023	34003442	1	Invoice	ADMIN COPIER LEASE	05/08/2023	05/16/2023	161.22	101-41500-401
05/16/2023	4343336	1	Invoice	COPIES/LIBRARY	05/01/2023	05/16/2023	48.24	211-45500-401
06/05/2023	4378626	1	Invoice	COPIER CHARGES/ADMIN	06/01/2023	06/05/2023	103.97	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							313.43	
160 LYONS OIL MINI MART								
05/16/2023	5657229	1	Invoice	CAR WASHES/PD	04/30/2023	05/17/2023	52.57	101-42100-221
Total 160 LYONS OIL MINI MART:							52.57	
164 MACQUEEN EQUIPMENT INC.								
05/31/2023	E00207	1	Invoice	LADDER/FIRE DEPT.	04/20/2023	05/31/2023	14,570.62	101-42200-221
06/08/2023	P11180	1	Invoice	EQUIP NEW LADDER TRUCK/FIRE DEPT	05/30/2023	06/08/2023	358.16	101-42200-221
05/23/2023	W05241	1	Invoice	EQUIP NEW LADDER TRUCK/FIRE DEPT	05/17/2023	05/24/2023	1,618.52	101-42200-221
Total 164 MACQUEEN EQUIPMENT INC.:							16,547.30	
106592 MCKELLIPS, JORDAN								
05/24/2023	12113731128	1	Invoice	UNIFORM-TRIGGER, GRIP, LOWER BUILD KI	05/05/2023	05/24/2023	224.14	101-42100-417
06/07/2023	81571-AIMP	1	Invoice	MICRO ADJUSTMENT CAP/PD	05/30/2023	06/08/2023	19.00	101-42100-418
06/07/2023	9536-FLEET	1	Invoice	STALL MAT/PD	05/19/2023	06/08/2023	45.99	101-42100-418
05/24/2023	MERRELL 5/	1	Invoice	UNIFORM-BOOTS/PD	05/08/2023	05/24/2023	208.75	101-42100-417
06/07/2023	TRAINING M	1	Invoice	DAVANNI'S-MEAL AT TRAINING MCKELLIPS	06/06/2023	06/08/2023	27.00	101-42100-331
06/07/2023	TRAINING M	2	Invoice	BOULEVARD BAR&GRILL-MEAL AT TRAININ	06/06/2023	06/08/2023	17.98	101-42100-331
06/07/2023	TRAINING M	3	Invoice	BOULEVARD BAR&GRILL-MEAL AT TRAININ	06/06/2023	06/08/2023	26.23	101-42100-331
06/07/2023	TRAINING M	4	Invoice	CANE'S-MEAL AT TRAINING MCKELLIPS & S	06/06/2023	06/08/2023	17.45	101-42100-331
06/07/2023	TRAINING M	5	Invoice	JIMMY JOHNS-MEAL AT TRAINING MCKELLI	06/06/2023	06/08/2023	17.32	101-42100-331
Total 106592 MCKELLIPS, JORDAN:							603.86	
171 MEDTOX LABORATORIES INC.								
05/16/2023	0420237991	1	Invoice	NEW EMPLOY SUMMER HELP-DRUG SCREE	04/30/2023	05/16/2023	208.50	225-45128-310
06/08/2023	0520237991	1	Invoice	NEW EMPLOY SUMMER HELP-DRUG SCREE	05/31/2023	06/08/2023	34.75	225-45200-310
06/08/2023	0520237991	2	Invoice	NEW EMPLOY SUMMER HELP-DRUG SCREE	05/31/2023	06/08/2023	764.50	225-45128-310
Total 171 MEDTOX LABORATORIES INC.:							1,007.75	
105284 MID-AMERICA BACKFLOW PREVENTOR CO.								
06/07/2023	23-1256	1	Invoice	BACKFLOW TEST BALL PARK	05/22/2023	06/08/2023	175.00	225-45200-310
06/07/2023	23-1256	2	Invoice	BACKFLOW TEST/POOL FILTER ROOM	05/22/2023	06/08/2023	175.00	225-45128-310
06/07/2023	23-1256	3	Invoice	BACKFLOW TEST/POOL	05/22/2023	06/08/2023	100.00	225-45128-310
06/07/2023	23-1257	1	Invoice	BACKFLOW TESTING	05/22/2023	06/08/2023	150.00	601-49400-310
Total 105284 MID-AMERICA BACKFLOW PREVENTOR CO.:							600.00	
106719 MIDWEST TAPE								
05/17/2023	2000018848	1	Invoice	BOOKS/LIBRARY	04/30/2023	05/17/2023	437.61	211-45500-592
Total 106719 MIDWEST TAPE:							437.61	
104410 MN DEPARTMENT OF HEALTH								
05/23/2023	2ND QTR 20	1	Invoice	2ND QTR WATER CONNECT FEES	05/22/2023	05/24/2023	3,137.00	601-49400-310
Total 104410 MN DEPARTMENT OF HEALTH:							3,137.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
223 MN ENERGY RESOURCES CORP.								
06/05/2023	0502616026	1	Invoice	GAS UTILITY/POOL	05/19/2023	06/05/2023	121.06	225-45128-383
05/17/2023	0503043614	1	Invoice	GAS UTILITY/SEWER	04/28/2023	05/17/2023	35.09	602-49450-383
05/17/2023	0503078391	1	Invoice	GAS UTILITY/FIRE HALL	04/28/2023	05/17/2023	424.38	101-42200-383
05/17/2023	0503494971	1	Invoice	GAS UTILITY/ICE RINK	05/02/2023	05/17/2023	89.38	225-45127-383
05/17/2023	0505377887	1	Invoice	GAS UTILITY/COUNCIL	04/28/2023	05/17/2023	92.14	101-41110-383
05/17/2023	0505377887	2	Invoice	GAS UTILITY/ADMIN	04/28/2023	05/17/2023	92.15	101-41500-383
05/17/2023	0505377887	3	Invoice	GAS UTILITY/PD	04/28/2023	05/17/2023	92.15	101-42100-383
05/17/2023	0506816622	1	Invoice	GAS UTILITY/SEWER	05/02/2023	05/17/2023	22.26	602-49450-383
05/17/2023	0506912263	1	Invoice	GAS UTILITY/PUBLIC WORKS	04/28/2023	05/17/2023	370.32	101-43100-383
05/17/2023	0507609025	1	Invoice	GAS UTILITY/LIBRARY	04/28/2023	05/17/2023	206.36	211-45500-383

Total 223 MN ENERGY RESOURCES CORP.: 1,545.29

201 OLMSTED COUNTY PUBLIC HEALTH SERVICES

05/16/2023	621	1	Invoice	WATER FEES	04/26/2023	05/17/2023	270.00	601-49400-310
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Total 201 OLMSTED COUNTY PUBLIC HEALTH SERVICES: 270.00

202 OLMSTED MEDICAL CENTER

05/24/2023	5/16/23	1	Invoice	NEW EMPLOY DRUG SCREEN 2023/POOL	05/16/2023	05/24/2023	468.00	225-45128-310
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Total 202 OLMSTED MEDICAL CENTER: 468.00

106085 ON-SITE COMPUTERS, INC.

05/16/2023	CW86084	1	Invoice	CLOUD & SERVER BACKUP, HUNTRESS, AD	05/03/2023	05/16/2023	175.00	101-42100-310
05/19/2023	CW86362	1	Invoice	REMOTE SUPPORT/POLICE	05/10/2023	05/19/2023	86.25	101-42100-310

Total 106085 ON-SITE COMPUTERS, INC.: 261.25

106161 PEOPLE'S ENERGY COOPERATIVE

05/17/2023	2643900 MA	1	Invoice	ELEC WELL #3	05/04/2023	05/17/2023	391.00	601-49400-381
05/17/2023	2647400 MA	1	Invoice	ELEC SKATING RINK	05/04/2023	05/17/2023	91.00	225-45127-381
05/17/2023	2658900 MA	1	Invoice	ELEC SWIMMING POOL	05/04/2023	05/17/2023	198.00	225-45128-381
05/17/2023	2706100 MA	1	Invoice	ELEC NE LIFT STATION	05/04/2023	05/17/2023	248.00	602-49450-381
05/17/2023	2709900 MA	1	Invoice	ELEC WEST BROADWAY	05/04/2023	05/17/2023	10.00	101-42500-381
05/17/2023	2714900 MA	1	Invoice	ELEC STREET LIGHTS	05/04/2023	05/17/2023	3,179.00	101-43100-381
05/17/2023	2738000 MA	1	Invoice	ELEC WELL #2	05/04/2023	05/17/2023	2,030.00	601-49400-381
05/17/2023	2739100 MA	1	Invoice	ELEC PW BUILDING	05/04/2023	05/17/2023	313.00	101-43100-381
05/17/2023	2747700 MA	1	Invoice	ELEC SW SIREN	05/04/2023	05/17/2023	71.00	101-42500-381
05/17/2023	2764400 MA	1	Invoice	ELEC NW LIFT STATION	05/04/2023	05/17/2023	611.00	602-49450-381
05/17/2023	2767800 MA	1	Invoice	ELEC CEMETERY FLAG LIGHT	05/04/2023	05/17/2023	53.00	235-49010-381
05/17/2023	2777600 MA	1	Invoice	ELEC LIBRARY	05/04/2023	05/17/2023	291.00	211-45500-381
05/17/2023	3036800 MA	1	Invoice	ELEC FIRE HALL	05/04/2023	05/17/2023	148.00	101-42200-381
05/17/2023	3038100 MA	1	Invoice	ELEC CITY HALL/COUNCIL	05/04/2023	05/17/2023	156.67	101-41110-381
05/17/2023	3038100 MA	2	Invoice	ELEC CITY HALL/ADMIN	05/04/2023	05/17/2023	156.67	101-41500-381
05/17/2023	3038100 MA	3	Invoice	ELEC CITY HALL/PD	05/04/2023	05/17/2023	156.66	101-42100-381
05/17/2023	3041300 MA	1	Invoice	ELEC WEDGEWOOD PARK	05/04/2023	05/17/2023	56.00	225-45200-381
05/17/2023	3042300 MA	1	Invoice	ELEC WATER TOWER	05/04/2023	05/17/2023	228.00	601-49400-381
05/17/2023	3043900 MA	1	Invoice	ELEC BIKE TRAIL	05/04/2023	05/17/2023	67.00	225-45200-381
05/17/2023	3274000 MA	1	Invoice	ELEC 6TH ST SW LIGHTS	05/04/2023	05/17/2023	86.52	101-43100-381
05/17/2023	3274100 MA	1	Invoice	ELEC 4TH ST SW LIGHTS	05/04/2023	05/17/2023	101.55	101-43100-381
05/17/2023	3274200 MA	1	Invoice	ELEC 2ND ST SW LIGHTS	05/04/2023	05/17/2023	82.77	101-43100-381
05/17/2023	3274300 MA	1	Invoice	ELEC 1ST ST SW LIGHTS	05/04/2023	05/17/2023	75.77	101-43100-381
05/17/2023	3333200 MA	1	Invoice	ELEC ECKSTEIN TENNIS COURT	05/04/2023	05/17/2023	1,007.00	225-45200-381

Total 106161 PEOPLE'S ENERGY COOPERATIVE: 9,808.61

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106926 RELENTLESS DBA DESERT SNOW								
06/05/2023	13132	1	Invoice	3 DAY WORKSHOP - L. SZYMANSKI/PD	01/24/2023	06/05/2023	649.00	101-42100-331
Total 106926 RELENTLESS DBA DESERT SNOW:							649.00	
398 RIVERLAND COMMUNITY COLLEGE								
05/16/2023	1153349	1	Invoice	TRAINING-M. FEILS/FIRE DEPT	04/20/2023	05/17/2023	1,500.00	101-42200-331
Total 398 RIVERLAND COMMUNITY COLLEGE:							1,500.00	
105837 ROTO-ROOTER								
05/16/2023	138070	1	Invoice	TELEVISED STORM SEWER 7TH AVE SE	05/09/2023	05/16/2023	580.00	602-49450-221
Total 105837 ROTO-ROOTER:							580.00	
268 SELCO								
05/17/2023	51203	1	Invoice	DELL LAPTOP/LIBRARY	04/25/2023	05/17/2023	1,282.73	211-45500-221
05/17/2023	51233	1	Invoice	ILS PACKAGE, PC SUPPORT/LIBRARY	05/02/2023	05/17/2023	585.99	211-45500-418
Total 268 SELCO:							1,868.72	
104639 SOMA CONSTRUCTION INC.								
06/07/2023	20871	1	Invoice	TOPSOIL/CEMETERY	05/31/2023	06/08/2023	489.18	235-49010-217
Total 104639 SOMA CONSTRUCTION INC.:							489.18	
284 STREICHER'S								
05/16/2023	11630623	1	Invoice	PRACTICE AMMO/PD	04/28/2023	05/16/2023	1,178.68	101-42100-418
Total 284 STREICHER'S:							1,178.68	
105846 SYMBOL ARTS								
05/23/2023	0462536	1	Invoice	BADGES/POLICE	05/05/2023	05/24/2023	120.00	101-42100-417
Total 105846 SYMBOL ARTS:							120.00	
716 THREE RIVERS COMMUNITY ACTION								
06/05/2023	MAY 2023	1	Invoice	MAY TRANSIT BUS FEES	05/31/2023	06/05/2023	302.75	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							302.75	
104900 TOMS LAWN & CLEANING SERVICE								
05/16/2023	265	1	Invoice	APRIL CLEANING/LIBRARY	04/30/2023	05/17/2023	765.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							765.00	
106697 TRUGREEN								
06/08/2023	176391691	1	Invoice	LAWN SERVICE/CEMETERY	05/26/2023	06/08/2023	1,802.61	235-49010-310
Total 106697 TRUGREEN:							1,802.61	
106785 US INTERNET CORP.								
05/05/2023	3825223	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	04/30/2023	05/05/2023	31.50	101-41500-309
06/08/2023	3874743	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	05/31/2023	06/08/2023	31.50	101-41500-309
Total 106785 US INTERNET CORP.:							63.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106775 VALDES LAWN CARE AND SNOW REMOVAL, LLC								
06/05/2023	33149	1	Invoice	MOBILIZATION & BRUSH GRINDING/PW	05/30/2023	06/05/2023	12,500.00	101-43100-310
Total 106775 VALDES LAWN CARE AND SNOW REMOVAL, LLC:							12,500.00	
105928 VIOLA NURSERY & GREENHOUSE								
05/31/2023	05/24/2023	1	Invoice	PLANTERS/ CITY HALL	05/24/2023	05/31/2023	500.00	101-41500-401
05/31/2023	05/24/2023	2	Invoice	CLEAN/TRIM LANDSCAPE/CITY HALL	05/24/2023	05/31/2023	100.00	101-41500-401
Total 105928 VIOLA NURSERY & GREENHOUSE:							600.00	
105461 VISA/TCM BANK N.A.								
05/17/2023	#0165 MAY 2	1	Invoice	AMAZON-BOOKS/LIBRARY	05/02/2023	05/17/2023	35.09	211-45500-592
05/17/2023	#0165 MAY 2	2	Invoice	AMAZON-RECEIPT PRINTER/LIBRARY	05/02/2023	05/17/2023	279.51	211-45500-221
05/17/2023	#0165 MAY 2	3	Invoice	AMAZON-BOOKS/LIBRARY	05/02/2023	05/17/2023	48.70	211-45500-592
05/16/2023	#6188 MAY 2	1	Invoice	CITY OF ROCHESTER PARKING-TRAINING S	05/02/2023	05/16/2023	4.50	101-43100-331
05/16/2023	#6188 MAY 2	2	Invoice	BRIMAR INDUSTRIES-SAFETY SIGNS/STRE	05/02/2023	05/16/2023	2,214.04	101-43100-221
05/16/2023	#6196 MAY 2	1	Invoice	MENARDS-POTHOLE PATCH/STREETS	05/02/2023	05/16/2023	143.64	101-43100-224
05/16/2023	#6196 MAY 2	2	Invoice	MENARDS-CLEANERS, SPRAY BOTTLE, PAP	05/02/2023	05/16/2023	100.42	225-45200-217
05/16/2023	#6196 MAY 2	3	Invoice	J&S REPAIR-PARTS/PARKS	05/02/2023	05/16/2023	171.00	225-45200-221
05/16/2023	#6196 MAY 2	4	Invoice	BALLARD INC.-DARWIN GRIP/PARKS	05/02/2023	05/16/2023	198.64	225-45200-221
05/16/2023	#6634 MAY 2	1	Invoice	BP-FUEL FOR TRIP TO WI TO INSPECT FIRE	05/02/2023	05/16/2023	63.00	101-42200-212
05/16/2023	#6634 MAY 2	2	Invoice	KBS-GLOVES/UNIFORM B. FLIES	05/02/2023	05/16/2023	7.99	601-49400-417
05/16/2023	#6725 MAY 2	1	Invoice	KBS-GLOVES/UNIFORM M. ELLINGSON	05/02/2023	05/16/2023	23.61	225-45200-417
05/16/2023	#6840 MAY 2	1	Invoice	LANDS END-UNIFORM C. KUJATH	05/02/2023	05/16/2023	297.89	101-41500-417
05/16/2023	#6840 MAY 2	2	Invoice	COSTCO-CLEANING SUPPLIES/ADMIN	05/02/2023	05/16/2023	57.96	101-41500-211
05/16/2023	#6840 MAY 2	3	Invoice	COSTCO-SUPPLIES/ADMIN	05/02/2023	05/16/2023	36.88	101-41500-217
05/16/2023	#6840 MAY 2	4	Invoice	DEPT OF LABOR-Q1 2023 BUILDING PERMIT	05/02/2023	05/16/2023	440.00	101-41500-316
05/16/2023	#6840 MAY 2	5	Invoice	ADOBE/C. KUJATH	05/02/2023	05/16/2023	16.10	101-41500-433
05/16/2023	#6923 MAY 2	1	Invoice	ICMA-MGMT ASSESSMENT/D. TODD	05/02/2023	05/16/2023	75.00	101-41500-433
05/16/2023	#6923 MAY 2	2	Invoice	ICMA-CM/D. TODD	05/02/2023	05/16/2023	50.00	101-41500-433
05/16/2023	#6931 MAY 2	1	Invoice	FORESTRY SUPPLIERS-SUPPLIES/FIRE DE	05/02/2023	05/16/2023	2,189.62	101-42200-221
05/16/2023	#6931 MAY 2	2	Invoice	FORESTRY SUPPLIERS-SUPPLIES/FIRE DE	05/02/2023	05/16/2023	54.45	101-42200-221
05/16/2023	#6931 MAY 2	3	Invoice	FORESTRY SUPPLIERS-SUPPLIES/RURAL FI	05/02/2023	05/16/2023	54.45	245-42200-221
05/19/2023	#6998 MAY 2	1	Invoice	CENEX-QT OIL/PD	05/02/2023	05/19/2023	4.18	101-42100-221
05/19/2023	#6998 MAY 2	2	Invoice	MICROSOFT-ONLINE SERVICES/PD	05/02/2023	05/19/2023	17.71	101-42100-309
05/19/2023	#6998 MAY 2	3	Invoice	CANAL PARK LODGE-TRAINING J. TIMM/PD	05/02/2023	05/19/2023	511.26	101-42100-331
05/19/2023	#6998 MAY 2	4	Invoice	HOSTGATOR-WEEBLY CLOUD PRO/PD	05/02/2023	05/19/2023	8.99	101-42100-321
05/05/2023	#7228 MAY 2	1	Invoice	AMER. LEGAL PUBLISH-CODE BOOK/ADMIN	05/02/2023	05/05/2023	435.00	101-41500-433
05/05/2023	#7228 MAY 2	2	Invoice	ADOBE-V. AXLEY	05/02/2023	05/05/2023	257.57	101-41500-433
05/05/2023	#7228 MAY 2	3	Invoice	ADOBE-V. AXLEY TAX REFUND	05/02/2023	05/05/2023	17.13	101-41500-433
05/05/2023	#7228 MAY 2	4	Invoice	AMAZON-GLADE REFILLS/ADMIN	05/02/2023	05/05/2023	27.26	101-41500-217
05/05/2023	#7228 MAY 2	5	Invoice	BRANCH FURNITURE-OFFICE CHAIR/V. AXL	05/02/2023	05/05/2023	319.00	101-41500-570
05/05/2023	#7228 MAY 2	6	Invoice	AMAZON-UNIFORM/V. AXLEY	05/02/2023	05/05/2023	140.53	101-41500-417
05/05/2023	#7228 MAY 2	7	Invoice	AMAZON-GLOVES/POOL	05/02/2023	05/05/2023	19.30	225-45128-217
05/05/2023	#7228 MAY 2	8	Invoice	AMAZON-ICE PACKS/POOL	05/02/2023	05/05/2023	38.60	225-45128-217
05/05/2023	#7228 MAY 2	9	Invoice	AMAZON-WHISTLES, CPR MASKS, SPRAY B	05/02/2023	05/05/2023	68.23	225-45128-217
05/05/2023	#7228 MAY 2	10	Invoice	AMAZON-BANDAGES/POOL	05/02/2023	05/05/2023	8.72	225-45128-217
05/05/2023	#7228 MAY 2	11	Invoice	LIFEGUARD STORE-UNIFORMS/POOL	05/02/2023	05/05/2023	2,579.42	225-45128-417
05/19/2023	#7798 MAY 2	1	Invoice	US FLEET TRACKING-MONTHLY SERVICE/P	05/02/2023	05/19/2023	59.90	101-42100-309
05/19/2023	#7798 MAY 2	2	Invoice	APPLE.COM/PD	05/02/2023	05/19/2023	.99	101-42100-321
05/19/2023	#7798 MAY 2	3	Invoice	USPS-POSTAGE DATE REQUEST/PD	05/02/2023	05/19/2023	9.65	101-42100-322
05/19/2023	#7798 MAY 2	4	Invoice	OAKLEY S.I.-UNIFORM B. MILLER/PD	05/02/2023	05/19/2023	164.35	101-42100-417
05/19/2023	#7798 MAY 2	5	Invoice	VISTAPRINT-BUSINESS CARDS & HOLDER N	05/02/2023	05/19/2023	42.42	101-42100-417
05/19/2023	#7798 MAY 2	6	Invoice	NATIONAL PEN CO.-RETURN PENS/PD	05/02/2023	05/19/2023	161.21	101-42100-201
05/19/2023	#7798 MAY 2	7	Invoice	AMAZON-SIM FOR REOLINK/PD	05/02/2023	05/19/2023	119.00	101-42100-309
05/19/2023	#7798 MAY 2	8	Invoice	AMAZON-WHITE OUT/PD	05/02/2023	05/19/2023	13.20	101-42100-201
05/19/2023	#7798 MAY 2	9	Invoice	USPS-POSTAGE DATE REQUEST/PD	05/02/2023	05/19/2023	9.65	101-42100-322

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
05/19/2023	#7798 MAY 2	10	Invoice	VISTAPRINT-BUSINESS CARDS N. FOX/PD	05/02/2023	05/19/2023	37.57	101-42100-417
05/19/2023	#7798 MAY 2	11	Invoice	PAYPAL REOLINK-SOLAR PANEL ECKSTEIN	05/02/2023	05/19/2023	29.99	101-42100-228
05/19/2023	#7798 MAY 2	12	Invoice	PAYPAL INTERNATIONAL TXN FEE/PD	05/02/2023	05/19/2023	.30	101-42100-228
Total 105461 VISA/TCM BANK N.A.:							11,306.94	
307 WABASHA COUNTY AUDITOR/TREAS.								
06/08/2023	11540	1	Invoice	OMNIBALLOT MAINTENANCE	05/31/2023	06/08/2023	450.00	101-41410-437
06/07/2023	JUNE 2023	1	Invoice	JUNE 2023 LEGAL SERVICES CONTRACT	06/05/2023	06/08/2023	1,800.00	101-42100-304
05/19/2023	MAY 2023	1	Invoice	MAY 2023 LEGAL SERVICES CONTRACT	05/10/2023	05/19/2023	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							4,050.00	
310 WABASHA IMPLEMENT COMPANY								
06/08/2023	1710	1	Invoice	2 CASES MOTO MIX/FIRE DEPT.	05/19/2023	06/08/2023	79.92	101-42200-212
Total 310 WABASHA IMPLEMENT COMPANY:							79.92	
106269 WATER SYSTEMS COMPANY								
05/16/2023	528497	1	Invoice	WATER/CITY HALL	04/20/2023	05/16/2023	47.00	101-41500-401
05/24/2023	541811	1	Invoice	WATER/CITY HALL	05/18/2023	05/24/2023	47.00	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							94.00	
105600 WEX BANK								
05/19/2023	88906462	1	Invoice	FUEL/POLICE DEPT.	04/30/2023	05/19/2023	1,544.69	101-42100-212
06/07/2023	89700126	1	Invoice	FUEL/POLICE DEPT.	05/31/2023	06/08/2023	1,611.32	101-42100-212
Total 105600 WEX BANK:							3,156.01	
106913 WSE ENGINEERING SERVICES, LTD.								
05/24/2023	819-234240-	1	Invoice	BUILDING PERMITS	05/04/2023	05/24/2023	3,244.33	101-41500-316
Total 106913 WSE ENGINEERING SERVICES, LTD.:							3,244.33	
324 ZARNOTH BRUSH WORKS INC.								
05/19/2023	0193775	1	Invoice	DIRT SHOE/PW	05/02/2023	05/19/2023	113.20	101-43100-221
Total 324 ZARNOTH BRUSH WORKS INC.:							113.20	
Grand Totals:							290,794.50	

Report GL Period Summary

GL Period	Amount
06/23	95,804.04
05/23	194,990.46
Grand Totals:	290,794.50

Vendor number hash: 13913681
Vendor number hash - split: 23748266
Total number of invoices: 192
Total number of transactions: 293

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	290,794.50	.00	290,794.50
Grand Totals:	290,794.50	.00	290,794.50

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

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Meeting: June 13, 2023

AGENDA ITEM: Permits/Licenses/Donations	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.C.
ATTACHMENTS: None	APPROVED BY: dt
RECOMMENDED ACTION: Motion to approve Chicken Permit Application from Aaron Luckstein. Motion to approve Chicken Permit Application from Brenda Axelson. Motion to approve the donation of \$600 from the Plainview American Legion to the Plainview Fire Department. Motion to approve the Off-Sale Liquor License to Fire House Beer Wine & Liquor (Eric & Brenda Bennett) through December 31, 2023.	

SUMMARY

Chicken Permit:

- Aaron Luckstein applied for a chicken permit. All paperwork and fees have been collected.
- Brenda Axelson applied for a chicken permit. All paperwork and fees have been collected.

Donation:

- Donation for \$600 from the Plainview American Legion to the Plainview Fire Department.

Off-Sale Liquor License:

- Fire House Beer Wine & Liquor LLC. (Eric & Brenda Bennett) has applied for an off-sale liquor license. All required paperwork has been submitted, as well as paid all fees. The off-sale liquor will be located at 215 1st St SW.

BUILDING PERMIT REPORT

June 2023

Permit Number & Applicant

PL23-108	610 2 nd Ave NW – Reroof/Reside	Value:	\$24,000.00
Priority Construction		Total Fee:	\$60.00
(Kristie Liebenow)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-109	435 7 th St SW – Windows/Patio	Value:	\$10,000.00
Priority Construction	Door	Total Fee:	\$60.00
(Tim Schalow)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-110	105 1 st Ave SW – Reroof	Value:	\$11,680.00
All Craft Exteriors		Total Fee:	\$60.00
(Dale Wolf)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-111	215 1 st Ave NW – Reroof/Reside	Value:	\$19,000.00
Priority Construction		Total Fee:	\$60.00
(Chad Holtorf)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-112	35 1 st Ave NW – Reroof/Reside	Value:	\$42,000.00
Rory's Home Improvement		Total Fee:	\$60.00
(Alyce Tidball)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-82	610 2 nd Ave NE – Building	Value:	\$29,000.00
Maxwell Construction	Addition	Total Fee:	\$459.39
(Cathe & Nick Hanson)		Permit Fee:	\$172.66
		Plan Check Fee:	\$112.23
		State Surcharge:	\$14.50
		Plumbing:	\$30.00
		Mechanical:	\$30.00
		Refundable Deposit:	\$100.00

PL23-100	735 2 nd Ave NE – Deck	Value:	\$3,000.00
Derrick Chapman		Total Fee:	\$156.45
		Permit Fee:	\$33.30
		Plan Check Fee:	\$21.65
		State Surcharge:	\$1.50
		Refundable Deposit:	\$100.00

BUILDING PERMIT REPORT

June 2023

PL23-101 Matt Breitbarth Construction (Scott Albrecht)	20 3 rd Ave NE – Deck	Value: \$6,000.00 Total Fee: \$185.67 Permit Fee: \$50.10 Plan Check Fee: \$32.51 State Surcharge: \$3.00 Refundable Deposit: \$100.00
PL23-102 Green2 Electric (PEM Community Schools)	600 W Broadway – Rooftop Solar	Value: \$44,000.00 Total Fee: \$506.88 Permit Fee: \$233.26 Plan Check Fee: \$151.62 State Surcharge: \$22.00 Refundable Deposit: \$100.00
PL23-103 Schad/Tracy Signs (Kim's Saloon)	45 4 th St SW – Sign Installation	Value: \$6,000.00 Total Fee: \$185.67 Permit Fee: \$50.10 Plan Check Fee: \$32.57 State Surcharge: \$3.00 Refundable Deposit: \$100.00
PL23-104 Kenny Sylvester Construction (Darrel Krier Jr.)	215 7 th Ave NE – Porch	Value: \$6,000.00 Total Fee: \$185.67 Permit Fee: \$50.10 Plan Check Fee: \$32.57 Sate Surcharge: \$3.00 Refundable Deposit: \$100.00
PL23-125 Ronald Sylvester	210 8 th Ave NW – Deck	Value: \$3,000.00 Total Fee: \$156.45 Permit Fee: \$33.30 Plan Check Fee: \$21.65 State Surcharge: \$1.50 Refundable Deposit: \$100.00
PL23-113 Rory's Home Improvement (Allen & Alyce Tidball)	45 1 st Ave NW – Reroof	Value: \$15,000.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-114 Haley Comfort Systems (St. Joachim Church)	900 W. Broadway – Furnace	Value: \$2,500.00 Total Fee: \$35.00 Permit Fee: \$34.00 State Surcharge: \$1.00

BUILDING PERMIT REPORT

June 2023

PL23-115	705 1 st St NW – Reside	Value:	\$10,000.00
Priority Construction		Total Fee:	\$60.00
(SEMMCHRA Davis		Permit Fee:	\$59.00
Beacon)		State Surcharge:	\$1.00

PL23-116	315 E Broadway – Water Heater	Value:	\$2,200.00
Dennis Engel		Total Fee:	\$35.00
		Permit Fee:	\$34.00
		State Surcharge:	\$1.00

PL23-117	501 4 th St SW – Reside	Value:	\$None-given
Peggy & Bill Merchlewitz		Total Fee:	\$60.00
		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-118	735 W Broadway – Reside	Value:	\$40,000.00
James Wagner		Total Fee:	\$60.00
		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-120	35 5 th St NW – Reroof	Value:	\$21,080.00
All Craft Exteriors		Total Fee:	\$60.00
(Ronald Manzow)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-121	555 4 th St SW – Reroof/Reside	Value:	\$11,450.00
All Craft Exteriors		Total Fee:	\$60.00
(Peggy Slawson)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-122	45 5 th St NW – Reroof	Value:	\$23,230.00
All Craft Exteriors		Total Fee:	\$60.00
(Ron Manzow)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-123	415 3 rd St NE – Reroof/Reside	Value:	\$21,200.00
All Craft Exteriors		Total Fee:	\$60.00
(Brent Wohlers)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-126	430 E Broadway – Reroof	Value:	\$5,500.00
Shannon Schneider		Total Fee:	\$60.00
		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

BUILDING PERMIT REPORT

June 2023

PL23-127	105 1 st Ave SW – Reside	Value:	\$ 11,000.00
Dale & Valerie Wolf		Total Fee:	\$60.00
		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-129	330 7 th ST SW – AC	Value:	\$3,600.00
B&C Plumbing/Heating		Total Fee:	\$35.00
(Donovan & Maggie Carty)		Permit Fee:	\$34.00
		State Surcharge:	\$1.00

PL23-131	723 1 st St NW – Reroof	Value:	\$9,200.00
Priority Construction		Total Fee:	\$60.00
(Scott Burdorf)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-132	355 2 nd St SW – Reroof	Value:	\$12,500.00
Priority Construction		Total Fee:	\$60.00
(Matt Schulz)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-133	320 2 nd St NE – Reroof	Value:	\$16,000.00
Priority Construction		Total Fee:	\$60.00
(Aaron Pretzer)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-134	10 8 th St NE – Garage Heater	Value:	\$1,800.00
B&C Plumbing/Heating		Total Fee:	\$35.00
(Joe Petit)		Permit Fee:	\$34.00
		State Surcharge:	\$1.00

PL23-135	300 7 th St SW – Reside	Value:	\$None given
Peak Remodel & Design		Total Fee:	\$60.00
(Steve Sangren)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-137	525 1 st Ave SW – Reroof/Reside	Value:	\$71,130.00
All Craft Exteriors		Total Fee:	\$60.00
Roger & Cindy Rettmann		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

PL23-138	100 5 th Ave NE – Reroof	Value:	\$68,000.00
Priority Construction		Total Fee:	\$60.00
(Jim Flesch)		Permit Fee:	\$59.00
		State Surcharge:	\$1.00

BUILDING PERMIT REPORT

June 2023

PL23-139 Priority Construction (Travis Dickmann)	530 2 nd Ave NW – Reroof	Value: \$12,000.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-140 Ohm Construction LLC (Kelly & Jalene Ohm)	40 1 st Ave SE – Reroof	Value: \$None given Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-142 All Craft Exteriors (Adam Feils)	140 4 th St SW – Reroof/Reside	Value: \$70,060.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-143 Priority Construction (Stephen Frein)	40 2 nd St SW – Reroof	Value: \$16,000.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-144 Priority Construction (Dustin Boettcher)	603 1 st St NW – Windows/Doors	Value: \$None given Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23-145 Janice Lewis	235 6 th St SW – Reroof	Value: \$13,800.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00
PL23- 147 Shawn Adams	135 5 th St SW- Reside	Value: \$None given Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge Fee: \$1.00
PL23-148 Ronningen Roofing (Becky Kronebusch)	345 5 th Ave NE – Reroof	Value: \$14,000.00 Total Fee: \$60.00 Permit Fee: \$59.00 State Surcharge: \$1.00

BUILDING PERMIT REPORT

June 2023

PL23-149
Ronningen Roofing
(Jen Judge)

735 3rd Ave NW – Reroof

Value: \$9,000.00
Total Fee: \$60.00
Permit Fee: \$59.00
State Surcharge: \$1.00

PL23-150
Priority Construction
(Jon Krusmark)

835 3rd Ave NW – Reroof

Value: \$14,000.00
Total Fee: \$60.00
Permit Fee: \$59.00
State Surcharge: \$1.00

PL23-MISC
Colin Rieke

450 4th St SW – Fence

Value: \$700.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL23-MISC
Ronald & Jan Ohm-Carlson

315 7th ST SW – Fence

Value: \$9,000.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL23-MISC
Ken Zarling

520 1st Ave NE – Concrete

Value: \$19,239.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL23-MISC
Alexander Brantner

335 4th Ave SW – Fence

Value: \$3,000.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL23-MISC
Chris Krismer

110 1st Ave NW – Concrete

Value: \$2,000.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL22-MISC
John Feils

840 2nd Ave SW – Concrete

Value: \$1,200.00
Total Fee: \$25.00
Permit Fee: \$25.00

PL22-MISC
Kevin Iverson

260 4th Ave SE – Concrete

Value: \$3,000.00
Total Fee: \$25.00
Permit Fee: \$25.00

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM:	Dept. Head Reports & Board Minutes	AGENDA SECTION:	Consent
PREPARED BY:		AGENDA NO.	6.D.
ATTACHMENTS:	Department Head Reports	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to accept Department reports.			

MONTHLY REPORT OF FINANCE DIRECTOR

May, 2023

Routine Work/General Items

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

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Delinquent Accounts, Meter Changes & Issues
- 2022 Fiscal Year End/Audit Prep. The auditors were onsite April 24th-25th and completed the field work. Work continues on the financial statements, and the final audit will be presented at a special meeting on June 28th. The Annual Financial Report is due to the MN Office of the State Auditor by June 30.
- Hiring Process/Packets for seasonal employees
- Ordered the new financial server for administration department
- City credit cards-the initial credit limit was set on these cards many years ago and was no longer sufficient for our purchasing needs. We were having issues with denied transactions. I was able to finally get this issue resolved and our credit limit increased. I am also going to research other business credit card vendors to see if we can find one that has a more efficient billing process and that will work better for our organization.

Projects

- Continued water meter changeout program started in March, 2021—coordinating with Public Works. Project will continue over a 4-year period. We will be running two software systems for meter reading and billing until the entire city is converted to the new meters. By the end of May, 2023 406 new meters have been installed. We're also using this process as an opportunity to review and clean up some old meter issues.
- Future projects:
 - File/Organize Financial/Personnel Records
 - Update Chart of Accounts
 - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
 - Review bank accounts/rates & credit card provider

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report

Training

Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues

Other Items of Interest

- The City Clerk & Deputy City Clerk were at MMCI training May 8-May 12. I covered all the office duties as well as the May 9th council meeting while they were out of the office.

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-121	PERA	165.00	165.00	.00	165.00
101-41110-122	FICA	812.85	1,018.00	.00	1,018.00
101-41110-151	Worker s Comp Insurance Prem	78.96	83.00	73.31	9.69
101-41110-201	Office Supplies(paper-pens-et)	17.29	100.00	.00	100.00
101-41110-322	Postage	.00	50.00	.00	50.00
101-41110-331	Meetings-Conferences (mtgs/mi)	105.00	1,000.00	755.00	245.00
101-41110-343	Advertising	648.00	200.00	240.00	40.00-
101-41110-362	Property - Casualty Ins (Auto)	7,335.15	7,702.00	6,727.05	974.95
101-41110-381	Electric Utilities	1,966.32	1,800.00	642.99	1,157.01
101-41110-383	Gas Utilities	1,128.42	1,125.00	576.31	548.69
101-41110-401	Contractual Services	7,200.00	7,200.00	3,000.00	4,200.00
101-41110-433	Dues and Subscriptions	10,608.00	10,500.00	.00	10,500.00
101-41110-437	Miscellaneous	149.77	500.00	296.82	203.18
101-41110-440	City Cleanup	6,851.60	6,600.00	1,789.03	4,810.97
Total Council:		50,366.36	51,343.00	14,100.51	37,242.49
Elections					
101-41410-103	Part-Time Employees	5,868.00	.00	.00	.00
101-41410-331	Meetings-Conferences (mtgs/mi)	414.78	.00	.00	.00
101-41410-437	Miscellaneous	1,840.30	840.00	.00	840.00
101-41410-590	Capital Outlay	3,496.32	.00	.00	.00
Total Elections:		11,619.40	840.00	.00	840.00
Administration					
101-41500-101	Full-Time Employees Regular	312,941.38	323,444.00	137,141.83	186,302.17
101-41500-102	Full-Time Employees Overtime	14,221.54	17,500.00	6,076.25	11,423.75
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	1,267.20	1,732.80
101-41500-121	PERA	23,567.10	25,571.00	10,718.84	14,852.16
101-41500-122	FICA	24,686.55	26,082.00	10,858.75	15,223.25
101-41500-131	Employer Paid Health	75,753.31	77,373.60	32,917.46	44,456.14
101-41500-142	Unemployment Benefit Payments	8,349.39	.00	.00	.00
101-41500-151	Worker s Comp Insurance Prem	2,903.29	3,048.00	2,692.46	355.54
101-41500-201	Office Supplies	4,458.72	5,500.00	1,273.54	4,226.46
101-41500-211	Operating Supplies - Cleaning	700.83	1,000.00	118.45	881.55
101-41500-217	Other Operating Supplies	1,617.76	1,000.00	335.21	664.79
101-41500-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
101-41500-223	Repair/Maintain - Building	11,828.43	2,500.00	275.49	2,224.51
101-41500-227	Repair/Maintain - Amb Building	2,669.03	3,000.00	.00	3,000.00
101-41500-301	Auditing and Acct g Services	29,000.00	29,500.00	.00	29,500.00
101-41500-303	Engineering Fees	162,490.00	50,000.00	4,036.00	45,964.00
101-41500-304	Legal Fees	35,524.21	25,000.00	3,753.75	21,246.25
101-41500-309	Software and Design	18,306.42	17,500.00	12,665.36	4,834.64
101-41500-310	Other Professional Services	9,400.42	5,000.00	3,547.80	1,452.20
101-41500-312	CITY WEBSITE	2,650.00	2,650.00	2,650.00	.00
101-41500-316	Building Inspections	31,538.68	20,000.00	10,291.77	9,708.23
101-41500-317	Dial A Ride Bus	8,135.25	6,000.00	2,735.25	3,264.75
101-41500-321	Communications	5,886.35	6,000.00	2,583.03	3,416.97
101-41500-322	Postage	2,115.09	2,500.00	1,262.97	1,237.03
101-41500-331	Meetings-Conferences (mtgs/mi)	2,641.57	5,000.00	1,063.04	3,936.96
101-41500-343	Advertising	3,564.18	3,500.00	1,853.17	1,646.83
101-41500-362	Property - Casualty Ins (Auto)	5,317.98	5,583.00	4,876.28	706.72
101-41500-381	Electric Utilities	1,966.36	2,000.00	643.01	1,356.99

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
101-41500-383	Gas Utilities	1,128.42	1,200.00	576.30	623.70
101-41500-401	Contractual Services	13,421.57	13,000.00	8,671.56	4,328.44
101-41500-417	Uniforms	1,643.64	1,800.00	723.68	1,076.32
101-41500-433	Dues and Subscriptions	2,072.29	2,000.00	1,264.84	735.16
101-41500-434	Sales Tax Paid	9.00	20.00	8.00	12.00
101-41500-437	Miscellaneous	1,639.19	500.00	.00	500.00
101-41500-442	Bank Service Charges	3,255.30	3,200.00	753.08	2,446.92
101-41500-443	Credit Card Merchant Fees	3,339.64	2,500.00	644.54	1,855.46
101-41500-444	XPRESS Bill Pay Fees	5,597.46	5,500.00	1,429.67	4,070.33
101-41500-560	Furniture & Fixtures	94.98	.00	.00	.00
101-41500-570	Office Equipment & Furnishings	705.13	1,000.00	319.00	681.00
101-41500-580	Computers & Technology	1,343.80	29,180.00	1,326.91	27,853.09
101-41500-590	Capital Outlay	17,028.66	65,000.00	.00	65,000.00
Total Administration:		856,508.12	794,651.60	271,354.49	523,297.11
Police					
101-42100-101	Full-Time Employees Regular	616,024.85	617,732.00	257,977.59	359,754.41
101-42100-102	Full-Time Employees Overtime	23,730.07	20,000.00	17,154.17	2,845.83
101-42100-103	Part-Time Employees	6,194.68	6,000.00	2,754.15	3,245.85
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	422.40	577.60
101-42100-121	PERA	102,349.97	107,934.00	45,538.99	62,395.01
101-42100-122	FICA	12,683.12	12,985.00	5,593.36	7,391.64
101-42100-131	Employer Paid Health	166,208.28	169,482.00	70,347.85	99,134.15
101-42100-142	Unemployment Benefit Payments	282.88	.00	.00	.00
101-42100-151	Worker s Comp Insurance Prem	36,014.12	37,815.00	33,403.96	4,411.04
101-42100-201	Office Supplies(paper-pens-et)	2,983.35	3,000.00	639.31	2,360.69
101-42100-212	Motor Fuels-Gas	23,597.07	20,000.00	6,138.38	13,861.62
101-42100-217	Other Operating Supplies	258.95	500.00	.00	500.00
101-42100-221	Repair/Maint - Equipment	19,715.28	16,000.00	3,740.20	12,259.80
101-42100-228	Repair/Maintain Other	2,499.31	3,000.00	803.38	2,196.62
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	6,279.99	220.01
101-42100-304	Legal Fees	21,600.00	21,600.00	9,000.00	12,600.00
101-42100-309	Software and Design	6,152.91	7,000.00	9,827.98	2,827.98-
101-42100-310	Other Professional Services	4,422.56	5,000.00	6,044.36	1,044.36-
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,200.00	.00	1,200.00
101-42100-321	Communications	15,869.39	15,000.00	5,644.61	9,355.39
101-42100-322	Postage	238.07	500.00	44.40	455.60
101-42100-331	Meetings-Conferences (mtgs/mi)	9,396.75	9,000.00	1,782.36	7,217.64
101-42100-343	Advertising	96.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,898.37	6,193.00	5,409.07	783.93
101-42100-381	Electric Utilities	2,118.32	1,800.00	643.00	1,157.00
101-42100-383	Gas Utilities	1,128.39	1,100.00	576.29	523.71
101-42100-406	Safety	624.69	1,200.00	.00	1,200.00
101-42100-417	Uniforms	10,297.65	9,000.00	10,097.48	1,097.48-
101-42100-418	Range/Ammo	10,166.79	10,000.00	7,723.90	2,276.10
101-42100-433	Dues and Subscriptions	1,787.69	3,500.00	1,783.94	1,716.06
101-42100-436	Towing Charges	.00	200.00	.00	200.00
101-42100-437	Miscellaneous	940.15	3,000.00	629.19	2,370.81
101-42100-438	Police - DARE Prog	1,924.33	5,000.00	525.89	4,474.11
101-42100-446	NSF Checks	.00	500.00	18.48	481.52
101-42100-560	Furniture & Fixtures	64.99	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	7,593.95	60,060.00	.00	60,060.00

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
Total Police:		1,120,141.32	1,184,801.00	510,544.68	674,256.32
City Fire					
101-42200-103	Part-Time Employees	25,866.16	22,156.00	.00	22,156.00
101-42200-122	FICA	1,978.81	1,695.00	.00	1,695.00
101-42200-151	Worker s Comp Insurance Prem	3,334.53	3,501.00	3,092.62	408.38
101-42200-201	Office Supplies(paper-pens-et)	125.94	300.00	.00	300.00
101-42200-207	Fire Prevention Instruct Supps	1,560.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	.00	200.00	.00	200.00
101-42200-212	Motor Fuels-Gas	1,463.77	1,000.00	515.17	484.83
101-42200-217	Other Operating Supplies	1,673.75	1,500.00	184.91	1,315.09
101-42200-221	Repair/Maint - Equipment	32,208.43	20,000.00	45,785.13	25,785.13-
101-42200-223	Repair/Maintain - Building	17,226.01	10,000.00	80.00	9,920.00
101-42200-226	Foam	.00	1,000.00	1,049.62	49.62-
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	77.88	100.00	32.45	67.55
101-42200-310	Other Professional Services	1,402.50	1,000.00	73.75	926.25
101-42200-321	Communications	3,575.66	3,200.00	986.64	2,213.36
101-42200-322	Postage	62.19	100.00	.00	100.00
101-42200-331	Meetings-Conferences (mtgs/mi)	2,964.50	1,500.00	3,544.17	2,044.17-
101-42200-343	Advertising	273.00	300.00	.00	300.00
101-42200-362	Property - Casualty Ins (Auto)	6,471.43	6,795.00	5,934.86	860.14
101-42200-381	Electric Utilities	1,852.00	2,000.00	683.00	1,317.00
101-42200-383	Gas Utilities	5,384.93	5,000.00	3,693.33	1,306.67
101-42200-384	Garbage Service	657.12	720.00	219.04	500.96
101-42200-417	Uniforms/Fire Equip	.00	5,000.00	385.33	4,614.67
101-42200-433	Dues and Subscriptions	342.50	1,000.00	.00	1,000.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-590	Capital Outlay	17,726.44	.00	.00	.00
101-42200-602	Other LT Obligation Principal	.00	42,186.00	.00	42,186.00
101-42200-612	Other Long-Term Obligation Int	.00	20,500.00	.00	20,500.00
Total City Fire:		126,227.55	153,853.00	66,260.02	87,592.98
Emergency Management					
101-42500-103	Part-Time Employees	1,190.98	1,227.00	.00	1,227.00
101-42500-122	FICA	91.11	94.00	.00	94.00
101-42500-221	Repair/Maint - Equipment	278.69	2,000.00	587.80	1,412.20
101-42500-310	Other Professional Services	.00	660.00	892.00	232.00-
101-42500-381	Electric Utilities	1,000.00	900.00	324.00	576.00
Total Emergency Management:		2,560.78	4,881.00	1,803.80	3,077.20
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	114,076.53	120,766.00	51,288.41	69,477.59
101-43100-102	Full-Time Employees Overtime	445.40	2,100.00	1,149.81	950.19
101-43100-120	CENTRAL PENSION FUND	838.75	840.00	354.83	485.17
101-43100-121	PERA	8,514.29	9,215.00	3,912.12	5,302.88
101-43100-122	FICA	8,684.55	9,399.00	3,990.25	5,408.75
101-43100-131	Employer Paid Health	28,653.36	30,209.76	12,913.65	17,296.11
101-43100-151	Worker s Comp Insurance Prem	19,747.21	20,735.00	18,316.31	2,418.69
101-43100-201	Office Supplies(paper-pens-et)	494.28	500.00	.00	500.00
101-43100-211	Operating Supplies - Cleaning	25.78	100.00	.00	100.00
101-43100-212	Motor Fuels-Gas	13,242.17	8,000.00	2,760.77	5,239.23
101-43100-217	Other Operating Supplies	8,893.93	14,000.00	3,819.96	10,180.04

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
101-43100-221	Repair/Maint - Equipment	12,697.84	25,000.00	11,713.45	13,286.55
101-43100-222	Tree trimming	13,408.49	18,500.00	.00	18,500.00
101-43100-223	Repair/Maintain - Building	8,775.20	7,500.00	677.27	6,822.73
101-43100-224	Repair/Maintain - Streets	58,450.00	100,000.00	830.52	99,169.48
101-43100-225	Repair/Maint - Detention Ponds	.00	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	54,491.45	55,000.00	.00	55,000.00
101-43100-303	Engineering Fees	2,080.00	10,000.00	.00	10,000.00
101-43100-310	Other Professional Services	25,982.98	30,000.00	3,197.88	26,802.12
101-43100-321	Communications	3,162.33	4,000.00	1,487.71	2,512.29
101-43100-322	Postage	7.85	100.00	.00	100.00
101-43100-331	Meetings-Conferences (mtgs/mi)	39.50	300.00	24.50	275.50
101-43100-343	Advertising	.00	300.00	.00	300.00
101-43100-362	Property - Casualty Ins (Auto)	16,384.88	17,205.00	15,027.13	2,177.87
101-43100-381	Electric Utilities	51,944.71	43,000.00	15,788.53	27,211.47
101-43100-383	Gas Utilities	6,796.13	4,500.00	3,020.38	1,479.62
101-43100-384	Garbage Service	1,473.48	1,650.00	491.16	1,158.84
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	404.32	1,000.00	748.50	251.50
101-43100-417	Uniforms	976.86	1,200.00	.00	1,200.00
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	500.00	.00	500.00
101-43100-580	Computers & Technology	1,337.24	.00	.00	.00
101-43100-590	Capital Outlay	3,617.56	115,000.00	14,959.60	100,040.40
101-43100-700	TRANSFERS OUT	13,286.00	.00	.00	.00

Total Public Works (GENERAL):

478,933.07 672,469.76 166,472.74 505,997.02

Ice & Snow Removal

101-43125-101	Full-Time Employees Regular	21,728.76	23,003.00	9,769.17	13,233.83
101-43125-102	Full-Time Employees Overtime	84.79	400.00	219.01	180.99
101-43125-120	CENTRAL PENSION FUND	159.65	160.00	67.57	92.43
101-43125-121	PERA	1,621.92	1,755.00	745.13	1,009.87
101-43125-122	FICA	1,654.18	1,790.00	760.10	1,029.90
101-43125-131	Employer Paid Health	5,299.04	5,754.24	2,393.60	3,360.64
101-43125-212	Motor Fuels-Gas	8,069.90	8,000.00	5,669.43	2,330.57
101-43125-217	Other Operating Supplies	15,070.75	12,500.00	11,023.05	1,476.95
101-43125-221	Repair/Maint - Equipment	9,147.79	7,500.00	4,412.89	3,087.11
101-43125-310	Other Professional Services	16,934.10	35,000.00	21,817.50	13,182.50
101-43125-343	Advertising	288.00	100.00	.00	100.00
101-43125-437	Miscellaneous	.00	.00	500.00	500.00-

Total Ice & Snow Removal:

80,058.88 95,962.24 57,377.45 38,584.79

Economic Development

101-46500-101	Full-Time Employees Regular	34,889.93	39,661.00	16,779.85	22,881.15
101-46500-102	Full-Time Employees Overtime	641.75	1,500.00	278.87	1,221.13
101-46500-121	PERA	2,664.71	3,087.00	1,279.41	1,807.59
101-46500-122	FICA	2,649.14	3,149.00	1,305.00	1,844.00
101-46500-131	Employer Paid Health	11,236.84	11,444.40	4,871.20	6,573.20
101-46500-201	Office Supplies	66.27	500.00	.00	500.00
101-46500-304	Legal Fees	.00	.00	131.25	131.25-
101-46500-310	Other Professional Services	204.20	500.00	.00	500.00
101-46500-331	Meetings-Conferences (mtgs/mi)	341.19	1,000.00	80.41	919.59
101-46500-491	EDA Contributions	7,500.00	.00	.00	.00
101-46500-580	Computers & Technology	1,343.79	.00	.00	.00

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
Total Economic Development:		61,537.82	60,841.40	24,725.99	36,115.41
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	300.00	.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	12,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00	1,000.00
Total Other Finanacing Uses/Contrib:		17,800.00	17,800.00	12,800.00	5,000.00
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	127,524.65	135,512.00	57,332.00	78,180.00
211-45500-103	Part-Time Employees	16,466.94	23,553.00	8,732.96	14,820.04
211-45500-121	PERA	10,609.10	11,755.00	4,890.27	6,864.73
211-45500-122	FICA	10,847.54	12,169.00	5,017.10	7,151.90
211-45500-131	Employer Paid Health	37,489.08	38,148.00	16,220.45	21,927.55
211-45500-142	UNEMPLOYMENT BENEFITS PAYMEN	245.00	.00	.00	.00
211-45500-151	Worker s Comp Insurance Prem	727.65	765.00	675.76	89.24
211-45500-201	Office Supplies(paper-pens-et)	6,559.15	4,000.00	945.96	3,054.04
211-45500-217	Other Operating Supplies	.00	.00	78.47	78.47-
211-45500-221	Repair/Maint - Equipment	2,938.12	2,100.00	2,447.24	347.24-
211-45500-223	Repair/Maintain - Building	1,996.54	2,000.00	501.13	1,498.87
211-45500-310	Other Professional Services	.00	1,000.00	.00	1,000.00
211-45500-321	Communications	614.33	675.00	284.85	390.15
211-45500-331	Meetings-Conferences (mtgs/mi)	85.20	500.00	41.92	458.08
211-45500-362	Property - Casualty Ins (Auto)	4,859.53	5,450.00	4,760.12	689.88
211-45500-381	Electric Utilities	4,502.00	4,200.00	1,282.00	2,918.00
211-45500-383	Gas Utilities	2,487.58	2,000.00	1,383.28	616.72
211-45500-401	Contractual Services	10,130.00	9,180.00	3,407.63	5,772.37
211-45500-418	Rentals	11,792.94	10,950.00	3,538.77	7,411.23
211-45500-434	Sales Tax Paid	218.00	150.00	95.00	55.00
211-45500-437	Miscellaneous	1,625.27	1,500.00	250.00	1,250.00
211-45500-580	Computers & Technology	.00	1,500.00	.00	1,500.00
211-45500-590	Capital Outlay	.00	100,000.00	4,268.02	95,731.98
211-45500-592	Books/Periodicals	31,132.86	32,000.00	12,434.47	19,565.53
Total Libraries (GENERAL):		282,851.48	399,107.00	128,587.40	270,519.60
Libraries (GENERAL)					
215-45500-570	Office Equipment & Furnishings	1,993.69	.00	.00	.00
Total Libraries (GENERAL):		1,993.69	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	.00	100.00	62.79	37.21
225-45127-217	Other Operating Supplies	.00	1,500.00	.00	1,500.00
225-45127-221	Repair/Maint - Equipment	5.98	500.00	.00	500.00
225-45127-223	Repair/Maintain - Building	.00	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,279.00	1,000.00	519.00	481.00
225-45127-383	Gas Utilities	954.27	1,000.00	616.84	383.16
225-45127-437	Miscellaneous	.00	200.00	.00	200.00
Total ICE RINK:		2,239.25	5,300.00	1,198.63	4,101.37

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
POOL					
225-45128-103	Part-Time Employees	61,628.35	85,000.00	4,444.56	80,555.44
225-45128-121	PERA	614.84	675.00	333.36	341.64
225-45128-122	FICA	4,714.59	6,125.00	340.08	5,784.92
225-45128-142	Unemployment Benefit Payments	823.40	.00	.00	.00
225-45128-151	Worker s Comp Insurance Prem	3,900.61	4,096.00	3,618.21	477.79
225-45128-211	Operating Supplies - Cleaning	26.47	300.00	.00	300.00
225-45128-217	Other Operating Supplies	6,855.78	8,000.00	3,112.98	4,887.02
225-45128-221	Repair/Maint - Equipment	23,158.68	4,000.00	1,043.80	2,956.20
225-45128-223	Repair/Maintain - Building	893.00	750.00	873.71	123.71-
225-45128-228	Repair/Maintain - Other	37.99	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	6,857.30	7,500.00	.00	7,500.00
225-45128-309	SOFTWARE & DESIGN	2,995.00	2,995.00	3,295.00	300.00-
225-45128-310	Other Professional Services	3,716.00	2,500.00	1,019.00	1,481.00
225-45128-321	Communications	668.14	800.00	119.62	680.38
225-45128-322	Postage	19.33	100.00	.00	100.00
225-45128-331	Meetings-Conferences (mtgs/mi)	2,039.00	2,000.00	300.00	1,700.00
225-45128-343	Advertising	456.00	300.00	144.00	156.00
225-45128-362	Property - Casualty Ins (Auto)	14,156.83	14,865.00	12,983.34	1,881.66
225-45128-381	Electric Utilities	6,634.00	7,500.00	627.00	6,873.00
225-45128-383	Gas Utilities	6,566.29	5,400.00	.00	5,400.00
225-45128-417	UNIFORMS	1,925.72	3,000.00	2,579.42	420.58
225-45128-418	Rentals	.00	150.00	.00	150.00
225-45128-433	Dues and Subscriptions	670.00	1,000.00	.00	1,000.00
225-45128-434	Sales Tax Paid	2,690.00	4,000.00	255.00	3,745.00
225-45128-437	Miscellaneous	75.00	300.00	.00	300.00
225-45128-443	Credit Card Merchant Fees	848.46	2,000.00	32.85	1,967.15
Total POOL:		152,970.78	164,356.00	35,121.93	129,234.07
PARKS					
225-45200-101	Full-Time Employees Regular	61,458.15	61,381.00	26,040.98	35,340.02
225-45200-102	Full-Time Employees Overtime	4,903.20	5,000.00	3,324.01	1,675.99
225-45200-103	Part-Time Employees	13,327.00	14,000.00	187.50	13,812.50
225-45200-120	CENTRAL PENSION FUND	998.40	1,000.00	422.40	577.60
225-45200-121	PERA	4,815.57	4,978.00	2,191.12	2,786.88
225-45200-122	FICA	6,057.03	5,988.00	2,249.31	3,738.69
225-45200-131	Employer Paid Health	16,492.12	16,890.00	7,180.05	9,709.95
225-45200-142	Unemployment Benefit Payments	404.91	.00	.00	.00
225-45200-151	Worker s Comp Insurance Prem	2,863.20	3,006.00	2,655.36	350.64
225-45200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
225-45200-212	Motor Fuels-Gas	4,536.59	4,500.00	71.12	4,428.88
225-45200-217	Other Operating Supplies	5,313.19	4,000.00	1,227.27	2,772.73
225-45200-221	Repair/Maint - Equipment	4,660.35	6,000.00	425.10	5,574.90
225-45200-223	Repair/Maintain - Building	12,024.47	10,000.00	1,727.37	8,272.63
225-45200-228	Repair/Maintain - Other	109.95	500.00	.00	500.00
225-45200-229	Refunds	30.00	120.00	.00	120.00
225-45200-310	Other Professional Services	1,845.00	2,000.00	.00	2,000.00
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	144.00	250.00	198.00	52.00
225-45200-362	Property - Casualty Ins (Auto)	18,876.08	19,819.00	17,310.24	2,508.76
225-45200-381	Electric Utilities	6,476.00	3,500.00	1,774.00	1,726.00
225-45200-384	Garbage Service	1,565.46	1,900.00	404.82	1,495.18
225-45200-417	Uniforms	595.27	600.00	143.61	456.39
225-45200-418	Rentals	25.00	1,000.00	.00	1,000.00
225-45200-434	Sales Tax Paid	66.00	100.00	24.00	76.00

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
225-45200-590	Capital Outlay	.00	125,000.00	9,756.49	115,243.51
Total PARKS:		167,586.94	291,732.00	77,312.75	214,419.25
AED SMART CABINETS PROJECT					
228-41500-437	Miscellaneous	.00	.00	344.13	344.13-
228-41500-590	Capital Outlay	.00	.00	14,390.00	14,390.00-
Total AED SMART CABINETS PROJECT:		.00	.00	14,734.13	14,734.13-
Cemetery					
235-49010-217	Other Operating Supplies	1,166.88	1,500.00	6.98	1,493.02
235-49010-221	Repair/Maint - Equipment	193.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	.00	500.00	.00	500.00
235-49010-258	Columbarium Plaques	.00	2,000.00	.00	2,000.00
235-49010-309	Software & Design	640.00	640.00	.00	640.00
235-49010-310	Other Professional Services	1,692.60	2,500.00	.00	2,500.00
235-49010-343	Advertising	216.00	.00	.00	.00
235-49010-362	Property - Casualty Ins (Auto)	3,572.22	3,750.00	3,275.31	474.69
235-49010-381	Electric Utilities	623.00	500.00	217.00	283.00
235-49010-384	Garbage Service	1,389.96	1,900.00	156.78	1,743.22
235-49010-401	Contractual Services	31,070.00	30,000.00	3,555.00	26,445.00
235-49010-418	Rental	125.00	200.00	.00	200.00
235-49010-590	Capital Outlay	158,671.05	20,000.00	.00	20,000.00
Total Cemetery:		199,359.71	63,990.00	7,211.07	56,778.93
RURAL FIRE					
245-42200-103	Part-Time Employees	10,971.15	9,902.00	.00	9,902.00
245-42200-122	FICA	839.28	758.00	.00	758.00
245-42200-151	Worker s Comp Insurance Prem	3,343.03	3,510.00	3,100.57	409.43
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	.00	150.00
245-42200-212	Motor Fuels-Gas	1,981.08	2,700.00	713.91	1,986.09
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	18,462.33	10,000.00	6,055.08	3,944.92
245-42200-226	Foam	.00	1,000.00	1,049.63	49.63-
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	990.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	6,471.43	6,795.00	5,934.86	860.14
245-42200-417	Uniform	.00	2,000.00	.00	2,000.00
245-42200-433	Dues and Subscriptions	.00	500.00	.00	500.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
245-42200-590	Capital Outlay	9,771.00	.00	.00	.00
Total RURAL FIRE:		52,829.30	39,415.00	16,854.05	22,560.95
Fire Relief					
250-42300-124	Fire Pension Contributions	42,316.70	42,316.00	.00	42,316.00
250-42300-490	Donations - Fire Relief Assoc	19,200.00	20,200.00	.00	20,200.00
Total Fire Relief:		61,516.70	62,516.00	.00	62,516.00
Debt Service					
300-47000-601	Bond Principal Pymt	370,000.00	381,000.00	381,000.00	.00
300-47000-611	Bond Interest Payment	80,534.25	72,552.00	38,304.25	34,247.75

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
Total Debt Service:		450,534.25	453,552.00	419,304.25	34,247.75
STREET IMPROVEMENT FUND					
325-43100-437	MISCELLANEOUS	21,045.50	.00	.00	.00
325-43100-700	Transfers Out	60,000.00	.00	.00	.00
Total STREET IMPROVEMENT FUND:		81,045.50	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	157,169.00	.00	.00	.00
Total CAPITAL IMPROVEMENT FUND:		157,169.00	.00	.00	.00
2019 DOWNTOWN PROJECT					
416-48000-303	Engineering Fees	1,136.50	.00	.00	.00
416-48000-530	Capital-Other Improvements	3,405.15	.00	.00	.00
Total 2019 DOWNTOWN PROJECT:		4,541.65	.00	.00	.00
2020 STREET/UTIL IMPROVE PROJ					
417-48000-303	Engineering Fees	3,487.50	.00	.00	.00
417-48000-310	Other Professional Services	4,295.00	.00	.00	.00
Total 2020 STREET/UTIL IMPROVE PROJ:		7,782.50	.00	.00	.00
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	101,834.50	961,200.00	267,221.00	693,979.00
418-48000-352	General Notices and Pub Info	.00	.00	216.00	216.00-
418-48000-530	Capital-Other Improvements	.00	3,844,249.75	.00	3,844,249.75
Total 2023 STREET/UTIL IMPROVE PROJ:		101,834.50	4,805,449.75	267,437.00	4,538,012.75
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
505-46500-439	TIF Payments	6,710.00	7,500.00	8,050.00	550.00-
Total TIF 1-9 LEVAN:		7,710.00	8,500.00	8,050.00	450.00
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
506-46500-439	TIF Payments	8,532.00	8,750.00	2,101.00	6,649.00
Total TIF DOWNTOWN REDEVELOPMENT:		9,532.00	9,750.00	2,101.00	7,649.00
601-23110	General Obligation Bonds Pay	122,422.00	15,000.00	122,422.00	107,422.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	58,595.47	61,381.00	25,556.16	35,824.84
601-49400-102	Full-Time Employees Overtime	2,812.75	5,000.00	681.67	4,318.33
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	422.40	577.60
601-49400-121	PERA	4,590.53	4,978.00	1,956.58	3,021.42
601-49400-122	FICA	4,682.37	4,945.00	1,995.76	2,949.24
601-49400-131	Employer Paid Health	16,481.56	16,890.00	7,175.65	9,714.35
601-49400-151	Worker s Comp Insurance Prem	1,433.40	1,505.00	1,329.44	175.56
601-49400-201	Office Supplies(paper-pens-et)	764.69	750.00	.00	750.00
601-49400-212	Motor Fuels-Gas	513.41	750.00	46.94	703.06

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining
601-49400-217	Other Operating Supplies	11,136.88	10,000.00	1,834.29	8,165.71
601-49400-221	Repair/Maint -WELLS	29,711.07	30,000.00	8,676.50	21,323.50
601-49400-223	Repair/Maintain - Building	1,145.34	2,000.00	.00	2,000.00
601-49400-228	Repair-Water Main Repairs	7,190.07	30,000.00	.00	30,000.00
601-49400-229	Refunds	5,000.00	3,000.00	.00	3,000.00
601-49400-303	Engineering Fees	8,600.00	10,000.00	8,813.05	1,186.95
601-49400-309	Software and Design	4,083.18	10,000.00	.00	10,000.00
601-49400-310	Other Professional Services	21,345.61	17,000.00	7,465.48	9,534.52
601-49400-321	Communications	4,402.83	4,000.00	2,086.16	1,913.84
601-49400-322	Postage	2,915.47	2,400.00	1,177.66	1,222.34
601-49400-331	Meetings-Conferences (mtgs/mi)	223.95	1,000.00	386.00	614.00
601-49400-343	Advertising	48.00	400.00	.00	400.00
601-49400-362	Property - Casualty Ins (Auto)	7,209.53	7,570.00	6,611.76	958.24
601-49400-381	Electric Utilities	45,494.00	43,000.00	11,835.00	31,165.00
601-49400-401	Contractual Services	540.23	1,500.00	.00	1,500.00
601-49400-406	SAFETY	953.49	1,000.00	.00	1,000.00
601-49400-417	Uniforms	554.60	600.00	323.03	276.97
601-49400-420	Depreciation	.00	110,000.00	.00	110,000.00
601-49400-433	Dues and Subscriptions	300.00	1,000.00	.00	1,000.00
601-49400-434	Sales Tax Paid	2.08	100.00	.45	100.45
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	114,234.65	95,000.00	24.36	94,975.64
601-49400-570	Capital Outlay - Equipment	40,066.25	.00	.00	.00
601-49400-611	Bond Interest	2,920.94	2,651.00	1,325.44	1,325.56
601-49400-700	Transfers Out	335,062.13	181,138.00	122,087.13	59,050.87
Total Water Utilities (GENERAL):		734,008.72	660,758.00	211,810.01	448,947.99
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	61,233.22	61,381.00	26,216.80	35,164.20
602-49450-102	Full-Time Employees Overtime	6,034.06	5,000.00	3,805.41	1,194.59
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	422.40	577.60
602-49450-121	PERA	4,921.62	4,978.00	2,240.42	2,737.58
602-49450-122	FICA	5,020.04	4,945.00	2,285.25	2,659.75
602-49450-131	Employer Paid Health	16,490.80	16,890.00	7,179.50	9,710.50
602-49450-201	Office Supplies(paper-pens-et)	421.85	500.00	.00	500.00
602-49450-212	Motor Fuels-Gas	.00	250.00	.00	250.00
602-49450-217	Other Operating Supplies	204.39	2,000.00	314.40	1,685.60
602-49450-221	Repair/Maint - Equipment	75,382.37	16,000.00	4,714.89	11,285.11
602-49450-228	Repair/Maintain - Other	2,141.00	.00	.00	.00
602-49450-229	Refunds	5,000.00	2,000.00	.00	2,000.00
602-49450-310	Other Professional Services	328.73	500.00	664.45	164.45
602-49450-322	Postage	2,554.63	2,400.00	1,164.38	1,235.62
602-49450-331	Meetings-Conferences (mtgs/mi)	895.44	1,000.00	802.16	197.84
602-49450-343	Advertising	72.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,980.57	5,230.00	4,567.98	662.02
602-49450-381	Electric Utilities	8,375.00	9,000.00	3,359.00	5,641.00
602-49450-383	Gas Utilities	580.29	1,000.00	218.62	781.38
602-49450-385	Sewer Plv-Elgin Sewer District	789,204.65	840,000.00	196,658.25	643,341.75
602-49450-417	UNIFORM	600.00	600.00	328.65	271.35
602-49450-420	Depreciation	.00	23,000.00	.00	23,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	335,062.12	181,138.00	122,087.12	59,050.88
Total Sewer (GENERAL):		1,320,501.18	1,179,312.00	377,029.68	802,282.32
Net Grand Totals:		6,724,182.45	11,196,180.75	2,814,613.58	8,381,567.17

Account Number	Account Title	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Budget Remaining



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Department Report	AGENDA SECTION: Consent
PREPARED BY: Jason Timm, Chief of Police	AGENDA NO. 6.D.
ATTACHMENTS: May Activity Summary Report	APPROVED BY:
RECOMMENDED ACTION: Information only	

SUMMARY

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

Meeting/Training

- Annual daylight firearms qualification was completed this month.
- Officers Stoning and McKellips attended a two-day instructor certification course for the 40mm less-lethal impact/munitions program.

Misc. Activity

- The number of calls involving juveniles have increased dramatically this year. This year alone we have charged 25 juveniles with different criminal offenses. This number is more than all of 2022.
- We have had two suicidal individual calls in May that officers were able to talk the individual into seeking help. One involved an automatic rifle and the second individual needed to be physically restrained from hanging themselves.
- Alcohol offenses are also up this year. This month alone had two DWI arrests and 6 minor consumption citations issued.
- Despite the increase in dynamic calls and arrests, we continue to solve our open cases.
- We have received four applicants for the open position of police officer. Interviews will be completed in June.

Citations issued: 22**May Call Activity 2023**

9-11 Hang-Ups	4
Alarms	3
All other	4
Animal Complaints	10
Assault	1
Assist Other Department	21
Attempt to Locate	1
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	1
Civil Matter	1
Contempt/Curfew Violation	0
Damage to Property	3
DANCO Violation	0
Disorderly Conduct	2
Domestics	2
Driving Complaints	5
Driving Under the Influence	0
Drugs All Types	0
Escort	0
Fire Calls	1
Fireworks	0
Found Property	0
Fraud	2
Funeral Assist	3
Gun Permit	2
Harassment/Threats	1
Littering	2
Lost Property	1
Medical Calls	24
Misc. Information	2
Motorist Assists	4
Noise Complaints	3
OFP/HRO Violation	1
Ordinance Violation	2
Parking Complaints/Violations	3
POR Predatory Offender Reg.	1
Public Assists	10
School Bus/Incident & Tobacco	5
Security Check	85
Sex Offense	0
Snow Removal	0
Sudden Death	0
Suspicious Activity	14

Theft Offenses	7
Traffic Crashes/Violations	87
Trespassing	0
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0
Welfare Checks	6
Worthless Checks	0
TOTAL CALLS	324

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of May. We as a city averaged 232,096 gallons per day. The highest being 402,000 gallons and the lowest being 155,000 gallons. We pumped 7,195,000 gallons for the month.
- Water meters were read on the 1st of the month.
- Water meter replacement is ongoing.
- We had 92 locates for Gopher State One Call.
- We had 10 inch and 6 inch water main valves replaced by Lakeside Foods. Both were leaking.

Streets

- We are continuing to work with Bolton & Menk on the 2nd Ave Street project. We have had a couple of informational meetings for the residents so far. Elcor is going to begin removing trees in the beginning of June.
- We have been filling potholes as they appear, and this will continue as needed.
- We have identified areas in need of repair for this year's street maintenance.
- Senior banners were up for the month and now have been taken down. The business banners were put back up.
- Flags and flowers were put up for the summer season.
- Put out pedestrian crossing signs.
- We graded gravel alleys.

Parks

- Parks have been open since the 1st of May. The officers help us by locking the bathroom doors at 10:00 PM when the parks close.
- The pool is put together and is ready for the opening date of June 5th.
- The high school baseball has come to an end. Legion ball will begin now.
- The fire department had their first annual event at Wedgewood Park. Public Works provided barricades, garbage stands, and picnic tables.
- Summer help has begun.
- We tilled the volleyball courts to rid them of weeds.

Trees

- We have sent out Ash Tree notices to about 75 residents. I have found a couple more that need to be sent out and will do so in the coming days.
- We had the brush pile chipped. We left around 100 yards of mulch for residents to use. We may have around 30 yards left.

Buildings

- Chris Otto from LMC (League of Minnesota Cities) mentioned that SEH was close to having a bid packet ready for the repairs on the city building roofs.

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Daily Tasks

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

**Respectfully,
Shane Loftus
Public Works Director**



PARKS & TRAILS COMMISSION

Meeting Minutes

Tuesday, March 28, 2023, at 6:00 P.M.
Public Works Building, 230 10th St SW, Plainview, MN 55964

The Plainview Parks & Trails Commission meeting was called to order at 6:02 pm on March 28, 2023. Commissioners in attendance: John Curtiss, Beau Hebert, Ben Jacobs, Carrie Klassen, Claire Speedling, Sue Tangen, and Marlene Young. Staff in attendance: Shane Loftus. Public in attendance: Karen Miller.

Motion was made by Tangen and seconded by Young to approve the agenda. Passed. 7/0.

Motion was made by Jacobs and seconded by Tangen to approve the February 28, 2023, meeting minutes. Passed. 7/0.

Curtiss shared information from the March 14, 2023, City Council meeting regarding the proposed recommendation on replacement of the welcome signs. City Council voted 2-2 on the recommendation and due to not having a majority vote, the recommendation failed to pass. There was one Council member absent at the meeting. Mayor Aaron Luckstein suggested Curtiss bring the proposed recommendation back to the next meeting when there is a full Council available to vote. The tear down of the existing signs has been approved. Curtiss also shared that the Plainview Elgin Millville Foundation did not approve the grant application to help with demolition of the current signs.

Miller gave a status update for the AED project. A grant from the Plainview Elgin Millville Foundation was approved and will pay for one cabinet. There have been enough donations from the community for a second cabinet as well. One cabinet will be installed at Eckstein Park. The exact location is yet to be determined. The suggested location was to put the cabinet where an old pop machine was removed; however, there is concern from the Advocates for Health on too much sun exposure in this location. Miller will work with Advocates for Health to determine what will be the best location. Loftus stated that Public Works is planning to repour cement in the old pop machine location if it is used. Curtiss shared that there is a plan in place to have a plaque on this cabinet in memory of Jarvis Anderson. Miller is working with the Anderson family on wording for the plaque. A recommendation was made by Loftus and other commission members to locate the second cabinet at Eastwood Park between the bathrooms. Miller also shared that she plans to reach out to the Plainview American Legion about donating for a cabinet to be located at or near the Legion. Other communities in the area have also been working on similar projects. The Millville Sportsmans Club has paid for a cabinet to be located in front of the Legion. Viola is also looking at putting up a cabinet at their town hall.

Jacobs is continuing to look at updating the parks page on the City's website. He plans to take new pictures once the parks start to green up this spring.

Loftus is waiting for the snow to melt in order to get bids to possibly install lights at the pickleball court at Eastwood Park. Once he has bids, he will take them to City Council for consideration.

Loftus checked with the City administrator on the legalities and liabilities of having a puppy day. The City is not interested in hosting this type of event due to the liabilities involved. For a private party to host this type of event, multiple permits would be required, as well as insurance coverage of \$2 million.

Jacobs had no news to share from City Council aside from those shared in previous agenda items.

Loftus gave a Public Works update:

- Katelyn Abts recently approached Public Works offering to walk the parks and trails to do clean up. She recently finished forestry school and needs some hours for work experience. She has started pruning trees along the trail on Highway 42.
- The Plainview Fire Department will not be doing a fireman's dance during Corn on the Cob Days this year. They will now be doing a chicken feed at the Legion during the Bluebell Festival on May 13, 2023.

Motion was made to adjourn by Tangen and seconded by Jacobs. Passed 7/0.

Meeting adjourned at 6:58 p.m.



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: June 7, 2023
To: David Todd, City Administrator
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: OH1.123353

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

The City awarded the construction contract for the project to Elcor Construction at the May 9th Council meeting. A neighborhood informational meeting was held on May 24th to update residents on the project and what to expect during construction. A preconstruction meeting was held with Elcor Construction, on June 1st. Elcor plans to begin construction with tree removals on June 8th, and reclaiming of the road surface on June 14th.

Project updates will be sent out during construction by e-mail and text. Those interested can sign up to receive updates through the project website, here: <https://clients.bolton-menk.com/plainviewstreets/>, under the "Updates" tab. Copies of previous informational meeting presentations can also be downloaded from the website.

Orchard Hills 7th and 8th Subdivisions

Work has resumed on the project and the final lift of asphalt is expected to be completed in the next couple of weeks. We have been working with the developers and their engineer and contractor to correct some grading discrepancies on the projects.

Well No. 3 Issues

Quotes have been solicited and received for the Phase 1 improvements authorized by Council at the February meeting. Consideration of acceptance of the low quote is included in the Council packet as a separate item.

Chapter 600 Code Updates

We have begun work on developing recommendations for updates to the Chapter 600 Zoning and Subdivision ordinance in City Code. Once drafted and reviewed with City Staff, recommended changes will be brought forward to Planning Commission and Council for review and consideration. We expect this work to be completed in June and July, with recommendations brought forward for the August PC and CC meetings.

Name: Current Project Update

Date: 6/7/23

Page: 2

2020 Improvement Project

No new information since the last meeting. Still waiting for Alcon Construction to provide consent of surety to final payment and IC-134's prior to making final payment. No action has resulted from repeated inquiries on this issue, and we are consulting with the City Attorney on whether any additional action is required.

Miscellaneous

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

- 3rd Avenue SE backyard drainage issues.
- Church of Christ parking lot expansion improvements.
- Plan review and inspection for modifications to Verizon's wireless antenna installations on the City's water tower.
- Standby generator improvements for Well No. 2.
- Lead service line inventory, as required by Minnesota Department of Health and EPA.

Director's Report: June 2023

Website: The library website has received a much needed update and is now optimized for mobile experience. We have pulled out the most common site uses, including My Account, Online Catalog, Overdrive Ebooks, and the Event Calendar, and put them front and center. Visitors can register for a library card, book an outreach visit, or sign up for our Best Sellers Club to ensure that they never miss a book by their favorite author. More information can be found at: www.plainview.lib.mn.us

Book an Outreach Visit: To cultivate and maintain relationships with community members and organizations, the library offers outreach services. Community groups, classrooms, daycares, and businesses are invited to request a library outreach visit via the request form found on our website. Library staff will tailor a visit with options that include storytimes, book suggestions, research tutorials, ukulele sing-alongs, and general library promotion.

GED Support: The library has assembled a group of volunteers with backgrounds in education who are enthusiastic about investing in local community members who are pursuing their GED. These “study coaches” will provide individual attention and help navigate the testing process. Persons wishing to pursue their GED can contact the library to be connected with a study coach and additional resources.

May Quick Stats:



2672 Items Circulated



18 New Patrons



190 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library



Plainview Public Library Board of Trustees

Tuesday April 18, 2023 7:00 PM

Members Present: Miranda Muller, Ian McDonald, Youlonda Loechler, Adam Feils, Paul Eidenschink

Members Not Present: Nicholas Ozment, Carla Tentis

Staff: Alice Henderson

City Council Member: Don Kuschel

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

Public Comments (None)

A motion was made by Paul and seconded by Adam to approve the agenda. Motion carried unanimously.

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

- Board Minutes 3/21/2023
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations
 - Bob and Sue Tangen In Memory of Jarvis Anderson \$40
- SELCO/SELS & Foundation Reports

Payment of Bills

A motion was made by Youlonda and seconded by Miranda to approve the Payables by Payee in the amount of \$5,316.07. Motion carried unanimously.

Unfinished Business (None)

New Business (None)

Additional Discussion

Next meeting is set for May 16, 2023.

Motion to adjourn was made by Youlonda and seconded by Paul at 7:13 PM. Motion carried unanimously.

Respectfully submitted,
Miranda Muller
Secretary, Plainview Library Board of Trustees

Development Services Coordinator Update

June 2023

EDA/HRA:

- **Business Center:**

- I have shown the available suites to prospective tenants. There is some interest in one or two of the available suites.

- **Operations:**

- The EDA Board continues to discuss lease rates, lease contracts, as well as our strategic goals.
- We had our site visit from USDA Rural Development on Wednesday, May 31st. USDA Rural Development was able to supply me with copies of our Scope of Work when the Plainview Business Center Incubator program and Next Gen Loan Programs were approved. We need to do a self-assessment on the ADA Compliance of the Plainview Business Center. The review went well and was very informative.
- I applied to Southern Minnesota Initiative Foundation (SMIF) to become a participant in their Rural Entrepreneurial Venture (REV) program. I believe this will be a nice extension and enhancement to the EDA's Plainview Business Center incubator program. SMIF desires to place this program in two communities which have a strong food/ag economy.

- **BR&E (Business Retention & Expansion) Visits/ Business Assistance**

- We had four entrepreneurs attend the SBDC Workshop on May 15th in the Council Chambers at City Hall. The title of the workshop was "10 Ways to Improve the Profitability of your Business: a session with the SBDC". The SBDC is interested in doing additional training here in Plainview.
- I submitted a Safe Routes to Schools Boost grant on behalf of the P-E-M SRTS Committee.
- Our application to the MPCA for a Brownfield Assessment Grant to perform a Phase I remediation study was approved. Additional information and work will occur after the start of the next FY on July 1.
- We continue to assist the group of merchants interested in starting a Plainview Alliance (Chamber / Tourism organization)

- **Meetings:**

- 5/12 - SE Economic Development Professionals Meeting – Guest Speaker, Natasha Kukowski, DEED SCDP. This program may assist us with our downtown façade improvements.
- 6/5 – Attended the Launch Your Future Today (LYFT) meeting with Superintendent Strosahl at the Wood Lake Meeting Center in Rochester. Workforce programing is a key topic with funding for programs coming from the recently passed state budget.
- 6/8 – Downtown Merchants' Monthly Meeting.
- 6/9 - SE Economic Development Professionals Meeting

Respectfully Submitted by,

Richard L. Baker
Development Services Coordinator

Plainview Fire Relief Association Monthly Report

April, 2023

Meetings:

April 5th

Practice/Training:

April 19th: Toured the new Mayo Building & went through equipment on trucks

*Some firefighters went to Wisconsin to look at the new city truck

Calls:

April 9: Grass fire by Theilman

April 10th: Car Accident – no injuries

April 13th: Grass fire on County Road 79

April 17th: Fire in a house – City of Plainview

Maintenance:

Equipment ready from Winter to Summer

Respectfully Submitted by **Eric Bennett, Secretary**

Plainview Fire Relief Association Monthly Report

May, 2023

Meetings:

May 3rd

Practice/Training:

May 17th: Worked on hoses on the truck and pumping water from hydrant to trucks

Calls:

May 1: Tire pile fire – rural farm

May 6: Carley State Park – Lady fell broke ankle; had to carry her out

May 22: Medical call – help land Mayo 1

May 27: False alarm Green Praire Place

Community Activities:

May 13th: Community event – Firefighters first annual BBQ Chicken Feed

- Had new city fire truck plus other equipment to show the community
- And a Beanbag Tournament

Other:

Doing meat raffles at local bars & grills

Respectfully Submitted by **Eric Bennett, Secretary**

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Kim's Saloon – License Agreement for Corn on the Cob Days Event	AGENDA SECTION: Consent Agenda
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.E.
ATTACHMENTS: Draft License Agreement, Request Letter	APPROVED BY: d.t.
RECOMMENDED ACTION: Motion to approve License Agreement with Walkes Enterprises Inc. dba Kim's Saloon for the 2023 Corn on the Cob Days Street Dance.	

SUMMARY

Kim's Saloon has hosted street dances during Corn on the Cob Days regularly in years past. City Attorney Flaherty has recommended that situations where an outside organization is utilizing City property, that a license agreement be utilized to spell out the terms and responsibilities of all parties involved.

RECOMMENDATION

Staff recommends approval of the License Agreement with Walkes Enterprises Inc. dba Kim's Saloon.

Kim's Saloon & Grill

June 1st, 2023

City of Plainview
City Council Members
241 West Broadway
Plainview, MN 55964

Re: Corn On The Cob Days Street Dance

Dear City Council Members,

For the past Eleven years Kim's Saloon & Grill has been successful hosting the Corn on the Cob Days Street Dance.

I would consent again to host this year's street dance Saturday, August 19th, 2023, for Plainview's "Corn On the Cob Days", provided again this year that 4th Street SW be closed from the corner of 1st Avenue SW to Main Street. The Street (like in years past) would have to be closed from 8:00 AM on Saturday, August 19th, until 10:00 AM, Sunday, August 20th, this will allow for setting up and then removing the band stage, waste receptacles, rent-a-jons, ect.

In summary, I am committed towards helping out the City of Plainview with their "Corn on the Cob Days" festival again this year. If you have any further questions, please do not hesitate to give me a call.

Respectively,



David Walkes
Kim's Saloon & Grill
(507) 534-3707 (b)
(507) 273-2414 ©

(Top 3 inches reserved for recording data)

LICENSE AGREEMENT (Corn on the Cob Days)

This License Agreement (“License” or “Agreement”) is entered into by and between the City of Plainview, a municipal corporation under the laws of the State of Minnesota, 241 West Broadway, Plainview MN 55964 (“City” or “Licensor”), and Walkes Enterprises Inc. dba Kim’s Saloon, 45 4th St SW, Plainview MN 55964 (“Licensee”); (collectively the “parties”).

RECITALS:

WHEREAS, the Licensee is the owner of the real property located at 45 4th Street & Alley SW in the City of Plainview, Minnesota (the “Property”):

and

WHEREAS, located along the western and norther boundaries of said Property is a city-owned right-of-ways (the “Street & Alley”); and

WHEREAS, the Licensee plans to host a concert and dance during Corn on the Cob Days (the “Event”), which Event encroaches in Licensor’s Street & Alley; and

WHEREAS, the Licensee desires a license from Licensor authorizing Licensee’s limited use of the Street & Alley for the encroachment of the Event; and

WHEREAS, a sketch/schematic of the location of the Street & Alley depicting the dimensions and location of the proposed Event encroachment is provided in Exhibit A, which is attached hereto and incorporated herein by reference (the “Licensed Premises”); and

WHEREAS, the Licensee has requested that the Licensor permit the encroachment and the Licensor is willing to permit said encroachment as depicted in Exhibit A on certain conditions contained herein.

NOW, THEREFORE, for valuable consideration, it is agreed by and between the parties as follows:

1. Grant of License and Description of Licensed Premises. In consideration of the terms, covenants, and conditions contained herein, the Licensors hereby grants to the Licensee a non-exclusive, terminable license to use the Licensed Premises for the purpose stated above herein, subject to the following conditions:

- a. Licensee shall commence no work authorized by this License related to construction, repair or replacement of the Event until it has obtained all required approvals and permits as required by the City.
- b. Licensee shall take all necessary precautions to protect and preserve the City's Street & Alley during any activities within or use of the Licensed Premises as contemplated in this License.
- c. Licensee shall take all necessary precautions to avoid creating unsafe or unsanitary conditions within the Licensed Premises and shall not hinder the natural free and clear passage through the Street & Alley by Licensors or Licensors's employees or agents.
- d. Licensee shall conduct any work authorized by this License or subsequently approved by the City in a manner so as to ensure the least obstruction to and interference with present and continued use of the Street & Alley and shall return the Street & Alley to its original condition following such authorized work at Licensee's sole cost and expense.
- e. Licensee shall remove daily all dirt or debris from sidewalks, trails, public and private roadway surfaces and curbs and gutters during any work authorized by this License or subsequently approved by the City.
- f. Licensee shall not conduct any work within the Street & Alley outside the Licensed Premises specified in Exhibit A without the express prior written approval of the City.
- g. Licensee shall be responsible for either: 1) removing the Event and all associated costs, or 2) the cost of removal of the Event by the City, should the City or another authorized party need to conduct work in the Street & Alley, and the Event interferes with such work in the judgment of the City.
- h. Any operation, maintenance, repair or alteration to the Event shall not expand the encroachment. Alterations or replacement shall require prior City approval and shall at all times comply with City Code.

2. Term. The term of this Agreement shall be from 8 a.m. Saturday, August 19, 2023, through 10 a.m., Sunday, August 20, 2023, as follows;

This Agreement shall terminate (a) upon the destruction, demolition or removal of the Event situated on the Property described above, or (b) upon the failure of the Licensee to comply with any material term or condition of this Agreement.

This License may also be terminated at any time by Licensee by written notice to the City.

Before the date of any such termination of this License under this Section, Licensee shall remove all of Licensee's Event from the Licensed Premises, at Licensee's sole cost and

expense, and shall restore the Licensed Premises to its preexisting condition or better pursuant to the standards and requirements set forth in City Code, as amended, unless otherwise directed by the City in writing. In the event that Licensee fails to remove the Event from the Licensed Premises before the effective termination date of this License, the City or its authorized agents or representatives may perform any work necessary to remove the Event from the Licensed Premises and restore the Licensed Premises to its preexisting condition, and Licensee shall reimburse City for all expenses reasonably incurred by the City in performing such work. If Licensee fails to so reimburse the City as required by this paragraph within 30 days of Licensee's receipt of a billing statement for such charges from the City, the unpaid charges shall constitute a lien against the Property from and after the date they were due and unpaid. The City may take any action it is authorized under law to take to recover such unpaid charges, including certifying such unpaid charges to the county auditor for collection with taxes on the Property.

3. License Fee. As this Event is valuable part of a larger community event, Licensee shall pay a license fee of just \$20.00 at the time of execution of this Agreement.
4. Use of Licensed Premises. Subject to the other terms and provisions contained herein, the Licensee shall be permitted to use the Licensed Premises only for the specific purpose hereinabove stated; provided, however, that during the term of this License, the Licensee shall comply with all applicable laws, regulations, conditions, and covenants affecting the Licensed Premises, whether federal, state, local, or contractual in addition to any such requirements as applicable to Licensee's operations. The Licensee shall not intentionally commit or allow to be committed any waste on, destruction of, or damage to, or nuisance on the Licensed Premises. Should the Licensee intentionally commit or allow to be committed any waste on or destruction to the Licensed Premises, the Licensee shall immediately restore the Licensed Premises to the original condition of the Licensed Premises at the inception of this License Agreement or as altered in accordance with plans and specifications as submitted to, and approved by, the City Administrator of the Licensor, or his or her designated representative, or, alternatively, pay to the Licensor the cost of restoring the Licensed Premises, to the condition herein stated, payment to be made within 30 days from the date of written notice given by Licensor to the Licensee of the amount of such costs.

During the term of this Agreement, Licensee shall keep the Licensed Premises, and its immediate area in a sanitary condition, remove all trash from the Licensed Premises and keep the premises free from refuse or other debris.

5. Fencing. Licensor shall provide for Licensee fencing in the form of the city's chain link baseball fence to create a fully-enclosed and contiguous premises. Licensor shall install and remove fencing.
6. Loud-Speaker. (*\$10.00 Loud-Speaker Permit Application*)
Event may include use of electronic sound-system during the period of the Event, but not later than 12:00 a.m., Sunday August 20, 2023.

7. Temporary Expansion of Premises for Intoxicating Liquor License. As part of this Agreement, Licensee shall be permitted to utilize the fenced-in outdoor areas on the Property and the Street & Alley for the Event, as part of their licensed premises for the purposes of serving intoxicating liquor. Licensee shall comply with liquor rules and statutes as they would in their normal premises. Licensee shall obtain a Certificate of Liability Insurance from their carrier that notes the Street & Alley as insured spaces for both liability and liquor purposes and names the City as certificate holder. In the event the Event encroaches on other private property, those property owners shall also be named as certificate holders for both liability and liquor purposes.
8. Conditions of Licensed Premises “As Is” and Not Warranted. The Licensor does not warrant that the Licensed Premises is suitable for the purposes for which it is permitted to be used under this License. The Licensor shall have no responsibility with regard to any failure of or damage to Licensee’s Event within the Licensed Premises. Licensee understands and acknowledges that this License grants Licensee only a terminable license to use the Licensed Premises and does not confer any permanent property rights with respect to the Licensed Premises or the Event to be constructed thereon upon Licensee.
9. Licensor's Right of Entry. The Licensee shall permit or allow the Licensor and the agents and employees of the Licensor to enter upon the Licensed Premises at all reasonable times for the purpose of inspecting them. The City may order the immediate cessation of any project or work that exceeds the scope of this License or otherwise poses a threat to the life, health, safety or welfare of the public. The City may order Licensee to correct any project or work to comply with the scope of this License or other applicable standards, conditions, ordinances or laws. If the Event made by Licensee in the Licensed Premises fall into disrepair at any time during the term of this License, the City may order Licensee to conduct any repairs or perform any maintenance necessary to bring the Event into compliance. Any such order by the City authorized by this Paragraph shall state the violation, the terms of correcting the violation and that failure to correct the violation within the stated time limits shall be cause for immediate revocation of this License. If the violation is not corrected within the stated time limits, the City may immediately revoke this License and/or pursue any and all remedies available to it as provided herein or in law or equity.
10. Alterations to Licensed Premises. The Licensee shall not be permitted to make any additional Event or alterations to the Licensed Premises without the prior written consent of the Licensor, except, however, the Licensee shall, at Licensee's expense, make any additional Event to the Licensed Premises that are needed to maintain the Licensed Premises in their original condition or their condition as altered, if such alteration has been approved in writing by the Licensor.
11. Covenants to Indemnify and Hold Harmless. Licensee shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys’ fees, and costs of alternative dispute resolution, which may arise out of or be caused by Licensee or their

successors and/or assigns, with respect to Licensee's use of the Street & Alley, and the Licensed Premises. Licensee shall defend City against the foregoing, or litigation in connection with the foregoing, at Licensee's expense, with counsel reasonably acceptable to City. The indemnification provision of this Paragraph shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of City. All indemnification obligations shall survive termination, expiration or cancellation of this License.

12. Waiver and Assumption of Risk. Licensee further knows, understands and acknowledges the risks and hazards associated with using the Licensed Premises, for the purposes permitted herein and the Event thereon and hereby assumes any and all risks and hazards associated therewith. Licensee understands and acknowledges that the primary purposes of the Licensed Premises, and the Street & Alley, notwithstanding this Agreement, are to facilitate and accommodate public utility facilities, and that the Street & Alley, and utility facilities located therein require regular maintenance, repairs or other work. Licensee hereby irrevocably waives any and all claims against the Licenser or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the Licensee as a result of using the Licensed Premises or any of Licensee's activities or Event, and hereby irrevocably releases and discharges the Licenser and any of its officials, employees or agents from any and all such claims of liability related to the Licensed Premises, the Event therein, or the Licenser's maintenance, repair or other work conducted within the Licensed Premises by the Licensee or Licenser or any other third party, except those resulting from the negligence or intentional misconduct of the Licenser.
13. Insurance. The Licensee shall at Licensee's expense maintain in effect bodily injury liability insurance and property damage insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04 or the amount stated in the Licensee's insurance certificate, whichever is greater. The City of Plainview shall be a named insured. In the event the Event encroaches on other private property, those property owners shall also be named as certificate holders for both liability and liquor purposes. The Licensee's insurance policy and certificate shall not be cancelled or its conditions altered in any manner without Ten (10) days prior written notice to the City Administrator. Upon request, the Licensee shall deliver to the City Administrator certificates of all insurance required, signed by an authorized representative and stating that all provisions of the specified requirements are satisfied. If Licensee fails to maintain a policy of insurance as required by the City for the term of this License, the City may immediately revoke this License and require the immediate removal by the Licensee of the Licensee's Event from the Licensed Premises at the Licensee's sole cost and expense, and the Licensee shall restore the Licensed Premises to its preexisting condition or better pursuant to the standards and requirements set forth in City Code.
14. Mechanic's Liens. The Licensee hereby covenants and agrees that the Licensee will not permit or allow any mechanic's or materialman's liens to be placed on the Licenser's interest in the Licensed Premises during the term hereof for labor performed or material

supplied in connection with any work or Event performed or caused to be performed by the Licensee. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the Licensor's interest, the Licensee shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that the Licensee may contest any such lien provided the Licensee first provides adequate security protecting the Licensor against such lien.

15. Attorneys' Fees. If any action at law or in equity shall be brought by Licensor on account of any breach of this License Agreement by Licensee or for the recovery of the possession of the Licensed Premises, Licensor shall be entitled to recover from Licensee reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.

16. General Terms.

- a. RECITALS. The recitals to this Agreement are made a part hereof and incorporated herein by reference.
- b. VOLUNTARY AND KNOWING ACTION. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- c. AUTHORIZED SIGNATORIES. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- d. NOTICES. All communications, demands, notices, or objections permitted or required to be given or served under this License Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed to the other party to this License Agreement, to the address set forth in this License Agreement, or if to a party not a party to this License Agreement, to the address designated by a party to this License Agreement in the foregoing manner. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this License Agreement.

- e. **ASSIGNMENT OR TRANSFER OF LICENSE.** Licensee shall have no right to assign its interest in this License Agreement without the prior written consent of Licensors.
- f. **MODIFICATIONS/AMENDMENT.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the City and Licensee.
- g. **NO PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY.** Nothing contained in this License Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the Licensors and the Licensee.
- h. **CUMULATIVE RIGHTS.** Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the Licensors or the Licensee is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.
- i. **RECORDS—AVAILABILITY AND RETENTION.** Pursuant to Minn. Stat. § 16C.05, subd. 5, Licensee agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Licensee and involve transactions relating to this Agreement. Licensee agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- j. **COMPLIANCE WITH LAWS.** Licensee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, Event, personal property, programs and staff for which Licensee is responsible.
- k. **GOVERNING LAW.** This Agreement shall be deemed to have been made and accepted in Wabasha County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- l. **DATA PRACTICES.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
- m. **NO WAIVER.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that

right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.

- n. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- o. ENTIRE AGREEMENT. These terms and conditions constitute the entire agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- p. HEADINGS AND CAPTIONS. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- q. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of City and Licensee arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto have hereunto executed this document on the latest date affixed to the signatures hereto.

LICENSEE:

By: _____
David Walkes

Date: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me, a notary public in and for the above-named County and State, on this _____ day of _____, 2023, by David Walkes.

Notary Public

CITY OF PLAINVIEW, LICENSOR

By: _____
Aaron Luckstein, Its Mayor

Date: _____

By: _____
Carol Kujath, Its City Clerk

Date: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me, a notary public in and for the above-named County and State, on this _____ day of _____, 2023, by Aaron Luckstein and Carol Kujath, respectively the Mayor and City Clerk, on behalf of the City of Plainview, a municipal corporation of the State of Minnesota, Licensor.

Notary Public

EXHIBIT A

Depiction of Licensed Premises





PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM:	SRO Contract with PEM School District	AGENDA SECTION:	Consent
PREPARED BY:	Jason Timm, Chief of Police	AGENDA NO.	6.F.
ATTACHMENTS:	SRO Contract	APPROVED BY:	
RECOMMENDED ACTION: Motion to approve the School Resource Officer (SRO) contract with the Plainview Elgin- Millville School District.			

SUMMARY

City of Plainview and the Plainview-Elgin-Millville School District have a contract for the School Resource Officer (SRO). This contract specifies the payment arrangement, responsibilities and liabilities between both identities. This contract is renewed on an annual basis.

The attached contract for the school year 2023-2024 has no changes from the previous contract.

**CONTRACT FOR
LIAISON/SCHOOL RESOURCE OFFICER
BETWEEN THE CITY OF PLAINVIEW, MN
AND**

PLAINVIEW-ELGIN-MILLVILLE INDEPENDENT SCHOOL DISTRICT #2899

THIS CONTRACT, dated the 23rd day of May 2023, between the City of Plainview, MN, hereinafter referred to as the ("City"), and Plainview-Elgin-Millville Independent School District #2899, hereinafter referred to as the ("District"), is entered into pursuant to the Minnesota Joint Powers Act, MS 471.59.

1. PURPOSE

This Contract is to address the need for the presence of law enforcement in and around the District, to provide instruction and law enforcement/school liaison service to the District, recognizing the following services:

- a. Promote crime prevention
- b. Investigate crimes and prevent criminal behavior related to school business
- c. Coordinate activities, promote, develop and implement programs between the District, City and the Criminal Justice System.
- d. Provide Drug Abuse Education or similar program.

2. OFFICER EMPLOYED BY THE CITY

The City shall assign in accordance with applicable state statutes, a law enforcement officer to serve as the Liaison/School Resource Officer (the "Officer") in the District. The selection of the Officer shall be made by the City. The City shall assume all obligations and payments with regard to Officer salaries and benefits including workers' compensation, PERA, withholding taxes, etc. The District will reimburse the City as defined in Section #9 of the Contract.

3. TERM OF CONTRACT

The term of this Contract will be twelve (12) months from July 1, 2023 to June 30, 2024 (end of school fiscal year) unless terminated by either party as defined in this Contract. Early termination of this contract by the School District shall constitute a Buyout Fee as described in Section 9.

4. ADMINISTRATION RESPONSIBILITIES

Law enforcement services rendered to the District shall be at the sole direction of the City. Standards of performance, discipline of the Officer assigned and other internal matters, shall be under the authority of the City. The District, however, shall participate in the planning and review of the Program, as well as be informed of days off and training days.

5. LEVEL OF SERVICE

The Officer will respond to emergency calls within the City and attend police training and special duties as assigned by the City while fulfilling the requirements of this contract.

6. DUTIES OF THE OFFICER

Job Description of the Officer shall be cooperatively developed between the City and the District.

Latitude in scheduling of work hours will be allowed for the officer to meet the needs of the Contract. The contract will be for 184 contact days with the school district per year.

7. DATA PRIVACY PROVISION

The City, while performing services under this Agreement, must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and rules and regulation promulgated thereunder, as they apply to the District regarding the treatment of all data created, collected, received, stored, used, maintained, and/or disseminated by the District. The civil remedies of Minn. Stat. § 13.08 apply to the City's release of data governed by the Minnesota Government Data Practices Act. The parties understand and agree that sharing of data between them may only occur in accordance with the law governing the dissemination of data, including, but not limited to, specific laws governing the sharing of data on

students and minors. It is understood that student information, in general, is classified as private data under the Minnesota Government Data Practices Act.

7. CLOTHING, EQUIPMENT, SUPPLIES

The City will provide required clothing, uniforms, vehicle, necessary equipment and supplies for the Officer to perform law enforcement duties.

The District will provide the Officer with a private lockable office, telephone, and computer with e-mail access.

8. SCHOOL CALENDAR

The District shall provide the City with a school calendar. The Liaison/School Resource Officer services will be provided by the City on an average of forty (40) hours per week while the school is in session. Schedule will be mutually agreed upon between School District Administration and the Chief of Police.

9. DURATION AND COST

The Program costs shall include the salary and all bonus pay, holiday pay, Social Security & Medicare Taxes, PERA, AD&D, and workers compensation insurance for the Officer for the term of this Contract.

The District shall pay to the City as its share of the Costs, the following:

Prorated daily pay for each student contact day served in the District as well as the final staff work day on June 1. *Prorated on a 260-day contract.

The City shall invoice the District for each student contact day served minus hours worked for the City and or non/school business. The invoice can come after the final work day (June 1) of the 2023-2024x school year.

10. FORCE MAJEURE

Neither party shall be liable for obligations of this contract when a failure to perform results from events or forces outside the party's reasonable control, including but not limited to acts of God, acts of terrorism, war, fire, flood, severe weather, pandemic, acts of civil or military authority, and natural disasters. Notice shall promptly be provided to the other party of the force majeure event and its effect on performance, and performance shall be resumed as soon as practicable.

The District shall have no obligation to make payment to the City for days in which the school buildings are closed due to extenuating circumstances. Such circumstances include but are not limited to any school closures the District determines are necessary due to weather, health, or safety concerns, or to comply with local, state, or federal guidelines or requirements.

11. TERMINATION

Either party may terminate this Contract upon sixty (60) days written notice of such termination to the other party.

12. LIABILITY

The City shall be solely responsible and liable for the acts and/or omissions of the School Resource Officer. The City shall indemnify, defend, and hold harmless the School District from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands, and payments of whatsoever kind and nature arising from and/or pertaining to the acts and/or omissions of the Officer.

13. INTERPRETATION

This Contract shall be interpreted under the laws of the State of Minnesota and any provision hereof, that is invalidated by a Court having jurisdiction therein, shall not invalidate the remaining terms and conditions of this Contract.

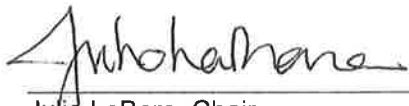
IN WITNESS WHEREOF, this Contract has been duly approved and executed by the governing bodies of the City and District, and the duly constituted officers thereof, on the day and year first above written.

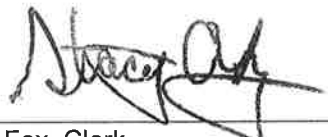
CITY OF PLAINVIEW, MN

BY: _____
Aaron Luckstein, Mayor

BY: _____
Carol Kujath, Clerk

PLAINVIEW-ELGIN-MILLVILLE INDEPENDENT SCHOOL DISTRICT #2899

BY:  _____
Julie LaBare, Chair

BY:  _____
Stacy Fox, Clerk

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM:	Partial Alley Vacation and Preservation of Utility Easement Church of Christ Chas Posz Subdivision	AGENDA SECTION: New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO. 8.B.
ATTACHMENTS:	Resolution 2023-14; Survey and Legal Description, Public Notice	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve Resolution 2023-14 vacating a 20' wide portion of the alley and reserving the utility easement dedicated as part of the Chas Posz Subdivision in Plainview, Minnesota.		

SUMMARY

The City has received a request from the property owner of PID# R26.00683.00, Located within Block 09 of the Chas Posz Subdivision to vacate a 20' portion of the alley and reserving the utility easement that runs concurrent to the property line as depicted in the attached survey from WSE Massey dated May 1, 2023.

The purpose of the request for the easement vacation is due to the potential expansion project proposed by the Church of Christ. The city holds no infrastructure within the easement nor are there any plans to utilize the easement to hold infrastructure. The city will preserve the utility easement starting at lot 7, Block 09 that runs north along the north/south alley.

Respectfully Submitted,

David Todd
City Administrator

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

RESOLUTION 2023-14

**A RESOLUTION VACATING A PORTION OF THE ALLEY AND PRESERVING THE
UTILITY EASEMENT LOCATED ON BLOCK 9 LOT 7 OF CHAS POSZ SUBDIVISION
PURSUANT TO MINNESOTA STATUTES 462.358, SUBD. 7**

WHEREAS, the City Council of the City of Plainview ("CITY") received a request from the Church of Christ ("OWNERS") of PID# R26.00683.00 ("PROPERTY") to vacate, pursuant to Minnesota Statute 462.358, subd. 7, a 20-foot-wide portion of the alley and utility easement, located in Chas Posz Subdivision and legally described as follows:

All that portion of the 20.00-foot easement for public utility purposes over, under, and across that part of the north-south alley in block 9, lying northerly of the westerly extension of the north line of lot 7 block 9 , as dedicated per the CHAS POSZ SUBDIVISION OF OUTLOTS, according to the recorded plat thereof, City of Plainview, Wabasha County, Minnesota.

WHEREAS, the above described area proposed to be vacated is depicted on the survey attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, the easement legally described above was dedicated to the city as a public utility easement pursuant to the recorded plat thereof, CHAS POSZ SUBDIVISION (the "recorded plat"); and

WHEREAS, all property owners abutting the radius of the "PROPERTY" have been notified in writing of the proposed vacation proceedings and have been provided a copy of the attached survey and legal description "Exhibit A" in advance of the scheduled public hearing: and

WHEREAS, a public hearing to consider the vacation of such utility easement was held on the 13th day of June, 2023 before the Plainview City Council at Church of Christ Worship Hall, located at 205 1st ST NE, Plainview, Minnesota, 55964 at 6:00 PM, after duly published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk and all interested and affected persons were given an opportunity to voice their concerns and be heard in the scheduled public hearing: and

WHEREAS, any person, corporation, or public body owning or controlling easements contained upon the property vacated hereby, reserves the right to continue maintaining the same or to

enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the City Council, in its discretion, has determined that the vacation will benefit the public interest because:

1. Notice of the vacation was duly provided to the affected property owner(s)
2. The person(s) identified as receiving the notice of vacation are identified on an Affidavit of Mailing Public Notice signed by the City Clerk
3. The vacation is beneficial to the city in that the city will no longer have to bear the expense of maintaining the vacated portion of the easement
4. The vacation is logical in that the City does not need the portion of the easement proposed to be vacated and the vacation of said portion will, by virtue of the sale and deed transfer of the property, maintain the City tax base; and

WHEREAS, four-fifths of all members of the City Council are required for passage of this resolution.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLAINVIEW, COUNTY OF WABSAHA, MINNESOTA, that such petition for vacation is hereby granted and the portion of the utility easement described below is hereby vacated:

All that portion of the 20.00-foot easement for public utility purposes over, under, and across that part of the north-south alley in block 9, lying northerly of the westerly extension of the north line of lot 7 block 9 , as dedicated per the CHAS POSZ SUBDIVISION OF OUTLOTS, according to the recorded plat thereof, City of Plainview, Wabasha County, Minnesota.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

ADOPTED this 13th day of June 2023

Mayor Aaron Luckstein

Attest:

Carol Kujath, City Clerk

The foregoing resolution was moved by _____, seconded by _____

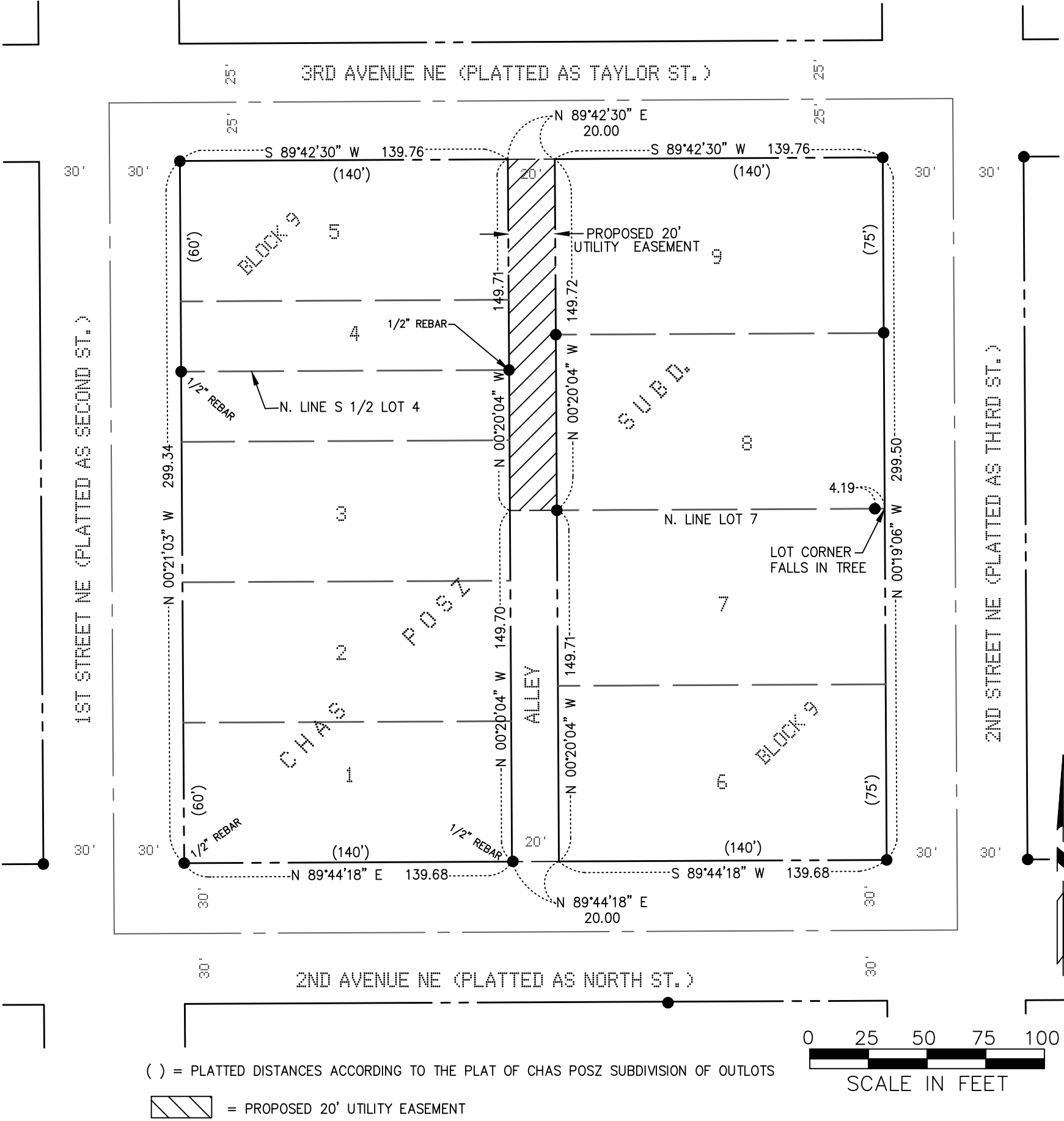
The following Council members voted in favor:

The following council members voted nay:

The following Council members were absent:

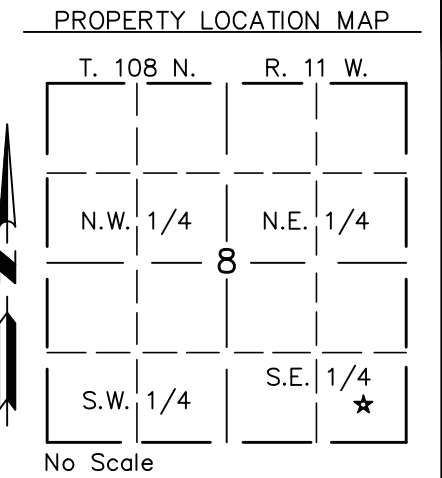
UTILITY EASEMENT EXHIBIT
BLOCK 9, CHAS POSZ SUBDIVISION
OF OUTLOTS, CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

BASIS OF BEARINGS
All Bearings are in relationship with
the WABASHA County Coordinate
System NAD '83, Adjusted 1996.



PUBLIC UTILITY EASEMENT DESCRIPTION

A 20-foot easement for public utility purposes over, under and across that part of the platted north-south alley in Block 9, lying northerly of the westerly extension of the north line of Lot 7, Block 9, all in CHAS POSZ SUBDIVISION OF OUTLOTS, in the City of Plainview, Wabasha County, Minnesota.



WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

UTILITY EASEMENT
EXHIBIT

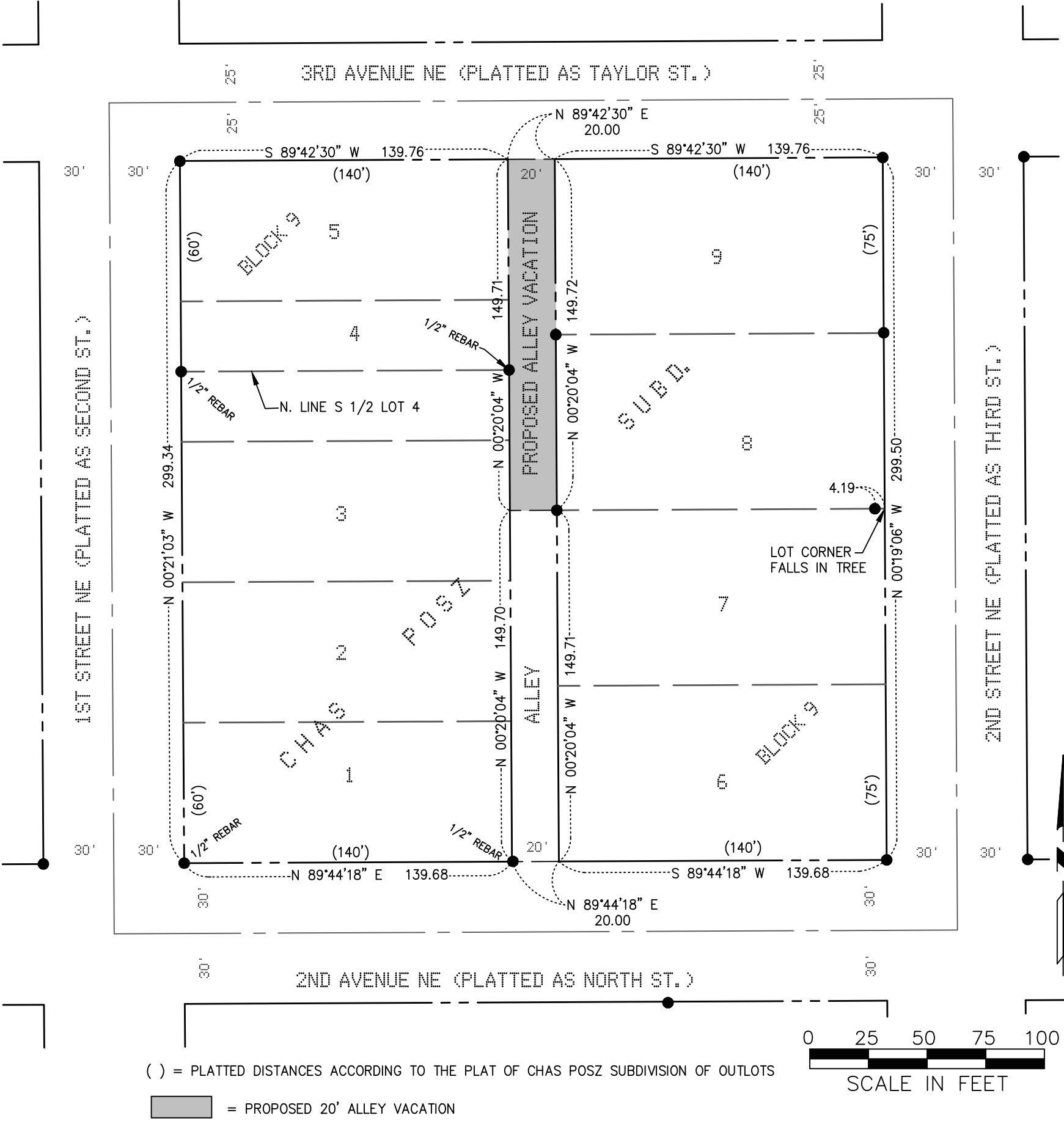
THIS SURVEY AND DRAWING
WAS PREPARED FOR THE
EXCLUSIVE USE OF:
CHURCH OF CHRIST
PLAINVIEW, MN

MONUMENTS
● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 5/1/2023
DWG NO. 4140SE02 JOB NO. 4140
DRAWN BY: J.D.Z. SHEET 1 OF 1

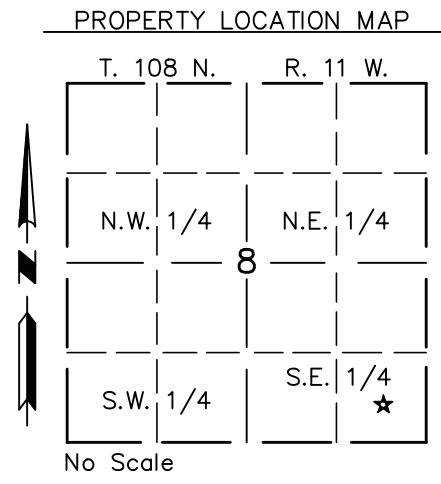
ALLEY VACATION EXHIBIT
BLOCK 9, CHAS POSZ SUBDIVISION
OF OUTLOTS, CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

BASIS OF BEARINGS
All Bearings are in relationship with
the WABASHA County Coordinate
System NAD '83, Adjusted 1996.



ALLEY VACATION DESCRIPTION

That part of the platted north-south alley in Block 9, lying northerly of the westerly extension of the north line of Lot 7, Block 9, all in CHAS POSZ SUBDIVISION OF OUTLOTS, in the City of Plainview, Wabasha County, Minnesota.



WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

ALLEY VACATION
EXHIBIT

THIS SURVEY AND DRAWING
WAS PREPARED FOR THE
EXCLUSIVE USE OF:
CHURCH OF CHRIST
PLAINVIEW, MN

MONUMENTS
● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 5/1/2023
DWG NO. 4140SE03 JOB NO. 4140
DRAWN BY: J.D.Z. SHEET 1 OF 1

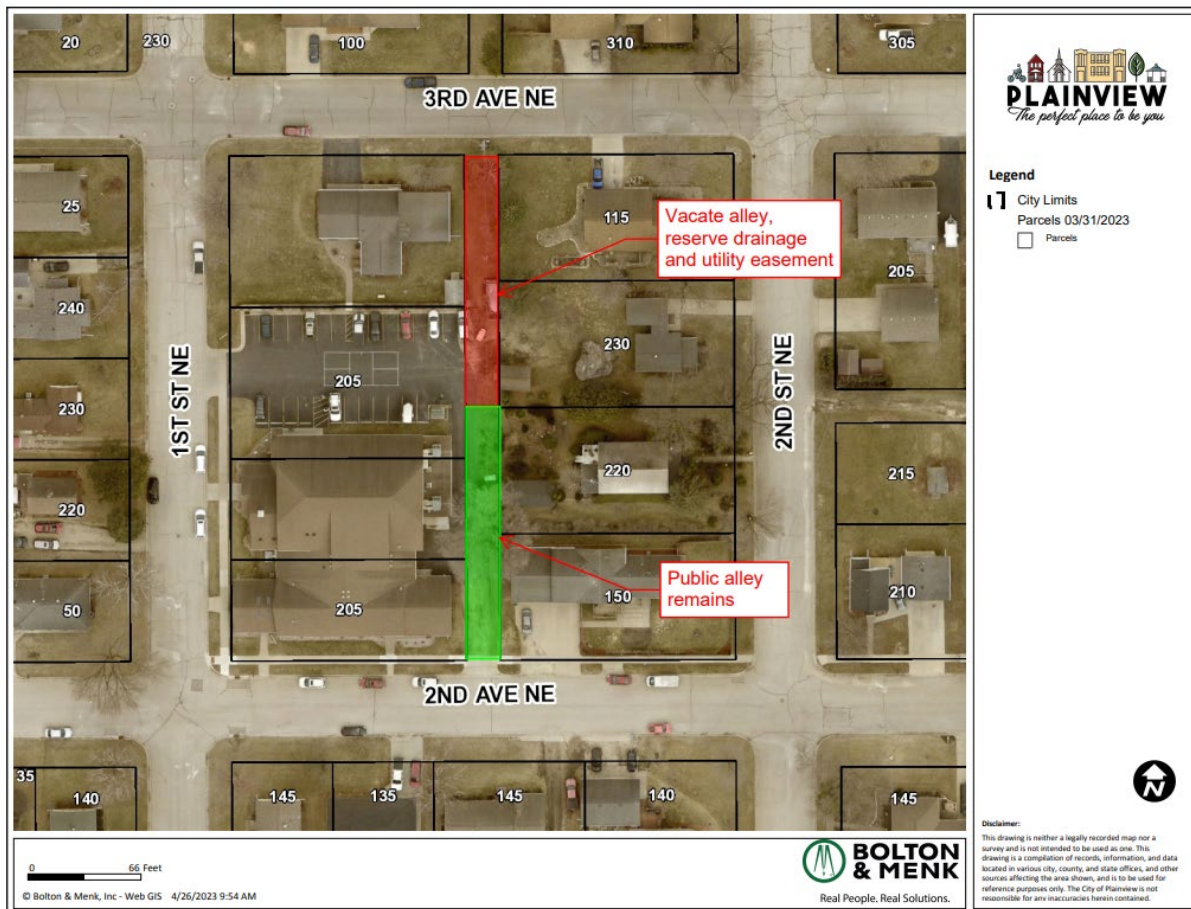


NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Plainview, MN will conduct a public hearing on June 13, 2023, at 6:00 p.m. at the Church of Christ located at 205 1st Street NE in the city of Plainview, MN.

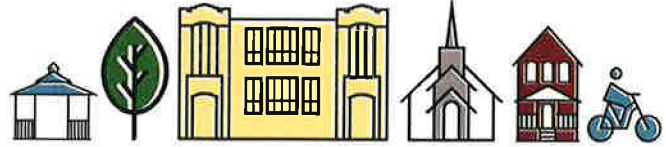
The purpose of the public hearing is to consider the partial vacation of the alley between 2nd Avenue NE and 3rd Avenue NE, adjacent to the Church of Christ as depicted on the attached map, in Plainview, MN.

Any comments on this matter can be made at the public hearing, or can be forwarded, in writing, to the City Clerk, prior to the hearing at 241 W. Broadway Plainview MN 55964 or c.kujath@plainviewmn.com



PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Juneteenth Holiday	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 8.C.
ATTACHMENTS: Resolution 2023-13, Plainview Personnel Policy Section 9: Holidays	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve Resolution 2023-13 Establishing June 19 th (Juneteenth) as an Observed Holiday for the City of Plainview and Amending our Personnel Policy to Reflect the addition to our Holiday Schedule.	

SUMMARY

A bill to establish Juneteenth as a state-recognized holiday, HF 48 (Rep. Ruth Richardson, DFL-Mendota Heights), on Feb. 2 passed off the House floor with a vote of 126-1. Its companion, SF 13 (Sen. Bobby Champion, DFL-Minneapolis), on Jan. 26 passed off the Senate floor with a vote of 57-8.

The governor signed the bill into law on Feb. 3.

The holiday would recognize the date on which slavery was abolished in the United States. Public business could not be conducted on June 19 to recognize the date.

The bill will go into effect immediately, which will not interfere with the existing holiday calendar and council meeting schedules for the current calendar year. Federal, State, and local offices must be closed in observance of Juneteenth starting this year.

Respectfully Submitted,

David Todd
City Administrator

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA
RESOLUTION NO. 2023-13**

RESOLUTION ESTABLISHING JUNETEENTH AS A CITY HOLIDAY

WHEREAS, Juneteenth (June 19) has been recognized as a new federal holiday celebrating freedom from slavery in the United States; and

WHEREAS, the State of Minnesota outlines holidays in State Statute and after being duly passed in both the House (HF 48) and the Senate (SF 13), the Governor signed the bill into law on February 3, 2023 recognizing Juneteenth as a state holiday; and

WHEREAS, Juneteenth commemorates the end of slavery in the United States; and

WHEREAS, the bill will go into effect immediately, which will not interfere with existing holiday calendar and council meeting schedules for the current calendar year; and

WHEREAS, as recognition of this holiday, no public business can be conducted on Juneteenth effective upon immediate adoption by the State of Minnesota and the City of Plainview; and

WHEREAS the City of Plainview will recognize Juneteenth as a holiday beginning June 19, 2023;and

WHEREAS the Plainview Personnel Policy shall be amended with the addition of Juneteenth as an observed holiday.

NOW THEREFORE, BE IT RESOLVED, the Plainview City Council establishes Juneteenth (June 19) as a City of Plainview holiday with the closure of City offices; and the date and rules of observance of the holiday shall be as specified in Minnesota Statutes §645.44.

Passed and duly adopted by the Council of the City of Plainview on this 13th day of June 2023.

Aaron Luckstein, Mayor

ATTEST:

Carol Kujath, City Clerk

CITY OF PLAINVIEW PERSONNEL POLICIES

Dates Of Adoption and Amendments

Date	Nature	Section(s)	Approved by
March 13, 2018	First Adoption	All	City Council
October 9, 2018	Revision 1	Sections 3.5.1, 7.5, 8.1, 8.3, 10.1.3, 10.3, 10.8, 13.1	City Council
December 11, 2018	Revision 2	Sections 9, 13.1,	City Council
October 26, 2021	Revision 3	Sections 2, 3.2, 3.5.1, 7.2, 7.4, 7.5, 8.1, 8.2, 8.3, 9, 10.1.1, 10.3, 10.13, 13.1, 16.7, 20, 22.1	City Council
June 13, 2023	Revision 4	Section 9	City Council

Title: Holidays

Effective 3/13/2018

Effective Date(s) of Amendment(s):
12/11/18, 10/26/21

SECTION 9. HOLIDAYS

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

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

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

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

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

Premium pay of 1.5 times the regular hourly wage for non-exempt full-time employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Part-time employees do not receive premium pay for working on a holiday.

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

Employees may carry over up to two shifts of holiday time from one calendar year to the next.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2020

AGENDA ITEM:	Community Center Request for Funds	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO. 8. D.	
ATTACHMENTS:	Letter of Request from Community Center	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to approve the request for additional funding of \$15,000 for the community center.			

SUMMARY

The city has received a letter requesting additional funding for the community center. The request is for \$15,000 in additional funding—separate from the \$12,500 the city contributes annually to provide funding to support the center.

The use of the funds will help the center upgrade its kitchen equipment in response to the Minnesota Department of Health's mandate that commercial grade food preparation equipment be utilized when making and preparing food for public sale and consumption. The community center hosts many food-type events throughout the year with these events making up 20%-25% of their annual income. Without this source of income, the community center would likely not be able to make enough operating revenue to survive. The community center board has a detailed plan outlined in their letter of request on how they plan to budget and pay for this upgrade aside from the assistance from the city.

Since this request has not been budgeted for, there are two sources of funds the city could utilize for this request:

General Fund Reserves and/or funds provided to the city from the American Rescue Plan Act (ARPA COVID Funds), of which this project fits within the funding parameters.

Respectfully Submitted,

David Todd
City Administrator

Plainview Area Community & Youth Center Inc.
Cindy Rettmann, Director
P.O. Box 336
346 W Broadway
Plainview MN 55964
Phone 507-534-3802

Plainview City Council
241 West Broadway
Plainview, MN 55964

To Whom It May Concern:

We appreciate the support in the past for the community center. Your donations have allowed us to continue operation. We are expecting some additional costs for 2024 with our hopeful start-up of our new kitchen. We recently needed to replace both of our furnaces at a cost of \$7200.00. We have also seen an increase in all utilities and insurances. The community center interior will be painted to give it a new and clean look.

Your continued support of \$12500.00 for 2024 and our anticipated increase in fundraising with our planned improvements will once again set the community center back on the right track.

We will discuss the planned improvements in the second portion of this letter.

The Community Center would like to thank you once again for helping us serve the citizens of our area and surrounding areas. Your donations through the years have helped us to stay open. We, however, have been informed by the Minnesota Department of Health that we can no longer use our current stove, crock pots or roasters to serve food. We have not been in any violations but the new restrictions on serving food won't allow us to continue.

The money the community center takes in from serving food is about 20-25% of our yearly budget of \$55000.00. We were able to have two pancake breakfast fundraisers which have become a huge success. The center made about \$1500.00 per event. We would like to do more of these as it would become of a great source of income for the center. The new kitchen set up would also allow us to continue with our Olde Fashioned Christmas festivities and all other events that we serve food at.

We have started to get all the suppliers for quotes to get the center a food grade kitchen. We will meet all standards to serve food at the center. The expected cost for this will be about \$45000.00. We only owe \$5106.86 on the building. So if we take out a \$30000.00 loan our payments would be less than \$300 per month. If we have four pancake breakfasts a year, we would clear \$5000-\$6000. Our payment would be \$3600.00 per year. If the city could help us with a donation of \$15000.00, we would be able to hold various fundraiser events and stay open to do even more for our community.

Roger Rettmann will attend the Council meeting to answer any questions.

SE Mechanical	\$27305.00
Benedicts (Stove)	\$ 8750.00
Hood, hookup & inspection	\$ 1500.00
KBS	\$ 1500.00
Dreher Electric	\$ 668.00
Gas & plumbing	\$ 500.00
Misc. Expenses	<u>\$ 5000.00</u>
TOTAL	\$45223.00

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Summer Hires	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus	AGENDA NO. 8.E.
ATTACHMENTS: None	APPROVED BY: sl
RECOMMENDED ACTION: Motion to approve Kevin Lamb and Wyatt Kujath for summer help at Public Works.	

SUMMARY

Unfortunately, this year we have not had a lot of applicants for summer help. Last month council approved 3 hires for Public Works, one of those hires has opted to take a different job. With the loss of one of the hires, we are short staffed with vacations, camps, sports and other obligations.

Both Kevin Lamb and Wyatt Kujath have expressed their willingness to work part-time for Public Works. This should give us the flexibility to put together a full schedule for the summer. Wyatt worked for us last year and has experience. Kevin has mowing experience as well. I would start them both at \$15.00 per hour.

Respectfully Submitted,
Shane Loftus
Public Works Director

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: June 13, 2023

AGENDA ITEM: Well #3 – Improvements	AGENDA SECTION: New Business
PREPARED BY: Brian Malm Bolton & Menk	AGENDA NO. 8.F.
ATTACHMENTS: Bolton & Menk Letter and Memo	APPROVED BY: dt
RECOMMENDED ACTION: Motion to award the contract to Bergeson-Caswell for the unit price bid of \$164,650.00	

SUMMARY

At the February 14, 2023 Council meeting, the Council authorized proceeding with Phase 1 repairs to Well No. 3 based on recommendations in a memo prepared by Bolton & Menk dated February 8, 2023 (attached for reference). Phase 1 includes replacing the existing vertical turbine pump with a submersible style pump, drop piping, and appurtenances and completing test pumping. The goal is to determine whether a change from a vertical turbine to submersible pump will address the air entrainment issue currently being encountered.

The contractor will complete a round of test pumping with the existing vertical turbine pump, then install a temporary submersible pump and complete a second round of test pumping. If it is determined that the submersible pump solves air entrainment issue, then they will proceed with a permanent installation of the submersible pump and no further work will be necessary. If the submersible pump does not solve the air entrainment issue, then the vertical turbine pump will be reinstalled and the City would need to consider proceeding with Phase 2 improvements, which would include construction of an air break and pumping structure to allow the air to dissipate prior to pumping into the distribution system.

The unit price bid includes costs for both potential outcomes under Phase 1 (permanent installation of the submersible pump and reinstallation of the vertical turbine pump). If the submersible pump is permanently installed, the total estimated cost under the unit price bid would be \$158,700. If the vertical turbine pump is reinstalled the total estimated cost under the unit price bid would be \$85,650. As discussed in the February 8, 2023 memo, if needed, the Phase 2 air break and pumping structure improvements would be an additional cost and would require another bid package with an estimated cost ranging from \$750,000 to \$1,500,000.

Staff recommends awarding the unit price bid to Bergeson-Caswell in the amount of \$164,650 and notes that it is within the cost range of \$100,000 to \$200,000 identified in Bolton & Menk's February 8, 2023 memo.

Brian

Brian P. Malm, PE (MN, IA, WI)

Bolton & Menk, Inc.

Mobile: 507-381-7511



Real People. Real Solutions.

1960 Premier Drive
Mankato, MN 56001-5900

Ph: (507) 625-4171
Fax: (507) 625-4177
Bolton-Menk.com

MEMORANDUM

Date: June 6, 2023
To: Shane Loftus, Public Works Director
City of Plainview, Minnesota
From: Jake Pichelmann, P.E. – Bolton & Menk, Inc.
Copy: Brian Malm, P.E. – Bolton & Menk, Inc.
Subject: Quote Evaluation – Well No. 3 Improvements
City of Plainview, Minnesota
BMI Project No.: 0M2.130422

Bolton & Menk, Inc. solicited quotations for completing comprehensive test pumping of Well No. 3 and replacing the existing vertical turbine pump with a new submersible pump. The quotes received for the project are summarized in the table below. The Engineer's opinion of probable cost is \$162,200.00.

BIDDERS	CONTACT	TOTAL PROJECT BASE BID PRICE
1. Bergerson-Caswell, Inc. 5115 Industrial Street Maple Plain, MN 55359	Tim Berquam, Municipal Manager P: (763) 479-3121 F: (612) 479-2183	\$164,650.00
2. Keys Well Drilling Company 1156 Homer Street Saint Paul, MN 55116	Nick Keys, Vice President P: (651) 646-7871 F: (651) 641-0216	\$312,300.00
3. Traut Companies 141 28 th Avenue South Waite Park, MN 56387	Joe Traut, Municipal Manager P: (320) 251-5090 F: (320) 259-0594	No Bid

Based on the quotes received, Bergerson-Caswell, Inc. out of Maple Plain, Minnesota is the lowest, responsive, and responsible bidder with a Total Project Base Bid Price of \$164,650.00. Bergerson-Caswell is experienced in this type of work and has prior experience working on the City of Plainview's municipal wells. The low bid is within 2 percent of the Engineer's estimate.

The quotes received reflect the proposed Phase 1 improvements to the existing Well No. 3 described in our letter to council from February 8, 2023. Well No. 3 has experienced ongoing issues with gas entrainment as evident by the "milky" appearance of the water. The purpose of this work is to perform comprehensive test pumping with a temporary submersible pump to help confirm whether replacing the existing vertical turbine pump will help solve the issue. If test pumping shows persistent gas issues with the submersible pump, then the existing pump will be re-installed and the City will not be charged for the unit price of the new submersible pump (approximately 50% of the quote price). Instead, Phase 2 improvements will be pursued to install a new break tank to allow the gas to dissipate before the water is pumped into the distribution system.

We recommend the contract be awarded to Bergerson-Caswell, Inc. for the unit price bid of **\$164,650.00** for completing the Phase 1 test pumping and improvements. A copy of the Schedule of Unit Prices is included for reference.

SECTION 00 41 00 – QUOTATION FORM

FOR

Well No. 3 Improvements

Plainview, Minnesota

2022

Bolton & Menk Project No. 0M2.130422

The undersigned, being familiar with your local conditions, having made the field inspection and investigation deemed necessary, having studied the Drawings and Specifications for the Work, including Addenda (letters), and being familiar with all factors and other conditions affecting the Work and costs thereof, hereby proposes to furnish all labor, tools, material, skills, equipment, and all else necessary to completely construct the Project in accordance with the Drawings and Specifications, as follows:

BID of BERGERSON CASWELL INC.
(Name of Bidder)
5115 INDUSTRIAL STREET MAPLE PLAIN, MN 55359

THIS QUOTATION IS SUBMITTED TO:

Email Proposals to Bolton & Menk, Inc. by
2:00 p.m., Tuesday, June 6, 2023
Jakeb.Pichelmann@bolton-menk.com

SCHEDULE OF UNIT PRICES

Well No. 3 Improvements
Plainview, Minnesota
Project Number OM2.130422

Item	Description	Qty	Unit	Unit Price	Base Bid
1	Mobilization & demobilization	1	LS	\$ 10,000.00	\$ 10,000.00
2	Test pump well using existing vertical turbine pump and controls	48	HRS	\$ 400.00	\$ 19,200.00
3	Water Analysis	1	LS	\$ 2,800.00	\$ 2,800.00
4	Remove existing vertical turbine pump	1	LS	\$ 3,250.00	\$ 3,250.00
5	Furnish, install, and remove temporary submersible pump, discharge piping, and appurtenances (dV/dT filter not required)	1	LS	\$ 20,000.00	\$ 20,000.00
6	Test pump well using temporary submersible pump.	48	HRS	\$ 400.00	\$ 19,200.00
7	Perform inspection and repairs to existing vertical turbine pump (as approved by Owner following test pumping)				
	7A – Shop time for transporting, inspecting, and cleaning the existing vertical turbine pump	20	HRS	\$ 110.00	\$ 2,200.00
	7B – Replace head bushing/bearing and packing assembly	1	EA	\$ 250.00	\$ 250.00
8	Pump installation (as approved by Owner following test pumping)				
	8A – Furnish and install new submersible pump, drop pipe, discharge elbow, dV/dT filter, and all related appurtenances specified in Section 33 11 39; or	1	LS	\$ 79,000.00	\$ 79,000.00
	8B – Reinstall existing vertical turbine pump following inspection and repairs	1	LS	\$ 3,500.00	\$ 3,500.00
9	Disinfect well and take bacteriological samples	1	LS	\$ 250.00	\$ 250.00
10	General Project Allowance	1	LS	\$ 5,000.00	\$ 5,000.00
				TOTAL	\$ 164,650.00

The final amount of payment shall be determined by multiplying the final measured quantities of the various items actually constructed and installed by the Unit Price; therefore, in the manner prescribed in the Specifications, the low Quotation shall be determined by adding the sums resulting from multiplying the quantities stated by the Unit Prices quoted therefore.

In submitting this Quotation, it is understood that the Owner retains the right to reject any and all Quotations and to waive irregularities and informalities therein and to award the Project to the best interest of the Owner.

In submitting this Quotation, it is understood that payment will be by cash or check.

SUBMITTED on JUNE 6th, 2023.

If QUOTER is:

A Corporation, an Individual, or a Partnership (Circle One)

Name (typed or printed): Stacey Hennrich

By: 
(Signature)

Title: Secretary/Treasurer

(Signature)

Business Street Address (No P.O. Box #'s):

5115 INDUSTRIAL STREET
MAPLE PLAIN, MN 55359

Phone No.: (763) 479-3121 Fax No.: 763-479-2183

**** END OF SECTION ****

SECTION 00 41 00 – QUOTATION FORM

FOR

Well No. 3 Improvements

Plainview, Minnesota

2022

Bolton & Menk Project No. 0M2.130422

The undersigned, being familiar with your local conditions, having made the field inspection and investigation deemed necessary, having studied the Drawings and Specifications for the Work, including Addenda (letters), and being familiar with all factors and other conditions affecting the Work and costs thereof, hereby proposes to furnish all labor, tools, material, skills, equipment, and all else necessary to completely construct the Project in accordance with the Drawings and Specifications, as follows:

BID of Keys Well Drilling Co.
(Name of Bidder)

THIS QUOTATION IS SUBMITTED TO:

Email Proposals to Bolton & Menk, Inc. by
2:00 p.m., Tuesday, June 6, 2023
Jakeb.Pichelmann@bolton-menk.com

SCHEDULE OF UNIT PRICES

Well No. 3 Improvements

Plainview, Minnesota

Project Number 0M2.130422

Item	Description	Qty	Unit	Unit Price	Base Bid
1	Mobilization & demobilization	1	LS	\$ 20,000 ⁰⁰	\$ 20,000 ⁰⁰
2	Test pump well using existing vertical turbine pump and controls	48	HRS	\$ 450 ⁰⁰	\$ 21,600 ⁰⁰
3	Water Analysis	1	LS	\$ 3,500 ⁰⁰	\$ 3,500 ⁰⁰
4	Remove existing vertical turbine pump	1	LS	\$ 10,000 ⁰⁰	\$ 10,000 ⁰⁰
5	Furnish, install, and remove temporary submersible pump, discharge piping, and appurtenances (dV/dT filter not required)	1	LS	\$ 60,000 ⁰⁰	\$ 60,000 ⁰⁰
6	Test pump well using temporary submersible pump.	48	HRS	\$ 450 ⁰⁰	\$ 21,600 ⁰⁰
7	Perform inspection and repairs to existing vertical turbine pump (as approved by Owner following test pumping)				
	7A – Shop time for transporting, inspecting, and cleaning the existing vertical turbine pump	20	HRS	\$ 200 ⁰⁰	\$ 4,000 ⁰⁰
	7B – Replace head bushing/bearing and packing assembly	1	EA	\$ 100 ⁰⁰	\$ 100 ⁰⁰
8	Pump installation (as approved by Owner following test pumping)				
	8A – Furnish and install new submersible pump, drop pipe, discharge elbow, dV/dT filter, and all related appurtenances specified in Section 33 11 39; or	1	LS	\$ 154,000 ⁰⁰	\$ 154,000 ⁰⁰
	8B – Reinstall existing vertical turbine pump following inspection and repairs	1	LS	\$ 10,000 ⁰⁰	\$ 10,000 ⁰⁰
9	Disinfect well and take bacteriological samples	1	LS	\$ 2,500 ⁰⁰	\$ 2,500 ⁰⁰
10	General Project Allowance	1	LS	\$ 5,000.00	\$ 5,000.00
				TOTAL	\$ 312,300 ⁰⁰

The final amount of payment shall be determined by multiplying the final measured quantities of the various items actually constructed and installed by the Unit Price; therefore, in the manner prescribed in the Specifications, the low Quotation shall be determined by adding the sums resulting from multiplying the quantities stated by the Unit Prices quoted therefore.

In submitting this Quotation, it is understood that the Owner retains the right to reject any and all Quotations and to waive irregularities and informalities therein and to award the Project to the best interest of the Owner.

In submitting this Quotation, it is understood that payment will be by cash or check.

SUBMITTED on June 6th 2023.

If QUOTER is:

A Corporation, an Individual, or a Partnership (Circle One)

Name (typed or printed): Keys Well Drilling Co.

By: Trevor Keys
(Signature)

Title: Estimator
T. Keys
(Signature)

Business Street Address (No P.O. Box #'s):

1156 Homer Street. St. Paul MN 55116

Phone No.: 651-646-7871 Fax No.: 651-641-0216

**** END OF SECTION ****



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

VIA EMAIL

February 8, 2023

Honorable Council
City of Plainview
241 West Broadway
Plainview, MN 55964

RE: Well No. 3 – Air Entrainment Issues
City of Plainview, Minnesota

Honorable Council,

The purpose of this letter is to provide an update on the ongoing issues with Well No. 3 and recommended next steps. The existing well has experienced issues with air entrainment dating back to April 2022. This is evident by the “milky” appearance of the water after it is pumped out of the ground, which slowly dissipates once the water is utilized by the end-user and the air is released. It should be emphasized that the water is safe to use and consume; however, the milky appearance is an aesthetic issue and has been a source of complaints by residents when the well is operational. Due to the complaints, City public works staff have decided to take Well No. 3 offline and only utilize Well No. 2 as the primary water source until the issue can be resolved.

Well No. 3 was originally constructed in 1998 and draws groundwater from the Jordan Sandstone aquifer. The well is 411 feet in depth and utilizes a 200 HP vertical turbine pump to deliver water into the City’s distribution system. In 2019, the City hired Traut Companies out of Waite Park, MN to install approximately 360 feet of 18-inch inner casing to resolve issues with sand accumulation that was due to inadequate grouting at the termination point of the original 24-inch casing. This recent work is unrelated to the ongoing air issues, since the well has operated effectively over the past few years, including during the Well No. 2 maintenance work that was completed in March 2022.

Well No. 3 Investigation

City staff notified Bolton & Menk in April 2022 of the air issues at Well No. 3. The City subsequently hired Bergeson Caswell, Inc., who recently completed the Well No. 2 maintenance work, to investigate possible issues with Well No. 3 that could be causing the air entrainment. The hope was to identify and fix an obvious problem that was causing the air. Common issues that can cause air entrainment include holes or micro-fractures in the column piping, excessive drawdown of water inside the well, or mechanical issues with the pump components. It is also possible the source of the air or gas is coming from the aquifer itself.

Over the course of the following eight (8) months from April to November 2022, the investigation work conducted by Bergeson Caswell included televising the column piping, removing and inspecting the

pump components, test pumping with a temporary submersible pump, test pumping after re-installation of the existing vertical turbine pump, and re-televising the well when the pump is running. Bergeson Caswell also consulted with other well drillers to review the televising video and brainstorm possible ideas. Attachment #1 includes a copy of a detailed email summary of the investigation work.

Unfortunately, these efforts failed to identify the specific source of the air issue at Well No. 3. The aquifer itself also cannot be excluded. At this point, we believe that all low-cost options to investigate and fix the problem have been exhausted. Well No. 3 has been offline for over 10 months and City staff is relying exclusively on Well No. 2. This is not a sustainable long-term solution.

Recommendations

Table 1 summarizes potential long-term solutions the City could pursue. Due to the unknown nature of the issue, each option is assigned an approximate cost range and level of certainty for fixing the issue. We do not recommend pursuing Option 3 to drill a new well, due to the high cost and potential for the air issue to persist if the localized aquifer surrounding Well No. 3 is the source of the issue (i.e. high cost, low certainty). The goal is to implement a long-term solution that minimizes costs.

Table 1 - Summary of Potential Long-Term Solutions				
Option	Description	Cost Range (Approx.)	Relative Cost vs. Certainty	Conclusions
1	Replace existing vertical turbine pump with a new submersible-style pump, drop piping, and appurtenances.	\$100,000 - \$200,000	Low Cost / Low Certainty	Recommended Phase 1
2	Construct a new air break & pumping structure to allow the air to dissipate before pumping into the distribution system.	\$750,000 - \$1,500,000	High Cost / High Certainty	Recommended Phase 2
3	Drill a new well. Depending on location, reuse existing well house or construct a new well house.	\$750,000 - \$1,500,000	High Cost / Low Certainty	Not Recommended

We recommend the City to pursue a phased approach using a combination of Options 1 and 2.

This phased approach would start by soliciting quotes from Contractors for Option 1, which would include comprehensive test pumping with a temporary submersible pump to help confirm whether replacing the existing vertical turbine pump will solve the issue. If test pumping confirms no air issues at a full range of flows, speeds, and pressure conditions, the Contractor would then order and install a permanent submersible pump. If test pumping shows persistent air issues with the temporary submersible pump, then the existing pump would be re-installed and Option 2 would be pursued.

Option 2 would have a relatively high cost, but high certainty of solving the issue. The existing well pump discharge would be re-routed into a new at-grade break tank, which would allow the entrapped air to dissipate before the water is pumped into the distribution system. The air break tank sizing would

Honorable Council – City of Plainview

February 8, 2023

Page 3

need to be confirmed through jar testing of the well water. This option will likely require construction of a small building that houses new high-service pumps, piping, valves, and electrical equipment needed to power and control the system.

If the City decides to pursue this work, Bolton & Menk, Inc. would be happy to continue assisting City staff with solving this important water supply issue. Please feel free to contact me at 612-750-6505, or by email at jakeb.pichelmann@bolton-menk.com, with any questions or comments regarding this letter.

Sincerely,

Bolton & Menk, Inc.

Jake R. Pichelmann, P.E.

Principal Environmental Engineer

cc: Shane Loftus, City of Plainview
Brian Malm, Bolton & Menk, Inc.
Herman Dharmarajah, Bolton & Menk, Inc.
File

Enclosures:

- Attachment #1



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Regular meeting: June 13, 2023

AGENDA ITEM:	Police Dept.- Hire New Full-Time Police Officer	AGENDA SECTION:	New Business
PREPARED BY:	Jason Timm, Chief of Police	AGENDA NO. 8.G.	
ATTACHMENTS:		APPROVED BY:	jt
RECOMMENDED ACTION: Motion to approve the hiring of Javier Prieto as a Full-Time Police Officer with a starting wage of step 1 per the LELS Union contract.			

SUMMARY

Plainview Police Department has one full-time opening due to the resignation of Nathaniel Fox. This open position was posted internally per union contract rules. We had four applicants. One of the applicants Javier Prieto was interviewed by police department staff along with council member Lindsay Hammer-Bartley.

Javier has an A.A.S degree in criminal justice and is eligible for P.O.S.T license activation. He grew up and currently lives with his family in Plainview, MN.

Plainview Police Department requests approval to hire Javier Prieto as a full-time police officer pending the successful completion of the state mandated pre-employment requirements. Staff recommends starting Javier at step 1 of the union contract pay scale.



Legend

Project Area



Designated Pedestrian Crossing



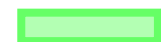
Walking Route



PEM Schools



Facilities



2nd Ave NW Pedestrian Crossing



Disclaimer:

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

0 527 Feet

