



REGULAR PLAINVIEW CITY COUNCIL MEETING AGENDA

Tuesday, November 13, 2018, at 6:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT AGENDA**
 - A. City Council Minutes
 - B. Bills
 - C. Permits/Licenses/Donations
 - D. Department Head Reports and Board Minutes
 - E. On-Sale Liquor License renewal for Walkes Enterprises, Inc and K-J Bowling Enterprises, Inc, and William Allen American Legion Post 179
 - F. Special Assessments
 - G. Street Closing for Olde Fashioned Christmas
 - H. Plainview Funding Exchange Agreement
- 5. PUBLIC HEARINGS**
- 6. PRESENTATION OF COMMUNITY PETITIONS/GUESTS**

“The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee’s name may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes, speakers will be recognized only once. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address.”
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Three Rivers Affordable Housing Presentation
 - B. PK Meyer Builders, Inc. / East Winds II Final Plat & Development Agreement
 - C. Election Canvass
 - D. Ambulance Temporary Part-Time Hires
 - E. Curb Reimbursement Request
 - F. Snow Removal Policy Review
 - G. Snow Quotes
 - H. MnDOT Snow Removal Service and Rental Rates
 - I. 2018 Fund Transfers
- 9. INFORMATION ONLY DOCUMENTS**
 - A. Joint Meeting with Elgin City Council December 19, 2018 at 7:00 p.m.
- 10. COUNCIL COMMENTS**
- 11. ADJOURN**



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider, City Clerk	AGENDA NO. 4.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cgh
RECOMMENDED ACTION: • Motion to approve Minutes of the October 9, 2018 Regular Meeting Proceedings. • Motion to approve Minutes of the October 23, 2018 Work Session Proceedings	

PLAINVIEW CITY COUNCIL MEETING

Tuesday, October 9, 2018, at 6:00 P.M.

1. **CALL TO ORDER-** In the absence of Mayor Ziebell, and Mayor Pro tem Boettcher, City Clerk Schneider called the Plainview City Council meeting to order on Tuesday, October 9, 2018 at 6:00 p.m. Council Members in attendance: Councilpersons O'Connor, Walkes, and Cuccio. Also in attendance, City Administrator Clarissa Hadler, Public Works Director Michael Burgdorf, Police Chief Tim Schneider, Library Director Alice Henderson, Liquor Store Manager Alisha Mohs, and EDA Director Judith Jordan. As well as, Spencer Larson, Shane Loftus, Dietrich Flesch, and Melissa Hartert. Absent, Finance Director Axley, Fire Chief Jacobs, and Ambulance Director Jarrett.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** O'Connor nominated Cuccio to be acting Mayor in Ziebell and Boettcher's absence. Second by Walkes. Motion passed unanimously.

4. **APPROVAL OF CONSENT AGENDA** – Hadler noted two added items to the agenda. Items 8D- Wabasha County TAP Funding Transfer Request and 8E-City Building Assessment. Motion by O'Connor to approve the revised Agenda. Second by Walkes. Motion passed unanimously. Motion by O'Connor to approve the Consent Agenda. Second by Walkes. Motion passed unanimously.

- A. City Council Minutes
- B. Bills
- C. Permits/Licenses/Donations
- D. Department Head Reports and Board Minutes
- E. Fire Relief Association Appointments

5. **PUBLIC HEARINGS**

None

6. **PRESENTATION OF COMMUNITY PETITIONS/GUESTS**

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

None

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**

A. Personnel Policies- Hadler explained to Council that the items listed were the same items discussed during the September 25th work session. Council would be simply adopting the Resolution noting the changes in the Personnel Policies. After council discussion, the verbiage pertaining to the Library clothing allowance was stricken from the resolution. O'Connor had some questions regarding the separation of pay language. He would like to see it clarified in the future. Motion by O'Connor to approve Resolution 2018-18 amending City of Plainview Personnel Policies with the language regarding the Library clothing allowance stricken from the resolution. Second by Walkes. Motion passed unanimously.

B Ambulance Hire – Motion by O'Connor to approve the hire of Julia Brown as a paid-on-call EMT at \$5.00 per hour while on-call, and \$12.00 per hour while on a call, effective October 25, 2018. Second by Walkes. Motion passed unanimously.

C. Retain Franchise Attorney – Hadler explained that the City currently has two cable franchises that were extended recently by Council and are set to expire in March of 2019. City Attorney, Mike Flaherty, suggested the City retain an attorney that specializes in cable franchise contracts. Brian Grogan of Moss & Barnett has knowledge of both HBC and MIDCO and specializes in such contracts. Hadler also shared the anticipated cost for this contract with Grogan would be up to \$5000.00. Cuccio stated he would like to see what the gross revenues from the companies are, as well as what the city is charging them in licensing fees. Cuccio also questioned the Westlaw language in the contract and suggested the City negotiate that point. Cuccio stated he felt that was the cost of doing business and didn't feel that cost should be passed onto the City. O'Connor and Walkes agreed. Motion by O'Connor to approve the retention of attorney Brian Grogan of Moss & Barnett. Second by Walkes. Motion passed unanimously.

D. Wabasha County TAP Funding Transfer Request – Wabasha County Engineer, Dietrich Flesch, presented the background of the TAP Funding Grant Exchange. Flesch explained that if the Council approved the transfer, the City of Plainview would be giving the City of Elgin \$200,000 in exchange for the Elgin's \$200,000 TAP Grant Funds. Flesch answered questions from Council. O'Connor pointed out that this helps the City of Elgin greatly, but that the City of Plainview does not necessarily benefit from the exchange, while also stating this exchange would not negatively affect the City of Plainview either. Motion by O'Connor to approve the Wabasha County TAP Funding Transfer between Elgin and Plainview in the amount of \$200,000. Second by Walkes. Motion passed unanimously. Flesch thanked Council for their time.

E. City Building Assessment – Hadler shared with Council she felt there would be some value into hiring Braun Intertec to do a building assessment to get a more accurate picture of what kind of shape the current City Hall building is in and get some insight into some figures on actual costs it would take to fix the current building. Hadler also added that staff would recommend having Braun Intertec take a look at the Liquor Store building as they are looking to remodel, as well as the Ambulance building with their ongoing water issues. O'Connor made a motion to approve the hiring of Braun Intertec to do a building assessment for the City Hall, Liquor Store and Ambulance buildings with the assessment cost not to exceed \$5,000. If the costs look to be over that amount, O'Connor asked Hadler to bring the issue back to Council for further review. Second by Walkes. Motion passed unanimously.

9. INFORMATION ONLY DOCUMENTS

A. EMSRB Letter

10. COUNCIL COMMENTS-

O'Connor – O'Connor extended his sincere thanks regarding his request for improved communication from city staff. He felt that communication has improved greatly and has also exceeded his expectations.

Walkes-None

Cuccio-None

11. ADJOURN- Motion by O'Connor to adjourn the Regular City Council Meeting, Second by Walkes. Motion passed unanimously. Meeting adjourned at 6:56 p.m.

**Plainview City Council & Department Head
Work Session
Tuesday, October 23, 2018 at 6:00 p.m.**

1. **CALL TO ORDER** – Mayor Ziebell called the work session to order at 6:00 p.m. Council members in attendance: Mayor Ziebell, Council persons Cuccio and Walkes. Boettcher was absent at the beginning of the meeting and arrived at 6:11 p.m. O'Connor was absent from the meeting. Department heads in attendance: City Administrator Hadler, Finance Director Axley, Library Director Henderson, Police Chief Schneider, Public Works Director Burgdorf, City Clerk Schneider, Fire Chief Jacobs, and Liquor Store Manager Mohs. Absent Ambulance Director Jarrett. Also in attendance, Melissa Hartert, Shane Loftus, Spencer Larson, and Judith Jordan.

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

3. **DISCUSSION**

- A. Approve Library Payment- Motion by Walkes to approve the payment to Gingrich Construction in the amount of \$229,997.27. Second by Cuccio. Motion passed unanimously.

- B. 2019 Budget Presentation- Hadler gave an overview of the City's tax capacity and a history on the city's levy's showing that it has maintained relatively stable since 2015. Each department head presented their budgets to council.

Administration: Hadler spoke briefly on capital planning and strategies surrounding that. She also explained some increases in the budget in 2018 like adding a new position to the Administration Department as well as some new roles and job titles for current employees.

Library: Henderson presented the Library's budget with the pay scale implementation being the most significant change. She stated she has no capital projects planned and shared that the current Library remodel was not in the current Library budget.

Police Department: Schneider shared with the Council the department's budget pointing out employees comprised the bulk of his expenditures. He also explained the squad rotation schedule and how he was able to extend it out longer than previously.

Fire Department: Jacobs explained the fire truck maintenance schedule to the Council.

Public Works: Burgdorf presented his budget to the Council. Water and Sewer rates were not raised at all in 2018, and he would like to see them raised a smaller amount each year instead of having to have larger jumps in rates every few years. He also shared plans for improving the Cemetery.

Liquor Store: Mohs shared some ideas she had for bigger bands for Corn on the Cob Days, more outdoor music, and her ideas for improvements inside the building.

Ziebell commented that he would like to see the City look for more grants that are out there to help fund any future projects.

- C. Building Committee Update- No major updates given

4. **COUNCIL AND STAFF UPDATES** – None.

5. **ADJOURN-** Ziebell made a motion to adjourn the Plainview City Council Work Session. Second by Cuccio. Meeting adjourned at 7:57 p.m.

Roger Ziebell, Mayor

MariClair Schneider, City Clerk



Executive Summary

City Council Regular Meeting: November 13, 2018

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
10/24/2018	225388-0	1	Invoice	SUPPLIES/POLICE	09/28/2018	10/24/2018	25.48	101-42100-201
10/24/2018	226475-0	1	Invoice	SUPPLIES/ADM	10/15/2018	10/24/2018	42.50	101-41500-201
Total 263 1 SOURCE:							67.98	
416 AFLAC								
10/24/2018	735258	1	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	156.90	601-21705
10/24/2018	735258	2	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	102.57	230-21705
10/24/2018	735258	3	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	1,136.88	101-21705
Total 416 AFLAC:							1,396.35	
751 ANCOM TECHNICAL CENTER								
10/24/2018	82445	1	Invoice	BATTERY/AMB	10/05/2018	11/04/2018	98.00	230-49020-221
Total 751 ANCOM TECHNICAL CENTER:							98.00	
104716 BAKER & TAYLOR								
10/24/2018	2033966682	1	Invoice	CREDIT/LIBRARY	09/05/2018	10/24/2018	262.05	211-45500-592
10/24/2018	2033996217	1	Invoice	BOOKS/LIBRARY	09/17/2018	10/24/2018	51.38	211-45500-592
10/24/2018	2033997589	1	Invoice	BOOKS/LIBRARY	09/18/2018	10/24/2018	713.98	211-45500-592
10/24/2018	LS18100009	1	Invoice	BOOKLEASE/LIRBRARY	10/01/2018	10/24/2018	1,071.00	211-45500-592
Total 104716 BAKER & TAYLOR:							2,098.41	
106536 BATTERIES PLUS BULBS								
10/24/2018	070-P680829	1	Invoice	BATTERIES/WATER	10/11/2018	10/24/2018	212.55	601-49400-221
Total 106536 BATTERIES PLUS BULBS:							212.55	
31 BENNETT & SONS SAND & GRAVEL								
10/24/2018	33917	1	Invoice	HAULING/STREETS	10/04/2018	10/24/2018	447.50	101-43100-224
Total 31 BENNETT & SONS SAND & GRAVEL:							447.50	
331 BLUE CROSS - BLUE SHIELD OF MN								
10/24/2018	1810024029	1	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	1,159.99	101-41500-131
10/24/2018	1810024029	2	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	2,139.80	101-42100-131
10/24/2018	1810024029	3	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	262.75	101-43125-131
10/24/2018	1810024029	4	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	1,282.80	101-43100-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
10/24/2018	1810024029	5	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	710.47	211-45500-131
10/24/2018	1810024029	6	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	1,068.07	230-49020-131
10/24/2018	1810024029	7	Invoice	EMPLOY HEALTH INS.	10/02/2018	10/22/2018	1,213.10	609-49750-131
Total 331 BLUE CROSS - BLUE SHIELD OF MN:							7,836.98	
107 BREAKTHRU BEVERAGE								
10/24/2018	1080870700	1	Invoice	LIQUOR	10/11/2018	11/10/2018	2,435.27	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							2,435.27	
106537 BURKS, TIM								
10/24/2018	32432.00	1	Invoice	REFUND OVERPAY WATER BILL	10/22/2018	10/24/2018	78.59	601-49400-229
Total 106537 BURKS, TIM:							78.59	
104828 CENTER POINT LARGE PRINT								
10/24/2018	1624068	1	Invoice	LG PRT.BOOKS/LIBRARY	09/06/2018	10/24/2018	86.23	211-45500-592
10/24/2018	1628938	1	Invoice	LG PRT.BOOKS/LIBRARY	09/17/2018	10/24/2018	131.45	211-45500-592
10/24/2018	1630604	1	Invoice	LG PRT.BOOKS/LIBRARY	10/03/2018	10/24/2018	26.57	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							244.25	
106136 CONTRUCTION SUPPLY GROUP								
10/24/2018	12968330-00	1	Invoice	SUPPLIES/WATER	10/04/2018	10/24/2018	484.97	601-49400-217
Total 106136 CONTRUCTION SUPPLY GROUP:							484.97	
106422 CORE & MAIN, LP								
10/24/2018	J614004	1	Invoice	SUPPLIES/WATER	10/08/2018	10/24/2018	173.15	601-49400-217
10/24/2018	J621259	1	Invoice	SUPPLIES/WATER	10/09/2018	10/24/2018	115.66	601-49400-217
10/24/2018	J630890	1	Invoice	CREDIT/WATER	10/10/2018	10/24/2018	109.66	609-49750-217
Total 106422 CORE & MAIN, LP:							179.15	
106428 DATA SMART COMPUTERS INC.								
10/24/2018	58193	1	Invoice	ANTI VIRUS NODE/ADM	10/01/2018	10/24/2018	16.00	101-41500-309
10/24/2018	58269	1	Invoice	OFFICE 365 FEES	10/07/2018	10/24/2018	132.50	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							148.50	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105564 DEARBORN NATIONAL								
10/24/2018	F017376-1	N 1	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	54.64	609-49750-131
10/24/2018	F017376-1	N 2	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	28.92	602-49450-131
10/24/2018	F017376-1	N 3	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	33.51	601-49400-131
10/24/2018	F017376-1	N 4	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	79.38	230-49020-131
10/24/2018	F017376-1	N 5	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	33.51	225-45200-131
10/24/2018	F017376-1	N 6	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	36.63	211-45500-131
10/24/2018	F017376-1	N 7	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	73.88	101-43100-131
10/24/2018	F017376-1	N 8	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	276.54	101-42100-131
10/24/2018	F017376-1	N 9	Invoice	EMPLOYEE INS.	10/12/2018	11/01/2018	137.84	101-41500-131
Total 105564 DEARBORN NATIONAL:							754.85	
105433 DELTA DENTAL OF MINNESOTA								
10/24/2018	7444015	1	Invoice	EMPLOY DENTAL	10/15/2018	10/24/2018	367.75	101-21705
10/24/2018	7444015	2	Invoice	EMPLOY DENTAL	10/15/2018	10/24/2018	65.05	230-21705
10/24/2018	7444015	3	Invoice	EMPLOY DENTAL	10/15/2018	10/24/2018	31.15	609-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							463.95	
104555 DIAMOND VOGEL PAINT								
10/24/2018	281175692	1	Invoice	PAINT/WATER	10/11/2018	10/24/2018	97.64	601-49400-217
Total 104555 DIAMOND VOGEL PAINT:							97.64	
70 DPC INDUSTRIES								
10/24/2018	827001944-1	1	Invoice	CHEMICALS/WATER	10/09/2018	10/24/2018	403.26	601-49400-217
Total 70 DPC INDUSTRIES:							403.26	
106327 ELM USA								
10/24/2018	15428	1	Invoice	PAY GO/LIBRARY	10/03/2018	10/24/2018	25.00	211-45500-201
Total 106327 ELM USA:							25.00	
105646 EXPERT T BILLING								
10/24/2018	5064	1	Invoice	SEPT. BILLING/AMB	10/13/2018	11/12/2018	899.00	230-49020-401
Total 105646 EXPERT T BILLING:							899.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105049 FIRE SAFETY USA, INC.								
10/24/2018	116170	1	Invoice	EQUIPMENT/FIRE	10/05/2018	10/24/2018	765.00	101-42200-221
Total 105049 FIRE SAFETY USA, INC.:							765.00	
105806 FLAHERTY & HOOD, P.A.								
10/24/2018	11994	1	Invoice	LEGAL FEES LABOR & EMPLOYM	10/02/2018	10/24/2018	312.50	101-41500-304
10/24/2018	12036	1	Invoice	RETAINER/ADM	10/02/2018	10/25/2018	840.00	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							1,152.50	
212 GILLETTE PEPSI								
10/24/2018	9311329	1	Invoice	POP/LIQUOR STORE	10/15/2018	10/24/2018	97.74	609-49750-214
Total 212 GILLETTE PEPSI:							97.74	
106489 GINGERICH CONSTRUCTION								
10/24/2018	#3	1	Invoice	LIBRARY PROJECT	10/19/2018	10/24/2018	229,997.27	211-45500-590
Total 106489 GINGERICH CONSTRUCTION:							229,997.27	
104641 GOLD CROSS AMBULANCE SERVICE								
10/24/2018	1888765	1	Invoice	INTERCEPT/AMB	09/28/2018	10/24/2018	191.40	230-49020-217
Total 104641 GOLD CROSS AMBULANCE SERVICE:							191.40	
105285 GOLD CROSS CONTRACT SERVICES								
10/24/2018	18-138	1	Invoice	MARCH MANAGE AMB	03/05/2018	10/24/2018	7,550.00	230-49020-401
Total 105285 GOLD CROSS CONTRACT SERVICES:							7,550.00	
106538 GROVER, FRAN								
10/24/2018	#54037.09	1	Invoice	OVERPAY WATER BILL	10/23/2018	10/24/2018	64.57	601-49400-229
Total 106538 GROVER, FRAN:							64.57	
418 HACH COMPANY								
10/24/2018	11181140	1	Invoice	CHEMICALS/WATER	10/16/2018	10/24/2018	154.29	601-49400-217
Total 418 HACH COMPANY:							154.29	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105808 HBC, INC.								
10/24/2018	105099 OCT.	1	Invoice	PHONE&INTERNET/FIRE	10/02/2018	10/20/2018	160.01	101-42200-321
10/24/2018	94387 OCT 2	1	Invoice	PHONE & INTERNET/LIQ.ST.	10/02/2018	10/20/2018	350.41	609-49750-321
10/24/2018	95899 OCT 2	1	Invoice	PHONE INTERNET/AMB	10/02/2018	10/24/2018	221.82	230-49020-321
Total 105808 HBC, INC.:							732.24	
116 HIGH PLAINS								
10/24/2018	15372 SEPT.	1	Invoice	FUEL/RURAL FIRE	09/30/2018	10/31/2018	120.76	245-42200-212
10/24/2018	15450 SEPT,	1	Invoice	FUEL & WASHES/POLICE	09/30/2018	10/31/2018	219.99	101-42100-212
10/24/2018	155 SEPT.20	1	Invoice	FUEL/STREETS	09/30/2018	10/31/2018	527.62	101-43100-212
10/24/2018	155 SEPT.20	2	Invoice	FUEL/PARKS	09/30/2018	10/31/2018	219.35	225-45200-212
Total 116 HIGH PLAINS:							1,087.72	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
10/24/2018	NOV. 2018	1	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	1,240.00	602-49450-131
10/24/2018	NOV. 2018	2	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	1,240.00	601-49400-131
10/24/2018	NOV. 2018	3	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	1,240.00	225-45200-131
10/24/2018	NOV. 2018	4	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	1,029.20	101-43100-131
10/24/2018	NOV. 2018	5	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	210.80	101-43125-131
10/24/2018	NOV. 2018	6	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	1,240.00	101-42100-131
10/24/2018	NOV. 2018	7	Invoice	LOCAL 49 HEALTH INS.	10/01/2018	10/15/2018	3,720.00	101-41500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							9,920.00	
666 J.P. COOKE CO								
10/24/2018	2777	1	Invoice	2018 DOG LICENSES	09/19/2018	10/24/2018	99.60	101-42100-318
Total 666 J.P. COOKE CO:							99.60	
384 JACK NEUMANN TRUCKING								
10/24/2018	23207	1	Invoice	LIQUOR FREIGHT	10/11/2018	10/24/2018	75.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							75.00	
104367 JACOBS, ED								
10/24/2018	OCT 2018	1	Invoice	MILAGE/FIRE	10/15/2018	10/24/2018	102.30	101-42200-331
Total 104367 JACOBS, ED:							102.30	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
134 JOHNSON BROS-ST. PAUL								
10/24/2018	1125655	1	Invoice	LIQUOR	10/10/2018	10/24/2018	1,489.48	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							1,489.48	
106261 L.N.CURTIS & SONS								
10/24/2018	224250	1	Invoice	GENERAL UNIFORM/POLICE	10/11/2018	10/24/2018	352.35	101-42100-417
Total 106261 L.N.CURTIS & SONS:							352.35	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
10/24/2018	283495	1	Invoice	MAYOR REGION MEETING	10/23/2018	10/24/2018	45.00	101-41110-331
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							45.00	
105284 MID-AMERICA BACKFLOW PREVENTOR CO.								
10/24/2018	18154	1	Invoice	BACKFLOW TEST/WATER	05/07/2018	10/24/2018	125.00	601-49400-310
10/24/2018	18155	1	Invoice	BACKFLOW TEST/WATER	05/07/2018	10/24/2018	125.00	601-49400-310
10/24/2018	18156	1	Invoice	BACKFLOW TEST/WATER	05/07/2018	10/24/2018	125.00	601-49400-310
10/24/2018	18161	1	Invoice	BACKFLOW TEST/WATER	05/07/2018	10/24/2018	125.00	601-49400-310
Total 105284 MID-AMERICA BACKFLOW PREVENTOR CO.:							500.00	
106277 NATIONAL FIRE SAFETY COUNCIL, INC.								
10/24/2018	OCT 2018	1	Invoice	FIRE SAFETY ITEMS	10/04/2018	10/24/2018	748.96	101-42200-207
Total 106277 NATIONAL FIRE SAFETY COUNCIL, INC.:							748.96	
106478 NIELSENS PEST CONTROL								
10/24/2018	10162018	1	Invoice	EXTERMINATE AT CITYHALL	10/16/2018	10/24/2018	107.35	101-41500-223
Total 106478 NIELSENS PEST CONTROL:							107.35	
376 NORTHERN BEVERAGE DISTB.								
10/24/2018	0000401945	1	Invoice	BEER/LIQUOR STORE	10/11/2018	10/24/2018	590.75	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							590.75	
106085 ON-SITE COMPUTERS, INC.								
10/24/2018	CW61013	1	Invoice	COMPUTER WORK/POLICE	09/30/2018	10/24/2018	217.51	101-42100-221
10/24/2018	CW61065	1	Invoice	COMPUTER WORK/POLICE	10/12/2018	10/24/2018	65.10	101-42100-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105272 PLAINVIEW LAWN & SNOW								
10/24/2018	7037	1	Invoice	SEPT.CLEAN/CITY HALL	10/01/2018	10/24/2018	202.23	101-41500-401
10/24/2018	7037	2	Invoice	SEPT.CLEAN/CITY HALL	10/01/2018	10/24/2018	202.22	101-42100-401
10/24/2018	7037	3	Invoice	SEPT.CLEAN/CITY HALL	10/01/2018	10/24/2018	202.22	101-41110-401
Total 105272 PLAINVIEW LAWN & SNOW:							606.67	
239 PLAINVIEW NEWS								
10/24/2018	18-OCT	1	Invoice	RENEWAL PAPER/LIBRARY	10/01/2018	10/24/2018	44.00	211-45500-592
10/24/2018	3091 SEPT 2	1	Invoice	ADVERTISE LANDSCAPE	09/28/2018	10/24/2018	305.00	101-43100-343
Total 239 PLAINVIEW NEWS:							349.00	
395 PRAXAIR DISTRIBUTION INC.								
10/24/2018	85411302	1	Invoice	OXYGEN/AMBULANCE	09/30/2018	10/24/2018	137.71	230-49020-216
Total 395 PRAXAIR DISTRIBUTION INC.:							137.71	
106442 PRESTIGE PLUMBING LLC								
10/24/2018	1800652	1	Invoice	FLOOR DRAIN/FIRE HALL	10/10/2018	10/24/2018	423.56	101-42200-223
Total 106442 PRESTIGE PLUMBING LLC:							423.56	
741 QUILL CORPORATION								
10/24/2018	1650242	1	Invoice	SUPPLIES/AMB	10/03/2018	10/24/2018	6.32	230-49020-211
10/24/2018	1668386	1	Invoice	SUPPLIES/AMB	10/04/2018	10/24/2018	244.24	230-49020-211
10/24/2018	1699938	1	Invoice	SUPPLIES/ADM	10/04/2018	10/24/2018	53.11	101-41500-201
10/24/2018	9938759 CO	1	Invoice	SUPPLIES/ADM	09/06/2018	10/24/2018	8.42	101-41500-201
Total 741 QUILL CORPORATION:							312.09	
245 RANDY'S FOODS LLC								
10/24/2018	10082018	1	Invoice	SNACKS/LIQUOR ST.	10/08/2018	10/24/2018	35.00	609-49750-259
10/24/2018	10152018	1	Invoice	PIZZAS/LIQUOR ST.	10/15/2018	10/24/2018	103.00	609-49750-259
Total 245 RANDY'S FOODS LLC:							138.00	
105129 SCHNEIDER, MARICLAIR								
10/24/2018	10232018	1	Invoice	MILEAGE/ELECTIONS	10/23/2018	10/24/2018	30.97	101-41410-331
10/24/2018	SEPT.2018	1	Invoice	MILEAGE/ELECTIONS	10/11/2018	10/24/2018	21.12	101-41410-331

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105129 SCHNEIDER, MARICLAIR:							52.09	
264 SCHOTT DISTRIBUTING CO INC								
10/24/2018	330307	1	Invoice	BEER/LIQUOR STORE	10/10/2018	10/24/2018	1,177.60	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							1,177.60	
105796 U.S. BANK EQUIPMENT FINANCE								
10/24/2018	368949673	1	Invoice	COPIER/CITYHALL	10/17/2018	11/11/2018	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
105973 USA BLUEBOOK								
10/24/2018	664538	1	Invoice	SUPPLIES/WATER	08/24/2018	10/24/2018	147.10	601-49400-221
10/24/2018	698210	1	Invoice	HYDRANT VALVE/FIRE	10/02/2018	10/24/2018	306.40	101-42200-221
10/24/2018	698210	2	Invoice	HYDRANT VALVE/FIRE	10/02/2018	10/24/2018	306.39	245-42200-221
Total 105973 USA BLUEBOOK:							759.89	
168 VISA								
10/24/2018	0165 SEPT.2	1	Invoice	BOOKS, DVD'S/LIBRARY	10/02/2018	10/27/2018	387.20	211-45500-592
10/24/2018	6113 SEPT.0	1	Invoice	BITEFINDER/POLICE	10/02/2018	10/27/2018	64.41	101-42100-437
10/24/2018	6113 SEPT.0	2	Invoice	SUPPLIES/POLICE	10/02/2018	10/27/2018	5.36	101-42100-201
10/24/2018	6113 SEPT.0	3	Invoice	MEAL/POLICE	10/02/2018	10/27/2018	6.99	101-42100-331
10/24/2018	6113 SEPT.0	4	Invoice	CREDIT/POLICE	10/02/2018	10/27/2018	3.56-	101-42100-437
10/24/2018	6121 SEPT.	1	Invoice	MEALS & HOTEL/POLICE	10/02/2018	10/27/2018	370.51	101-42100-331
10/24/2018	6121 SEPT.	2	Invoice	HOSTGATOR/POLICE	10/02/2018	10/27/2018	8.99	101-42100-321
10/24/2018	6139 SEPT 2	1	Invoice	UNIFORM E.HENRY/POLICE	10/02/2018	10/27/2018	97.00	101-42100-417
10/24/2018	6139 SEPT 2	2	Invoice	POSTAGE/POLICE	10/02/2018	10/27/2018	13.40	101-42100-319
10/24/2018	6139 SEPT 2	3	Invoice	MEALS & HOTEL/POLICE	10/02/2018	10/27/2018	404.76	101-42100-331
10/24/2018	6154 SEPT.	1	Invoice	SUPPLIES/STREETS	10/02/2018	10/27/2018	676.79	101-43100-217
10/24/2018	6154 SEPT.	2	Invoice	SUPPLIES/SEWER	10/02/2018	10/27/2018	1.64	602-49450-217
10/24/2018	6154 SEPT.	3	Invoice	SUPPLIES/CITYHALL	10/02/2018	10/27/2018	18.65	101-41500-223
10/24/2018	6154 SEPT.	4	Invoice	SUPPLIES/LIQUOR STORE	10/02/2018	10/27/2018	18.65	609-49750-223
10/24/2018	6162 SEPT.	1	Invoice	UNIFORM M.BURGDORF	10/02/2018	10/27/2018	33.74	101-43100-417
10/24/2018	6196 SEPT.	1	Invoice	DISPOSE PELLETS/PARKS	10/02/2018	10/27/2018	2,129.34	225-45200-310
10/24/2018	6196 SEPT.	2	Invoice	UNIFORM S.LARSON	10/02/2018	10/27/2018	194.98	602-49450-417
10/24/2018	6196 SEPT.	3	Invoice	POSTAGE/WATER	10/02/2018	10/27/2018	6.70	601-49400-201
10/24/2018	6204 SEPT.	1	Invoice	HOSE/AMBULANCE BLDG.	10/02/2018	10/28/2018	39.99	230-49020-223
10/24/2018	6246 SEPT.	1	Invoice	FILE FOLDERS/ADM	10/02/2018	10/27/2018	39.90	101-41500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
10/24/2018	6360 SEPT.	1	Invoice	UNIFORM C.PURDUE/POLICE	10/02/2018	10/27/2018	288.08	101-42100-417
10/24/2018	6360 SEPT.	2	Invoice	SUPPLIES/POLICE	10/02/2018	10/27/2018	16.99	101-42100-201
10/24/2018	6519 SEPT.	1	Invoice	SUPPLIES/LIQUOR STORE	10/02/2018	10/27/2018	109.16	609-49750-214
10/24/2018	6519 SEPT.	2	Invoice	SIGN/LIQUOR STORE	10/02/2018	10/27/2018	131.00	609-49750-217
10/24/2018	6519 SEPT.	3	Invoice	CLEANING SUPPLIES/LIQ.ST.	10/02/2018	10/27/2018	147.10	609-49750-211
10/24/2018	6519 SEPT.	4	Invoice	ADVERTISE/LIQUOR STORE	10/02/2018	10/27/2018	25.00	609-49750-343
Total 168 VISA:							5,232.77	
790 WASTE MANAGEMENT								
10/24/2018	3347971-276	1	Invoice	GARBAGE/FIRE HALL	09/27/2018	10/24/2018	165.05	101-42200-223
Total 790 WASTE MANAGEMENT:							165.05	
106269 WATER SYSTEMS COMPANY								
10/24/2018	433391	1	Invoice	WATER/AMB BLDG.	09/14/2018	10/24/2018	45.50	230-49020-223
10/24/2018	442660	1	Invoice	WATER/AMB BLDG.	09/30/2018	10/24/2018	9.65	230-49020-223
Total 106269 WATER SYSTEMS COMPANY:							55.15	
414 ZIEBELLS HIAWATHA FOODS INC								
10/24/2018	220454	1	Invoice	SUPPLIES LIQUOR ST.	10/08/2018	10/24/2018	86.44	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							86.44	
Grand Totals:							302,403.95	

Report GL Period Summary

GL Period	Amount
10/18	34,686.27
00/00	267,717.68
Grand Totals:	302,403.95

Vendor number hash: 7632510
Vendor number hash - split: 9856465

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Total number of invoices:	115		
Total number of transactions:	160		
Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	302,403.95	.00	302,403.95
Grand Totals:	<u>302,403.95</u>	<u>.00</u>	<u>302,403.95</u>

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
11/14/2018	225757-0	1	Invoice	SUPPLIES/POLICE	10/03/2018	11/14/2018	50.86	101-42100-201
11/14/2018	225776-1	1	Invoice	SUPPLIES/POLICE	10/05/2018	11/14/2018	35.97	101-42100-201
11/14/2018	226891-0	1	Invoice	COPY PAPER/LIBRARY	10/22/2018	11/14/2018	34.99	211-45500-201
11/14/2018	22706-0	1	Invoice	CREDIT/POLICE	10/24/2018	11/14/2018	25.48	101-42100-201
11/14/2018	227510-0	1	Invoice	SUPPLIES/ELECTIONS	10/31/2018	11/14/2018	20.48	101-41410-437
11/14/2018	227510-0	2	Invoice	SUPPLIES/WATER	10/31/2018	11/14/2018	75.50	601-49400-201
11/14/2018	227510-0	3	Invoice	SUPPLIES/SEWER	10/31/2018	11/14/2018	75.49	602-49450-201
Total 263 1 SOURCE:							267.81	
460 ADVANCED DISPOSAL								
11/14/2018	G600021271	1	Invoice	GARBAGE/LIQUOR ST.	10/31/2018	11/14/2018	394.26	609-49750-384
Total 460 ADVANCED DISPOSAL:							394.26	
105905 AMERIPRIDE SERVICES, INC.								
11/14/2018	2800943058	1	Invoice	MOPS,TOWELS/LIQ ST.	10/09/2018	11/14/2018	122.85	609-49750-211
11/14/2018	2800948365	1	Invoice	MOPS,TOWELS/LIQ ST.	10/23/2018	11/14/2018	60.89	609-49750-211
Total 105905 AMERIPRIDE SERVICES, INC.:							183.74	
106541 AXLEY, PATSY								
11/14/2018	PL18-72	1	Invoice	REFUND DEPOSIT	10/31/2018	11/14/2018	1,000.00	101-41500-32210
Total 106541 AXLEY, PATSY:							1,000.00	
106375 AXON ENTERPRISES, INC.								
11/14/2018	SL-1558148	1	Invoice	SUPPLIES/POLICE	10/22/2018	11/14/2018	896.00	101-42100-221
Total 106375 AXON ENTERPRISES, INC.:							896.00	
31 BENNETT & SONS SAND & GRAVEL								
11/14/2018	34063	1	Invoice	HAULING/STREETS	10/01/2018	11/14/2018	140.00	101-43100-224
11/14/2018	34066	1	Invoice	SCREENSAND/SNOW	10/19/2018	11/14/2018	2,100.00	101-43125-217
11/14/2018	34088	1	Invoice	FILL SAND/WATER	10/24/2018	11/14/2018	412.50	601-49400-224
11/14/2018	34088	2	Invoice	DUMPING/STREETS	10/24/2018	11/14/2018	3,380.00	101-43100-224
Total 31 BENNETT & SONS SAND & GRAVEL:							6,032.50	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
154 BENNETT'S FOOD CENTER								
11/14/2018	00092102	1	Invoice	SUPPLIES/LIQUOR ST.	10/05/2018	11/14/2018	33.29	609-49750-214
11/14/2018	00095571	1	Invoice	SUPPLIES/LIQUOR ST.	10/13/2018	11/14/2018	30.78	609-49750-214
11/14/2018	00101282	1	Invoice	SUPPLIES/LIQUOR ST.	10/26/2018	11/14/2018	36.12	609-49750-214
11/14/2018	00103526	1	Invoice	SUPPLIES/LIQUOR ST.	10/31/2018	11/14/2018	12.47	609-49750-214
11/14/2018	90767	1	Invoice	SUPPLIES/STREETS	10/02/2018	11/14/2018	27.90	101-43100-217
Total 154 BENNETT'S FOOD CENTER:							140.56	
105791 BENNETT-STREICH, HEATHER								
11/14/2018	OCT. 2018	1	Invoice	MILEAGE MBA CONF/LIQ.ST.	10/30/2018	11/14/2018	136.95	609-49750-331
Total 105791 BENNETT-STREICH, HEATHER:							136.95	
331 BLUE CROSS - BLUE SHIELD OF MN								
11/14/2018	18110211392	1	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	1,159.69	101-41500-131
11/14/2018	18110211392	2	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	2,139.80	101-42100-131
11/14/2018	18110211392	3	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	262.75	101-43125-131
11/14/2018	18110211392	4	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	1,282.80	101-43100-131
11/14/2018	18110211392	5	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	710.47	211-45500-131
11/14/2018	18110211392	6	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	1,068.07	230-49020-131
11/14/2018	18110211392	7	Invoice	EMPLOY HEALTH INS.	11/02/2018	11/20/2018	1,213.10	609-49750-131
Total 331 BLUE CROSS - BLUE SHIELD OF MN:							7,836.68	
106219 BRAUN, DAVID								
11/14/2018	224699	1	Invoice	REPAIRS/STREETS	10/05/2018	11/14/2018	1,451.58	101-43100-221
11/14/2018	224699	2	Invoice	REPAIRS/POOL	10/05/2018	11/14/2018	35.00	225-45128-223
Total 106219 BRAUN, DAVID:							1,486.58	
107 BREAKTHRU BEVERAGE								
11/14/2018	1080877615	1	Invoice	LIQUOR	10/25/2018	11/14/2018	2,402.10	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							2,402.10	
106288 BUCK, CURTIS								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	90.00	101-41410-103
Total 106288 BUCK, CURTIS:							90.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106292 BUCK, SUSAN								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103
Total 106292 BUCK, SUSAN:							70.00	
104601 CARGILL, INCORPORATED								
11/14/2018	2904395450	1	Invoice	DEICE SALT/SNOW	10/26/2018	11/14/2018	3,826.67	101-43125-217
Total 104601 CARGILL, INCORPORATED:							3,826.67	
106291 CARROLL, LINDA								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	72.50	101-41410-103
Total 106291 CARROLL, LINDA:							72.50	
572 CENTURYLINK/PHOENIX								
11/14/2018	313054219 O	1	Invoice	PHONE/POOL	10/11/2018	11/06/2018	54.01	225-45128-321
11/14/2018	313539040 O	1	Invoice	PHONE/PARKBOARD	10/11/2018	11/06/2018	55.08	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							109.09	
106449 CINTAS CORPORATION								
11/14/2018	4010375349	1	Invoice	MATS/PW BLDG	10/02/2018	11/14/2018	9.85	101-43100-223
11/14/2018	4010678461	1	Invoice	MATS/PW BLDG	10/09/2018	11/14/2018	9.85	101-43100-223
11/14/2018	4010952084	1	Invoice	MATS/PW BLDG	10/16/2018	11/14/2018	9.85	101-43100-223
11/14/2018	4011250412	1	Invoice	MOPS&TOWELS/CITYHALL	10/23/2018	11/14/2018	16.51	101-41500-401
11/14/2018	4011250499	1	Invoice	MATS/PW BLDG	10/23/2018	11/14/2018	9.85	101-43100-223
11/14/2018	4011524802	1	Invoice	MATS/PW BLDG	10/30/2018	11/14/2018	9.85	101-43100-223
Total 106449 CINTAS CORPORATION:							65.76	
51 CONSTRUCTION MGMT. SERVICES								
11/14/2018	PL000 OCT 2	1	Invoice	OCT BLDG. INSPECTS	10/31/2018	11/14/2018	1,743.50	101-41500-316
Total 51 CONSTRUCTION MGMT. SERVICES:							1,743.50	
106422 CORE & MAIN, LP								
11/14/2018	J18730	1	Invoice	PAINT/STREETS	10/26/2018	11/14/2018	64.56	101-43100-217
11/14/2018	J613970	1	Invoice	SUPPLIES/WATER	10/18/2018	11/14/2018	4.49	601-49400-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106422 CORE & MAIN, LP:							69.05	
105876 CURTISS, MEG								
11/14/2018	OCT 2018	1	Invoice	MIELEAGE/LIBRARY	11/05/2018	11/14/2018	152.60	211-45500-331
Total 105876 CURTISS, MEG:							152.60	
104686 DAVID DROWN ASSOCIATES, INC.								
11/14/2018	00004250	1	Invoice	CONSULT/ADM	10/30/2018	11/14/2018	250.00	101-41500-310
Total 104686 DAVID DROWN ASSOCIATES, INC.:							250.00	
106287 DAY, ANYCE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103
Total 106287 DAY, ANYCE:							70.00	
106290 DAY, CLARENCE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	67.50	101-41410-103
Total 106290 DAY, CLARENCE:							67.50	
105650 DEMING, MARY								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	82.50	101-41410-103
Total 105650 DEMING, MARY:							82.50	
105181 DEPARTMENT OF PUBLIC SAFETY								
11/14/2018	6657/2019	1	Invoice	2019 BUYERS CARD/LIQUOR ST.	11/01/2018	11/14/2018	20.00	609-49750-433
Total 105181 DEPARTMENT OF PUBLIC SAFETY:							20.00	
106055 DIEL, GENE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	77.50	101-41410-103
Total 106055 DIEL, GENE:							77.50	
105651 DIEL, JEAN								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105651 DIEL, JEAN:							70.00	
105414 DYNAMIC LIFECYCLE INNOVATIONS								
11/14/2018	I-32535	1	Invoice	FALL CLEAN-UP	10/19/2018	11/14/2018	1,575.56	101-41110-440
Total 105414 DYNAMIC LIFECYCLE INNOVATIONS:							1,575.56	
106543 ESS BROTHERS & SONS, INC.								
11/14/2018	YY9219	1	Invoice	SUPPLIES/SEWER	10/29/2018	11/14/2018	341.00	602-49450-221
Total 106543 ESS BROTHERS & SONS, INC.:							341.00	
106517 FIRE HOUSE PIZZA								
11/14/2018	15213	1	Invoice	PIZZAS/LIQUOR STORE	10/16/2018	11/14/2018	285.50	609-49750-259
11/14/2018	15307	1	Invoice	PIZZAS/LIQUOR STORE	10/30/2018	11/14/2018	128.75	609-49750-259
Total 106517 FIRE HOUSE PIZZA:							414.25	
105049 FIRE SAFETY USA, INC.								
11/14/2018	116886	1	Invoice	LIGHT/FIRE DEPT.	10/30/2018	11/14/2018	62.00	101-42200-221
Total 105049 FIRE SAFETY USA, INC.:							62.00	
105654 GELNER, CHAD								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103
Total 105654 GELNER, CHAD:							70.00	
105849 GOEDE, MARIE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	77.50	101-41410-103
Total 105849 GOEDE, MARIE:							77.50	
104641 GOLD CROSS AMBULANCE SERVICE								
11/14/2018	18-95802	1	Invoice	INTERCEPT/AMB	10/19/2018	11/28/2018	185.46	230-49020-217
Total 104641 GOLD CROSS AMBULANCE SERVICE:							185.46	
104 GOPHER STATE ONE CALL								
11/14/2018	044067	1	Invoice	LOCATES/WATER	08/20/2018	11/14/2018	10.00	601-49400-310

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/14/2018	8100665	1	Invoice	LOCATES/SEWER	10/31/2018	11/14/2018	27.00	602-49450-310
11/14/2018	8100665	2	Invoice	LOCATES/WATER	10/31/2018	11/14/2018	27.00	601-49400-310
Total 104 GOPHER STATE ONE CALL:							64.00	
106032 GRUBB REFRIGERATION & AC								
11/14/2018	27052	1	Invoice	REPAIR ICE MACH/LIQ.ST.	10/18/2018	11/14/2018	458.13	609-49750-223
Total 106032 GRUBB REFRIGERATION & AC:							458.13	
113 HALEY COMFORT SYSTEMS INC.								
11/14/2018	181222-1J	1	Invoice	NEW FANS/CITY HALL BATHROOMS	10/23/2018	11/14/2018	1,166.40	101-41500-223
Total 113 HALEY COMFORT SYSTEMS INC.:							1,166.40	
106505 HARTZELL, HELEN								
11/14/2018	NOV-2018	1	Invoice	MILEAGE ELECTIONS	11/06/2018	11/14/2018	21.01	101-41410-331
11/14/2018	NOV-2018	2	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	72.50	101-41410-103
Total 106505 HARTZELL, HELEN:							93.51	
105808 HBC, INC.								
11/14/2018	105099 NOV	1	Invoice	PHONE&INTERNET/FIRE	11/02/2018	11/20/2018	160.01	101-42200-321
11/14/2018	71466 NOV 2	1	Invoice	PHONE&INTERN/LIBRARY	11/02/2018	11/20/2018	118.05	211-45500-321
11/14/2018	78487	1	Invoice	PHONE INTERNET/ADM	11/02/2018	11/20/2018	430.79	101-41500-321
11/14/2018	78487	2	Invoice	PHONE INTERNET/POLICE	11/02/2018	11/20/2018	319.54	101-42100-321
11/14/2018	78487	3	Invoice	PHONE INTERNET/PUBLIC WORKS	11/02/2018	11/20/2018	266.52	101-43100-321
11/14/2018	94387 NOV 2	1	Invoice	PHONE & INTERNET/LIQ.ST.	11/02/2018	11/20/2018	345.97	609-49750-321
Total 105808 HBC, INC.:							1,640.88	
106126 HENRY SCHEIN INC.								
11/14/2018	57849938	1	Invoice	MED SUPPLIES/AMB	10/01/2018	10/31/2018	314.59	230-49020-217
Total 106126 HENRY SCHEIN INC.:							314.59	
105810 HOFSCHULTE WELL & PUMP SERVICE								
11/14/2018	9708	1	Invoice	WATER REPAIRS	10/17/2018	11/14/2018	3,493.50	601-49400-228
11/14/2018	9715	1	Invoice	WATER REPAIRS	11/04/2018	11/14/2018	3,212.50	601-49400-228

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							6,706.00	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
11/14/2018	DEC 2018	1	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	3,720.00	101-41500-131
11/14/2018	DEC 2018	2	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	1,240.00	101-42100-131
11/14/2018	DEC 2018	3	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	210.80	101-43125-131
11/14/2018	DEC 2018	4	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	1,029.20	101-43100-131
11/14/2018	DEC 2018	5	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	1,240.00	225-45200-131
11/14/2018	DEC 2018	6	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	1,240.00	601-49400-131
11/14/2018	DEC 2018	7	Invoice	LOCAL 49 HEALTH INS.	11/05/2018	11/15/2018	1,240.00	602-49450-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							9,920.00	
105374 INDIAN CREEK LAWN & SERVICES								
11/14/2018	2602	1	Invoice	MOW & TRIM/CEMETERY	10/31/2018	11/14/2018	1,650.00	235-49010-401
Total 105374 INDIAN CREEK LAWN & SERVICES:							1,650.00	
384 JACK NEUMANN TRUCKING								
11/14/2018	23230	1	Invoice	LIQUOR FREIGHT	10/25/2018	11/14/2018	60.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							60.00	
106388 JECH, BRAD								
11/14/2018	135	1	Invoice	RENTING SKID LOADER	11/06/2018	11/14/2018	1,394.00	225-45200-418
Total 106388 JECH, BRAD:							1,394.00	
134 JOHNSON BROS-ST. PAUL								
11/14/2018	1136268	1	Invoice	LIQUOR	10/24/2018	11/14/2018	1,879.34	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							1,879.34	
140 KAUPA, JOE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	77.50	101-41410-103
Total 140 KAUPA, JOE:							77.50	
105853 KAUPA, NANCY								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105853 KAUPA, NANCY:							70.00	
106109 KEN O. JACOBS & SON ROLL OFF SERVICE								
11/14/2018	378039	1	Invoice	COMPOST PILE CLEAN-UP	10/31/2018	11/14/2018	465.00	101-43100-310
Total 106109 KEN O. JACOBS & SON ROLL OFF SERVICE:							465.00	
106293 KLEES, PAULETTE								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103
Total 106293 KLEES, PAULETTE:							70.00	
141 KREOFKY BUILDING SUPPLIES								
11/14/2018	1810-759947	1	Invoice	SUPPLIES/FIRE HALL	10/04/2018	11/14/2018	23.78	101-42200-223
11/14/2018	1810-759964	1	Invoice	SUPPLIES/STREETS	10/04/2018	11/14/2018	50.00	101-43100-221
11/14/2018	1810-760045	1	Invoice	SUPPLIES/STREETS	10/04/2018	11/14/2018	10.39	101-43100-221
11/14/2018	1810-760052	1	Invoice	WAX GASKET/FIRE HALL	10/04/2018	11/14/2018	3.49	101-42200-223
11/14/2018	1810-760101	1	Invoice	COMP CAPS/FIRE DEPT.	10/04/2018	11/14/2018	6.07	101-42200-223
11/14/2018	1810-760114	1	Invoice	COMP CAPS/FIRE DEPT.	10/04/2018	11/14/2018	5.50	101-42200-223
11/14/2018	1810-760393	1	Invoice	WAX GASKET/FIRE HALL	10/05/2018	11/14/2018	3.49	101-42200-223
11/14/2018	1810-760435	1	Invoice	TOILET SUPPLIES/FIRE HALL	10/05/2018	11/14/2018	6.48	101-42200-223
11/14/2018	1810-760470	1	Invoice	WAX GASKET/FIRE HALL	10/05/2018	11/14/2018	3.49	101-42200-223
11/14/2018	1810-760640	1	Invoice	BULS & FILTER/LIQ.ST.	10/05/2018	11/14/2018	31.97	609-49750-223
11/14/2018	1810-761478	1	Invoice	SUPPLIES/STREETS	10/09/2018	11/14/2018	18.56	101-43100-217
11/14/2018	1810-761582	1	Invoice	SUPPLIES/STREETS	10/09/2018	11/14/2018	4.58	101-43100-221
11/14/2018	1810-762831	1	Invoice	SUPPLIES/STREETS	10/12/2018	11/14/2018	3.96	101-43100-221
11/14/2018	1810-763502	1	Invoice	SUPPLIES/WATER	10/15/2018	11/14/2018	9.97	601-49400-217
11/14/2018	1810-763504	1	Invoice	SUPPLIES/WATER	10/15/2018	11/14/2018	2.78	601-49400-217
11/14/2018	1810-764449	1	Invoice	SUPPLIES/SIDEWALKS	10/17/2018	11/14/2018	55.00	101-43100-226
11/14/2018	1810-764745	1	Invoice	DOOR CLOSER/LIQUOR ST.	10/18/2018	11/14/2018	72.99	609-49750-223
11/14/2018	1810-765795	1	Invoice	SUPPLIES/CEMETERY	10/22/2018	11/14/2018	5.49	235-49010-228
11/14/2018	1810-765803	1	Invoice	SUPPLIES/WATER	10/22/2018	11/14/2018	14.76	601-49400-217
11/14/2018	1810-765833	1	Invoice	CREDIT/WATER	10/22/2018	11/14/2018	9.34	601-49400-217
11/14/2018	1810-765856	1	Invoice	SUPPLIES/PARKS	10/22/2018	11/14/2018	84.92	225-45200-217
11/14/2018	1810-768507	1	Invoice	SUPPLIES/PARKS	10/30/2018	11/14/2018	5.40	225-45200-217
11/14/2018	1810-768585	1	Invoice	SUPPLIES/POOL	10/30/2018	11/14/2018	4.68	225-45128-217
11/14/2018	1810-768886	1	Invoice	ANTIFREEZE/PARKS	10/31/2018	11/14/2018	22.74	225-45200-217
Total 141 KREOFKY BUILDING SUPPLIES:							441.15	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106507 KUK, CHAD								
11/14/2018	NOV-2018	1	Invoice	MILEAGE/ELECTIONS	11/06/2018	11/14/2018	20.90	101-41410-331
11/14/2018	NOV-2018	2	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	72.50	101-41410-103
Total 106507 KUK, CHAD:							93.40	
106176 KWIK TRIP EXTENDED NETWORK								
11/14/2018	NP54644236	1	Invoice	FUEL/AMB	11/05/2018	11/26/2018	596.25	230-49020-212
11/14/2018	NP54644236	2	Invoice	FUEL/POLICE	11/05/2018	11/26/2018	646.42	101-42100-212
Total 106176 KWIK TRIP EXTENDED NETWORK:							1,242.67	
106329 LAKE CITY RECYCLING & DISPOSAL								
11/14/2018	81239	1	Invoice	GARBAGE/PARKS	11/01/2018	11/01/2018	145.08	225-45200-223
11/14/2018	81239	2	Invoice	GARBAGE/STREETS	11/01/2018	11/01/2018	122.79	101-43100-223
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							267.87	
106285 LARSON, SPENCER								
11/14/2018	1874	1	Invoice	UNIFORM REIMBURSEMENT	10/23/2018	11/14/2018	132.00	602-49450-417
Total 106285 LARSON, SPENCER:							132.00	
105662 LEONARD ENTERPRISES LLC								
11/14/2018	10172018	1	Invoice	CEMENT WORK & SIDEWALKS	10/17/2018	11/14/2018	12,907.50	101-43100-226
Total 105662 LEONARD ENTERPRISES LLC:							12,907.50	
105676 LOFTUS, SHANE								
11/14/2018	OCTOBER 2	1	Invoice	REIMBURSE/CELLPHONE	10/29/2018	11/14/2018	25.00	101-43100-321
Total 105676 LOFTUS, SHANE:							25.00	
160 LYONS OIL MINI MART								
11/14/2018	OCT 2018	1	Invoice	FUEL/PARKS	10/31/2018	11/15/2018	109.00	225-45200-212
11/14/2018	OCT 2018	2	Invoice	FUEL/STREETS	10/31/2018	11/15/2018	310.86	101-43100-212
11/14/2018	OCT 2018	3	Invoice	FUEL/SEWER	10/31/2018	11/15/2018	57.08	602-49450-212
11/14/2018	OCT 2018	4	Invoice	FUEL/WATER	10/31/2018	11/15/2018	81.53	601-49400-212
11/14/2018	OCT-2018	1	Invoice	FUEL&WASHES/POLICE	10/31/2018	11/14/2018	305.26	101-42100-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 160 LYONS OIL MINI MART:							863.73	
106289 LYONS, JEAN								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	57.50	101-41410-103
Total 106289 LYONS, JEAN:							57.50	
106053 M&M CONSTRUCTION & CLEANING INC.								
11/14/2018	4565	1	Invoice	ASPHALT/STREETS	11/07/2018	11/14/2018	2,087.50	101-43100-222
11/14/2018	4565	2	Invoice	ASPHALT/PARKS	11/07/2018	11/14/2018	3,331.75	225-45200-590
11/14/2018	4565	3	Invoice	ASPHALT/WATER	11/07/2018	11/14/2018	2,087.50	601-49400-228
11/14/2018	4565	4	Invoice	ASPHALT/AMB BLDG.	11/07/2018	11/14/2018	843.25	230-49020-223
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							8,350.00	
105851 MARSHIK, JAN								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	70.00	101-41410-103
Total 105851 MARSHIK, JAN:							70.00	
370 MEDPRO MIDWEST GROUP								
11/14/2018	00017845	1	Invoice	QTR COT BILLING/AMB	11/01/2018	11/14/2018	130.50	230-49020-401
Total 370 MEDPRO MIDWEST GROUP:							130.50	
105653 MEYER, ELEANOR								
11/14/2018	NOV-2018	1	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	85.00	101-41410-103
Total 105653 MEYER, ELEANOR:							85.00	
175 MICHAEL'S TIRE & AUTO								
11/14/2018	122339	1	Invoice	OIL/POLICE	10/11/2018	11/14/2018	10.50	101-42100-221
11/14/2018	122365	1	Invoice	TIRE DISPOSAL/FALL CLEAN-UP	10/15/2018	11/14/2018	68.00	101-41110-440
11/14/2018	122405	1	Invoice	BATTERY & INSTALL/POLICE	10/18/2018	11/14/2018	152.50	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							231.00	
223 MN ENERGY RESOURCES CORP.								
11/14/2018	0503043614	1	Invoice	GAS UTIL/NW LIFT STATION	10/26/2018	11/19/2018	26.30	602-49450-383
11/14/2018	0503078391	1	Invoice	GAS UTIL/FIRE HALL	10/26/2018	11/19/2018	173.25	101-42200-383

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/14/2018	0503494971	1	Invoice	GAS UTIL/CITY PARK	10/30/2018	11/21/2018	21.15	225-45200-383
11/14/2018	0504454235	1	Invoice	GAS UTIL/LIQUOR STORE	10/26/2018	11/19/2018	99.33	609-49750-383
11/14/2018	0505377887-	1	Invoice	GAS UTIL/CITY HALL	10/26/2018	11/19/2018	44.79	101-42100-383
11/14/2018	0505377887-	2	Invoice	GAS UTIL/CITY HALL	10/26/2018	11/19/2018	44.79	101-41500-383
11/14/2018	0505377887-	3	Invoice	GAS UTIL/CITY HALL	10/26/2018	11/19/2018	44.79	101-41110-437
11/14/2018	0506816622	1	Invoice	GAS UTIL/NE LIFT STATION	10/30/2018	11/21/2018	14.94	602-49450-383
11/14/2018	0506912263	1	Invoice	GAS UTIL/PW BLDG.	10/29/2018	11/20/2018	109.31	101-43100-383
11/14/2018	0507395838	1	Invoice	GAS UTIL/AMB BLDG.	10/30/2018	11/21/2018	87.95	230-49020-383
11/14/2018	0507609025	1	Invoice	GAS UTIL/LIBRARY	10/26/2018	11/26/2018	92.35	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							758.95	
105919 MN STATE FIRE DEPT. ASSN.								
11/14/2018	2019	1	Invoice	MEMBER/FIRE	10/29/2018	11/14/2018	132.00	101-42200-433
11/14/2018	2019	2	Invoice	MEMBER/FIRE	10/29/2018	11/14/2018	132.00	245-42200-433
Total 105919 MN STATE FIRE DEPT. ASSN.:							264.00	
106508 MOECHING, JOYCE								
11/14/2018	NOV-2018	1	Invoice	MILEAGE ELECTIONS	11/06/2018	11/14/2018	19.47	101-41410-331
11/14/2018	NOV-2018	2	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	77.50	101-41410-103
Total 106508 MOECHING, JOYCE:							96.97	
106444 MOHS, ALISHA								
11/14/2018	OCT. 2018	1	Invoice	MILEAGE MMBA CONF/LIQ.ST	10/30/2018	11/14/2018	46.20	609-49750-331
Total 106444 MOHS, ALISHA:							46.20	
106540 MSCIC								
11/14/2018	2019	1	Invoice	2019 CONFERENCE/POLICE	10/24/2018	11/14/2018	250.00	101-42100-331
Total 106540 MSCIC:							250.00	
376 NORTHERN BEVERAGE DISTB.								
11/14/2018	0000402364	1	Invoice	BEER/LIQUOR STORE	10/19/2018	11/14/2018	1,245.90	609-49750-252
11/14/2018	0000402865	1	Invoice	BEER/LIQUOR STORE	10/25/2018	11/14/2018	521.05	609-49750-252
11/14/2018	0000403200	1	Invoice	BEER/LIQUOR STORE	11/01/2018	11/14/2018	1,321.70	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							3,088.65	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
201 OLMSTED COUNTY ENVIRONMENTAL RESOURCES								
11/14/2018	WL00500201	1	Invoice	WATER TEST FEES	11/01/2018	11/14/2018	297.60	601-49400-310
Total 201 OLMSTED COUNTY ENVIRONMENTAL RESOURCES:							297.60	
106539 OLYMPIC FIRE PROTECTION CORP								
11/14/2018	63407	1	Invoice	SPRINKLER SYSTEM FIRE HALL	10/25/2018	10/25/2018	19,773.07	101-42200-590
Total 106539 OLYMPIC FIRE PROTECTION CORP:							19,773.07	
106085 ON-SITE COMPUTERS, INC.								
11/14/2018	CW61047	1	Invoice	COMPUTER WORK/ADM	10/12/2018	11/14/2018	336.15	101-41500-580
11/14/2018	CW61156	1	Invoice	COMPUTER SUPPORT/POLICE	10/26/2018	11/14/2018	48.00	101-42100-221
Total 106085 ON-SITE COMPUTERS, INC.:							384.15	
205 ORION DISTRIBUTING LLC								
11/14/2018	10182018	1	Invoice	SNACKS/LIQUOR ST.	10/18/2018	11/14/2018	106.50	609-49750-259
11/14/2018	11012018	1	Invoice	SNACKS/LIQUOR ST.	11/01/2018	11/14/2018	13.50	609-49750-259
Total 205 ORION DISTRIBUTING LLC:							120.00	
217 PHILLIPS ST. PAUL.								
11/14/2018	2445883	1	Invoice	LIQUOR	10/24/2018	11/14/2018	1,990.56	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							1,990.56	
651 PITNEY BOWES GLOBAL FINANCIAL SERV.								
11/14/2018	3102538035	1	Invoice	POSTAGE MACH RENT	10/18/2018	11/15/2018	141.36	101-41500-401
Total 651 PITNEY BOWES GLOBAL FINANCIAL SERV.:							141.36	
105167 PLAINVIEW FIRE RELIEF								
11/14/2018	10242018	1	Invoice	2018 FIRE RETIRE FROM CITY	10/24/2018	10/24/2018	36,195.26	250-42300-124
11/14/2018	10242018	2	Invoice	2018 FIRE RETIRE FROM CITY	10/24/2018	10/24/2018	6,600.00	250-42300-124
Total 105167 PLAINVIEW FIRE RELIEF:							42,795.26	
105272 PLAINVIEW LAWN & SNOW								
11/14/2018	7043	1	Invoice	CEMETERY LABOR & MACHINE	11/01/2018	11/14/2018	1,010.67	235-49010-401
11/14/2018	7045	1	Invoice	OCT CLEANING/CITY HALL	11/01/2018	11/14/2018	202.23	101-41500-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/14/2018	7045	2	Invoice	OCT CLEANING/CITY HALL	11/01/2018	11/14/2018	202.22	101-42100-401
11/14/2018	7045	3	Invoice	OCT CLEANING/CITY HALL	11/01/2018	11/14/2018	202.22	101-41110-401
Total 105272 PLAINVIEW LAWN & SNOW:							1,617.34	
239 PLAINVIEW NEWS								
11/14/2018	2202 OCT 20	1	Invoice	ADVERTISE/LIQUOR ST.	10/31/2018	11/14/2018	273.98	609-49750-343
11/14/2018	2215/OCT 20	1	Invoice	ADVERTISE/ADM	10/31/2018	11/14/2018	60.39	101-41500-343
11/14/2018	2215/OCT 20	2	Invoice	ADVERTISE/SNOW	10/31/2018	11/14/2018	90.60	101-43125-343
Total 239 PLAINVIEW NEWS:							424.97	
240 PLAINVIEW POSTMASTER								
11/14/2018	OCT. 2018	1	Invoice	UTILITY BILLING	11/02/2018	11/02/2018	188.72	601-49400-201
11/14/2018	OCT. 2018	2	Invoice	UTILITY BILLING	11/02/2018	11/02/2018	188.72	602-49450-201
11/14/2018	PL 58	1	Invoice	ANNUAL MAILING & PRESORT FEE	10/20/2018	12/31/2018	225.00	101-41500-201
Total 240 PLAINVIEW POSTMASTER:							602.44	
231 PLAINVIEW-ELGIN SANITARY SEWER								
11/14/2018	3RD QTR 20	1	Invoice	SANITARY SEWER CHGS	09/30/2018	11/20/2018	197,492.35	602-49450-385
Total 231 PLAINVIEW-ELGIN SANITARY SEWER:							197,492.35	
104720 PONTEM SOFTWARE BY RIA								
11/14/2018	00006679	1	Invoice	ANNUAL FEE/CEMETERY	11/02/2018	12/01/2018	591.00	235-49010-401
Total 104720 PONTEM SOFTWARE BY RIA:							591.00	
105152 PURCHASE POWER								
11/14/2018	8000-9000-0	1	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	100.00	101-41500-201
11/14/2018	8000-9000-0	2	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	75.00	101-41110-201
11/14/2018	8000-9000-0	3	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	50.00	101-42100-201
11/14/2018	8000-9000-0	4	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	50.00	230-49020-201
11/14/2018	8000-9000-0	5	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	75.00	609-49750-201
11/14/2018	8000-9000-0	6	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	50.00	101-42200-201
11/14/2018	8000-9000-0	7	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	50.00	211-45500-201
11/14/2018	8000-9000-0	8	Invoice	REFILL POSTAGE MACHINE	10/11/2018	11/07/2018	50.00	101-43100-201
Total 105152 PURCHASE POWER:							500.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106504 SEVERSON, TRISTAN								
11/14/2018	NOV-2018	1	Invoice	MILEAGE ELECTIONS	11/06/2018	11/14/2018	2.97	101-41410-331
11/14/2018	NOV-2018	2	Invoice	ELECTION JUDGE	11/06/2018	11/14/2018	77.50	101-41410-103
Total 106504 SEVERSON, TRISTAN:							80.47	
106381 SPRING GREEN-LAWN CARE								
11/14/2018	158994	1	Invoice	SUMMERPARKS	10/20/2018	11/14/2018	751.63	225-45200-310
Total 106381 SPRING GREEN-LAWN CARE:							751.63	
104488 TENTIS, PEG								
11/14/2018	NOV-2018	1	Invoice	MILEAGE/ELECTIONS	11/06/2018	11/14/2018	20.90	101-41410-331
Total 104488 TENTIS, PEG:							20.90	
716 THREE RIVERS COMMUNITY ACTION								
11/14/2018	OCT 2018	1	Invoice	TRANSIT BUS FEES	11/01/2018	11/14/2018	560.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							560.00	
104900 TOMS LAWN & CLEANING SERVICE								
11/14/2018	4679	1	Invoice	OCT CLEANING/LIBRARY	10/31/2018	11/14/2018	1,010.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							1,010.00	
105796 U.S. BANK EQUIPMENT FINANCE								
11/14/2018	369886478	1	Invoice	COPIER/LIBRARY	10/29/2018	11/23/2018	92.55	211-45500-201
Total 105796 U.S. BANK EQUIPMENT FINANCE:							92.55	
104321 UNIVERSAL TRUCK EQUIPMENT INC								
11/14/2018	47594	1	Invoice	PLOW TRUCK	10/19/2018	11/14/2018	72,737.00	101-43100-590
11/14/2018	47595	1	Invoice	REPAIRS/STREETS	10/19/2018	11/14/2018	1,965.25	101-43100-221
Total 104321 UNIVERSAL TRUCK EQUIPMENT INC:							74,702.25	
106042 US BANK								
11/14/2018	5162167	1	Invoice	ST. RECONSTRUCT BOND	10/25/2018	11/14/2018	500.00	325-43100-620

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106481 WHITEWATER WINES								
11/14/2018	9911	1	Invoice	WINE/LIQUOR STORE	11/03/2018	11/14/2018	270.00	609-49750-251
Total 106481 WHITEWATER WINES:							270.00	
105018 WHKS & CO.								
11/14/2018	38265	1	Invoice	ENGINEER FEES/WATER	10/23/2018	11/14/2018	858.50	601-49400-303
Total 105018 WHKS & CO.:							858.50	
106526 WICKED SOUNDS								
11/14/2018	OCT 26, 201	1	Invoice	MUSIC/LIQUOR STORE	10/24/2018	10/26/2018	275.00	609-49750-348
Total 106526 WICKED SOUNDS:							275.00	
414 ZIEBELLS HIAWATHA FOODS INC								
11/14/2018	221180	1	Invoice	SUPPLIES LIQUOR ST.	10/15/2018	11/14/2018	140.71	609-49750-214
11/14/2018	221895	1	Invoice	SUPPLIES LIQUOR ST.	10/22/2018	11/14/2018	318.61	609-49750-214
11/14/2018	222145	1	Invoice	CREDIT/LIQUOR ST.	10/23/2018	11/14/2018	16.25	609-49750-214
11/14/2018	222617	1	Invoice	SUPPLIES LIQUOR ST.	10/29/2018	11/14/2018	146.10	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							589.17	
Grand Totals:							449,292.45	

Report GL Period Summary

GL Period	Amount
11/18	1,174.40
10/18	62,843.33
00/00	385,274.72
Grand Totals:	449,292.45

Vendor number hash: 9660030
Vendor number hash - split: 12730583
Total number of invoices: 185

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Total number of transactions:	231		
Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	449,292.45	.00	449,292.45
Grand Totals:	449,292.45	.00	449,292.45



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Permits/Licenses/Donations	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider, City Clerk	AGENDA NO. 4.C.
ATTACHMENTS: Building Permit Report	APPROVED BY: cgh
RECOMMENDED ACTION: 1. Motion to accept the donation from Judy Knecht in the amount of \$75.00 to the Plainview Library. 2. Motion to approve the building permit report.	

BUILDING PERMIT REPORT

NOVEMBER 2018

<u>Permit Number & Applicant</u>	<u>Address & Project Description</u>	<u>Valuation and Fees</u>	
PL18-117-Kirk & Brenda Axelson-Detached Garage	705 2 nd Ave NW	Value: \$12,000 Total Fee: \$244.11 Permit Fee: \$83.70 Plan Review: \$54.41 State Surcharge: \$6.00 Refundable Dep: \$100.00	
PL18-MISC Ashley Finne-Concrete Driveway	225 1 st Ave NE	Value: \$5300 Total Fee: \$20.00 Permit Fee: \$20.00 Plan Review: N/A State Surcharge: N/A	
PL18-122-Matthew Hanson-Window Replacement	315 5 th St SW	Value: N/A Total Fee: \$55.00 Permit Fee: \$54.00 Plan Review: N/A State Surcharge: \$1.00	
PL18-123-Haley Comfort Systems-Foresight Bank-Furnace/AC replacement	138 West Broadway	Value: \$5,500 Total Fee: \$30.00 Permit Fee: \$29.00 Plan Review: N/A State Surcharge: \$1.00	
PL18-MISC-Kenneth Jacobs-Fence	465 6 th St NW	Value: \$2500 Total Fee: \$20.00 Permit Fee: N/A Plan Review: N/A State Surcharge: N/A	
PL18-124-PK Meyer Builders, Inc-Gas Fireplace	220 7 th Ave SE	Value: N/A Total Fee: \$30.00 Permit Fee: \$29.00 Plan Review: N/A State Surcharge: \$1.00	
PL18-120-Jamie Johnson-Egress Window	130 1 st ST SE	Value: \$1,000 Total Fee: \$26.08 Permit Fee: \$15.50 Plan Review: \$10.08 State Surcharge: \$.50	

BUILDING PERMIT REPORT

NOVEMBER 2018

PL18-121-Kreofsky Building Systems-Install 2 Overhead doors to existing building	500 10 th St SW	Value: Total Fee: Permit Fee: Plan Review: State Surcharge:	\$3000 \$56.45 \$33.30 \$21.65 \$1.50
PL18-126-Tonna Mechanical-Ashley Finne- Replace Boiler	225 1 st Ave NE	Value: Total Fee: Permit Fee: Plan Review: State Surcharge:	\$8900 \$30.00 \$29.00 N/A \$1.00
PL18-127-Haley Comfort Systems-Donnie Schreiber- Replace Furnace	245 7 th ST NW	Value: Total Fee: Permit Fee: Plan Review: State Surcharge:	\$1950 \$30.00 \$29.00 N/A \$1.00
PL18-125-City of Plainview-Fire Hall- Sprinkler System	330 1 st Ave SW	Value: Total Fee: Permit Fee: Plan Review: State Surcharge:	\$32,490.00 \$324.47 \$186.80 \$121.42 \$16.25
PL18-MISC-Randy Bigelow-Concrete Driveway	30 1 st ST SW	Value: Total Fee: Permit Fee: Plan Review: State Surcharge	\$1700 \$20.00 \$20.00 N/A N/A



City Council Meeting – Nov. 13, 2018

Ongoing Projects / Activities:

- **Comprehensive Plan** – Bolton & Menk still drafting.
- **Gold Cross Agreement** – Transition date set for January 1, 2018. Transfer was officially approved by EMSRB.
- **2019 Budgets** – Ongoing work on a 10-year capital budget and 2019 operating budgets. Final touches have been put on the budget. Staff would request that any suggestions for changes be sent prior to the November Work Session so they can be discussed at that time.
- **Branding** – Branding Committee has met a couple times in the past month and with the help of a graphic designer developed a brand that we like. We plan to start a vetting process with an online survey to gauge the public's
- **TAP Grant** – Bolton & Menk is working on the Environmental report. Vicki and I have spoken with Mike Bubany about funding options and will be scheduling a presentation to Council likely in December or January.
- **Flooding issue in resident yards (Stoning)** – We've given up on the ground drying out. The plan is to do the work when the ground freezes.
- **Flooding issue at School** – No movement on this. Staff continues to monitor the area during heavy rain events to make sure our pipe is not producing enough water to damage the ball fields.
- **City Buildings** – Building Committee gave brief update at the October Work Session. Waiting for schedule of the Braun Intertec review of buildings.
- **Blandin Community Leadership Program** – Blandin held another community informational meeting. I've been working on Facebook advertising. We were up to 10 applicants as of last week. Blandin staff says it is normal to get most of the applicants toward the end.
- **Total Compensation Report** – Started work on this a couple months ago. We will get to pieces of this as Vicki and Peg are able.
- **Legal Issues** – Working with City Attorney Flaherty and LMCIT attorney Sullivan on current and potential litigation. The judge declined the motion for summary judgement on the Hall case. LELS union negotiations have not yet been requested by the union.
- **East Winds Second Addition** – Lots of meetings and work on this project. Moving forward steadily. WSB and Bolton & Menk have helped make this a very smooth process, since this is my first time handling a development.
- **Solar Farm** – Judith and I met with representatives from Chambers for Innovation & Clean Energy to learn more about a planned solar farm coming to the area. More info to come as it becomes available.
- **Other Regular Activities**
 - Council Requests & Meetings
 - Packet Creation
 - Resident Concerns & Questions
 - Staff Questions & Management
 - Personnel Issues
 - IT Issues
 - Library Repairs Qusts./Mtgs.
 - Data Requests
 - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
 - Design and implement performance review system – Haven't gotten back to this just yet but dealing with individual issues as they arise.
 - Policy Review – completed review and edits of Personnel Policies. Next up; Purchasing Policy.
- **Meetings/Trainings Attended:**
 - SMIF Annual Luncheon
 - LMC Regional Meeting / SEMLC quarterly meeting.
 - RAVE (Recognizing Awarding Valuing Entrepreneurs) in Rochester. Two of the four featured entrepreneurs were businesses in small SE Mn towns.
 - Fire Relief Board Meeting & Fire Dept. Team Meeting.
 - Plainview Women's Networking Group
 - Lions Club Monthly Meeting

MONTHLY REPORT OF FINANCE DIRECTOR

October, 2018

Routine Work/General Items

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

Activities

- Insurance/Benefits Upcoming Open Enrollments & Premium Adjustments/Update Employee Forms
- Continued work on cleaning up account coding errors/journal entries
- Continued working with Fire Dept. personnel for City & Rural Fire and the Fire Relief Assn and tracking donated funds
- Work with Civic on creation of a new financial report using MiExcel
- Work with Revenue Recapture System/State of MN for Ambulance Claims-changes in state regulations now require this to be handled by our office instead of the third-party billing company we use. Will be an on-going project and process as we continue to work through the transition and changes.
- Work with Xpress Pay on set up of the new credit card and online payment system implementation. There has been a lot of background work to get this all set up and ready to go.
- Work on new SMIF grant for Plainview One-Community

Projects

- Budget Work, Capital Improvement Budget and Discussions
- Work with Civic on creating a capital improvement budgeting process/system
- Continued work on these on-going projects:
 - Working with Civic to update the Chart of Accounts to match MN Uniform Chart of Accts.
 - Working with Civic and Xpress Bill Pay to upgrade system, add cash receipting and add the online payment system and credit card payment system and MiExcel
(Cash Receipting System in installed and working, the credit card training and implementation of online-payment system is scheduled for mid-November)
 - 2018 bank recs and account reconciliations
 - Create Debt/TIF spreadsheet
 - Update financial processes and procedures
 - File/Organize Financial/Personnel Records
 - Total Compensation Report
 - Admin Front Counter Remodel

Reports

- Monthly Department of Labor Report
- Quarterly Payroll Reports

Training

Meetings

- Dept. head meetings
- Admin meetings
- Council meetings/Work Sessions
- Building Committee Meeting
- Meet with Mike Bubany and Clarissa on capital project financing/financial advising

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	1,041.70	13,300.00	12,258.30
101-41110-122	FICA	79.69	1,018.00	938.31
101-41110-151	Worker s Comp Insurance Prem	75.00	480.00	405.00
101-41110-201	Office Supplies(paper-pens-et)	173.30	500.00	326.70
101-41110-310	Other Professional Services	9,895.00	20,000.00	10,105.00
101-41110-317	Dial A Ride Bus	50.00	.00	50.00-
101-41110-331	Meetings-Conferences (mtgs/mi)	259.78	2,500.00	2,240.22
101-41110-344	Community Engagement	251.68	.00	251.68-
101-41110-362	Property - Casualty Ins (Auto)	5,812.60	5,815.00	2.40
101-41110-381	Electric Utilities	1,440.97	1,480.00	39.03
101-41110-383	Gas Utilities	752.49	900.00	147.51
101-41110-401	Contractual Services	3,178.05	2,900.00	278.05-
101-41110-433	Dues and Subscriptions	10,853.00	10,825.00	28.00-
101-41110-437	Miscellaneous	64.88	.00	64.88-
101-41110-440	City Cleanup	3,342.82	.00	3,342.82-
Total Council:		37,270.96	59,718.00	22,447.04
Elections				
101-41410-103	Part-Time Employees	2,170.00	.00	2,170.00-
101-41410-309	Software and Design	270.00	800.00	530.00
101-41410-331	Meetings-Conferences (mtgs/mi)	277.70	.00	277.70-
101-41410-437	Miscellaneous	2,360.52	1,000.00	1,360.52-
101-41410-590	Capital Outlay	5,910.88	12,000.00	6,089.12
Total Elections:		10,989.10	13,800.00	2,810.90
Administration				
101-41500-101	Full-Time Employees Regular	213,077.38	232,340.00	19,262.62
101-41500-102	Full-Time Employees Overtime	4,441.80	2,500.00	1,941.80-
101-41500-121	PERA	15,262.76	17,403.00	2,140.24
101-41500-122	FICA	16,473.00	17,967.00	1,494.00
101-41500-131	Employer Paid Health	48,129.91	52,920.00	4,790.09
101-41500-151	Worker s Comp Insurance Prem	2,235.60	1,050.00	1,185.60-
101-41500-201	Office Supplies(paper-pens-et)	3,946.20	5,500.00	1,553.80
101-41500-211	Operating Supplies - Cleaning	563.92	600.00	36.08
101-41500-217	Other Operating Supplies	1,495.23	700.00	795.23-
101-41500-221	Repair/Maint - Equipment	144.39	1,000.00	855.61
101-41500-223	Repair/Maintain - Building	4,441.32	4,000.00	441.32-
101-41500-301	Auditing and Acct g Services	26,168.00	28,000.00	1,832.00
101-41500-303	Engineering Fees	3,844.50	.00	3,844.50-
101-41500-304	Legal Fees	21,565.07	30,000.00	8,434.93
101-41500-309	Software and Design	8,123.00	8,500.00	377.00
101-41500-310	Other Professional Services	22,489.45	2,000.00	20,489.45-
101-41500-312	CITY WEBSITE	1,320.00	4,050.00	2,730.00
101-41500-316	Building Inspections	18,579.61	25,000.00	6,420.39
101-41500-317	Dial A Ride Bus	6,908.75	9,000.00	2,091.25
101-41500-321	Communications	3,614.04	7,000.00	3,385.96
101-41500-331	Meetings-Conferences (mtgs/mi)	1,733.37	8,500.00	6,766.63
101-41500-343	Advertising	2,191.81	2,500.00	308.19
101-41500-362	Property - Casualty Ins (Auto)	2,798.85	2,800.00	1.15
101-41500-381	Electric Utilities	1,441.02	1,800.00	358.98
101-41500-383	Gas Utilities	752.54	1,200.00	447.46

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-41500-401	Contractual Services	8,001.30	6,500.00	1,501.30-
101-41500-406	Safety	360.00	750.00	390.00
101-41500-417	Uniforms	722.33	1,800.00	1,077.67
101-41500-433	Dues and Subscriptions	1,219.30	1,200.00	19.30-
101-41500-434	Sales Tax Paid	9.00	.00	9.00-
101-41500-437	Miscellaneous	600.10	3,500.00	2,899.90
101-41500-560	Furniture & Fixtures	2,328.84	1,500.00	828.84-
101-41500-580	Computers & Technology	36,090.21	18,000.00	18,090.21-
101-41500-590	Capital Outlay	.00	12,000.00	12,000.00
Total Administration:		481,072.60	511,580.00	30,507.40
Police				
101-42100-101	Full-Time Employees Regular	400,574.13	483,401.00	82,826.87
101-42100-102	Full-Time Employees Overtime	13,661.82	15,000.00	1,338.18
101-42100-103	Part-Time Employees	56,072.65	62,500.00	6,427.35
101-42100-121	PERA	69,816.94	90,866.00	21,049.06
101-42100-122	FICA	9,099.72	10,937.00	1,837.28
101-42100-131	Employer Paid Health	34,587.94	46,770.00	12,182.06
101-42100-151	Worker s Comp Insurance Prem	22,958.00	17,340.00	5,618.00-
101-42100-201	Office Supplies(paper-pens-et)	3,417.95	5,000.00	1,582.05
101-42100-212	Motor Fuels-Gas	7,048.38	13,000.00	5,951.62
101-42100-217	Other Operating Supplies	44.50	.00	44.50-
101-42100-221	Repair/Maint - Equipment	12,001.64	13,000.00	998.36
101-42100-304	Legal Fees	18,000.00	21,600.00	3,600.00
101-42100-310	Other Professional Services	3,686.50	3,800.00	113.50
101-42100-313	Task Force	7,399.00	7,000.00	399.00-
101-42100-318	Animal Control	99.60	2,000.00	1,900.40
101-42100-319	Forfeitures	233.40	1,500.00	1,266.60
101-42100-321	Communications	10,720.83	14,000.00	3,279.17
101-42100-331	Meetings-Conferences (mtgs/mi)	5,922.50	7,500.00	1,577.50
101-42100-362	Property - Casualty Ins (Auto)	4,498.15	4,500.00	1.85
101-42100-381	Electric Utilities	1,395.01	1,500.00	104.99
101-42100-383	Gas Utilities	619.53	1,000.00	380.47
101-42100-401	Contractual Services	2,022.20	3,000.00	977.80
101-42100-406	Safety	.00	1,200.00	1,200.00
101-42100-417	Uniforms	6,910.67	8,000.00	1,089.33
101-42100-418	Range/Ammo	6,527.87	7,000.00	472.13
101-42100-433	Dues and Subscriptions	761.50	1,000.00	238.50
101-42100-436	Towing Charges	250.00	.00	250.00-
101-42100-437	Miscellaneous	2,383.80	3,500.00	1,116.20
101-42100-438	Police - DARE Prog	4,921.71	5,000.00	78.29
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-590	Capital Outlay	10,221.90	10,000.00	221.90-
Total Police:		716,857.84	861,914.00	145,056.16

City Fire

101-42200-103	Part-Time Employees	.00	14,000.00	14,000.00
101-42200-122	FICA	.00	1,071.00	1,071.00
101-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
101-42200-201	Office Supplies(paper-pens-et)	.00	600.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,943.96	600.00	1,343.96-
101-42200-212	Motor Fuels-Gas	644.94-	400.00	1,044.94
101-42200-217	Other Operating Supplies	126.53	350.00	223.47
101-42200-221	Repair/Maint - Equipment	31,951.75	50,000.00	18,048.25

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-42200-223	Repair/Maintain - Building	7,132.75	3,000.00	4,132.75-
101-42200-226	Foam	.00	2,000.00	2,000.00
101-42200-228	Repair/Maintain - Other	1,650.74	.00	1,650.74-
101-42200-310	Other Professional Services	986.50	1,000.00	13.50
101-42200-315	Jaws of Life	375.00	.00	375.00-
101-42200-321	Communications	1,836.88	2,200.00	363.12
101-42200-331	Meetings-Conferences (mtgs/mi)	2,217.30	3,000.00	782.70
101-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
101-42200-381	Electric Utilities	2,020.00	2,400.00	380.00
101-42200-383	Gas Utilities	2,725.44	3,800.00	1,074.56
101-42200-417	Uniforms	1,177.90	.00	1,177.90-
101-42200-433	Dues and Subscriptions	25.00	800.00	775.00
101-42200-590	Capital Outlay	19,773.07	40,000.00	20,226.93
Total City Fire:		82,500.90	133,721.00	51,220.10
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	77.00	77.00
101-42500-151	Worker s Comp Insurance Prem	.00	410.00	410.00
101-42500-221	Repair/Maint - Equipment	1,050.80	1,000.00	50.80-
101-42500-310	Other Professional Services	660.00	.00	660.00-
101-42500-381	Electric Utilities	452.00	600.00	148.00
Total Emergency Management:		2,162.80	3,087.00	924.20
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	100,636.10	123,704.00	23,067.90
101-43100-102	Full-Time Employees Overtime	3,164.91	4,000.00	835.09
101-43100-121	PERA	7,808.88	9,578.00	1,769.12
101-43100-122	FICA	7,861.44	9,770.00	1,908.56
101-43100-131	Employer Paid Health	22,736.86	27,230.00	4,493.14
101-43100-151	Worker s Comp Insurance Prem	21,320.48	12,400.00	8,920.48-
101-43100-201	Office Supplies(paper-pens-et)	127.14	200.00	72.86
101-43100-212	Motor Fuels-Gas	3,864.62	7,000.00	3,135.38
101-43100-217	Other Operating Supplies	27,179.31	15,000.00	12,179.31-
101-43100-221	Repair/Maint - Equipment	19,566.27	20,000.00	433.73
101-43100-222	Tree trimming	3,100.00	20,000.00	16,900.00
101-43100-223	Repair/Maintain - Building	4,611.30	4,000.00	611.30-
101-43100-224	Repair/Maintain - Streets	20,684.75	45,000.00	24,315.25
101-43100-225	Landscaping Det Ponds -	2,209.60	20,000.00	17,790.40
101-43100-226	Sidewalk Repairs	53,185.90	40,000.00	13,185.90-
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	16,492.05	7,000.00	9,492.05-
101-43100-310	Other Professional Services	2,882.91	7,000.00	4,117.09
101-43100-321	Communications	3,820.03	4,400.00	579.97
101-43100-331	Meetings-Conferences (mtgs/mi)	283.75	400.00	116.25
101-43100-343	Advertising	305.00	.00	305.00-
101-43100-362	Property - Casualty Ins (Auto)	11,995.06	12,000.00	4.94
101-43100-381	Electric Utilities	25,425.00	32,000.00	6,575.00
101-43100-383	Gas Utilities	1,945.86	4,000.00	2,054.14
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	308.75	800.00	491.25
101-43100-417	Uniforms	83.73	1,200.00	1,116.27
101-43100-418	Rentals	160.98	500.00	339.02
101-43100-590	Capital Outlay	276,469.64	150,000.00	126,469.64-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
Total Public Works (GENERAL):		639,082.72	579,682.00	59,400.72-
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	19,229.07	24,741.00	5,511.93
101-43125-102	Full-Time Employees Overtime	602.82	1,237.00	634.18
101-43125-121	PERA	1,487.33	1,948.00	460.67
101-43125-122	FICA	1,497.40	1,893.00	395.60
101-43125-131	Employer Paid Health	4,516.24	5,446.00	929.76
101-43125-212	Motor Fuels-Gas	5,652.56	8,000.00	2,347.44
101-43125-217	Other Operating Supplies	7,322.13	10,000.00	2,677.87
101-43125-221	Repair/Maint - Equipment	4,331.28	5,000.00	668.72
101-43125-310	Other Professional Services	24,071.50	25,000.00	928.50
Total Ice & Snow Removal:		68,710.33	83,265.00	14,554.67
Economic Develop mt-Assistance				
101-46500-491	Contributions/Donations Expend	45,833.40	55,000.00	9,166.60
Total Economic Develop mt-Assistance:		45,833.40	55,000.00	9,166.60
Other Finanacing Uses (Misc)				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Senior Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
Total Other Finanacing Uses (Misc):		13,800.00	13,800.00	.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	55,197.80	63,648.00	8,450.20
211-45500-103	Part-Time Employees	44,984.94	48,727.00	3,742.06
211-45500-121	PERA	7,374.45	8,428.00	1,053.55
211-45500-122	FICA	7,575.07	8,598.00	1,022.93
211-45500-131	Employer Paid Health	6,891.36	7,864.00	972.64
211-45500-151	Worker s Comp Insurance Prem	679.12	75.00	604.12-
211-45500-201	Office Supplies(paper-pens-et)	4,545.40	4,000.00	545.40-
211-45500-221	Repair/Maint - Equipment	6,445.56	6,500.00	54.44
211-45500-223	Repair/Maintain - Building	2,308.81	3,000.00	691.19
211-45500-310	Other Professional Services	137.50	.00	137.50-
211-45500-321	Communications	1,135.29	1,550.00	414.71
211-45500-331	Meetings-Conferences (mtgs/mi)	1,758.55	2,000.00	241.45
211-45500-362	Property - Casualty Ins (Auto)	3,998.35	4,000.00	1.65
211-45500-381	Electric Utilities	2,765.00	3,900.00	1,135.00
211-45500-383	Gas Utilities	1,100.77	2,000.00	899.23
211-45500-401	Contractual Services	8,715.00	11,990.00	3,275.00
211-45500-418	Rentals	10,847.90	13,031.00	2,183.10
211-45500-434	Sales Tax Paid	137.00	130.00	7.00-
211-45500-437	Miscellaneous	3,865.03	1,500.00	2,365.03-
211-45500-590	Capital Outlay	305,938.86	.00	305,938.86-
211-45500-592	Books/Periodicals	21,810.93	30,000.00	8,189.07
Total Libraries (GENERAL):		498,212.69	220,941.00	277,271.69-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
PARK				
Recreation Facilities-Rink				
225-45127-212	Motor Fuels-Gas	12.16	.00	12.16-
225-45127-217	Other Operating Supplies	1,594.69	250.00	1,344.69-
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	370.01	2,000.00	1,629.99
225-45127-381	Electric Utilities	282.00	200.00	82.00-
225-45127-383	Gas Utilities	484.08	800.00	315.92
Total Recreation Facilities-Rink:		2,742.94	3,500.00	757.06
Recreation Facilities-Pool				
225-45128-103	Part-Time Employees	71,408.81	65,000.00	6,408.81-
225-45128-121	PERA	489.38	.00	489.38-
225-45128-122	FICA	5,462.71	4,973.00	489.71-
225-45128-151	Worker s Comp Insurance Prem	3,329.00	2,600.00	729.00-
225-45128-211	Operating Supplies - Cleaning	14.32	.00	14.32-
225-45128-217	Other Operating Supplies	6,661.83	8,500.00	1,838.17
225-45128-221	Repair/Maint - Equipment	1,903.54	2,500.00	596.46
225-45128-223	Repair/Maintain - Building	2,956.71	500.00	2,456.71-
225-45128-259	Merchandise For Resale - Other	7,631.69	5,000.00	2,631.69-
225-45128-310	Other Professional Services	2,712.25	3,000.00	287.75
225-45128-321	Communications	347.61	800.00	452.39
225-45128-331	Meetings-Conferences (mtgs/mi)	3,034.00	1,500.00	1,534.00-
225-45128-343	Advertising	181.20	400.00	218.80
225-45128-362	Property - Casualty Ins (Auto)	9,995.88	10,000.00	4.12
225-45128-381	Electric Utilities	6,594.00	6,000.00	594.00-
225-45128-383	Gas Utilities	4,753.48	7,000.00	2,246.52
225-45128-417	UNIFORMS	2,025.52	2,000.00	25.52-
225-45128-418	Rentals	.00	100.00	100.00
225-45128-433	Dues and Subscriptions	670.00	1,220.00	550.00
225-45128-434	Sales Tax Paid	3,498.00	4,500.00	1,002.00
225-45128-437	Miscellaneous	264.36	700.00	435.64
225-45128-590	Capital Outlay	6,942.02	7,500.00	557.98
Total Recreation Facilities-Pool:		140,876.31	133,793.00	7,083.31-
Parks (GENERAL)				
225-45200-101	Full-Time Employees Regular	49,815.13	56,795.00	6,979.87
225-45200-102	Full-Time Employees Overtime	4,035.14	2,000.00	2,035.14-
225-45200-103	Part-Time Employees	16,733.58	16,000.00	733.58-
225-45200-121	PERA	3,952.09	5,610.00	1,657.91
225-45200-122	FICA	5,367.44	5,723.00	355.56
225-45200-131	Employer Paid Health	12,660.84	14,742.00	2,081.16
225-45200-151	Worker s Comp Insurance Prem	2,706.00	2,900.00	194.00
225-45200-201	Office Supplies(paper-pens-et)	25.00	100.00	75.00
225-45200-212	Motor Fuels-Gas	3,189.61	3,500.00	310.39
225-45200-217	Other Operating Supplies	4,706.44	7,500.00	2,793.56
225-45200-221	Repair/Maint - Equipment	5,834.05	8,500.00	2,665.95
225-45200-223	Repair/Maintain - Building	4,385.59	5,000.00	614.41
225-45200-228	Repair/Maintain - Other	8,775.00	.00	8,775.00-
225-45200-310	Other Professional Services	2,705.29	200.00	2,505.29-
225-45200-321	Communications	408.09	900.00	491.91
225-45200-331	Meetings-Conferences (mtgs/mi)	55.00	100.00	45.00
225-45200-343	Advertising	.00	250.00	250.00

Account Number	Account Title	2018-18	2018-18	2018-18
		Current year Actual	Current year Budget	Current year Budget Remaining
225-45200-362	Property - Casualty Ins (Auto)	13,494.44	13,500.00	5.56
225-45200-381	Electric Utilities	2,385.59	3,500.00	1,114.41
225-45200-383	Gas Utilities	21.15	.00	21.15-
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	.00	600.00	600.00
225-45200-418	Rentals	2,494.00	500.00	1,994.00-
225-45200-434	Sales Tax Paid	74.00	.00	74.00-
225-45200-437	Miscellaneous	138.50	.00	138.50-
225-45200-590	Capital Outlay	33,217.30	29,000.00	4,217.30-
Total Parks (GENERAL):		177,179.27	177,120.00	59.27-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	83,611.20	79,080.00	4,531.20-
230-49020-102	Full-Time Employees OT	31,524.84	43,000.00	11,475.16
230-49020-103	Part-Time Employees	85,207.82	42,000.00	43,207.82-
230-49020-121	PERA	9,095.43	12,306.00	3,210.57
230-49020-122	FICA	14,889.33	12,551.00	2,338.33-
230-49020-131	Employer Paid Health	11,982.70	20,475.00	8,492.30
230-49020-135	Employer Paid Deferred Comp	4,234.01	4,400.00	165.99
230-49020-151	Worker s Comp Insurance Prem	17,313.84	5,625.00	11,688.84-
230-49020-201	Office Supplies(paper-pens-et)	323.79	1,200.00	876.21
230-49020-208	Training and Instruction	712.85	2,600.00	1,887.15
230-49020-211	Operating Supplies - Cleaning	853.09	300.00	553.09-
230-49020-212	Motor Fuels-Gas	9,706.04	5,000.00	4,706.04-
230-49020-213	Vehicle Maintenance	7,057.19	8,000.00	942.81
230-49020-216	Chemicals and Chem Prod-Oxygen	2,359.79	3,500.00	1,140.21
230-49020-217	Other Operating Supplies	14,889.41	30,000.00	15,110.59
230-49020-221	Repair/Maint - Equipment	1,691.98	2,500.00	808.02
230-49020-223	Repair/Maintain - Building	2,032.85	5,000.00	2,967.15
230-49020-229	Reimburse Homeowner	114.49	.00	114.49-
230-49020-309	Software and Design	.00	2,000.00	2,000.00
230-49020-310	Other Professional Services	1,638.50	750.00	888.50-
230-49020-321	Communications	3,336.85	4,500.00	1,163.15
230-49020-331	Meetings-Conferences (mtgs/mi)	50.00	1,000.00	950.00
230-49020-332	EMT Training	2,761.47	.00	2,761.47-
230-49020-340	Advertising	.00	350.00	350.00
230-49020-343	Advertising	316.00	.00	316.00-
230-49020-362	Property - Casualty Ins (Auto)	5,497.73	5,500.00	2.27
230-49020-381	Electric Utilities	3,589.52	3,500.00	89.52-
230-49020-383	Gas Utilities	1,313.96	1,900.00	586.04
230-49020-384	Refuse/Garbage Disposal (Liq)	322.90	400.00	77.10
230-49020-401	Contractual Services	137,853.19	89,500.00	48,353.19-
230-49020-417	Uniforms	1,818.57	2,000.00	181.43
230-49020-433	Dues and Subscriptions	25.00	300.00	275.00
230-49020-434	Sales Tax Paid	2,105.90	.00	2,105.90-
230-49020-437	Miscellaneous	56.37	.00	56.37-
230-49020-560	Furniture & Fixtures	1,021.22	250.00	771.22-
Total Ambulance:		459,307.83	389,487.00	69,820.83-

Account Number	Account Title	2018-18	2018-18	2018-18
		Current year	Current year	Current year
		Actual	Budget	Budget Remaining
CEMETERY				
Cemetery				
235-49010-217	Other Operating Supplies	2,304.83	.00	2,304.83-
235-49010-223	Repair/Maintain - Building	434.42	200.00	234.42-
235-49010-310	Other Professional Services	2,450.00	.00	2,450.00-
235-49010-362	Property - Casualty Ins (Auto)	2,548.95	2,550.00	1.05
235-49010-381	Electric Utilities	256.00	325.00	69.00
235-49010-401	Contractual Services	22,705.00	32,000.00	9,295.00
235-49010-590	Capital Outlay	16,313.74	5,000.00	11,313.74-
Total Cemetery:		47,012.94	40,075.00	6,937.94-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
RURAL FIRE				
City Fire				
245-42200-103	Part-Time Employees	.00	12,000.00	12,000.00
245-42200-122	FICA	.00	918.00	918.00
245-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	1,034.64	1,300.00	265.36
245-42200-217	Other Operating Supplies	171.03	.00	171.03-
245-42200-221	Repair/Maint - Equipment	18,834.40	7,000.00	11,834.40-
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	.00	1,487.97-
245-42200-310	Other Professional Services	986.50	1,000.00	13.50
245-42200-315	Jaws of Life	375.00	.00	375.00-
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	250.00	250.00
245-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
245-42200-417	Uniform	221.15	.00	221.15-
245-42200-433	Dues and Subscriptions	130.50	850.00	719.50
Total City Fire:		32,444.21	33,968.00	1,523.79

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
FIRE RELIEF				
Fire Relief				
250-42300-124	Fire Pension Contributions	45,795.26	35,000.00	10,795.26-
250-42300-490	Donations - Fire Relief Assoc	.00	6,600.00	6,600.00
Total Fire Relief:		45,795.26	41,600.00	4,195.26-

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

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

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

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

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

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	50,969.44	56,795.00	5,825.56
601-49400-102	Full-Time Employees Overtime	5,321.91	5,680.00	358.09
601-49400-121	PERA	4,233.31	4,686.00	452.69
601-49400-122	FICA	4,317.98	4,780.00	462.02
601-49400-131	Employer Paid Health	12,626.62	14,742.00	2,115.38
601-49400-151	Worker s Comp Insurance Prem	1,517.00	1,885.00	368.00
601-49400-201	Office Supplies(paper-pens-et)	2,547.82	3,250.00	702.18
601-49400-212	Motor Fuels-Gas	670.04	750.00	79.96
601-49400-217	Other Operating Supplies	12,088.69	7,800.00	4,288.69-
601-49400-221	Repair/Maint - Equipment	22,325.00	25,000.00	2,675.00
601-49400-223	Repair/Maintain - Building	1,497.72	.00	1,497.72-
601-49400-228	Repair/Maintain - Other	13,282.61	28,000.00	14,717.39
601-49400-229	Refunds	207.73	.00	207.73-
601-49400-303	Engineering Fees	3,171.31	5,000.00	1,828.69
601-49400-310	Other Professional Services	8,374.57	11,500.00	3,125.43
601-49400-331	Meetings-Conferences (mtgs/mi)	1,287.39	1,000.00	287.39-
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	4,997.94	5,000.00	2.06
601-49400-381	Electric Utilities	25,028.00	38,000.00	12,972.00
601-49400-406	SAFETY	631.94	.00	631.94-
601-49400-417	Uniforms	.00	600.00	600.00
601-49400-420	Depreciation	.00	74,140.00	74,140.00
601-49400-433	Dues and Subscriptions	1,094.06	500.00	594.06-
601-49400-437	Miscellaneous	20.00	.00	20.00-
601-49400-570	Capital Outlay - Equipment	14,900.00	16,000.00	1,100.00
601-49400-590	Capital Outlay	58,648.31	.00	58,648.31-
601-49400-601	Debt Srv Bond Principal	60,000.00	60,000.00	.00
601-49400-611	Bond Interest	6,575.00	6,575.00	.00
Total Water Utilities (GENERAL):		316,334.39	372,283.00	55,948.61

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	42,296.24	48,075.00	5,778.76
602-49450-102	Full-Time Employees Overtime	5,305.10	4,810.00	495.10-
602-49450-121	PERA	3,566.39	3,967.00	400.61
602-49450-122	FICA	3,637.74	4,046.00	408.26
602-49450-131	Employer Paid Health	12,604.86	14,742.00	2,137.14
602-49450-151	Worker s Comp Insurance Prem	.01-	465.00	465.01
602-49450-201	Office Supplies(paper-pens-et)	2,116.85	3,150.00	1,033.15
602-49450-212	Motor Fuels-Gas	308.21	250.00	58.21-
602-49450-217	Other Operating Supplies	6,325.75	6,500.00	174.25
602-49450-221	Repair/Maint - Equipment	3,154.99	5,000.00	1,845.01
602-49450-223	BUILDING REPAIR	434.84	.00	434.84-
602-49450-228	Repair/Maintain - Other	730.00	4,500.00	3,770.00
602-49450-229	Reimburse homeowner	186.20	.00	186.20-
602-49450-303	Engineering Fees	1,275.00	2,000.00	725.00
602-49450-310	Other Professional Services	976.53	600.00	376.53-
602-49450-331	Meetings-Conferences (mtgs/mi)	1,156.15	1,500.00	343.85
602-49450-362	Property - Casualty Ins (Auto)	3,748.45	3,750.00	1.55
602-49450-381	Electric Utilities	5,125.00	7,800.00	2,675.00
602-49450-383	Gas Utilities	826.16	800.00	26.16-
602-49450-385	Sewer Plv-Elgin Sewer District	392,944.11	785,000.00	392,055.89
602-49450-417	UNIFORM	467.46	600.00	132.54
602-49450-420	Depreciation	.00	13,122.00	13,122.00
602-49450-437	Miscellaneous	40.00	.00	40.00-
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	1,705.00	3,410.00	1,705.00
Total Sewer (GENERAL):		488,931.02	954,087.00	465,155.98

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	71,836.30	106,184.00	34,347.70
609-49750-102	Full-Time Employees Overtime	3,077.91	3,000.00	77.91-
609-49750-103	Part-Time Employees	42,865.41	29,633.00	13,232.41-
609-49750-121	PERA	8,672.00	10,412.00	1,740.00
609-49750-122	FICA	8,845.52	10,620.00	1,774.48
609-49750-131	Employer Paid Health	11,133.46	8,284.00	2,849.46-
609-49750-151	Worker s Comp Insurance Prem	7,429.97	4,500.00	2,929.97-
609-49750-201	Office Supplies(paper-pens-et)	1,353.53	300.00	1,053.53-
609-49750-211	Operating Supplies - Cleaning	1,039.81	200.00	839.81-
609-49750-214	Liquor Store Bar Supply	9,080.61	6,000.00	3,080.61-
609-49750-217	Other Operating Supplies	2,965.02	.00	2,965.02-
609-49750-221	Repair/Maint - Equipment	164.42	1,500.00	1,335.58
609-49750-223	Repair/Maintain - Building	12,200.53	6,000.00	6,200.53-
609-49750-251	Merchandise Resale - Liquor	126,461.60	113,150.00	13,311.60-
609-49750-252	Merchandise Resale - Beer	348,241.85	287,200.00	61,041.85-
609-49750-259	Merchandise For Resale - Other	11,960.86	4,000.00	7,960.86-
609-49750-261	Merch- On-Sale Liquor	25.43	6,850.00	6,824.57
609-49750-262	Merch- On-Sale Beer	.00	17,800.00	17,800.00
609-49750-269	Merch- On-Sale Other	252.89	.00	252.89-
609-49750-310	Other Professional Services	2,329.14	500.00	1,829.14-
609-49750-311	Video Technology/Security	319.92	.00	319.92-
609-49750-321	Communications	3,075.25	2,300.00	775.25-
609-49750-322	Postage (Liq)	38.44	.00	38.44-
609-49750-331	Meetings-Conferences (mtgs/mi)	20.00	400.00	380.00
609-49750-343	Advertising	3,702.77	1,000.00	2,702.77-
609-49750-348	Program Expense	1,655.37	800.00	855.37-
609-49750-362	Property - Casualty Ins (Auto)	3,498.56	3,500.00	1.44
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	8,356.12	9,000.00	643.88
609-49750-383	Gas Utilities	1,475.86	2,000.00	524.14
609-49750-384	Refuse/Garbage Disposal (Liq)	3,505.51	4,900.00	1,394.49
609-49750-401	Contractual Services	331.32	11,200.00	10,868.68
609-49750-406	Safety	180.57	.00	180.57-
609-49750-420	Depreciation	.00	6,000.00	6,000.00
609-49750-433	Dues and Subscriptions	600.00	400.00	200.00-
609-49750-434	Sales Tax Paid	.00	14,000.00	14,000.00
609-49750-437	Miscellaneous	195.00	200.00	5.00
609-49750-491	Contributions/Donations Expend	200.00	.00	200.00-
609-49750-590	Capital Outlay	18,634.35	.00	18,634.35-
Total Liquor Store (GENERAL):		715,725.30	674,833.00	40,892.30-

CITY OF PLAINVIEW
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2017

MUNICIPAL LIQUOR FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>						
609-49750-34900	OTHER CHARGES	.00	(2,100.00)	.00	2,100.00	.0
609-49750-36210	INTEREST EARNINGS	297.58	1,559.80	5,000.00	3,440.20	31.2
609-49750-36220	RENTS	567.54	6,918.51	10,000.00	3,081.49	69.2
609-49750-36290	MISCELLANEOUS	.00	7,298.40	.00	(7,298.40)	.0
609-49750-37811	LIQUOR SALES -OFF SALE -BEER	31,350.19	346,474.95	353,450.00	6,975.05	98.0
609-49750-37812	LIQUOR SALES -OFF SALE	14,380.53	130,064.38	110,000.00	(20,064.38)	118.2
609-49750-37815	OTHER MERCHANDISE -OFF SALE	321.16	3,775.15	10,000.00	6,224.85	37.8
609-49750-37821	ON SALE - BEER	7,041.25	70,974.55	100,000.00	29,025.45	71.0
609-49750-37822	ON SALE - LIQUOR	3,742.15	43,450.99	35,000.00	(8,450.99)	124.2
609-49750-37825	ON SALE - MERCHANDISE	597.50	5,696.20	12,000.00	6,303.80	47.5
609-49750-37830	CASH OVER (SHORT)	917.96	9,274.36	.00	(9,274.36)	.0
609-49750-37837	OTHER LIQUOR STORE RECEIPTS	.00	.00	2,628.00	2,628.00	.0
TOTAL FUND REVENUE		59,215.86	623,387.29	638,078.00	14,690.71	97.7

CITY OF PLAINVIEW
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2017

MUNICIPAL LIQUOR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIQUOR STORE (GENERAL)</u>					
609-49750-101 FULL-TIME EMPLOYEES REGULAR	9,065.47	97,435.77	95,000.00	(2,435.77)	102.6
609-49750-102 FULL-TIME EMPLOYEES OVERTIME	1,233.76	15,203.93	3,000.00	(12,203.93)	506.8
609-49750-103 PART-TIME EMPLOYEES	567.05	1,185.06	30,000.00	28,814.94	4.0
609-49750-121 PERA	783.12	8,286.65	7,936.00	(350.65)	104.4
609-49750-122 FICA	798.75	8,452.24	7,812.00	(640.24)	108.2
609-49750-125 MEDICARE	.00	.00	1,856.00	1,856.00	.0
609-49750-131 EMPLOYER PAID HEALTH	60.32	4,717.42	11,400.00	6,682.58	41.4
609-49750-142 UNEMPLOYMENT BENEFIT PAYMENTS	.00	112.02	2,000.00	1,887.98	5.6
609-49750-151 WORKER S COMP INSURANCE PREM	.00	4,419.82	5,200.00	780.18	85.0
609-49750-201 OFFICE SUPPLIES(PAPER-PENS-ET)	.00	3,343.86	3,000.00	(343.86)	111.5
609-49750-211 OPERATING SUPPLIES - CLEANING	.00	143.00	500.00	357.00	28.6
609-49750-214 LIQUOR STORE BAR SUPPLY	759.15	6,206.61	6,000.00	(206.61)	103.4
609-49750-221 REPAIR/MAINT - EQUIPMENT	.00	.00	4,000.00	4,000.00	.0
609-49750-223 REPAIR/MAINTAIN - BUILDING	278.40	6,335.36	10,000.00	3,664.64	63.4
609-49750-251 MERCHANDISE RESALE - LIQUOR	8,369.25	98,917.21	95,000.00	(3,917.21)	104.1
609-49750-252 MERCHANDISE RESALE - BEER	32,942.10	271,696.55	299,200.00	27,503.45	90.8
609-49750-259 MERCHANDISE FOR RESALE - OTHER	402.58	3,082.69	18,000.00	14,917.31	17.1
609-49750-261 MERCH- ON-SALE LIQUOR	.00	.00	5,000.00	5,000.00	.0
609-49750-262 MERCH- ON-SALE BEER	.00	.00	20,000.00	20,000.00	.0
609-49750-310 OTHER PROFESSIONAL SERVICES	59.75	469.75	500.00	30.25	94.0
609-49750-321 COMMUNICATIONS	251.25	1,973.56	2,070.00	96.44	95.3
609-49750-331 MEETINGS-CONFERENCES (MTGS/MI)	150.34	265.53	500.00	234.47	53.1
609-49750-343 ADVERTISING	39.00	553.60	2,000.00	1,446.40	27.7
609-49750-348 PROGRAM EXPENSE	110.05	1,160.46	600.00	(560.46)	193.4
609-49750-362 PROPERTY - CASUALTY INS (AUTO)	.00	3,000.00	6,000.00	3,000.00	50.0
609-49750-364 DRAM SHOP INS	.00	.00	7,000.00	7,000.00	.0
609-49750-381 ELECTRIC UTILITIES	1,536.85	8,011.85	10,000.00	1,988.15	80.1
609-49750-383 GAS UTILITIES	55.84	1,346.78	4,000.00	2,653.22	33.7
609-49750-384 REFUSE/GARBAGE DISPOSAL (LIQ)	375.48	3,963.01	4,000.00	36.99	99.1
609-49750-401 CONTRACTUAL SERVICES	260.00	3,262.64	3,000.00	(262.64)	108.8
609-49750-420 DEPRECIATION	.00	.00	8,000.00	8,000.00	.0
609-49750-433 DUES AND SUBSCRIPTIONS	625.62	2,419.79	1,000.00	(1,419.79)	242.0
609-49750-434 SALES TAX PAID	.00	.00	5,000.00	5,000.00	.0
609-49750-437 MISCELLANEOUS	20.00	2,196.61	2,400.00	203.39	91.5
609-49750-491 CONTRIBUTIONS/DONATIONS EXPEND	.00	.00	510.00	510.00	.0
609-49750-520 CAPITAL OUTLAY-BLDG & STRUCTUR	.00	.00	2,000.00	2,000.00	.0
609-49750-590 CAPITAL OUTLAY	.00	6,400.00	.00	(6,400.00)	.0
TOTAL LIQUOR STORE (GENERAL)	58,744.13	564,561.77	683,484.00	118,922.23	82.6
TOTAL FUND EXPENDITURES	58,744.13	564,561.77	683,484.00	118,922.23	82.6
NET REVENUE OVER EXPENDITURES	471.73	58,825.52	(45,406.00)	(104,231.52)	129.6

CITY OF PLAINVIEW
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

MUNICIPAL LIQUOR FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
609-49750-36210	INTEREST EARNINGS	.00	1,274.55	1,950.00	675.45	65.4
609-49750-36220	RENTS	1,990.20	12,622.02	5,000.00	(7,622.02)	252.4
609-49750-36290	MISCELLANEOUS	1,100.00	1,154.95	.00	(1,154.95)	.0
609-49750-37811	LIQUOR SALES -OFF SALE -BEER	37,958.93	403,325.13	420,000.00	16,674.87	96.0
609-49750-37812	LIQUOR SALES -OFF SALE	16,531.17	147,234.73	160,500.00	13,265.27	91.7
609-49750-37815	OTHER MERCHANDISE -OFF SALE	241.27	5,182.31	5,090.00	(92.31)	101.8
609-49750-37821	ON SALE - BEER	12,465.15	113,412.83	80,560.00	(32,852.83)	140.8
609-49750-37822	ON SALE - LIQUOR	8,268.00	73,080.02	45,550.00	(27,530.02)	160.4
609-49750-37825	ON SALE - MERCHANDISE	771.75	11,179.42	8,000.00	(3,179.42)	139.7
609-49750-37830	CASH OVER (SHORT)	87.51	2,931.01	.00	(2,931.01)	.0
609-49750-37837	OTHER LIQUOR STORE RECEIPTS	.00	(375.74)	.00	375.74	.0
609-49750-37930	CASH DISCOUNTS -OFF-SALE	(75.13)	(75.13)	.00	75.13	.0
	TOTAL FUND REVENUE	79,338.85	770,946.10	726,650.00	(44,296.10)	106.1

CITY OF PLAINVIEW
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

MUNICIPAL LIQUOR FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIQUOR STORE (GENERAL)</u>					
609-49750-101 FULL-TIME EMPLOYEES REGULAR	6,784.81	71,836.30	106,184.00	34,347.70	67.7
609-49750-102 FULL-TIME EMPLOYEES OVERTIME	53.91	3,077.91	3,000.00	(77.91)	102.6
609-49750-103 PART-TIME EMPLOYEES	3,776.44	42,865.41	29,633.00	(13,232.41)	144.7
609-49750-121 PERA	786.74	8,672.00	10,412.00	1,740.00	83.3
609-49750-122 FICA	802.50	8,845.52	10,620.00	1,774.48	83.3
609-49750-131 EMPLOYER PAID HEALTH	1,267.74	11,133.46	8,284.00	(2,849.46)	134.4
609-49750-151 WORKER S COMP INSURANCE PREM	.00	7,429.97	4,500.00	(2,929.97)	165.1
609-49750-201 OFFICE SUPPLIES(PAPER-PENS-ET)	356.74	1,353.53	300.00	(1,053.53)	451.2
609-49750-211 OPERATING SUPPLIES - CLEANING	207.99	1,039.81	200.00	(839.81)	519.9
609-49750-214 LIQUOR STORE BAR SUPPLY	1,007.88	9,080.61	6,000.00	(3,080.61)	151.3
609-49750-217 OTHER OPERATING SUPPLIES	21.34	2,965.02	.00	(2,965.02)	.0
609-49750-221 REPAIR/MAINT - EQUIPMENT	.00	164.42	1,500.00	1,335.58	11.0
609-49750-223 REPAIR/MAINTAIN - BUILDING	141.50	12,200.53	6,000.00	(6,200.53)	203.3
609-49750-251 MERCHANDISE RESALE - LIQUOR	13,653.23	126,461.60	113,150.00	(13,311.60)	111.8
609-49750-252 MERCHANDISE RESALE - BEER	38,418.12	348,241.85	287,200.00	(61,041.85)	121.3
609-49750-259 MERCHANDISE FOR RESALE - OTHER	363.50	11,960.86	4,000.00	(7,960.86)	299.0
609-49750-261 MERCH- ON-SALE LIQUOR	.00	25.43	6,850.00	6,824.57	.4
609-49750-262 MERCH- ON-SALE BEER	.00	.00	17,800.00	17,800.00	.0
609-49750-269 MERCH- ON-SALE OTHER	.00	252.89	.00	(252.89)	.0
609-49750-310 OTHER PROFESSIONAL SERVICES	.00	2,329.14	500.00	(1,829.14)	465.8
609-49750-311 VIDEO TECHNOLOGY/SECURITY	.00	319.92	.00	(319.92)	.0
609-49750-321 COMMUNICATIONS	350.41	3,075.25	2,300.00	(775.25)	133.7
609-49750-322 POSTAGE (LIQ)	.00	38.44	.00	(38.44)	.0
609-49750-331 MEETINGS-CONFERENCES (MTGS/MI)	.00	20.00	400.00	380.00	5.0
609-49750-343 ADVERTISING	25.00	3,702.77	1,000.00	(2,702.77)	370.3
609-49750-348 PROGRAM EXPENSE	275.00	1,655.37	800.00	(855.37)	206.9
609-49750-362 PROPERTY - CASUALTY INS (AUTO)	.00	3,498.56	3,500.00	1.44	100.0
609-49750-364 DRAM SHOP INS	.00	.00	3,000.00	3,000.00	.0
609-49750-381 ELECTRIC UTILITIES	1,075.00	8,356.12	9,000.00	643.88	92.9
609-49750-383 GAS UTILITIES	58.77	1,475.86	2,000.00	524.14	73.8
609-49750-384 REFUSE/GARBAGE DISPOSAL (LIQ)	445.11	3,505.51	4,900.00	1,394.49	71.5
609-49750-401 CONTRACTUAL SERVICES	165.66	331.32	11,200.00	10,868.68	3.0
609-49750-406 SAFETY	.00	180.57	.00	(180.57)	.0
609-49750-420 DEPRECIATION	.00	.00	6,000.00	6,000.00	.0
609-49750-433 DUES AND SUBSCRIPTIONS	.00	600.00	400.00	(200.00)	150.0
609-49750-434 SALES TAX PAID	.00	.00	14,000.00	14,000.00	.0
609-49750-437 MISCELLANEOUS	.00	195.00	200.00	5.00	97.5
609-49750-491 CONTRIBUTIONS/DONATIONS EXPEND	.00	200.00	.00	(200.00)	.0
609-49750-590 CAPITAL OUTLAY	.00	18,634.35	.00	(18,634.35)	.0
TOTAL LIQUOR STORE (GENERAL)	70,037.39	715,725.30	674,833.00	(40,892.30)	106.1
TOTAL FUND EXPENDITURES	70,037.39	715,725.30	674,833.00	(40,892.30)	106.1
NET REVENUE OVER EXPENDITURES	9,301.46	55,220.80	51,817.00	(3,403.80)	106.6



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
CHIEF OF POLICE

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



Executive Summary

City Council Regular Meeting: November 13, 2018

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

SUMMARY

- ❖ Numerous Permit to Purchase reviews
 - Local LE responsibility to run multi-faceted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- ❖ Monthly Officers Meeting/Training
 - Met on October 10th – Multiple topics including upcoming training, enforcement strategies and challenges.
- ❖ Ambulance – PD Collaboration
 - Slight uptick in PD assistance needed as the transition draws closer and full-time staff is changing.
 - EMT resignations have strained scheduling
- ❖ Active Shooter – Officer Down Training - HERT
 - October 27th.
 - Free – Multi Disciplinary Hostile Event training to include Police, Fire, EMS, and Dispatch
 - Full day – Full scenario training.

- ❖ Council Meeting – October 9th
 - Attended the meeting and participated as necessary.
- ❖ SRO Contract
 - Discussion with Administrator Hadler and Superintendent Ihrke about a contract for SRO (School Resource Officer) position.
 - Have had the position since 1998 without a contract.
 - School pays 75% of 12 month salary and some related expenses at this time.
 - No update at this time, waiting on a school district draft.
- ❖ Board of Directors for the Law Enforcement Memorial Foundation of Southeast MN. October 17th
 - Attended the Board meeting, multiple topics discussed as we move closer to building a memorial.
- ❖ Department Head meeting
 - Weekly Meetings with Department heads and essential staff
- ❖ Comprehensive Plan meeting participation
 - No new information in October
- ❖ Branding Committee participation
 - Logo's sent to committee participants for ideas/opinions
 - Several good local options chosen for refinement
 - Opportunity given to a graphic designer to send some new options
 - Designer provided a group favorite design.
 - Refinement and public opinion to follow.
- ❖ Call highlights
 - Several T2D shifts worked – seat belt enforcement.
 - Multiple warrant arrests
 - Dangerous Dog paperwork served
 - Vulnerable Adult reports handled
 - Court appearances
 - Juvenile issues/placements
 - Alarm calls
 - Thefts from vehicles early in the month (Facebook, etc)
 - Lock all Parks each night
 - Multiple welfare checks
 - Gas Drive-offs
 - Facilitated several child custody exchanges
 - Multiple Funeral Escorts
 - Multiple Car unlocks
 - Crash reports
 - Motorist Assists
 - Assisting Wabasha County, Plainview EMS, and Plainview Fire as requested

- Civil property issues
 - Parking issues
 - Domestic Assault
 - Burning Complaints
 - Vehicle Forfeiture follow-up
 - Animals at Large
 - Found Property
 - Suspicious Activity
 - Weather watch
 - Lot of free advice given
 - Probation and Predatory Offender checks.
- ❖ Building Committee participation
- Met September 18th.
 - Isolated several options for further development
 - Tasks to be completed by members of committee
 - Presentation of first round ideas potentially at October Work Session
- ❖ Blandin Group participation
- Chief is a member of the Steering Committee
 - Chief has applied for inclusion as a member of the 24 member team
 - Met June 11th with stakeholders, Blandin representative, and City Staff
 - July 18th meeting (unable to attend due to conflict, but communicated with facilitator)
 - Morning meeting on Thursday Aug 9th, brainstormed possible participant pool and divided candidates into groups to be contacted.
 - Ongoing communication between Foundation and community stakeholders as candidate recruitment continues.
 - Informational Meeting in Plainview October 25th.
- ❖ Community Policing
- Contacts made at school events, Football and volleyball games, etc.
 - “Trunk of Treat” event at school through ECFE – huge success, had to send for candy reinforcements
 - Halloween traffic at Orchard Hills – inlets closed except to residents. Foot traffic only due to no sidewalks and popularity of the area.
 - Cooperation with Peoples State Bank to use their parking lot
 - Two squads staged for traffic control making contact with virtually every child.
 - This initiative has worked very well for several years now.
 - Ran out of candy at 6:30...
- ❖ NIBRS Implementation
- National Incident Based Reporting System
 - MN Law Enforcement switching from a State driven system to the National system of crime reporting for continuity of data across the country.

- Wabasha County to be switched over around the first of the year.
- Support staff (Police Tech Specialist Henry-Loftus and myself) have been trained on the basics of NIBRS.
- 2 implementation calls with MN BCA, County LE agencies, and RMS (records management system) vendor in July.
- Several Trainings in October for Record staff (Chief and Tech Specialist)
- Basic Officer training last two weeks of October
- Go-Live date of November 1st.

- ❖ Council Work Session – October 23rd
 - Budget discussion
 - Grant discussion

- ❖ TZD Conference
 - Officer Miller (Dept. TZD Coordinator) attended the TZD 2-day conference.

- ❖ Budget 2019
 - Individual meeting September 20th with Administrator Hadler and Finance Director Axley for one on one line-item discussions.
 - Presentation material provided to Hadler for inclusion in a PowerPoint overview.
 - Presentation at the October 23rd Council Workshop

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

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

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

- ❖ Task Force Board meeting – October 18th – Cancelled
 - Monthly meeting in Rochester
 - Voting membership of the board (Chief) included as a paying member of the SEMVCET (Southeast MN Violent Crime Enforcement Team).

- ❖ Daily morning Child Protection conference call and case review

- Phone conference to work through the past days county-wide child protection reports to be screened in or out as a team for further investigations.
 - Members of the team include a member of the 3 Police Department, a Sheriff's Office representative, multiple Social Service workers, and the County Attorney's Office.
 - We work through 1-2 case each morning on average, very few days there are none, and some days there are as high as 4-5 cases.
- ❖ Plainview First Responders
- Likely a non-starter based on opportunities for local EMT's to apply for casual positions with the incoming Gold Cross organization.
- ❖ Upcoming Events
- November 1st – Planning and Zoning Commission (Moved due to Election)
 - November 6th – General Election
 - November 11th-18th – Chief in Saskatchewan
 - November 13th – Regular Council Meeting
 - November 14th – PPD monthly staff meeting and/or training - Cancelled
 - November 21st – Law Enforcement Memorial Assn of SE MN (LEMFSEM) board of directors meeting – Not city paid. Moved to 14th, Chief out of town
 - November 15th – Task Force Board Meeting – Out of town
 - November 26th – Child Protection Multidisciplinary Mtg
 - November 27th – Council Workshop

Agency PPD

Dates 10/01/2018 thru 10/31/2018

00911	911 Hangup	3
ALL	All Other	5
ALM	Alarm All	8
ANML	Animal Complaint	12
AOD	Assist Other Department	24
ASS	Assault	2
BP	Burning Permit	1
CM	Civil Matter	2
DAMP	Damage To Property	6
DC	Driving Complaint	4
DISO	Disorderly Conduct	3
DOM	Domestic	3
DRUG	Drugs All Types	2
FA	Funeral Assist	1
FP	Found Property	1
FR	Fraud	2
HAR	Harassment/Threats	2
INFO	Misc Information	6
LIT	Littering	2
MA	Motorist Assist	6
MED	Medical Call	12
NC	Noise Complaint	1
OFP	OFP/HRO Violation	1
PA	Public Assist	11
PV	Parking Violations	2
SC	Security Check	69
SUSP	Suspicious Activity	23
TC	Traffic Crash	5
THEF	Theft Offense	5

11/02/2018

Administrative

Agency **PPD**

Dates **10/01/2018** thru **10/31/2018**

TRES	Trespassing	1
TV	Traffic Violation	58
WEL	Welfare	9
WRNT	Warrants All	1
		293



Executive Summary

City Council Regular Meeting: November 13, 2018

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

SUMMARY

Total Calls:	33
Primary Calls (771)	30
Second Calls (772)	3
Billable Calls:	24
Mayo One:	0
No Transport/Stand-by:	9
Hosp – Hosp Requests:	4

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

Hours PEMS covered Elgin	23
Weekday:	23
Weekend:	0
Calls for Service:	0

The ambulance department has received an average amount of calls for service in comparison to previous years at this time. Year-to-date we are at 381 calls for service. In 2017, the ambulance received 402 calls for service.

The ambulance team members had a busy month with training. At the beginning of the month, the ambulance hosted Winona County Public Health in a free training called “In Plain Sight” that is funded through a grant. This training taught us about recognizing the effects of illicit drugs as well as how they may be hidden in plain sight.

Additionally, at the end of the month, the ambulance along with Plainview Police and Fire, Elgin Fire and EMS, and sheriff’s deputies regionally attended Hostile Event and Response Training (HERT) at the Plainview-Elgin-Millville High School. This training included a classroom portion as well as hands-on.

The ambulance director will be on PTO November 22 & 23.

Respectfully,
Angie Jarrett, NRP
Plainview EMS

CITY OF PLAINVIEW

241 WEST BROADWAY • PLAINVIEW, MN 55964

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



The Heart of Greenwood Prairie

PUBLIC WORKS REPORT OCTOBER 2018

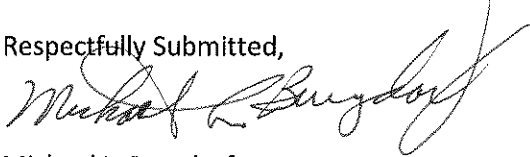
1. Attended 3 meetings at the library on progress updates, this project is nearing completion. If you haven't taken a look, please do so it is impressive. Even more impressive is the library at night with the lights on.
2. The new truck was completed and picked up from Centerville Wisconsin on October 19.
3. Snow quotes were placed in the Plainview News and Advertiser. The quotes received were opened on October 30th at 10:00am. There is an executive summary in the council packet with the recommendations.

Brine for the activating of salt has been secured thru the county.

4. Attended meetings on Eastwinds Second Addition.
5. Shane & I attended Tree Inspector Recertification Class in Rochester. That license is good for another year.
6. Contractors looked at adding an enclosure building in the chemical room at the pool. The acid is causing problems with the metal within the building.
7. 5 curb stops were repaired so that they can now be turned off. 3 we had to have dug the others needed to be cleaned out & or cemented around.
8. Water main break @ 410 6th street SW. Rock started to rib through, but it did snap with the ground shifting.
9. Yearly Nitrate sample taken from well #2. Well #3 has a variance applied for and approved until we get it working or a new well. Nitrate sample can't be taken with the well not being able to be running.
10. Sent a cleanup letter on getting a yard cleaned up.
11. Sent a letter on fence being on the wrong side of the posts. Clarissa working on this as the ordinance is vague in this area.
12. Moved all the liquor store patio railings, table, & chairs to the public works building.
13. Placed the Engineered Wood Product for fall protection in the Eastwood playground structure.
14. Fire hall sprinkler project started. This will be complete the week of November 5th.
15. Closed/winterized restrooms for the season.
16. Closed/winterized the pool.
17. Started sweeping leaves off the streets going slow, but steady.
18. Hauled out compost. Not getting ahead of this yet, even though we put 2 trucks on this.
19. Checked on brush chipping. They will be here after Cannon Falls, Faribault, & Owatonna storm damage cleanup.
20. Checked on crack filling. Street temperature needs to be 40 degrees. I don't think that that is going to happen.
Storm sewer catch basin repair hasn't been done, I don't see that being completed this year either. On the bright side I believe that we found a new product that will repair these structures at a fraction of the cost.

21. The inside of the walking trail was tilled 3 times and the wildflowers planted on October 25.
22. Pete, Brian, & I met on the Orchard Hills 6th Addition punch list. This is not yet completed.
23. Met with MNDOT on a plugged storm sewer @ the intersection of Highway 42 & 2nd avenue NE.
MNDIT came and cleaned out the line.
24. Took the broken TV down at the liquor store.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael L. Burgdorf", written in a cursive style.

Michael L. Burgdorf

Public Works Director



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: November 7, 2018
To: Clarissa Hadler, City Administrator
Cc: Michael Burgdorf, Public Works Director
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: H19.116204

TAP Lighting, Sidewalk, and Bus Turnout Project

Finishing up Project Memorandum for submittal, first to Wabasha County for review, then to MnDOT for review. Project Memorandum will include the following scope of work:

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

In order to complete the necessary final design process, including MnDOT plan review, we will need a final decision on project scope to include in the final design, along with authorization to proceed with final design soon, preferably no later than the December 11 Council meeting.

Orchard Hills-Future Phase

No recent activity on this project.

Orchard Hills 6th

Met with staff and developer for a punch list walk through. Identified several items that still need to be completed. Developer has been working on completing those items. We will be reviewing that work and will work towards closing that project out in the next month, so the City can formally accept the improvements in that subdivision.

East Winds 2nd Subdivision

Have been working with staff, developer and developer's engineer to review the plat and construction plans for this project. Additional information is included under the agenda item for this project.

Name: Current Project Update

Date: 11/7/18

Page: 2

Eide Development

No recent activity this project.

TAP Application

Worked with staff to help develop scope of work and cost estimates for a new Transportation Alternatives Letter of Interest for the next grant cycle.

Well No. 3

We have been working with staff to review previous work completed on this well to help determine a path forward on possible repairs to the well, or determination of the need for a new well. If it is determined that a repair work of significant cost or a new well is required, we would recommend the City consider a funding application to the Public Facilities Authority (PFA) for the project. Those applications are due in March 2019.

2nd Avenue SW Drainage Analysis

Working on a brief analysis to evaluate possible solutions to flooding in the area of 2nd Avenue SW and 6th Street SW.

GIS Web-Mapping

Continuing to work on updating utilities to match GPS locates that were completed. Will be developing new paper maps for City staff once utility map updating is completed.

City-wide Infrastructure Analysis

Continuing to work on the city-wide infrastructure analysis. The analysis is being coordinated with completion of the infrastructure portion of the Comprehensive Plan.

Plainview Public Library

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

Director's Report: November 2018

Building Renovation: Substantial completion and the punch list walkthrough are scheduled for Thursday, 11-8-18. This process will include the architect, construction manager, and city staff. Any remaining concerns or issues will be identified and put on a schedule to be addressed. Brian Carlson, of Braun Intertec, has done a walkthrough with me and his feedback (all very minor) will be included in the process. Clarissa, Shane, and I will also do a pre-punch list walkthrough to ensure that any items that we might have are included as well.

“Uke Can Do It!” Grant: I am very pleased to report that we have received a grant through Minnesota’s Arts and Cultural Heritage Fund. Using grant monies from the Minnesota Library Legacy fund, we will purchase a collection of ukuleles for use in inter-generational library learning. Library staff will learn alongside community members of all ages in a series of programs to bring music to the library and Plainview. The project will culminate in a workshop and concert by the ukulele band, Star Belle. I wish to extend my compliments to Meg for her vision and hard work in bringing this unique opportunity to our community.

New Hire: As a means to having an additional staff member available to help us when we experience difficulties covering our schedule, I am re-assigning 6 staffing hours per week to create a new Library Assistant position. This change will have no impact on the 2019 budget that was approved by the Library Board. The position is currently open, and we hope to have someone in place by November 30.

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

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library Board of Trustees

Tuesday, September 18, 2018 7:00 p.m.

Members Present: Mary Schneider, Carla Tentis, Amy Appel, and Youlonda Loechler

Staff: Alice Henderson

Council Representative: none

The meeting was called to order by President Mary Schneider at 7:00 p.m.

A motion was made by Carla and seconded by Amy to approve the agenda. Motion carried.

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

Library Board Minutes from August 21, 2018

Director's Report

Children's Services Report

Library Statistical Report

Payment of Bills:

A motion was made by Youlonda and seconded by Carla to approve the Payables by Payee. Motion carried.

Unfinished Business:

Update and discussion of Donation Tree: We continue to review additional options of an acrylic panel to display past benefactors. There was discussion regarding any physical recognition of donations going forward, due to administrative costs.

New Business:

MN Legacy Grant: Submission of grant on 9-27-18 for ~13 ukuleles for the library. These instruments would be used for classes, workshops and band participation during special musical events. Alice is waiting for a 'letter of intent' from Green Prairie Place, as the ukuleles will serve as a 'cross generational' learning opportunity.

Construction Update: The building project begins September 19, 2018.

The next regular Library Board meeting will be October 16, 2018 at 7:00 p.m.

A motion was made by Youlonda and seconded by Carla to adjourn at 7:42 p.m. Motion carried.

Respectfully,
Youlonda Loechler

Plainview Public Library
Monthly Statistics Report
October 2018

Circulation

Items Checked Out

Physical Materials	3297
Wi Fi	171
Public Computers	512
eBooks and Audiobooks	313
eMagazines	24

Total Items Checked Out 4317

Circulation by Material Type

Adult Items	2362
Children's Items	1955

County Circulation Breakdown

Wabasha	1309
Winona	106
Other	230

Total County Circulation 1645

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

**County Percentage
 of Items Checked Out 38%**

Total Circulation This Month	4317
Total Circulation 1 Year Ago	5285
Difference	-968

Inter-Library Loan

Our items sent to other libraries

Items brought in for our patrons _____

Total Items Handled for ILL 0

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

Borrowers

New Borrowers

Adult	13
Children	15

Total New Borrowers: 28

New Borrowers by Location

City of Plainview	18
Wabasha County	3
Other	7

Programs

Number of Programs

Children's	5
Young Adult	2
Adult	2

Total Programs: 9

Number of Participants

Children's	78
Young Adult	13
Adult	10

Total Participants: 101

EDA Director Update November, 2018

Some of the activities undertaken in September and October by the Plainview EDA include:

- **Phase 1 of MnDOT Community Landscape Program done!**– The EDA Director coordinated the September 15th Plainview Planting Day event that brought 44 volunteers together to plant 19 ornamental trees and 178 hardy shrubs on south Hwy. 42. Thanks to Public Works for all the pre-planting work that made the day go smoothly. There was one unforeseen issue with plant location, but the city and MnDOT are working to resolve the issue. Work is now starting on the 2019 landscape design with the goal of planting in the spring. The City has submitted expenses to MnDOT for reimbursement of material costs.
- **Plainview Housing Fund** – The EDA requested that Council set up a Plainview Housing Fund, which Council did during their regular September Council meeting. The EDA is finalizing the Housing Fund Policy for submission to Council in December.
- **Housing Development** – The EDA Director continues to work on housing with area developers of market rate and affordable housing. The City Administrator has been kept informed.
- **Plainview Promotional Brochure and Branding** – The EDA Director worked on first draft logo design and provided input to the ad hoc city group now working on branding.
- **Southern Initiative Foundation Small Town Grant** – The City of Plainview has been awarded \$10,000 for the Small Town Grant project. The EDA Director provided a draft Outreach Coordinator job description to the Administrator and an award press release. Matching funds from the EDA and PADCO have been delivered to the city along with grant documentation.
- **TAP Grant/Streetlight Design and 2019 Letter of Intent** – The EDA Director worked to promote attendance by main street businesses at the Council's September and October work sessions at which changes to Hwy. 247 and streetlight designs were discussed by the City Engineer and Council. The EDA Director worked on the Letter of Intent due October 31st for a second TAP grant request of \$1,078,157 in funding to complete bumpouts on Hwy 247 to Hwy 42 and add a sidewalk on the last block of 3rd St. SW going south to the commuter parking lot at Trailhead Park.
- **Next Generation Loan – LINC reporting** – The EDA Director filed the 2018 LINC Report to the USDA on status of its Next Generation Revolving Loan Fund before the Oct. 31, 2018 deadline.
- **Meetings** – The EDA Director staffed the September and October EDA Board of Commissioners and PADCO Board of Directors meetings. She attended a September SMIF Growing Entrepreneurial Ecosystems Workshop, and an October BR&E (Business Retention & Expansion) workshop sponsored by University of Minnesota Extension.
- **Blandin Community Leadership Program Support** – The EDA Director continues to promote the program as Plainview nears the December 10th application deadline. If the city doesn't field a team of 24 people, the training will not occur.
- **PADCO Membership Mailing** – The EDA has provided support to PADCO by getting 2019 membership materials to 99 businesses.



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: On-Sale Liquor License Renewal	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider	AGENDA NO. 4.E.
ATTACHMENTS: None	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the On-Sale Liquor License Renewal of Walkes Enterprises Inc, K-J Bowling Enterprises, Inc, and William Allen American Legion 179 through December 31, 2019.	

Walkes Enterprises Inc (Kim's Saloon), K-J Bowling Enterprises Inc (Gopher Lanes), and William Allen American Legion 179, have submitted the required paperwork, as well as the fees for their On-Sale liquor license renewal.



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Special Assessments	AGENDA SECTION: Information Only Docs.
PREPARED BY: MariClair Schneider	AGENDA NO. 4.F.
ATTACHMENTS: Resolution 2018-19	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve Resolution 2018-19 Special Assessment on parcel R26.00859.00 in the amount of \$2,598.56 for Water/Sewer Charges.	

RESOLUTION 2018-19

STATE OF MINNESOTA)

County of Wabasha)

City of Plainview)

RESOLUTION ADOPTING (LIEN OR ASSESSMENT) FOR UNPAID CHARGES

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed (liens or assessments) for unpaid charges for municipal fees and utilities; and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

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

Such proposed (lien or assessment) for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the (lien or assessments) against the lands named herein

Such (lien or assessment) shall be payable over a period of one year on or before the first Monday in January.

The owner of the property so assessed may, at any time prior to certification of the (lien or assessment) to the County Auditor, pay the whole of the (lien or assessment) on such property, with interest accrued to date of payment, to the City Clerk Treasurer, except that no interest shall be charged if the entire (lien or assessment) is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time thereafter, pay the City Clerk or County Auditor, the entire amount of the (lien or assessment) remaining unpaid, with interest accrued to December 31, of the year in which payment is made. Such payment must be made before November 30, or interest will be charged through December of the following year.

The clerk shall forthwith transmit a certified copy of this (lien or assessment) role to the County Auditor to be extended on the property tax lists of the county and such (lien or assessment) shall be collected and paid over in the same manner as (property) taxes.

Adopted by the Council on the 13th day of November 2018.

Mayor

Attested:

City Clerk

(Lien or Assessment) Listing	Parcel Description	Service	Amount
Shelly Henry	R26.00859.00 840 4 th Avenue NW	Utility Bill	\$2598.56

(STATE OF MINNESOTA

COUNTY OF WABASHA)) ss. Authentication Certificate

I, the undersigned, being the duly qualified City clerk of the City of Plainview, certify that the attached Resolution of the City Council adopting a(n) (lien or assessment) for unpaid charges under the Plainview City Code 402.16.3, is a true copy of the original, of which is on file at the City of Plainview.

Dated this 13th day of November, 2018.

Seal

City Clerk



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Street Closing for Olde Fashioned Christmas	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider, City Clerk	AGENDA NO. 4.G.
ATTACHMENTS: None	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the closing of the 300 & 400 blocks of 3 rd Ave SW to thru traffic from 1:00 p.m. to 9:00 p.m. on December 1, 2018	

BACKGROUND

Every year for Olde Fashioned Christmas, features the “Lights of Life” luminaries sponsored by the American Cancer Society. The luminaries light up Wedgewood Park and it’s a beautiful scene. Friends, relatives, local businesses and churches will collect donations for luminaries. The opening ceremony will take place at 4:30 p.m. at the Gazebo in Wedgewood Park. There will be a speaker and music by the Community Choir. Kim Breuer is the head of the luminary committee and submitted a request to have the 300 and 400 blocks of 3rd Ave SW closed to thru traffic from 1:00 p.m. to 9:00 p.m. on Saturday December 1, 2018. Clean up will begin at 8:30 p.m.

RECOMMENDATION

Staff recommends a motion to close thru traffic at the 300 and 400 blocks of 3rd Ave SW from 1:00 p.m to 9:00 p.m on December 1, 2018.



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Plainview Funding Exchange	AGENDA SECTION: Consent
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.H.
ATTACHMENTS: draft agreement	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve Federal Aid Funding Exchange Agreement Between the City of Plainview and Wabasha County and authorize the Mayor and City Clerk to enter into the agreement.	

BACKGROUND

After last month's discussion with Wabasha County and Council approval of the TAP funding exchange with the City of Elgin, Dietrich Fleisch, of Wabasha County, requested that we formalize this with a written agreement.

**Federal Aid Funding Exchange Agreement
Between the City of Plainview and Wabasha County**

This agreement is by and between the City of Plainview, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as "City", and the County of Wabasha, a political subdivision of the State of Minnesota, hereinafter referred to as "County".

WHEREAS, the City approved the exchange of all of the City of Elgin project SP 079-596-011 Transportation Alternative Program (TAP) funds for City local funds on October 9, 2018, and

WHEREAS, this exchange of funds was approved by the Southeast Minnesota Area Transportation Partnership on October 12, 2018, and

WHEREAS, the County is the fiscal agent and contracting authority for SP 079-596-011.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. In exchange for federal aid funds re-allocated to the City from SP 079-596-011, the City agrees to pay an equal amount as re-allocated federal aid up to a maximum of \$200,000 towards SP 079-596-011 from local City funds.
2. The City shall make payment after completion of SP 079-596-011 but no later than December 31, 2019 unless otherwise mutually agreed to.
3. Payment by the City shall be made to the County within 60 days of invoice by the County.
4. The City agrees that it shall indemnify, save, and hold harmless the County and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the City's execution or performance of the work provided for herein. The City further agrees to defend at its own cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the City's execution or performance of the work provided for herein.

Any and all employees of the City, while engaged in the performance of any work or service which the City is required to perform under this Agreement, will be considered employees of the City only and not of the County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of the City.

5. The County agrees that it shall indemnify, save, and hold harmless the City and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the County's execution or performance of the work provided for herein. The County further agrees to defend at its own cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein.

Any and all employees of the County, while engaged in the performance of any work or service which the County is required to perform under this Agreement, will be considered employees of the County only and not of the City, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, will be the sole obligation of the County.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

CITY OF PLAINVIEW

COUNTY OF WABASHA

By _____

By _____

Chair, County Board of Commissioners

Its _____

By _____

Attest _____

County Administrator

Its _____

Dated _____

Dated _____

The City of Elgin Hereby concurs with the above Agreement:

CITY OF ELGIN

By _____

Its _____

By _____

Its _____

Dated _____



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM:	Three Rivers CAC Affordable Housing Presentation	AGENDA SECTION:	New Business
PREPARED BY:	Judith Jordan, EDA Director	AGENDA NO.	8.A.
ATTACHMENTS:	Plainview Development PowerPoint presentation	APPROVED BY:	cgh
RECOMMENDED ACTION: Council Discussion / Direction			

SUMMARY

Leah Hall, Community Development Director for Three Rivers Community Action, will make a presentation about the CAP agency's Affordable Housing projects. She will provide information about the components of an affordable housing project and talk about what local elements make projects successful.



ThreeRivers
COMMUNITY ACTION



People-focused, community-driven

Housing Development

- Community-based approach
 - Evaluate local needs
 - Develop local strategies
 - Connect with state and local resources
 - Implement community plans
 - Develop housing projects *in partnership* with the community



Housing Activity



- **687 units (and counting), over \$91 million (TDC)**
- Single Family Homes
 - 101 new single family homes
 - 50 homes preserved
- Rental Housing
 - 225 new rental units
 - 306 rental units preserved

Financing Partners

- Local Government (tax increment financing, fee waivers, etc)
- Minnesota Housing Finance Agency
- Greater Minnesota Housing Fund
- MN Dept of Employment & Economic Development
- USDA Rural Development
- US Dept of Housing and Urban Development (HUD)
- Minnesota Housing Partnership
- Federal Home Loan Bank
- Employers
- Foundations
- Local Lenders
- Equity Investors (Syndicators)

Low-Income Housing Tax Credit

- Known as: LIHTC, Section 42, tax credits
- Primary tool for financing affordable rental housing in Minnesota and across the US
- Created under Section 42 of the IRS code
- States are awarded federal tax credits based on the number of people in the state
- States get to decide how to distribute the tax credits through a Qualified Action Plan (QAP)

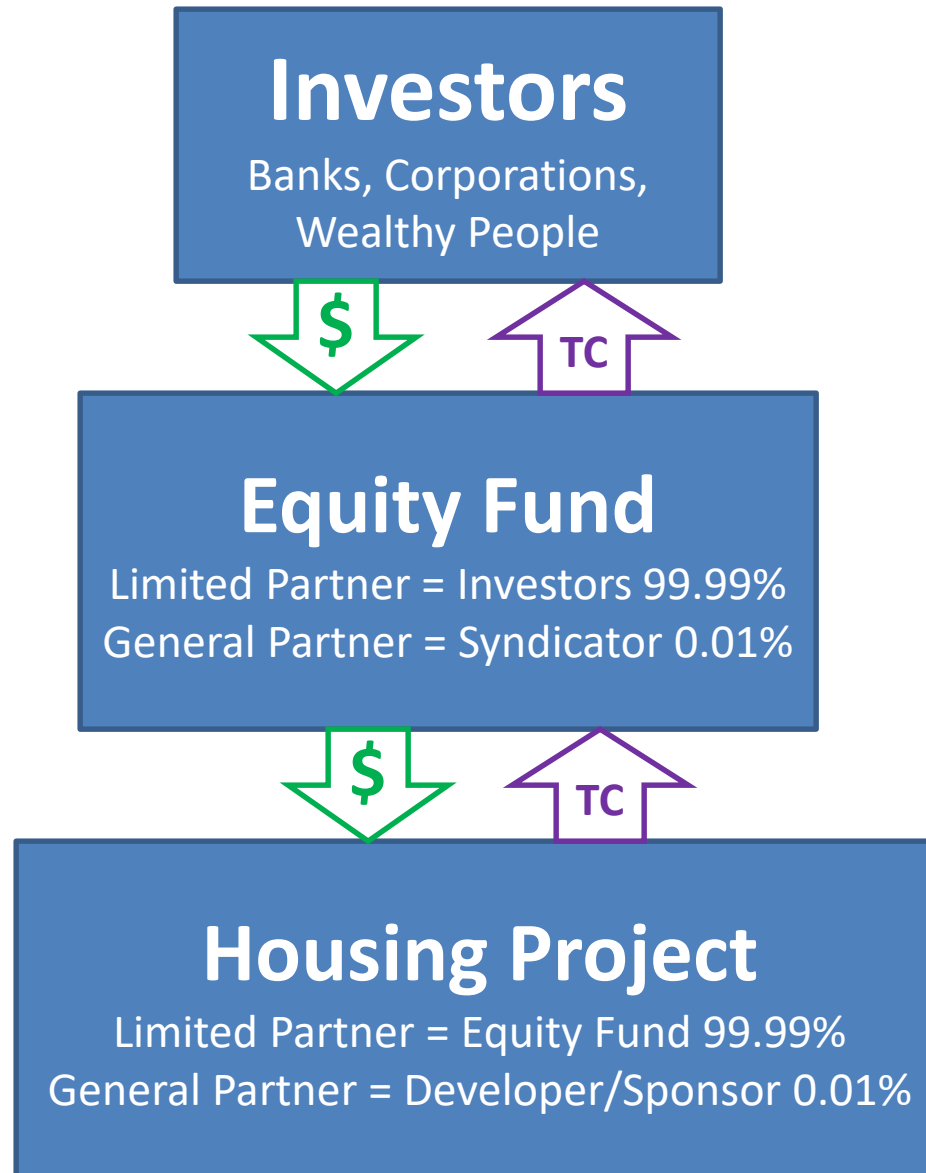
LIHTC in Minnesota

- Administered by Minnesota Housing Finance Agency (MHFA) - www.mnhousing.org
- Allocated in twice each year through an RFP
 - Primary Round: Applications due in June, credits awarded in late October
- Extremely competitive – typically 1 in 4 proposals funded (*possibly less now*)

LIHTC in Minnesota

- ***Competitive Scoring***
- Points system includes (not a complete list):
 - Workforce Housing Communities (job growth)
 - Federal/Local/Philanthropic Contributions & Financial Readiness
 - Units set aside for Homeless persons and/or persons with Disabilities
 - Rental Assistance – Site Based
 - Large Family Housing
 - Serving Lowest Income Tenants (rents affordable to 50% AMI)
 - Location Efficiency
 - Cost Containment

Typical LIHTC Structure



Sample Tax Credit Projects



Prairiewood Townhomes, Faribault

- New Construction of 30 Units
- Total Development Cost = \$6.2 million
- Funded October 2012
- Construction Completion Spring 2014
- Family Housing – large unit sizes
- 8 Funding Sources – many local partners





Spring Creek Townhomes, Northfield

- New Construction of 28 Units
- Total Development Cost = \$6.4 million
- Funded September 2012
- Construction Complete December 2013
- Local Partnerships – HRA, City, Bank
- Innovative Green Building Techniques



Spring Creek: Budget Detail

Sources:

Land Donation	\$80,000
Syndication Proceeds	\$5,838,584
First Mortgage	\$526,000
TOTAL:	\$6,444,584

Other Project Sources:

Tax Increment Financing (First Mort)	\$1,021,000	City of Northfield- pay as you go, 26 year term	
Municipal Fee Reduction	\$10,000	Northfield HRA	
Construction Loan	\$4,600,000	Greater Minnesota Housing Fund	





Three Rivers
COMMUNITY ACTION



People-focused, community-driven



Harvest Ridge, Plainview

- 12 acre subdivision
- 21 Single Family Homes (30 lots)
- 20 Rental Townhomes
- Mixed income development
- City provided tax increment financing
- Financed by First Homes, City, Greater MN Housing Fund, MN Housing Finance Agency, MN Housing Partnership, private investors through LIHTC syndication





Wazuweeta Woods, Pine Island

- New Construction of 12 for sale townhomes, 21 Single Family Homes & 24 Apartment Units
- Total Development Cost = \$6.5 million
- Construction Completion Spring 2002
- Partners: First Homes, GMHF, City, MHFA







Ingredients for Successful Non-Profit Housing Development

- Staff – Expertise and focus on housing development
- Invest Risk Capital for upfront costs – funds we might lose
- Experienced staff and project teams
- Committed Board
- Strong local collaboration – “invited in”
- Access to project financing
- Strong housing projects

Questions?

Leah Hall

Community Development Director

lhall@threeriverscap.org

PH#: 507-226-6083



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: East Winds II – Final Plat & Development Agreement	
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.B.
ATTACHMENTS: Draft Resolution; Final Plat; Memos dated 10/16/18 & 11/7/18 from Brian Malm, City Engineer; Draft Development Agreement; Draft Minutes of the Nov. 1, 2018 Planning Commission Special Meeting; Draft Construction Plans; Levan General Development Plan;	
RECOMMENDED ACTION: The Planning Commission and staff recommend the City Council adopt the following motions: 1) Motion to Adopt a Resolution Approving the Final Plat for East Winds Second Subdivision subject to conditions. 2) Motion to Approve the Development Agreement for East Winds Second Subdivision and Authorizing the Mayor and City Clerk to enter into this Agreement. The Development Agreement <u>should / should not</u> (Council direction needed) include provisions in Section 19 for “early permits”. 3) Motion to delegate Council authority to review and approve Storm Water and Construction plans and permits to the City Engineer.	

SUMMARY

The City Council is being asked to consider a Final Plat request from PK Meyer Builders, Inc. for East Winds II Subdivision to allow development of 16 single-family lots. The final plat is necessary to facilitate subdivision of the property into individual residential lots. This development is within the Levan Subdivision and therefore subject to that General Development Plan. Staff finds the application consistent with the Levan General Development Plan and recommends approval of this application subject to the conditions listed above.

Applicant:	PK Meyer Builders, Inc. (Peter Meyer & Kevin Meyer)
Current Zoning:	R-2 - Residential District
Net Area:	3.94 Acres (excluding streets)
Lots/Units:	16 Single Family Lots
Density:	4.06 units/acre

PLANNING COMMISSION REPORT

The Planning Commission reviewed the Final Plat request on November 1, 2018. The Commission discussed a number of issues, including sidewalks and ponds.

The Commission held a public hearing, at which a number of residents from the East Winds I Subdivision spoke. Concerns from these residents include increased traffic on 5th Avenue NE due to the additional homes and construction traffic. They also stated concerns regarding the effect of TIF District homes on their property values.

A draft of the meeting minutes are attached for your review. A full recording of that meeting is available upon request. I will address specific concerns from that public hearing later in this report.

ISSUE ANALYSIS

Legal Authority. The final plat application is Quasi-Judicial because the City has a set of standards and requirements for reviewing this type of application that is described in detail below. Generally, if the final plat meets the ordinance requirements it must be approved.

Land Use and Zoning. The proposed 16 lot single family development is consistent with the land use and zoning classifications for the project area. The subject property is zoned R-2 – Residential District. As a result, the property is subject to all the standards of the R-2 – Residential zoning district.

Generally, the final plat conforms to the R-2 district standards;

- All lots exceed the Minimum Lot Area requirement of 6000 square feet.
- All lots exceed the Minimum Lot Frontage requirement of 60 feet.

When the homes are built they will be subject to the following additional standards;

- Rear Yard Setback = 15 ft.
- Front Yard Setback = 25 ft.
- Side Yard Setback = 5 ft

The final plat does not conform with the following standards;

- City Code 622.5, Table 1, Minimum centerline curve radius of new streets is 300 ft. The centerline curve radius on the plat is 230 ft.

Final Plat. Standards for reviewing subdivision requests are detailed in Section 620 of the Plainview City Code. This section of the Code outlines the multi-step process for land subdivision. In this case, staff is addressing all of the standards in the “quick plat” process.

The Plainview City Code allows for a developer to proceed with a quick plat if the following conditions exist:

- That the restriction against such a quick plat will create an unnecessary hardship,
- That a quick plat will not interfere with purposes of the subdivision regulations,
- That the dedication of public utility or street easements is not involved, and
- That the new and residual parcels of land which would result from the quick plat meet the frontage and area requirements of the zoning ordinance.

After review of the subdivision and the General Development Plan for the area, staff and consultants at Bolton & Menk determined that the subdivision could be processed through a quick plat. The process essentially skips the Preliminary Plat process and moves the development immediately through to the Final Plat, with the addition of the plat public hearing at the Planning Commission.

The current application proposes to plat 16 single family lots for East Winds II Subdivision. The developer increased the density to the development over what was originally in the General Development Plan. Taking these adjustments into account, the East Winds II Subdivision Final Plat is consistent with the approved LeVan Subdivision General Development Plan.

Streets. The LeVan Subdivision General Development Plan for this area was originally approved in 2002. Around that time and as part of earlier platting processes, some of the infrastructure was installed and the associated right-of-ways dedicated to the city. 7th Street NE, part of the current East Winds II subdivision, was one such right-of-way. Access to the 16 lots will occur from 5th Street NE until such time that other internal roads are connected to future project phases. The next connection to 7th Avenue NE will likely be when 8th Street NE develops.

City Engineer Malm noted in his initial review that City Code 622.5, Table 1, minimum centerline curve radius of new streets is listed at 300 ft. The centerline curve radius on the plat is 230 ft. However, the General Development Plan was approved with this layout and the right-of-way is already dedicated to the city. There is no appropriate way, or reason in Mr. Malm's opinion, to attempt to follow this particular code standard.

Planning Commission Wiener had noted that City Code 622.2 states that "Streets designed and laid out so as to have one end permanently closed shall not exceed five hundred (500) feet in length, except where the Planning and Zoning Commission has approved additional length due to property limitations or large lot size." In this case, the street length is approximately 800 feet. However, the street is not planned to be permanently closed and will continue as soon as the area to the west is developed. While this may not be ideal, there is no reasonable alternative for connecting this street through, and the quantity of additional lots is relatively small, so staff is comfortable with this length of street. Code also requires a cul-de-sac or turnaround, which is already in existence at the lift station adjacent to the development.

Sidewalks. Sidewalks were discussed at length during the Planning Commission meeting and public hearing. Commissioners generally agreed that sidewalks should be required on both sides of the street. It was also mentioned during the public hearing how residents are concerned for the safety of their children due to the fact their East Winds I subdivision does not have any sidewalks. Based on City Code 623.6, which requires sidewalks in all new subdivisions, and the location of the subdivision adjacent to a future collector road (8th Street NE), staff recommends that a condition of the approval be the requirement for sidewalks on both sides of the street.

The question that remained after the Planning Commission meeting was when the sidewalks need to be installed. Should they be required only when the house is built on the lot or should they be required no matter if the house is built or not?

Below is a summary Mr. Malm has provided on his recommendation for the sidewalks;

"Regarding the sidewalk issue, I don't believe a separate agreement is necessary if you decide to allow construction to take place with each individual lot. I think you can control this through the Development Agreement. If you look at the edits I proposed (in the Development Agreement), in Article 9 it doesn't require sidewalk completion until

September 2022. Then, in Article 19 it allows building permits to be issued without sidewalk completion but requires sidewalk completion prior to issuing a Certificate of Occupancy.

So, if you put that together, it will allow the sidewalk to be completed as the homes are built, will require it to be done before the home is occupied, and will require any remaining gaps to be completed no later than the end of 2022 regardless of whether homes are completed. The 2022 date could have some flexibility but that would extend City acceptance of the improvements as well as Pete's obligations/financial security, etc. Since the agreement stays in effect until all work is completed, the completion of sidewalk would be guaranteed by the agreement and backed by the letter of credit."

Mr. Malm's suggestion is included in the current draft of the Development Agreement and has been submitted to the Developer and their engineer for review and comment.

Grading and Storm Water Management. (See City Engineer's Memo dated 10/16/2018) The City Engineer recommends a 5-foot drainage easement on the sides of each property to allow for the storm water flows that are shown in the grading plan. The developer has agreed to these easements. In addition, in any lot that has water flowing to the rear yard, a 10 ft. drainage easement should be required.

Of note is the fact that the retention ponds that serve almost 90 acres, including this 4 acre development, no longer meet the Minnesota Pollution Control Agency (MPCA) standards and need to be modified. City Engineer Malm recommends spreading the cost of the pond modifications equally across the entire area serviced and charging it back to developers on a per acre basis. According to preliminary calculations, this cost would be approximately \$1000 per acre. Because there are only about 30 acres remaining to be developed, the city will end up paying for about 2/3 (60 acres worth) of the pond improvements.

Staff is proposing that the City work with the developer to include pond improvements in their grading bids and have this work done in coordination with the grading of the development. As stated in City Engineer's Email dated 11/26/2018, doing so "has advantages from the standpoint of coordination, cost, etc."

However, this process would forego the City's Purchasing Policy requiring the City to obtain at least 3 quotes for any purchase over \$25,000.

"Purchases From \$25,000 up to \$100,000.

Any purchase over \$25,000 must receive council approval. The Department Director has the option of either using the competitive-bidding process or making the contract by direct negotiation. If the city chooses to use the competitive-bidding process, however, it must follow through with the procedure even though it was not originally required. If direct negotiation is used, the city must get three quotations and keep them on file for at least one year. For a local improvement project that is paid for with special assessments, the competitive-bidding process must be used if the estimated cost of the contract will exceed \$50,000."

An alternative would be to obtain the three quotes, in addition to a quote from the developer's grading contractor and allow the developer's grading contractor a certain "premium" over the others. Staff will not be able to get formal quotes on the project until the design of the pond is complete and approved by the City Engineer.

As of the time this report is being written, City Attorney Flaherty has added language to the development agreement to require a separate pond construction agreement as part of the Right to Proceed. A draft of the agreement itself will be available prior to the meeting.

Parks and Open Space. Plainview City Code requires that all new subdivisions dedicate a percentage of the gross area for parks or other public use. In districts zoned R-2, this requirement is 8% of the total land area. The code allows for payment in lieu of land dedication for small subdivisions equal to the value of the land that would have been dedicated, plus the estimated cost of grading and seeding that amount of land. The value for this payment for this subdivision has been determined by staff to be \$7360. The Planning Commission has recommended this amount, as well.

Engineering Comments. The City Engineer, Brian Malm, has provided comments in the attached memoranda. The developer and their engineers have already worked through a number of the issues that were noted in the first memo and will continue to make appropriate changes.

Mr. Malm has stated that the Plainview City Code's requirement that the Storm Water Pollution Control Plan be reviewed and approved by the Planning Commission and Council is not normal, as these reviews are typically done by professionals. In addition, the standards for these permits are generally dictated by the MPCA. Staff is requesting that Council delegate all review and approval of these permits, as well as the Construction Plans, to the City Engineer. This approval requirement is laid out in the Development Agreement.

Planning Commission Hearing Concerns. Five residents of the East Winds I Subdivision (5th Street NE) attended the public hearing. The following were the concerns expressed at that hearing;

- Increased Traffic on 5th Street NE
 - Concern – Danger to children / No sidewalks
 - Alternative Presented – Construct 5th Avenue NE extension and/or 8th Street NE extension.
- Construction Traffic on 5th Street NE
 - Concern – Damage to the streets
 - Concern – Possibility of having to pay to reconstruct streets.
- Low-Income Housing / Lack of Housing Design Standards (covenants)
 - Concern – lower quality housing will decrease existing resident home values.

Planning Commissioners, staff and engineers addressed many of these concerns at the Planning Commission meeting. Below are some responses to these issues based on those discussions and additional information from staff.

- Young children should not be playing in the street. This creates a hazard no matter how much traffic is traveling through the neighborhood.
- The traffic impacts based on 16 residential units will be negligible. As a comparison, the residents at the southern end of section of 5th Street NE north of 5th Avenue NE, have more lots north of them than those residents on the northern end of that stretch will have with the new development. The Institute of Transportation Engineers (ITE) estimates 10 trips per day per unit for single family homes, so this development would have approximately 160 trips per day. The homes at the southern end of that section of street may see a total of 360 trips per day, which is still about half of what people toward the entrance points of Orchard Hills are seeing.

- Homebuyers purchasing a home adjacent to undeveloped land, which includes stubbed out streets, should be prepared to see increases in traffic as that neighborhood develops.
- The cost to construct a 5th Avenue NE and 8th Street NE extensions to connect to the proposed development would be approximately \$1 Million and would be borne by the entire City while the “benefit” is received by the 20 (or so) homes on 5th Street NE. It may be 10 – 20 years before the city would recoup those costs via development on those streets. In addition, the city does not generally act as a developer and construct streets and infrastructure.
- Construction Traffic will likely have a similar impact as the garbage trucks that currently drive on our city streets.
- Plainview does not assess road repairs, so any repairs that may be needed in the future would be spread across the entire city.
- A TIF district does not automatically mean “low income” housing. More likely, it will be “moderate income” housing. For a property to remain in the TIF District, the first owner of the home must meet certain earned-income requirements. For 2018, those requirements were \$80,400 or less for a household of 1 – 2 people and \$92,460 or less for a household of 3 or more. Meanwhile, the median household income in Plainview is currently around \$53,000.
- Building costs are very high at this time, the developer is a for-profit company and the development is not receiving any other subsidies that staff knows of. Therefore, we expect the price of homes being sold to be between \$200 - \$240, which is higher than what many of the East Winds I homes have sold for in the past (as recently as 2017).
- While East Winds I is not in the Levan TIF District, the TIF District was established in 2003, prior to most of East Winds I homes being built. Homebuyers in that neighborhood should check the status of any undeveloped surrounding land to determine future implications of development.

Denial of Plan and/or Plat. In the case of all subdivisions, the Planning Commission shall recommend denial of, and the City Council may deny, approval of a general development plan, preliminary or final plat if it makes any of the following findings:

- (a.) That the proposed subdivision, including the design, is in conflict with any adopted component of the Plainview Comprehensive Plan, Land Management Ordinance, Storm Water Pollution Control Ordinance, or any other provision of the City Code;
- (b.) That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development or use contemplated;
- (c.) That the site is not physically suitable for the proposed density of development;
- (d.) That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage;
- (e.) That the design of the subdivision or the type of improvements is likely to cause serious public health problems;
- (f.) That the design of the subdivision or the type of improvements will conflict with easements of record;
- (g.) That the design will create a significantly higher density than the surrounding areas;
- (h.) That the design will create an undue burden on the City’s traffic system or water/wastewater infrastructure.

Staff does not feel any of these issues apply in this case.

Next Steps.

- Staff and City Engineer Malm will continue to work with the developer to finalize the Construction Plans.
- Staff, City Attorney Flaherty, and City Engineer Malm will continue to work with the developer to finalize the plan for the pond improvements.
- Staff will obtain three written quotes from grading contractors for the pond improvements.
- After all conditions in the Resolution have been met, the Final Plat will be released to the developer who will file it with the County.

CONCLUSION AND RECOMMENDATION

Staff recommends that the City Council adopt a Resolution Approving the Final Plat for East Winds Second Subdivision subject to conditions and Approve the Development Agreement for East Winds Second Subdivision and Authorizing the Mayor and City Clerk to enter into this Agreement. This recommendation is based on the information submitted by the applicant, findings made in this report and the conditions detailed in the attached resolution.

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION 2018 – 20

**A RESOLUTION APPROVING THE FINAL PLAT
FOR EAST WINDS II SUBDIVISION**

WHEREAS, PK Meyer Builders, Inc., 57885 County Road 4, Plainview, MN 55964 (Applicant) has submitted an application to the City of Plainview (City) for a Final Plat concerning property legally described as follows:

Outlot B, LeVan Subdivision, according to the plat thereof on file and of record in the office of the Registrar of Titles, Wabasha County, Minnesota.

WHEREAS, on November 1, 2018, the Planning Commission of the City of Plainview reviewed the Final Plat for East Winds II Subdivision; and

WHEREAS, on November 1, 2018, the Planning Commission recommended approval of the Final Plat for East Winds II Subdivision, subject to conditions; and

WHEREAS, on November 13, 2018, the City Council of the City of Plainview reviewed the Planning Commission's recommendations and the Final Plat for East Winds II Subdivision.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Plainview hereby approves the Final Plat for East Winds II Subdivision, including variances for City Code 622.5 for the centerline curve radius, subject to the following conditions:

1. Execution of a Development Agreement.
2. Sidewalks shall be required on both side(s) of the street.
3. Payment of \$ 7,360 for Fee-in-Lieu of Park Dedication prior to release of the final plat.
4. Provision of Letter of Credit in amount of _____ prior to release of the final plat.
5. City Engineer approval of the Construction Plans and Specifications.
6. Developer completes Stormwater Pollution Prevention Plan (SWPPP), in accordance with MPCA Construction Stormwater (CSW) Permit requirements.

ADOPTED this 13th day of November, 2018, by the City Council of the City of Plainview.

Roger Ziebell, Mayor

ATTEST:

MariClair Schneider, City Clerk

EAST WINDS SECOND SUBDIVISION

INSTRUMENT OF DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS: That PK Meyer Builders, Inc., a Minnesota corporation, owner of the following described property situated in the County of Wabasha, State of Minnesota, to wit:

Outlot B, LEVAN SUBDIVISION, Wabasha County, Minnesota.

ALSO

Tract A, Registered Land Survey Number 15, Wabasha County, Minnesota.

Containing in all, 3.94 acres, more or less.

Has caused the same to be surveyed and platted as EAST WINDS SECOND SUBDIVISION and does hereby dedicate to the public for public use the drainage and utility easements as created herewith.

In witness whereof, said PK Meyer Builders, Inc., a Minnesota corporation, has caused these presents to be signed by its President this _____ day of _____, 2018.

SIGNED: PK Meyer Builders, Inc.

Peter J. Meyer, President

STATE OF MINNESOTA
COUNTY OF OLMSTED

This instrument was acknowledged before me on _____ by Peter J. Meyer, President of PK Meyer Builders, Inc.

Notary Public, _____ County, Minnesota Notary Printed Name

My commission expires _____

SURVEYOR'S CERTIFICATE

I Jeffrey J. Rolfson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2018.

Jeffrey J. Rolfson, Professional Surveyor
Minnesota License No. 49003

STATE OF MINNESOTA
COUNTY OF OLMSTED

The instrument was acknowledged before me on _____ by Jeffrey J. Rolfson.

Notary Public, _____ County, Minnesota Notary Printed Name

My commission expires _____

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, and with Wabasha County Ordinance No. 7, that this plat has been reviewed and approved this _____ day of _____, 2018.

Deputy County Surveyor

CITY APPROVAL

STATE OF MINNESOTA
COUNTY OF WABASHA
CITY OF PLAINVIEW

We do hereby certify that on the _____ day of _____, 2018, the accompanying plat was duly approved by the Common Council of the City of Plainview, in testimony whereof, we have hereunto signed our names this _____ day of _____, 2018.

Mayor City Clerk

COUNTY AUDITOR, County of Wabasha, State of Minnesota

Pursuant to Minnesota Statutes Section 272.12, there are no delinquent taxes on the land hereinbefore described on this plat and transfer entered this _____ day of _____, 2018.

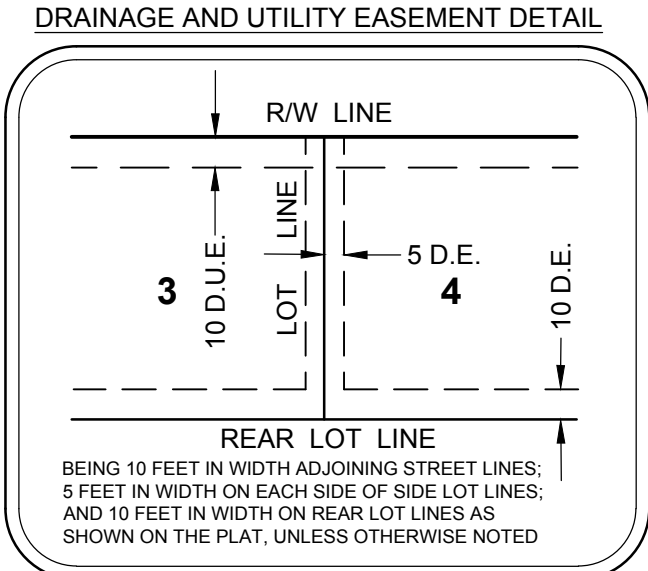
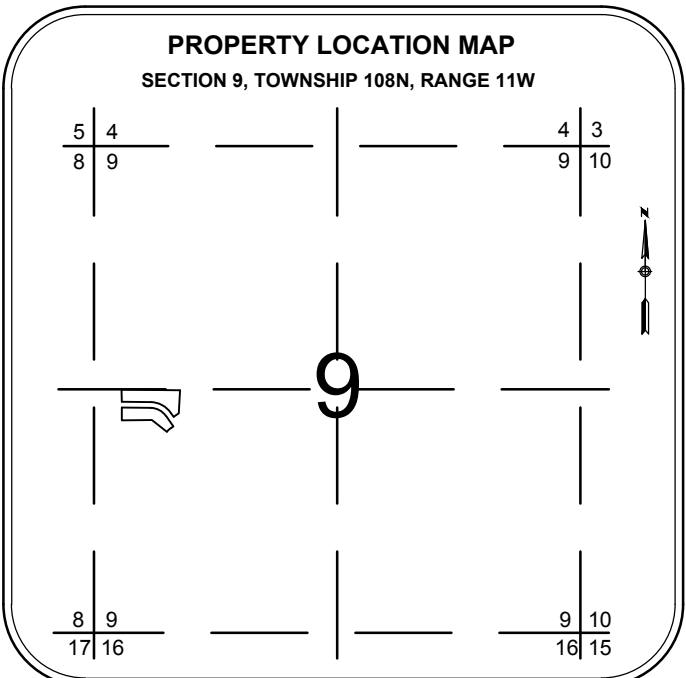
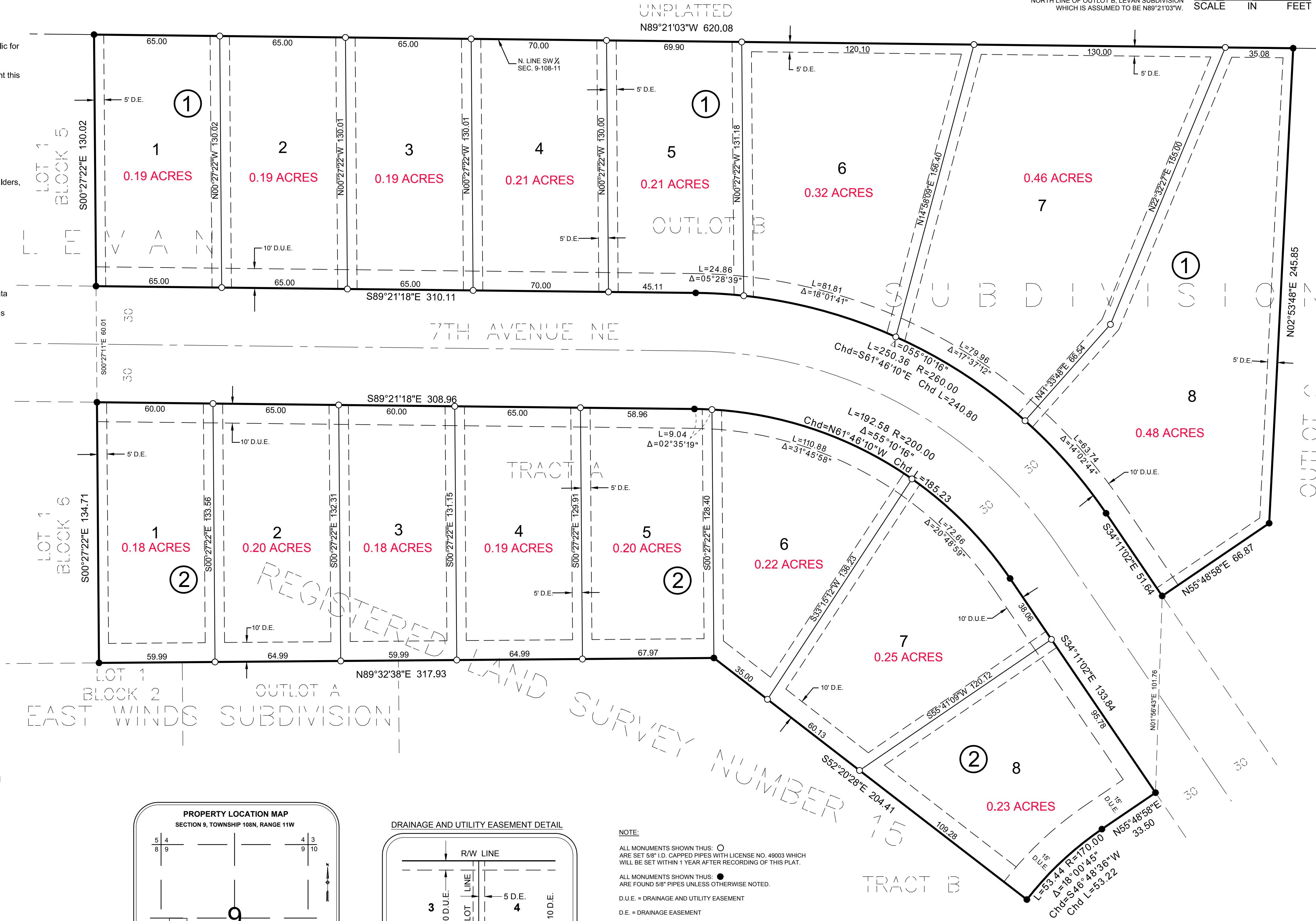
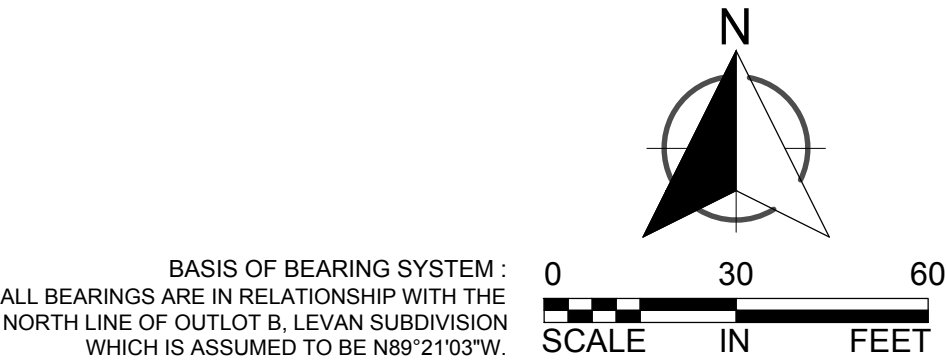
Wabasha County Treasurer/ Auditor

Date _____

COUNTY RECORDER, County of Wabasha, State of Minnesota

I hereby certify that this plat of EAST WINDS SECOND SUBDIVISION was filed in the office of the County Recorder for public record on this _____ day of _____, 2018, at _____ o'clock _____.M. and was duly filed in Book _____ of Plats, Page _____, as Document Number _____, File Number _____.

Wabasha Registrar of Titles



NOTE:

ALL MONUMENTS SHOWN THUS: ○ ARE SET 5/8" I.D. CAPPED PIPES WITH LICENSE NO. 49003 WHICH WILL BE SET WITHIN 1 YEAR AFTER RECORDING OF THIS PLAT.

ALL MONUMENTS SHOWN THUS: ● ARE FOUND 5/8" PIPES UNLESS OTHERWISE NOTED.

D.U.E. = DRAINAGE AND UTILITY EASEMENT

D.E. = DRAINAGE EASEMENT

UTILITY EASEMENT DEFINED:

AN UNOBSTRUCTED EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF ALL NECESSARY UNDERGROUND OR SURFACE PUBLIC UTILITIES INCLUDING RIGHTS TO CONDUCT DRAINAGE AND TRIMMING ON SAID EASEMENT.

DRAINAGE EASEMENT DEFINED:

AN UNOBSTRUCTED EASEMENT FOR THE OPERATION AND MAINTENANCE OF WATERWAYS, BOTH SURFACE AND UNDERGROUND, RUNNING OVER, ACROSS, AND UNDER SAID EASEMENT.

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MEMORANDUM

Date: 10/16/18
To: Clarissa Hadler, City Administrator
Cc: Michael Burgdorf, Public Works Director
From: Brian Malm, P.E., City Engineer
Subject: East Winds 2nd Subdivision Review
City of Plainview, MN
Project No.: H19.117480

As requested, we have reviewed the plat and construction plans submitted to the City for the proposed East Winds 2nd Subdivision. The following, in addition to the attached plan redlines, are our comments:

General Comments:

1. The development agreement for the project should include a 2-year warranty for all improvements. Warranty period to be initiated upon final completion and acceptance by the City. (City Code, 623.18)
2. Developer shall provide the city with a payment and performance bond equal to the estimated total cost of improvements. A cost estimate for the proposed improvements is required to determine the bond amounts. We recommend the bonds be secured in the amount of 125% of the estimated construction cost of the improvements. (City Code, 623.17)
3. Provide a MPCA sewer extension permit, Plainview Elgin Sanitary District sewer extension permit, and MDH watermain plan review with submittal of final plans. Wastewater information needed for MPCA permit can be found here: <https://www.pca.state.mn.us/data/wastewater-data-browser>
4. City will provide developer with specifications and standard details for the proposed street and utility improvements.
5. The City will need to determine how to handle the parkland dedication issue, as described in City Code 622.9.

Plat Comments:

1. Verify property ownership listed in the dedication. The County tax parcel records indicate property is owned by PK Meyer Builders, Inc.
2. A lot area table should be included.
3. Verify whether the Registrar of Titles needs to sign the plat based on it being Torrens property.
4. We strongly recommend that all side yard and rear yard lot lines include a drainage and utility easement, 5-ft on each side of side yard lines and 5-ft along rear yard lines. We recommend this as a standard for all future platted lots in the City.

5. Per City Code, 622.5, Table 1, the minimum centerline curve radius is 300-ft. The centerline curve radius on the plat is 230-ft.

Street Plan Comments:

6. Indicate project truck haul routes as indicated on the title sheet.
7. Indicate survey datum as indicated on title sheet.
8. Horizontal curve radius between 29+50 and 31+50 is 230'. Minimum per City Code 622.5, Table, 1, is 300'. Other street dimensions meet standards set by ordinance.
9. Show connection to existing lift station turnaround, which could be used in place of a temporary cul-de-sac for maintenance and emergency vehicle turnaround. We recommend this be paved as a part of the project.
10. Revise vertical curves at BOP as indicated.
11. Revise pavement section and add subdrain as indicated on Sheet 2.
12. Sidewalks should be shown on the typical section and plan sheets, as City Code 622.9 requires sidewalk in all new developments. We recommend the City consider whether to require installation of sidewalks prior to home construction or as each home is built. If required to be built with the street improvements, it is recommended that they be constructed as 6-inch thick, to minimize breakup during home construction. If built during home construction, they should be 4-inch thick. Sidewalks should be minimum 5-ft wide to comply with ADA requirements.

Sanitary/Water Plan Comments:

13. Curb stops should be located 3-ft from back of curb. Sewer and water services should be centered in the lots and extended to the 10-ft utility easement line. Designate stationing and proposed elevations for all services.
14. Use PVC watermain with tracer wire (tracer layout and spec based on Mn Rural Water tracer spec)
15. Add gate valves as noted.
16. Add 0.05' drop through all san manholes.
17. Revise sanitary grade to 0.4% min between MH 4 and 5.
18. Ensure connection to existing San MH 5 is booted connection, core drill if necessary.
19. Various other minor comments on plan.

Grading and Stormwater Management Comments:

20. The grading plan should indicate lot type (full basement, lookout, or walkout lot) with proposed garage floor elevations.
21. Add rim and spot elevations as indicated.
22. Indicate emergency overflow routing and elevations to convey 100-yr storm to pond. Is any grading needed to accomplish this? May need to consider some type of scour protection at the end of the roadway depending on how high flows are routed.
23. A Stormwater Pollution Prevention Plan (SWPPP), in accordance with MPCA Construction Stormwater (CSW) Permit requirements needs to be completed.

24. Additional detail is needed to verify the proposed storm sewer outlet locations, as well as the proposed inlet (FES-11 and FES-12).
25. A wider, 20-ft side yard drainage and utility easement should be included on the east lot line of Lot 8, Block 2 to accommodate the proposed storm sewer pipe and grading there. Verify whether grading is necessary to facilitate drainage to this inlet.
26. Add rip-rap to stormwater outlet.
27. The existing “dry” stormwater pond does not meet current or past MPCA CSW Permit requirements. Modifications to the pond will be required if it is to be used as a “regional pond” to satisfy the CSW permit’s permanent stormwater treatment system requirements.

The pond would need to be evaluated for potential to provide the volume reduction required in the CSW permit. Although the pond is within the City’s Wellhead Protection Plan (WHPP) Drinking Water Supply Management Area (DWSMA), the new permit allows infiltration outside of the Emergency Response Area (ERA) provided the DWSMA vulnerability is not high or very high. The City’s DWSMA in this area is listed as moderate vulnerability so infiltration would be allowed, provided there aren’t other prohibiting factors, such as separation from seasonally saturated soils, soil types, or inadequate infiltration rates. Field testing (soil borings and infiltration testing) would be required to determine whether these factors exist.

If infiltration is deemed to be prohibited by the permit for some reason, the pond could be converted to a wet pond to provide the required water quality treatment. We evaluated two options for this conversion; 1) Modification of the outlet structure, and 2) Outlet structure modification combined with pond excavation. Based on our analysis, simple modification of the outlet structure would allow for the required water quality treatment, however, flow rates from the pond would increase dramatically and the pond would no longer meet City Code requirements for flow rate reduction. Therefore, this option is not feasible.

Excavation of the pond bottom by 2-ft, combined with outlet structure modification would allow the pond to meet current CSW water quality requirements as well as rate control requirements. This would require approximately 5,000 CY of excavation. Combined with the outlet structure modification, we would estimate the cost of this work at approximately \$75,000. If infiltration is deemed possible, based on field testing, excavation may be reduced or determined not to be necessary, and the cost would be less.

The City will need to determine how the cost of the pond modifications is handled. Options include full funding by the currently proposed development, full funding by the City, or shared cost across the watershed served by the pond, which is approximately 88.5 acres. If the option of spreading the cost across the watershed is chosen, we would recommend a per-acre fee be developed that could be included in the current and future development agreements. In this scenario, the City could carry the cost of existing developed area served by the pond.

012572-000 PUBLIC IMPROVEMENTS TO SERVE EAST WIND SECOND

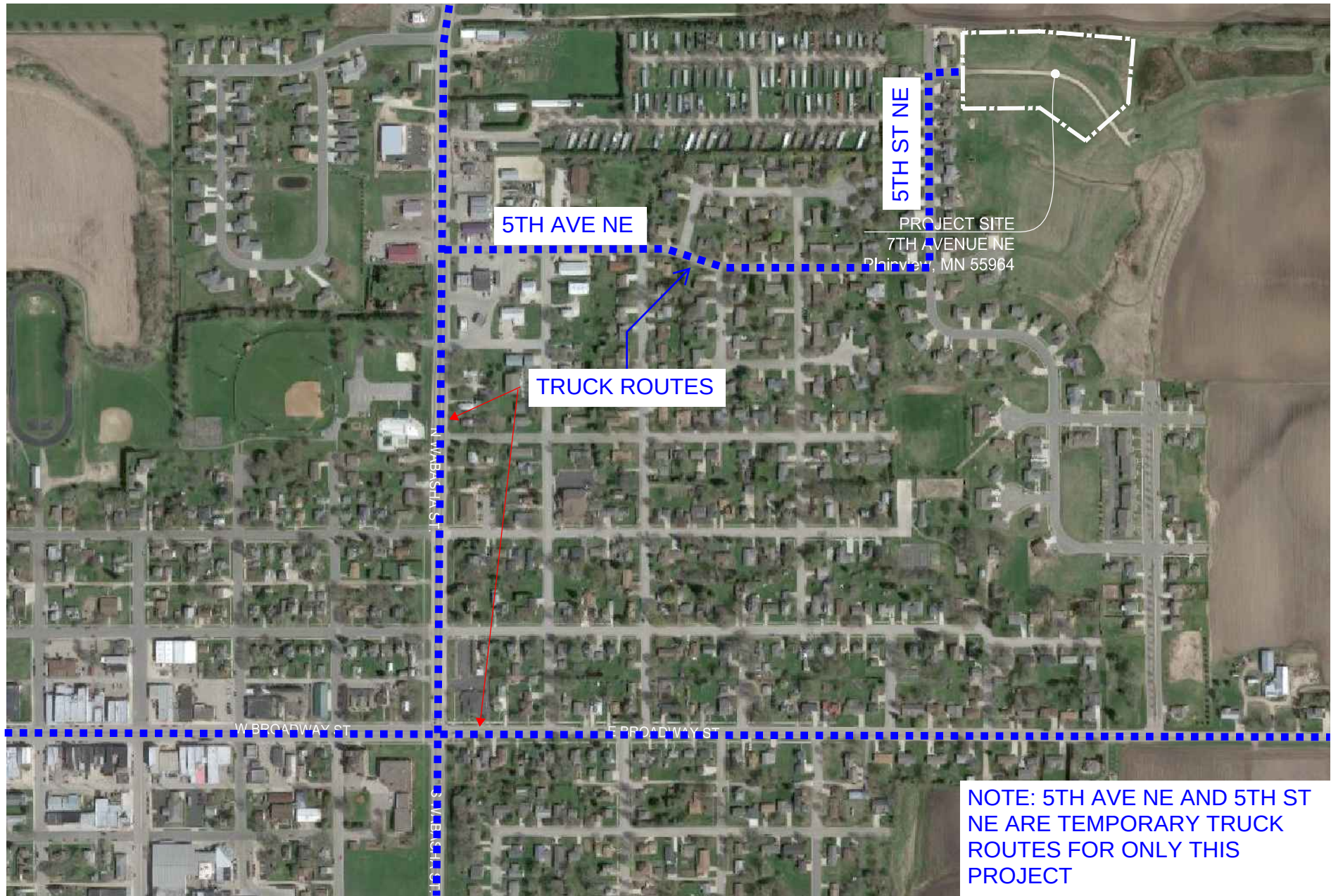
Plainview, Minnesota

WSB & Associates, Inc. Project No. 012572-000
Issue Date..... October 1, 2018 - ISSUED FOR CITY REVIEW



WSB PROJECT NO.:
012572-000

SCALE: DESIGN BY:
AS SHOWN DJZ
PLAN BY: CHECK BY:
ATB XXX



Sheet List Table	
SHEET NUMBER	SHEET TITLE
1	COVER SHEET
2	TYPICAL SECTIONS
3-4	SANITARY SEWER AND WATER MAIN PLAN AND PROFILE
5-6	STREET AND STORM SEWER PLAN AND PROFILE
7	GRADING PLAN
8	EROSION CONTROL
9-10	STORM POLLUTION PREVENTION PLAN

CITY OF PLAINVIEW
Project 012572-000
Public Improvements to Serve
East Wind Second

Approved By _____ Date _____

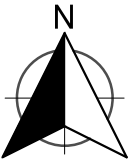
- GENERAL NOTES
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE PLANS AND REQUIREMENTS OF THE DETAILED SPECIFICATIONS.
 - OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL PAY ALL PERMIT AND OTHER ASSOCIATED FEES REQUIRED BY LOCAL, STATE AND FEDERAL AGENCIES.
 - THE CONTRACTOR SHALL CONTACT THE LOCAL UTILITY MARKING AUTHORITY PRIOR TO CONSTRUCTION.

NOTE VERT & HORIZONTAL DATUM
NOTE BENCHMARK(S) LOCATION & ELEV.

1 PROJECT LOCATION MAP
1 SCALE: NOT TO SCALE

THE SUBSURFACE UTILITY INFORMATION SHOWN ON THESE DRAWINGS CONCERNING TYPE AND LOCATION OF PRIVATE AND PUBLIC UTILITIES HAS BEEN DESIGNATED UTILITY LEVEL D. THESE QUALITY LEVELS WERE DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE DATA". THE CONTRACTOR IS TO DETERMINE THE TYPE AND LOCATION OF PRIVATE UTILITIES AS MAY BE DEEMED NECESSARY TO AVOID DAMAGE THERETO.

LEGAL DESCRIPTION:
OUTLOT B, LEVAN SUBDIVISION, WABASHA COUNTY, MINNESOTA.
ALSO TRACT A, REGISTERED LAND SURVEY NUMBER 15, WABASHA COUNTY, MINNESOTA
CONTAINING IN ALL, 3.94 ACRES, MORE OR LESS



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DANIEL J. ZEMKE
DATE: 10/01/18 LIC. NO. 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

CITY OWNER
COVER SHEET

SHEET
1
OF
10

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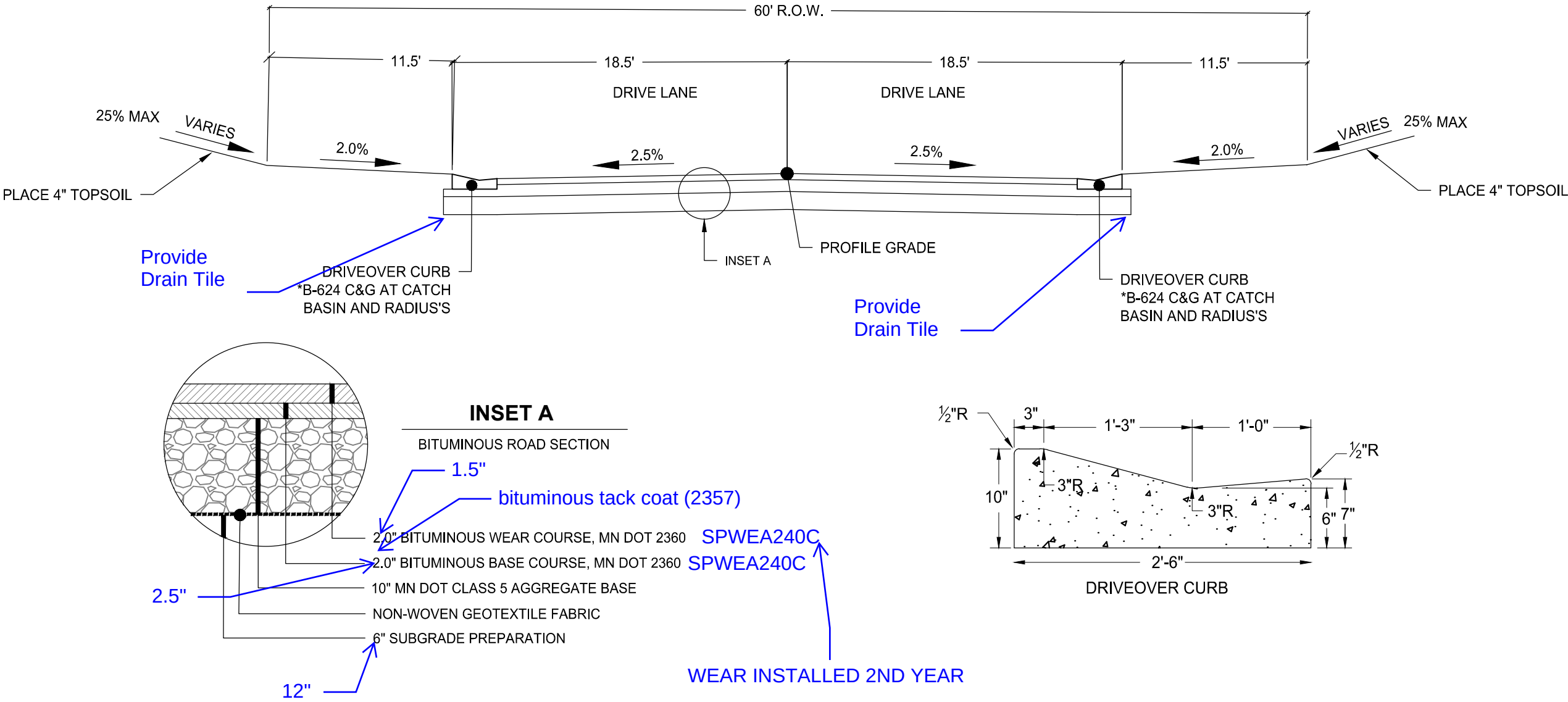
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DANIEL J. ZEJWE
DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

TYPICAL SECTIONS

SHEET
2
OF
10



CONSTRUCTION NOTES

GRADING:
37' ROADWAY 60' R.O.W.
BACK OF CURB - 18.50' FROM CENTERLINE
2" BITUMINOUS WEARING COURSE, MnDOT 2360
2" BITUMINOUS BASE COURSE, MnDOT 2360
10" AGGREGATE BASE, MnDOT CLASS 2
6" SUBGRADE PREPARATION

CURB & GUTTER TYPE DRIVEOVER
0.33' CURB EXPOSURE
0.08' LIP TO GUTTER
0.4' CROWN (LIP TO CENTERLINE)
CENTERLINE IS 0.15' ABOVE TOP OF CURB

SERVICES CONNECTIONS
LOCATION OF ALL SANITARY SEWER, WATER SERVICE, AND SUBRAIN CONNECTIONS ARE TO BE REVIEWED BY OWNER PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY ALL IN PLACE AND PROPOSED UTILITY SERVICES EXTEND TO PROPERTY LINE.

type 2 no longer used

CASTING SCHEDULE:
CATCH BASINS - R3067 DL OR DR
MANHOLES R1710 TYPE B

WATER MAIN NOTES:
WATERMAIN SHALL BE BACTERIA AND PRESSURE TESTED TO THE VALVE LOCATED AT 25+30. BACTERIA TESTING SHALL BE DONE IN ACCORDANCE WITH STATE STANDARDS WITH AWWA C600 SECTION 4. TESTING SHALL BE 150 PSI.

ALL HYDRANTS SHALL BE WATEROUS PACER AND SHALL HAVE A LOCATOR FLAG.

ALL WATER VALVES ARE TO HAVE VALVE STEM EXTENSIONS.

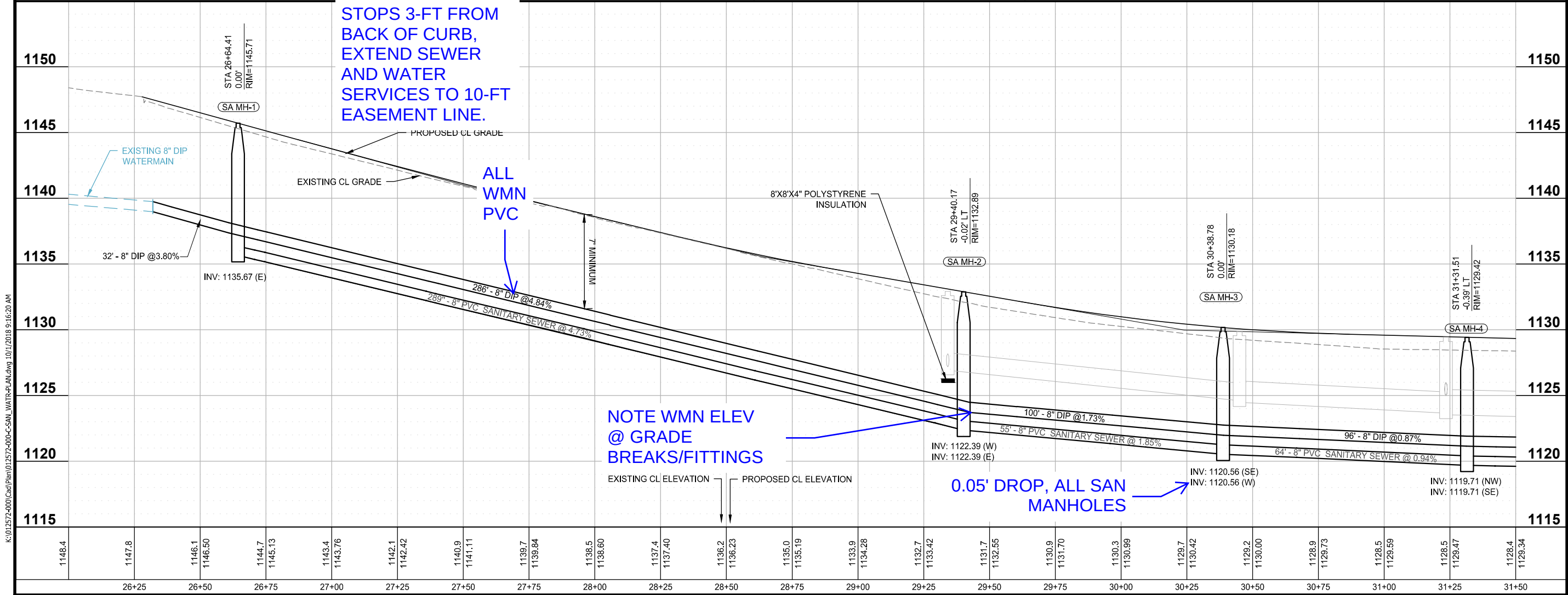
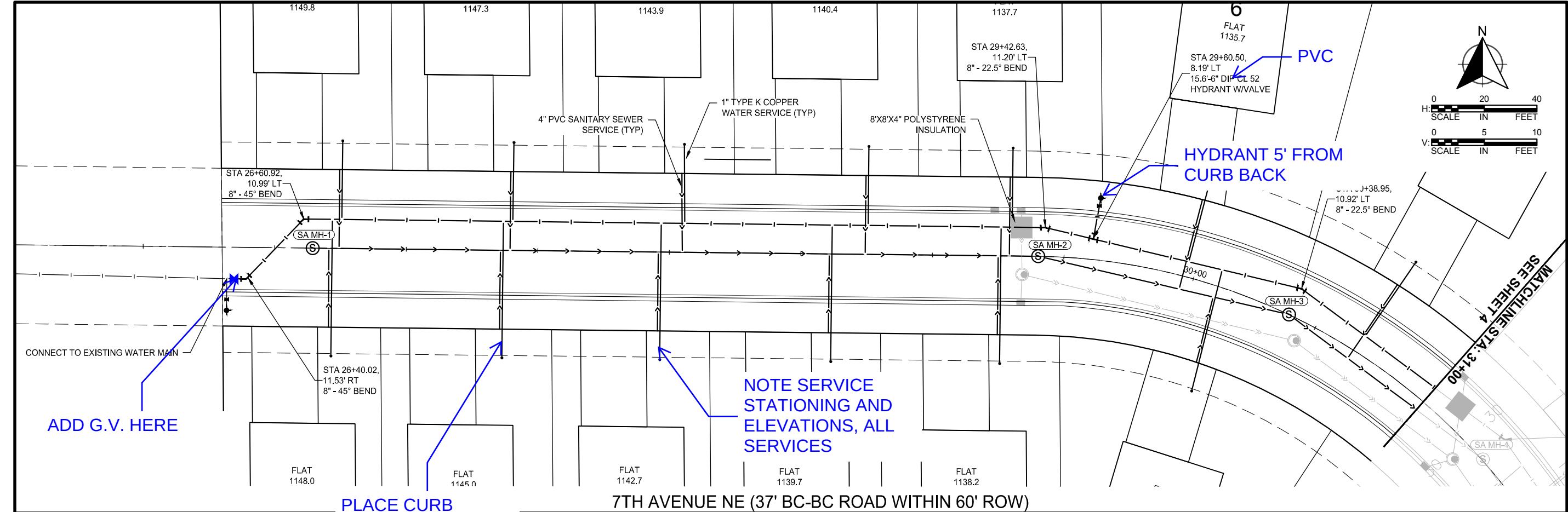
SANITARY SEWER NOTES:
TELEVISE ALL NEW SANITARY SEWER AND PROVIDE THE CITY OF PLAINVIEW WITH A COPY OF THE VIDEO.

ADDITIONAL NOTES:
WHERE NEW CONSTRUCTION MEETS INPLACE ROADWAYS, THE CONTRACTOR SHALL AVOID ABRUPT CHANGES IN GRADE AND STREET CROSS SECTION. POOR RIDEABILITY OF THE FINISHED TRANSITION WILL REQUIRE RECONSTRUCTION.

CONTRACTOR TO MAINTAIN EROSION CONTROL THROUGHOUT CONSTRUCTION.

WATERMAIN, SANITARY MAIN, AND ALL SERVICES SHALL BE INSTALLED W/ TRACER WIRE, AS SPECIFIED.

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WSB PROJECT NO.: 012572-000

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PLAN BY: ATB
CHECK BY: XXX

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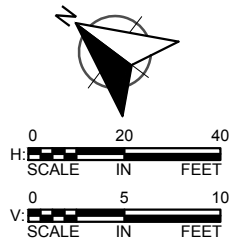
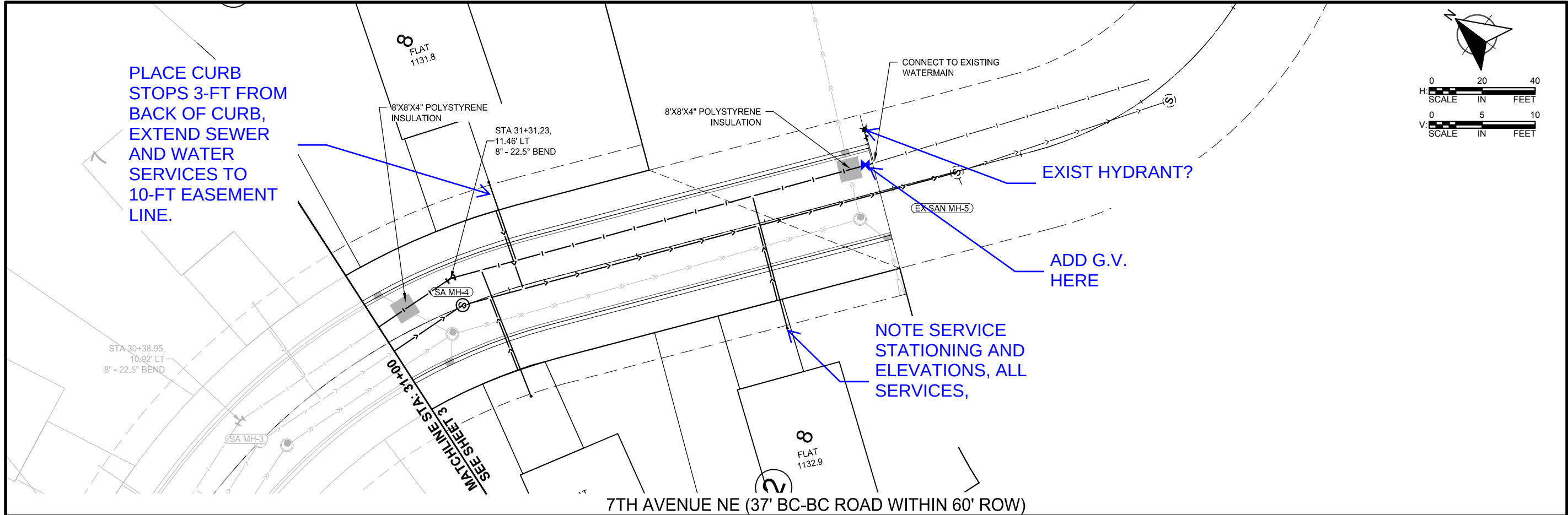
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DANIEL J. ZEMKE
DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

SANITARY SEWER AND WATER MAIN
PLAN AND PROFILE

SHEET
3
OF
10



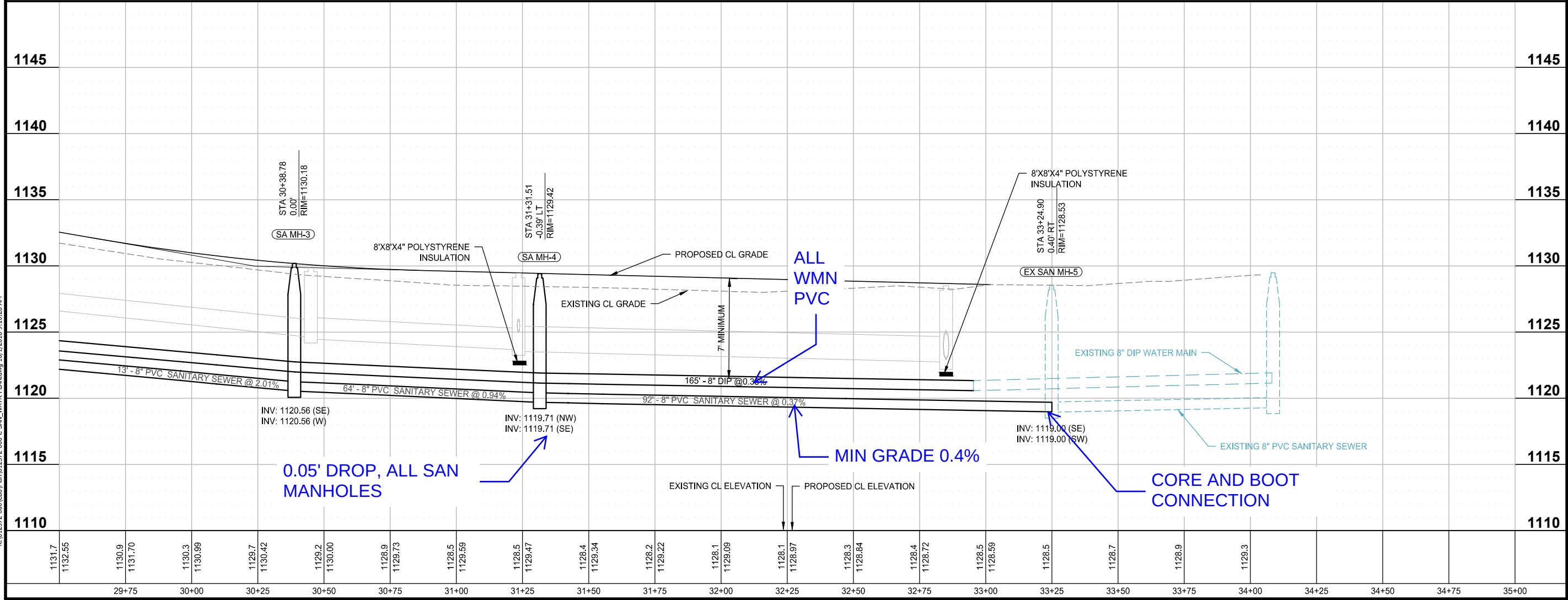
WSB PROJECT NO.:
012572-000

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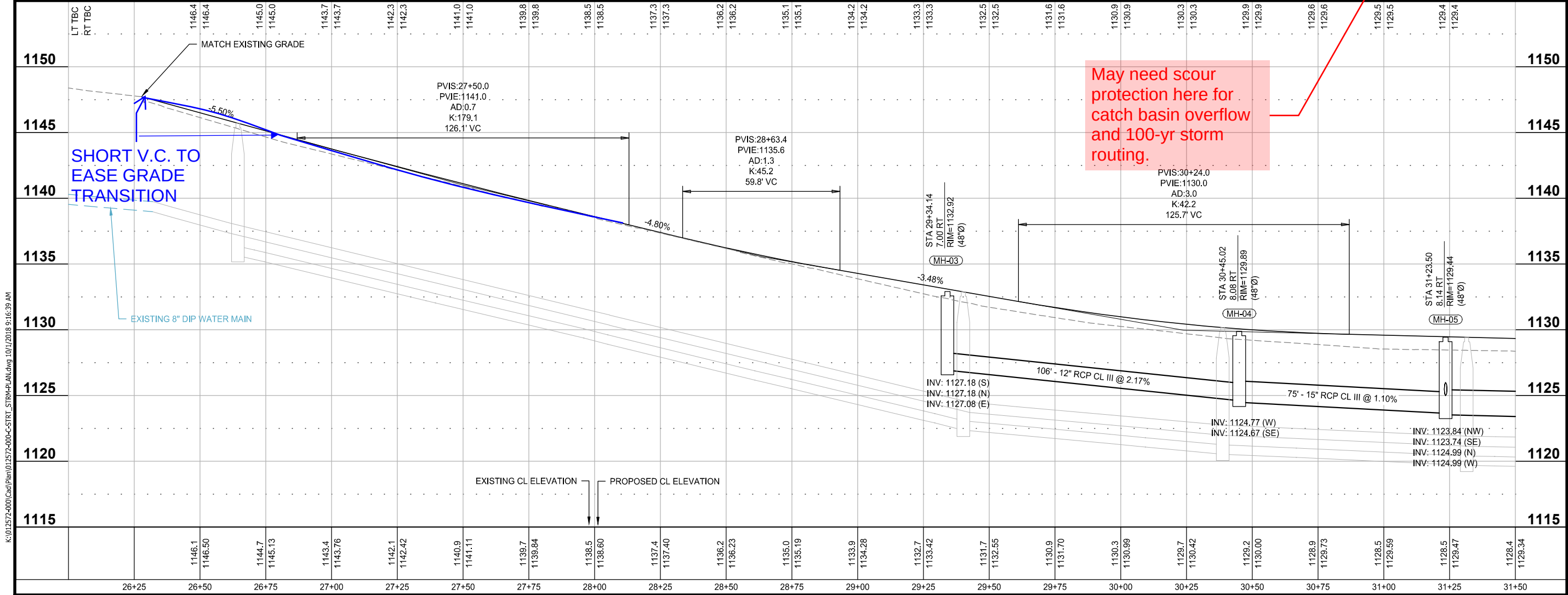
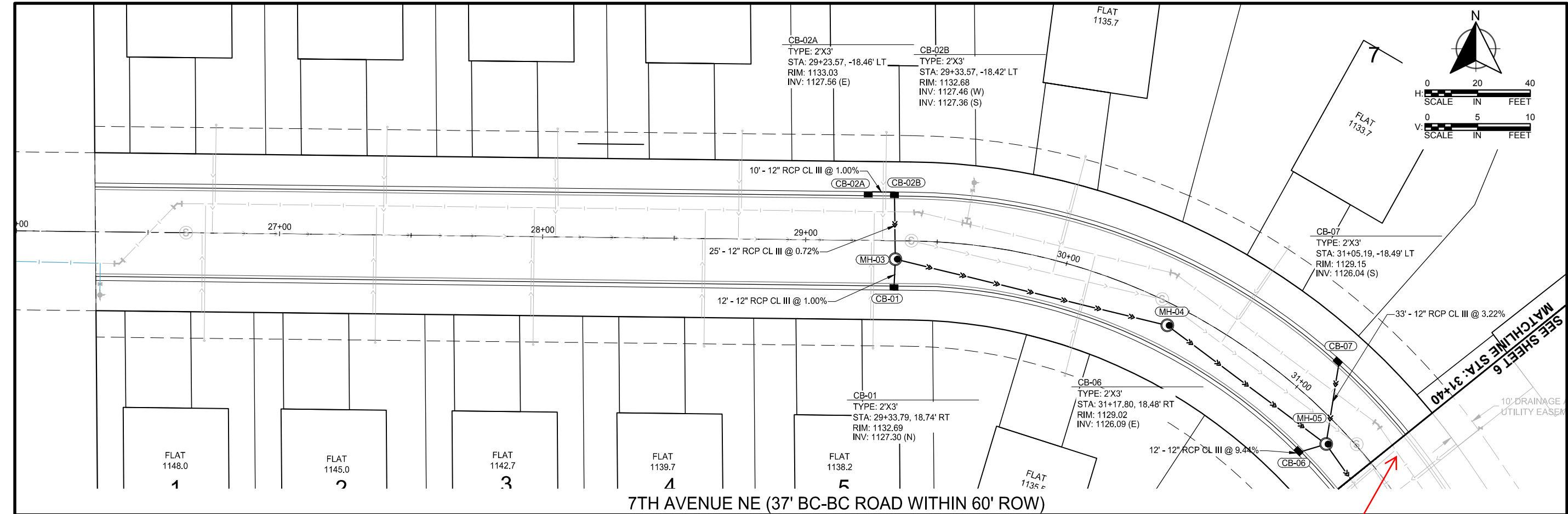
DANIEL J. ZEJWE
DATE: 10/01/18 LIC. NO.: 25800



EAST WIND SECOND
PLAINVIEW, MINNESOTA

SANITARY SEWER
AND WATER MAIN
PLAN AND PROFILE

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May need scour protection here for catch basin overflow and 100-yr storm routing.



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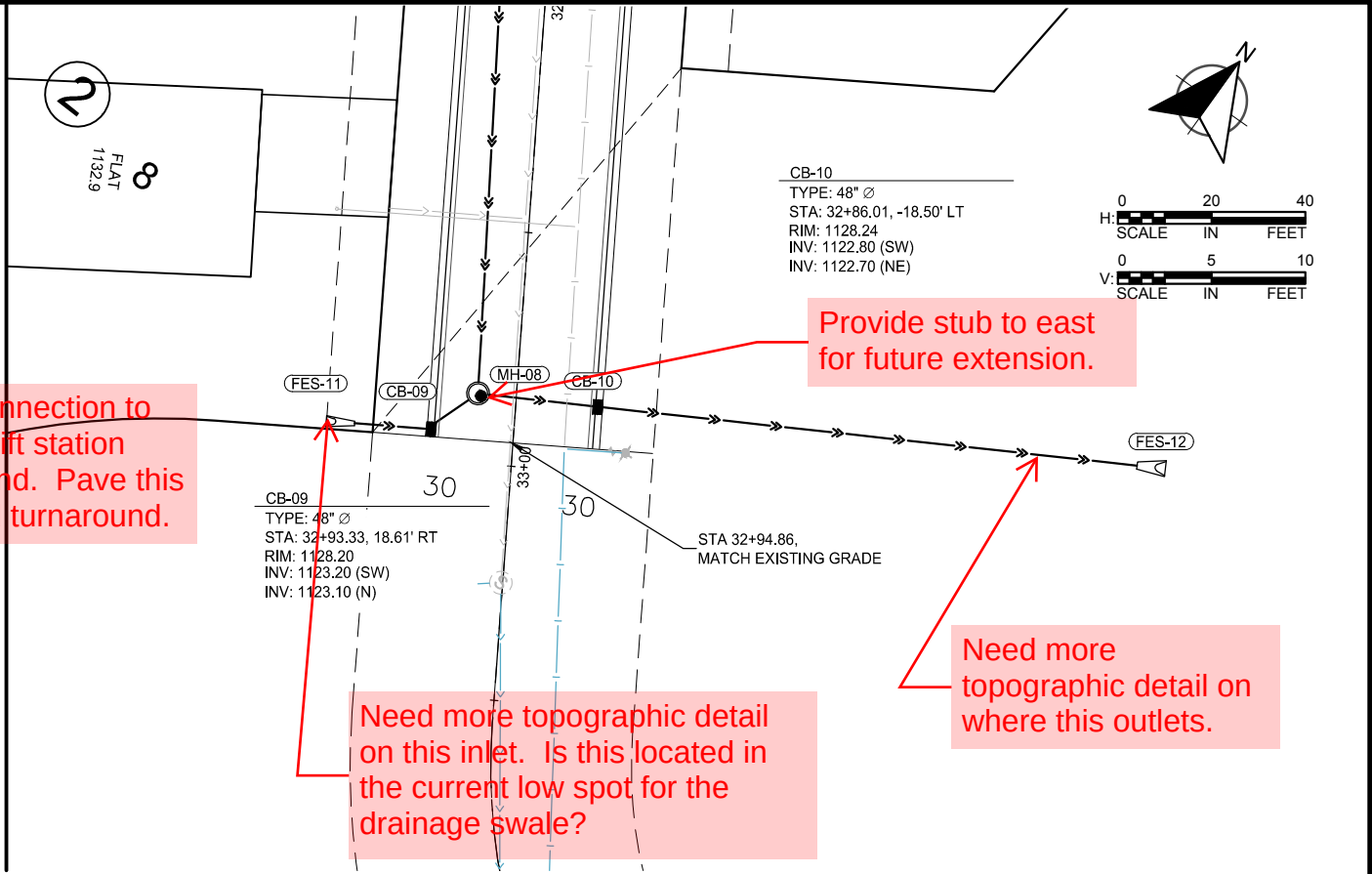
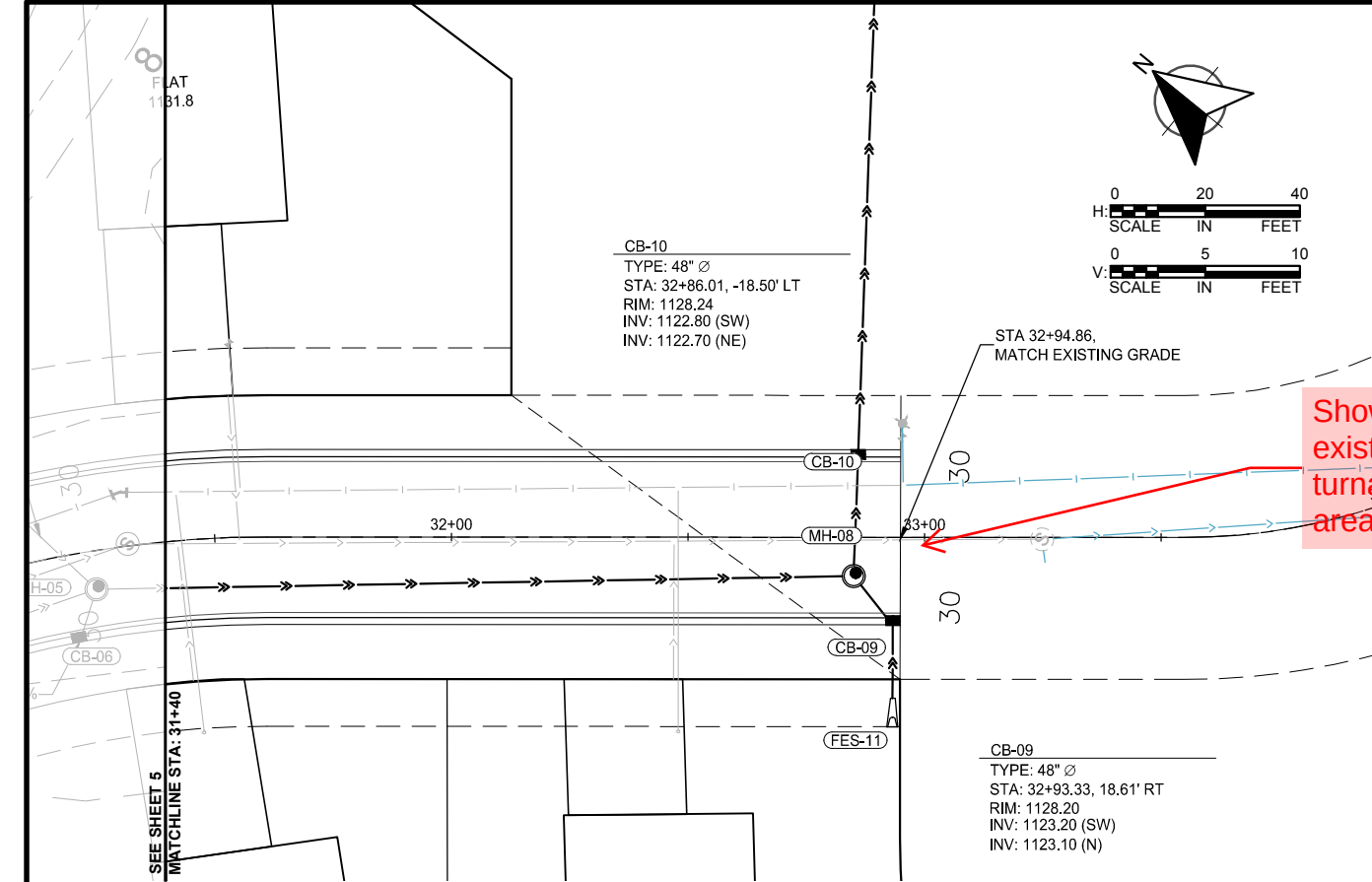
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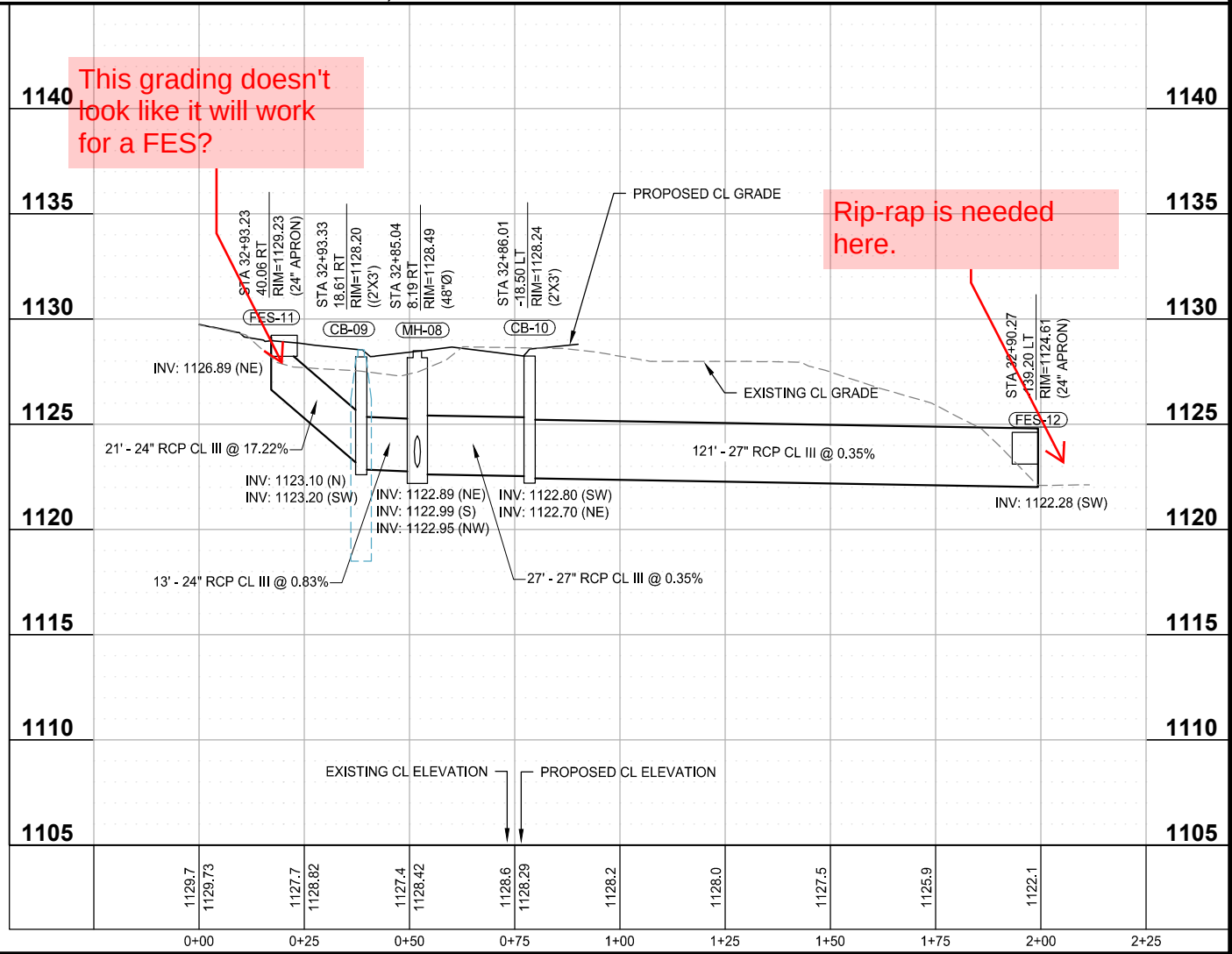
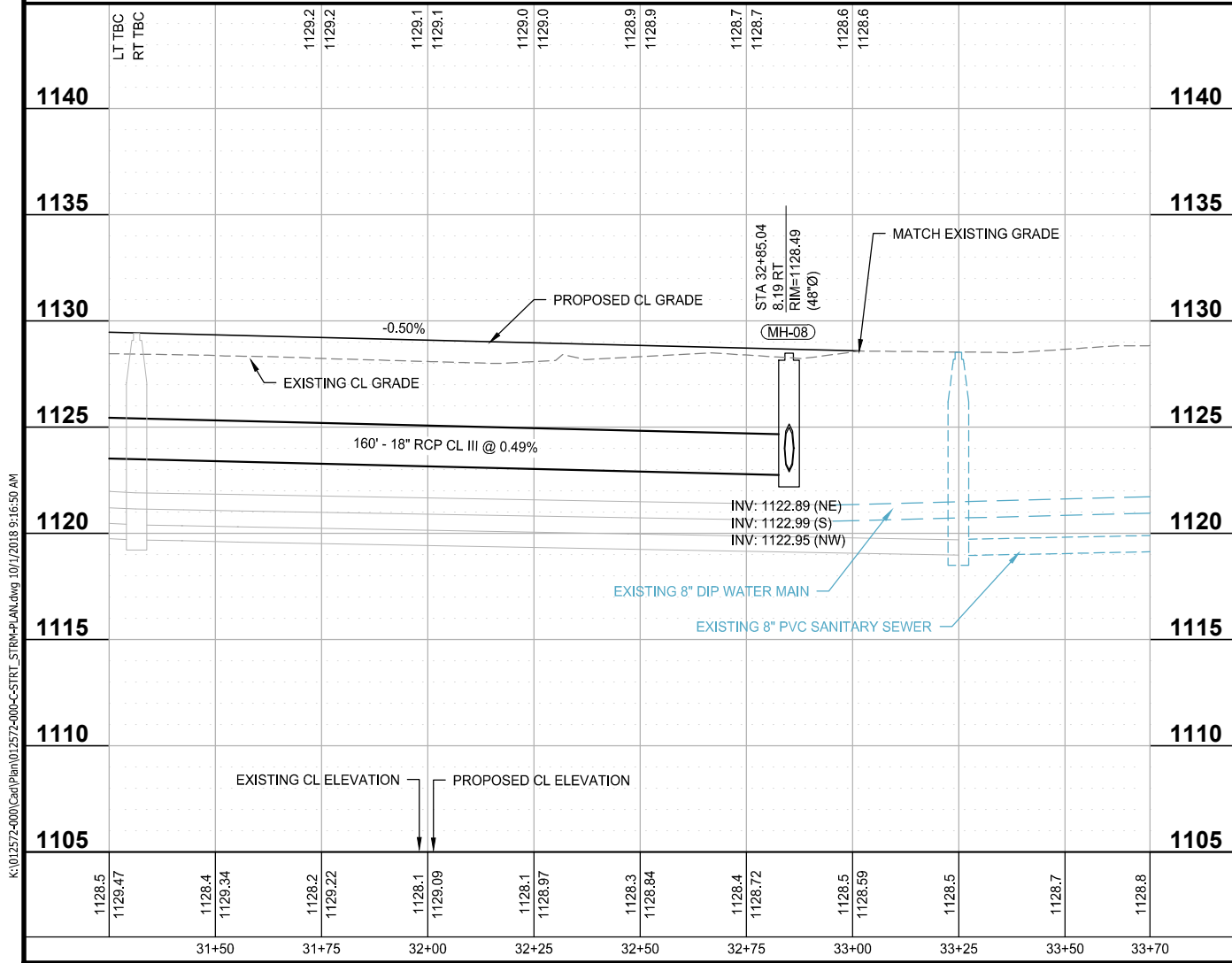
DANIEL J. ZEMKE
DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

STREET AND STORM SEWER
PLAN AND PROFILE



7TH AVENUE NE (37' BC-BC ROAD WITHIN 60' ROW)



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012572-000

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DANIEL J. ZEJME

DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND

PLAINVIEW, MINNESOTA

STREET AND
STORM SEWER
PLAN AND PROFILE

SHEET
6
OF
10

LAND USE SUMMARY BY PARCEL			
PARCEL ID	TOTAL AREA	EXISTING IMPERVIOUS	PROPOSED IMPERVIOUS
7th Ave SE ROW	0.94 ACRES	0	0.58 ACRES
LOT 1 BLOCK 1	0.19 ACRES	0	0.07 ACRES
LOT 2 BLOCK 1	0.19 ACRES	0	0.07 ACRES
LOT 3 BLOCK 1	0.19 ACRES	0	0.07 ACRES
LOT 4 BLOCK 1	0.21 ACRES	0	0.07 ACRES
LOT 5 BLOCK 1	0.21 ACRES	0	0.07 ACRES
LOT 6 BLOCK 1	0.32 ACRES	0	0.07 ACRES
LOT 7 BLOCK 1	0.46 ACRES	0	0.07 ACRES
LOT 8 BLOCK 1	0.48 ACRES	0	0.07 ACRES
LOT 1 BLOCK 2	0.18 ACRES	0	0.07 ACRES
LOT 2 BLOCK 2	0.20 ACRES	0	0.07 ACRES
LOT 3 BLOCK 2	0.18 ACRES	0	0.07 ACRES
LOT 4 BLOCK 2	0.19 ACRES	0	0.07 ACRES
LOT 5 BLOCK 2	0.20 ACRES	0	0.07 ACRES
LOT 6 BLOCK 2	0.22 ACRES	0	0.07 ACRES
LOT 7 BLOCK 2	0.25 ACRES	0	0.07 ACRES
LOT 8 BLOCK 2	0.23 ACRES	0	0.07 ACRES

THE DISTURBED AREA OF THIS SITE DOES NOT EXCEED 5.0 ACRES. PHASING THE LIMITS OF DISTURBANCE SHALL NOT BE REQUIRED.

SEE ALSO "EAST WIND SECOND GRADING, STREET AND UTILITY PLANS" AND SPECIFICATIONS FOR ADDITIONAL DETAILS.

EARTHWORK VOLUMES (TOTAL DISTURBED AREA)	
RAW CUT	2066 Cu.Yds.
RAW FILL	7511 Cu.Yds.

TOTAL DISTURBED AREA:
4.84 ACRES

NOTES:

- THIS PLAN REPRESENTS THE APPROVED CONCEPT FOR GRADING THE SITE DURING AND AFTER AND COMPLETION OF ALL IMPROVEMENTS. IN ORDER TO COMPLETE THE GRADING OF THE SITE IN CONFORMANCE WITH THIS PLAN, INVOLVEMENT OF ALL PARTIES INCLUDING THE CONTRACTOR, OWNER/DEVELOPER, AND EVENTUAL PROPERTY OWNER(S) MUST BE IN ACCORDANCE WITH THIS DESIGN. WSB & ASSOCIATES, INC. CANNOT WARRANT OR GUARANTEE THAT ALL PARTIES WILL COMPLETE THEIR WORK IN ACCORDANCE WITH THIS PLAN. CHANGES OR DEVIATIONS FROM THIS PLAN MUST HAVE APPROVAL FROM CITY OF PLAINVIEW AND THE PROPERTY OWNER.
- CONTRACTOR IS NOTIFIED THAT ACTIONS ON THIS PROJECT ARE GOVERNED BY AN INDIVIDUAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP). THIS PLAN SHEET, THE PLANS AND SPECIFICATIONS AND THE SWPPP INCORPORATES EROSION AND SEDIMENT CONTROL MEASURES WITH WHICH THE CONTRACTOR MUST COMPLY.
- THE CONTRACTOR IS RESPONSIBLE TO SIGN AND SUBMIT THE NPDES PERMIT APPLICATION FOR GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY.

- DO NOT DISTURB PAST GRADING LIMITS.
- ALL UTILITIES TO BE INSTALLED PER STANDARD DETAILS AND SPECIFICATIONS. CONTRACTOR IS REQUIRED TO OBTAIN PERMITS FOR SERVICE INSTALLATIONS.
- THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING IF ALL PERMITS HAVE BEEN SECURED PRIOR TO STARTING WORK.
- PROPOSED SLOPES SHALL BE STABLE FROM LANDSLIDING AND SURFACE EROSION IF COMPACTED TO 95% OF STANDARD PROCTOR & COMPLETELY VEGETATED PER SEEDING SCHEDULE.
- OWNER UNDERSTANDS THAT SOME SLOPES ARE <2.0% AND ACCEPTS RESPONSIBILITY FOR THE <2.0% SLOPES.
- SLOPES STEPPER THAN 4:1 AND 4:1 SLOPES LONGER THAN 30' ARE SEEDED AND PROTECTED WITH EROSION CONTROL BLANKETS OR SODDED AND STAKED. BLANKET CATEGORY SPECIFIED PER MnDOT 3885.1.
- ALL PIPE OUTLET ENERGY DISSIPATION SHALL BE COMPLETED WITHIN 24 HOURS OF CONNECTION TO SURFACE WATER OR OUTLET.
- THE CONTRACTOR SHALL COMPLY WITH THE NPDES CONSTRUCTION STORM WATER PERMIT. THE DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 1/2" MUST BE DOCUMENTED. RAINFALL AMOUNTS MUST BE OBTAINED FROM A PROPERLY MAINTAINED RAIN GAUGE INSTALLED ON SITE, A WEATHER STATION WITHIN ONE MILE OF THE SITE, OR A WEATHER REPORTING SYSTEM THAT PROVIDES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES.
- DITCHES WITHIN 200 FEET OF SURFACE WATERS OR PROPERTY LINE SHALL BE STABILIZED WITHIN 24 HOURS AFTER CONNECTION.

CONSTRUCTION SEQUENCE:

- MARK GRADING LIMITS AND "DO NOT DISTURB AREAS."
- INSTALL PERIMETER EROSION CONTROL.
- CONSTRUCT STABILIZED VEHICLE EXITS.
- BEGIN GRADING OPERATIONS (NO TREE STUMPS TO BE BURIED ON SITE).
- COMPLETE "RAPID" STABILIZATION IN ACCORDANCE WITH GRADING SCHEDULE WHERE REQUIRED.
- INSTALL INLET PROTECTION AS INLETS ARE CREATED.
- INCREMENTALLY SEED AND MULCH OR SOD AREAS AS GRADING PROGRESSES.
- MAINTAIN AND UPDATE INLET PROTECTION THROUGH JOB PHASES.
- COMPLETE MAINTENANCE AND REPAIRS OF EROSION AND SEDIMENT CONTROLS.
- STABILIZE FINAL INCREMENT OF GRADING AREA.
- MONITOR GRASS GROWTH AND RESEED WHERE NEEDED UNTIL SITE IS STABILIZED.
- REMOVE SILT FENCE, BALE CHECK AND OTHER TEMPORARY EROSION CONTROL.
- CLEAN INLETS AND STREET OF ALL CONSTRUCTION RELATED SEDIMENTATION.
- FILE "NOTICE OF TERMINATION" WITH THE MPCA.



WSB PROJECT NO.:
012572-000

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PLAN BY: CHECK BY:
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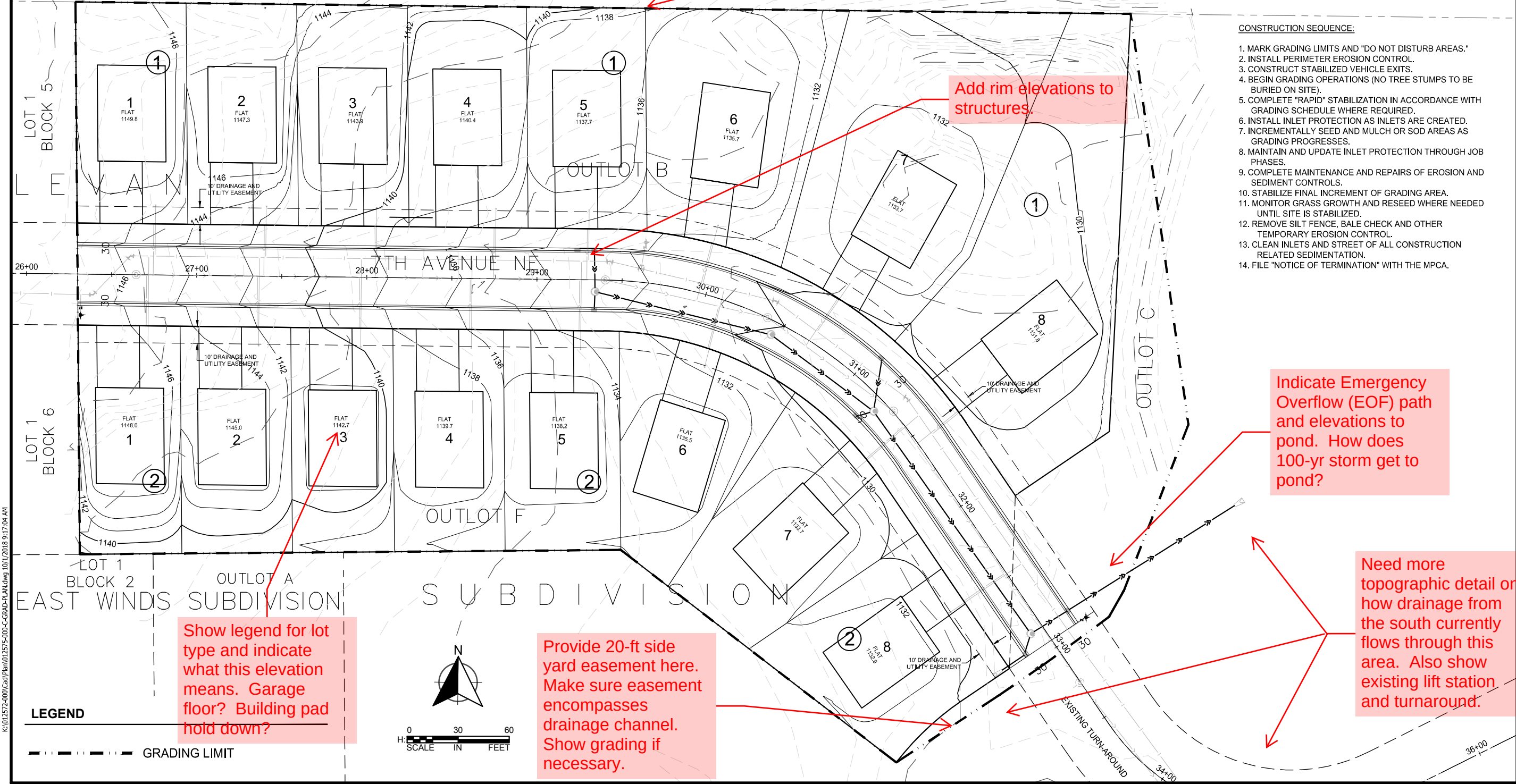
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DANIEL J. ZEMKE
DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

GRADING PLAN

SHEET
7
OF
10



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INLET PROTECTION:

1. ALL CATCH BASINS, AREA INLETS, CULVERT INTAKES, OR OTHER TEMPORARY INLETS LOCATED DOWNSTREAM/ADJACENT OF PROJECT MUST BE PROTECTED AT ALL TIMES FROM SEDIMENT. THE CONTRACTOR MUST PROVIDE INLET PROTECTION PER CITY STANDARDS (SNAKE BAG OR FABRIC & AGGREGATE FILTER, OR SUBMIT OTHERS FOR APPROVAL BY THE CITY).
2. CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING AND MAINTAINING ALL INLET PROTECTION.

SEDIMENT CONTROL:

1. ALL STOCKPILES TO BE PROTECTED BY BERMS OR SILT FENCE.
2. STABILIZED VEHICLE EXIT MUST BE PROVIDED AT ALL EXIT POINTS.
3. CONTRACTOR IS RESPONSIBLE FOR CLEANING UP ANY SEDIMENT DEPOSITED ON ADJOINING PROPERTIES, IN THE STREETS, OR OTHER ON OR OFF SITE LOCATIONS.
4. CONCRETE WASHOUTS MUST BE INSTALLED TO MEET MPCA REQUIREMENTS (IMPERVIOUS, CAPTURE ALL WASHOUT MATERIAL).
5. ALL DEWATERING ACTIVITIES SHALL BE DISCHARGED INTO SEDIMENT BASINS.

TEMPORARY EROSION AND SEDIMENT CONTROL PROVISIONS	
ITEM	SCHEDULE
SILT FENCE, PERIMETER CONTROLS	PRIOR TO CONSTRUCTION AND IMMEDIATELY AS DICTATED
COVER CROPS	MnDOT SEED MIX 21-111 (SPEC 3876) 100 lbs/ac WITH 2 tons/ac TYPE 1 MULCH DISC ANCHORED IN PLACE UNLESS STRAW OR FIBER MATTING IS SPECIFIED OTHERWISE ON PLANS.
INLET PROTECTION	PER STANDARD DETAILS
EROSION & SEDIMENT CONTROL MAINTENANCE	WEEKLY INSPECTION & AFTER EACH RAIN EVENT-CORRECTIVE WORK AS NECESSARY

ALSO SEE INSPECTION AND MAINTENANCE REQUIREMENTS CONTAINED IN GENERAL PROVISIONS OF NPDES PERMIT & SWPPP.

PERMANENT EROSION AND SEDIMENT CONTROL PROVISIONS	
ITEM	SCHEDULE
PERMANENT TURF ESTABLISHMENT	MnDOT SEED MIX 22-112 @ 40 lbs/ac WITH 300 lbs/ac FERTILIZER (AND HYDRO MULCHED (MnDOT TYPE 6). AND MULCH SHALL BE DISC ANCHORED OVER A MIN. 4" BED OF TOPSOIL OR SOD OVER A MIN. 4" BED OF TOPSOIL.
STREET & STORM SEWER MAINTENANCE	PERFORMED BY OWNER

THE GRADING CONTRACTOR SHALL MAINTAIN ALL WATER QUALITY MANAGEMENT BEST MANAGEMENT PRACTICES (BMP'S) UNTIL CONSTRUCTION IS COMPLETE OR UNTIL DIRECTED BY OWNER.

EROSION CONTROL:

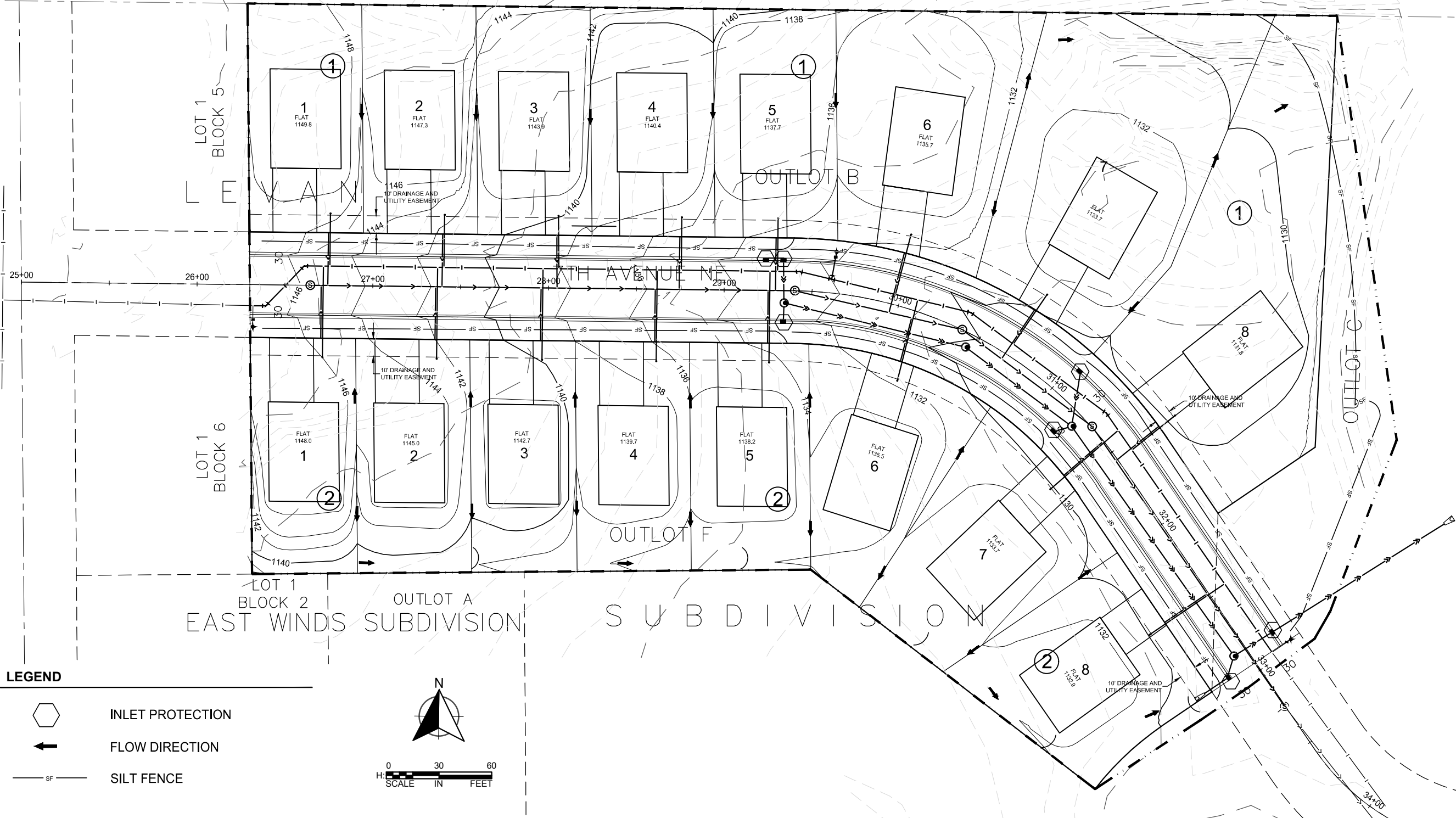
1. CONTRACTOR TO REFER TO PLANS FOR LOCATION OF EROSION CONTROL PRACTICES.
2. MAINTENANCE AND MONITORING OF EROSION CONTROL PRACTICES ARE THE CONTRACTOR'S RESPONSIBILITY. RECORD KEEPING OF BOTH INSPECTIONS AND MAINTENANCE IS REQUIRED BY THE PERMIT AND SWPPP.
3. TEMPORARY EROSION CONTROL SHOWN MAY NEED TO BE SUPPLEMENTED WITH ADDITIONAL PRACTICES IN THE FIELD.
4. ALL STOCKPILES ARE TO BE PROTECTED BY EARTH BERMS OR SILT FENCE.
5. FINAL STABILIZATION OF ALL DISTURBED AREAS SHALL INCLUDE PLACEMENT OF TOPSOIL, SODDING OR SEEDING, EROSION MAT AND/OR MULCHING IN ACCORDANCE WITH THE STABILIZATION SCHEDULES.

NOTE:

ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN SEVEN DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

TEMPORARY STOCKPILES INCLUDE ADDITIONAL SEDIMENT CONTROL AND TEMPORARY COVER AFTER 7 DAYS.

Need a complete SWPPP in compliance with MPCA CSW Permit requirements.



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DAMEL J. ZEMKE
DATE: 10/01/18 LIC. NO.: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

EROSION CONTROL

SHEET
8
OF
10



WSB PROJECT NO.:
012572-000

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DATE: 10/01/18	LIC. NO: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

STORM POLLUTION
PREVENTION PLAN

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DATE: 10/01/18	LIC. NO: 25800

EAST WIND SECOND
PLAINVIEW, MINNESOTA

STORM POLLUTION
PREVENTION PLAN

SHEET
10
OF
10



MEMORANDUM

Date: 11/7/18
To: Clarissa Hadler, City Administrator
Cc: Michael Burgdorf, Public Works Director
From: Brian Malm, P.E., City Engineer
Subject: East Winds 2nd Subdivision Review
City of Plainview, MN
Project No.: H19.117480

As requested, we have updated our 10/16/18 review letter to indicate those items that are still outstanding. We've bfrom reviewed the plat and construction plans submitted to the City for the proposed East Winds 2nd Subdivision. The following, in addition to the attached plan redlines, are our comments:

General Comments:

1. We have worked with City Staff and City Attorney on review of the development agreement to address all of the general comments from our previous review letter. There are no outstanding general comments.

Plat Comments:

1. No outstanding comments on the plat.

Construction Plan Comments:

1. We are working with the developer's engineer to address all of the comments included in our previous review letter. As of 11/7/18, we have yet to receive revised plans, so if Council chooses to approve the plat, we recommend it be contingent on City Engineer and City Staff approval of the construction plans and specifications.

Items Requiring Resolution:

1. The issue of inclusion of sidewalks in the project, as City Code 622.9 requires, has been an item of discussion. We understand that the Planning Commission recommended approval of the plat with the inclusion of sidewalks on both sides of the street. Assuming the City Council supports that recommendation, we recommend that the development agreement include language to allow for sidewalk to be constructed as each home is constructed, rather than with the initial street construction, to minimize damage to sidewalk during home construction. This can be controlled through the development agreement and building permit process.
2. As noted in our previous review letter, the existing "dry" stormwater pond does not meet current or past MPCA CSW Permit requirements. Modifications to the pond will be required if it is to be used as a "regional pond" to satisfy the CSW permit's permanent stormwater treatment system requirements.

The pond would need to be evaluated for potential to provide the volume reduction required in the CSW permit. Although the pond is within the City's Wellhead Protection Plan (WHPP)

Drinking Water Supply Management Area (DWSMA), the new permit allows infiltration outside of the Emergency Response Area (ERA) provided the DWSMA vulnerability is not high or very high. The City's DWSMA in this area is listed as moderate vulnerability so infiltration would be allowed, provided there aren't other prohibiting factors, such as separation from seasonally saturated soils, soil types, or inadequate infiltration rates. Field testing (soil borings and infiltration testing) would be required to determine whether these factors exist.

If infiltration is deemed to be prohibited by the permit for some reason, the pond could be converted to a wet pond to provide the required water quality treatment. We evaluated two options for this conversion; 1) Modification of the outlet structure, and 2) Outlet structure modification combined with pond excavation. Based on our analysis, simple modification of the outlet structure would allow for the required water quality treatment, however, flow rates from the pond would increase dramatically and the pond would no longer meet City Code requirements for flow rate reduction. Therefore, this option is not feasible.

Excavation of the pond bottom by 2-ft, combined with outlet structure modification would allow the pond to meet current CSW water quality requirements as well as rate control requirements. This would require approximately 5,000 CY of excavation. Combined with the outlet structure modification, we would estimate the cost of this work at approximately \$75,000. If infiltration is deemed possible, based on field testing, excavation may be reduced or determined not to be necessary, and the cost would be less.

Assuming infiltration is determined not to be possible, staff is recommending the cost of the pond modifications be spread out across the watershed served by the pond, which is approximately 90 acres. The per-acre fee would be approximately \$1,000/acre, but would need to be verified based on a more detailed analysis. Since there are only approximately 30 acres remaining to be developed, the City would absorb 60-acres of that cost, while the remaining cost would be charged to development projects as they occur, including this one.

From: [Brian Malm](#)
To: [Clarissa Hadler](#)
Subject: Pond Modifications
Date: Tuesday, November 6, 2018 4:57:56 PM

FYI, I spoke with Dan and Leslie at WSB today as they were asking about the pond modifications and how that would work. I told them I wasn't sure but I could see it two ways, as we discussed.

The City could take on the design and construction as a separate City project and Pete pays his share. If that is what is preferred by the City the development agreement would simply include Pete's share of the cost (cost is still an estimate and needs further verification).

If the City prefers and Pete is willing to include the pond modifications in the construction of the subdivision then WSB would do the design with BMI/City review and Pete's contractor builds it along with the rest of the subdivision improvements. The development agreement would include the City reimbursing Pete for all but Pete's share of the cost.

They asked when that would be decided and I said I wasn't sure.

I can see advantages to including the pond modification with Pete's project from the standpoint of coordination, cost, etc. Unless there is strong opinion to keep it separate, either from City staff/Council or from Pete, that is what I'd recommend.

Brian

***My e-mail address has changed to brian.malm@bolton-menk.com**

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

Principal Engineer

Bolton & Menk, Inc.

2900 43rd Street NW

Suite 100

Rochester, MN 55901

Phone: (507) 208-4332 ext. 1264

Mobile: 507-381-7511

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DEVELOPMENT AGREEMENT

(Developer Installed Improvements)

EAST WINDS II SUBDIVISION

AGREEMENT dated _____, 2018, by and between the City of Plainview, a Minnesota municipal corporation (the “City”); and PK Meyer Builders, Inc., a corporation under the laws of the State of Minnesota, (the “Developer”).

RECITALS

WHEREAS, the Developer is the fee title owner of a parcel of real property located in the City of Plainview, Wabasha County, Minnesota, that is legally described as in Exhibit A which is attached hereto and incorporated herein by reference, (the “Development Property”); and

WHEREAS, the Developer has requested and received approval by the City of a Final Plat for East Winds II Subdivision (referred to herein as the “plat”); and

WHEREAS, the Developer proposes to construct the public improvements on the Development Property, including Portland Cement Concrete curb and gutter, bituminous pavement, sanitary sewer, storm sewer, water main extension, sidewalks, and all other improvements as required by the City (the “Project”), which would support a subdivision that will accommodate approximately 16 single family homes; and

WHEREAS, the Developer and the City desire to enter into this Agreement in satisfaction of applicable City requirements and to set out the undertakings and obligations of each party from this point forward with respect to the Project and with respect to the City Approval Process, all as required by the City's Code of Ordinances (the "Code").

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the parties hereto, each does hereby covenant and agree with the other as follows:

1. REQUEST FOR PLAT APPROVAL. The Developer entity has sought and received Final Plat approval for East Winds II Subdivision (referred to in this Agreement as the "plat"). The platted land, referred to herein as the Development Property, is situated in the City of Plainview, County of Wabasha, State of Minnesota.

2. CONDITIONS OF PLAT APPROVAL. The City has approved the plat on the condition that the Developer enter into this Agreement, furnishes the security required by it, records the plat with the County Recorder within 120 days after the City Council approves the Final Plat, and submits evidence of recording of the plat to the City within 14 days after the date of recording.

3. RIGHT TO PROCEED. Unless separate written approval has been given by the City, within the Development Property or plat, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings within the Development Property or plat until all of the following conditions have been satisfied: a) this Agreement has been fully executed by both parties and recorded with the Wabasha County Recorder; b) the necessary security has been received by the City; c) the plat has been recorded with the Wabasha County Recorder's Office; d) the construction plans and such other plans as required by the City have been approved and signed by the City Engineer; e) the Developer enter into an agreement with the City for the reconstruction of the drainage pond referenced on Exhibit D, adjacent to the proposed development, containing all terms required by the City including those referenced in Section 22(c) of this Agreement; f) a certificate of public liability and property damage insurance as described in this Agreement has been filed with the City; and g) the City Engineer has issued a letter that all conditions have been satisfied and that the Developer may proceed.

4. CHANGES IN OFFICIAL CONTROLS. For two (2) years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density,

lot size, lot layout or dedications of the approved plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent permitted by state law, the City may require that any future development of the Development Property comply with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Agreement.

5. WARRANTY OF DEVELOPER. The Developer hereby warrants and represents to the City that Developer's interest in the Development Property and the Project is that of Fee Owner and that there are no liens or encumbrances against the real property.

6. IMPROVEMENTS. The Developer shall construct and install, at its sole cost and expense and subject to the terms and conditions contained herein, the following public or private improvements (the "improvements") in compliance with City approved plans and specifications prepared in accordance with all policies, rules, regulations, standards, specifications and ordinances of the City and as shown on the final construction plans and summarized below:

- A. Site Grading and all Temporary and Permanent Erosion Control Measures
- B. Street Grading, Subdrain and Surfacing
- C. Curb & Gutter
- D. Sanitary Sewer
- E. Storm Water Improvements, including all necessary culverts, catch basins, inlets and other appurtenances
- F. Water Main
- G. Grading, Drainage and Erosion Control
- H. Sidewalks (both sides of street)
- I. Street Light Electrical Wiring and Poles
- J. Public Use Space Required by the Zoning Ordinance

The improvements shall be constructed and installed in accordance with the latest versions in place at the time of this Agreement of the City subdivision ordinance, City Code, City standard specifications for utilities and street construction, and the City's engineering guidelines and standard detail plates. The Developer shall submit plans and specifications that have been prepared by a competent registered professional engineer to the City for approval by the

City Engineer. The Developer shall reimburse the City for the reasonable costs of field inspection and soil testing that is conducted by the City or the City's designee to assure an acceptable level of quality control for the construction of all public improvements. In addition, the Developer's engineer will be required to certify that the construction work meets the approved City standards and specifications as a condition of City acceptance and provide record drawings for all improvements. The Developer, its contractors and subcontractors, shall follow all instructions received from the City Engineer to the extent applicable to comply with the approved plans and specifications, or applicable City Code or statutes for which the City Engineer has jurisdiction. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor(s). The Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at City Hall with all parties concerned, including City staff, to review the program for the construction work.

All labor and work shall be done and performed in the best and most workmanlike manner and in strict conformance with the approved plans and specifications. No deviations from the approved plans and specifications will be permitted unless approved in writing by the City Engineer, which approval shall not be unreasonably withheld. The Developer agrees to furnish to the City a list of contractors being considered for retention by the Developer for the performance of the work required by this Agreement. The contractor(s) shall have experience in the installation of municipal water and sanitary sewer mains; shall demonstrate the successful completion of at least three such installations and municipal acceptance thereof; and shall be able to obtain the requisite performance bond for the purchase and installation of the minimum improvements required hereby. The Developer shall not do any work or furnish any materials not covered by the plans and specifications and special conditions of this Agreement, for which reimbursement is expected from the City, unless such work is first expressly ordered in writing by the City Engineer as provided in the plans and specifications.

The Developer shall replace or repair any damage or destruction to any property or improvements located on County or City land or in County or City streets, boulevards and rights-of-way caused by Developer, or its contractors and subcontractors, during the construction of the required improvements and the Project. Any contaminated soils encountered during the construction of the improvements and development on the Development Property shall be

addressed as set forth in a Response Action Plan to be approved by the Minnesota Pollution Control Agency (MPCA) or other applicable agency having jurisdiction.

Developer shall be solely responsible for all costs of constructing the required improvements. The costs of constructing the improvements shall include the actual construction costs, the actual engineering, administration and any legal costs related thereto, and all other costs relating to the construction of the improvements. The engineering, administration and legal costs shall include the actual outside construction engineering assistance costs and the legal costs. If this Agreement is terminated for any reason, the City shall have no obligation to construct the improvements.

7. DEVELOPMENT PLANS. The plat shall be developed in accordance with the following plans where applicable. The plans shall not be attached to this Agreement. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are:

Plan A - Plat

Plan B - Final Grading, Drainage and Erosion Control Plan

Plan C - Final Construction Plans and Specifications for Public Improvements

Plan D - Stormwater Pollution Prevention Plan

Plan E - Wetland mitigation plan (if applicable)

Plan F - Utility Plan

The foregoing plans and specifications shall be prepared by a competent registered professional engineer engaged by the Developer and shall be subject to the City Engineer's and City Planner's review and approval. The required improvements shall be installed in accordance with the City approved plans and specifications for such improvements and the policies, rules, regulations, standards, specifications and ordinances of the City. No work shall commence on the Project or the required improvements until the Developer obtains all applicable permits for the Project and the improvements and pays all costs and fees required in connection with the procurement of said permits.

8. PERMITS. The Developer shall obtain or require its contractors and subcontractors to obtain all necessary and required permits for the project from the MPCA, Minnesota Department of Health (MDOH), and all other agencies and governmental authorities with jurisdiction over the Project and the improvements before proceeding

with construction of the Project and the improvements. Copies of these permits shall be provided to the City Engineer, and may include but are not limited to the following:

- Minnesota Department of Health for Watermains
- MPCA NPDES Construction Stormwater (CSW) Permit
- MPCA for Sanitary Sewer Extensions/Connections and Hazardous Material Removal and Disposal
- Wetlands permits as applicable
- DNR for Dewatering
- City of Plainview Permits
- Plainview – Elgin Sanitary Sewer District Permit

The Developer or its engineer shall schedule a pre-construction meeting for the required improvements with all the parties concerned, including City staff, to review the program for the construction work.

9. TIME OF PERFORMANCE. The Developer shall complete all required improvements, except for the sidewalk and final wearing course of asphalt, by September 30, 2019. The intersection pedestrian curb ramps, final wearing course of asphalt and all identified punch list items shall be completed by June 15, 2020. All remaining sidewalk shall be completed by September 30, 2022. Any deficiencies in the base asphalt, curb or other improvements in the judgment of the City Engineer must be repaired by the Developer at its sole cost and expense prior to final paving. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final asphalt wearing course placement outside of this time frame must have the written approval of the City Engineer.

10. LICENSE. The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed necessary or appropriate by the City in conjunction with plat development, in the City's judgment and discretion. This license shall expire upon the acceptance by the City of the Project improvements. The City shall thereafter have the right to enter the Property to perform inspections as authorized by City Code.

11. CONSTRUCTION ACCESS. Construction traffic access and egress for grading, public utility construction, and street construction is restricted to access the subdivision via 5th Avenue NE. No construction traffic is

permitted on the adjacent local streets other than identified herein or unless otherwise approved in writing by the City Engineer.

12. RECORD PLAN. The street, sidewalk, sanitary sewer, watermain, and stormwater drainage improvements shall be constructed, and the plat shall be graded in accordance with the approved construction plans. The plans shall conform to City of Plainview requirements and specifications. Within thirty (30) days after completion of the improvements, the Developer shall provide the City with a certificate of survey/"record" plan certified by a licensed land surveyor or engineer. The certificate of survey/"record" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; c) lot corner elevations and building/house pads, and d) location and elevations of street, sidewalk, sanitary sewer, watermain, and stormwater improvements. In addition, if any lots have been designed such that house footings are required to be placed on fill, a certification shall be provided by a licensed geotechnical engineer that the fill has been constructed in a suitable manner to support the proposed footings. All public improvements, including streets, sanitary sewer, watermain, and stormwater drainage improvements (including ponds, drainage swales, and ditches) shall be located on public easements or land owned by the City.

Developer shall furnish the City Engineer satisfactory proof of payment for the improvements and shall submit a certificate of survey/"record" plan of the Development Property after the improvements have been completed. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan.

13. EROSION AND SEDIMENT CONTROL. Prior to initiating site grading, the erosion and sediment control plan shall be implemented by the Developer and inspected and approved by the City Engineer. The Erosion Control Plan and Storm Water Pollution Prevention Plan (SWPPP) shall be implemented by the Developer and inspected and approved by the City Engineer. Erosion and sediment control practices must comply with the MPCA's Best Management Practices and applicable MPCA NPDES Construction Stormwater (CSW) Permit requirements for construction activities and the Developer's Stormwater Pollution Prevention Plan (SWPPP). The City may impose additional erosion and sediment control requirements if they would be beneficial in the City's judgment. All areas

disturbed by the excavation and backfilling operations shall be stabilized in accordance with MPCA NPDES CSW Permit requirements. Except as otherwise provided in the erosion and sediment control plan, seed shall be in accordance with the City's current seeding specification, which may include certified oat seed to provide a temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored, and watered as necessary for seed retention. Any area with greater than 4:1 slope shall require erosion control blanket. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the SWPPP and schedule or supplementary instructions received from the City Engineer, the City may take such action as it deems necessary or appropriate to control erosion and charge the Developer for the costs, which shall be paid within 30 days of invoicing by the City. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not timely reimburse the City for any cost the City incurred for such work, the City may draw down the letter of credit to pay any such costs. No development, utility or street construction will be allowed and no building permits will be issued unless the plat is in full compliance with the approved erosion control plan.

14. STREET MAINTENANCE DURING CONSTRUCTION. The Developer shall be responsible for all street maintenance until the streets are accepted by the City. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on the same and directing attention to detours. If and when streets become impassable, such streets shall be barricaded and closed and appropriately signed. In the event residences are occupied prior to completing streets, the Developer shall maintain a smooth surface and provide proper surface drainage to allow ingress and egress to such residences. The Developer shall be responsible for keeping streets within and without the subdivision swept clean of dirt and debris that may spill or wash onto the street from Developer's operation. The Developer may request, in writing, that the City keep the streets open during the winter months by plowing snow from the streets prior to final acceptance of said streets. The City shall not be responsible for repairing the streets because of snow plowing operations. Providing snow plowing service does not constitute final acceptance of the streets by the City. The Developer shall contract for street cleaning within and immediately adjacent to the development. The streets shall include 7th Ave. NE and 5th St. NE as determined by the City Engineer. A copy of this street cleaning contract

shall be approved by the City Engineer before grading is started, and shall remain in full force and effect until all construction within the Project is completed. When directed to do so by the City Engineer, the Developer shall have all streets cleaned of accumulated debris, dirt, and mud.

At no time shall the Developer or their contractors or subcontractors impede access to the city property and lift station located adjacent to the Project. The street on 7th Avenue NE must not be disturbed in a manner that prohibits vehicular access to the City lift station located at 710 7th Avenue NE.

15. OWNERSHIP OF IMPROVEMENTS. Upon completion of the work and construction required by this Agreement and acceptance of improvements by the City, the improvements lying within public easements and public rights-of-way contained in the plat shall become City property without further notice or action upon completion and City acceptance thereof. Prior to acceptance of the improvements by the City, the Developer must furnish the following affidavits:

- Contractor's Certificate
- Engineer's Certificate
- Land Surveyor's Certificate
- Developer's Certificate

certifying that all construction has been completed in accordance with the terms of this Agreement. All necessary forms will be furnished by the City or as otherwise agreed by the City Engineer. Upon receipt of affidavits, the City Engineer will accept the completed public improvements. Within thirty (30) days after the completion of the improvements, the Developer shall supply the City with a complete set of reproducible "record" plans, an electronic file of the "record" plans in an AutoCAD format (DWG) file or a .DXF file, and two complete sets of hard copy "record" plans, all prepared in accordance with City standards. The Developer shall also televise the storm and sanitary sewer mains, and other lines if requested by City Engineer or Public Works Director, and provide the City a copy, prior to the City accepting them. The City's specifications for televising must be followed. Any defects found through the televised inspection shall be corrected prior to the City accepting the improvements. Upon receipt of these documents, and the warranty documents specified in this Agreement, the City Engineer will certify acceptance of the completed public improvements.

16. STREETS, SANITARY SEWER, STORM SEWER, WATERMAIN AND SIDEWALKS. The Developer shall install or contract for the installation of all public improvements in the Project related to streets, subdrain, sanitary sewer, stormwater drainage, watermain and sidewalks, as required by the City in accordance with those plans approved by the City Engineer.

17. TRAFFIC CONTROL AND STREET NAME SIGNS. Any street name signs, stop signs, or other directional and safety signs required by the City shall be purchased and installed by the City.

18. WETLAND MITIGATION. No wetland mitigation is planned for the Project. The Developer is responsible for any undisclosed mitigation on the land and will be required to submit any necessary security should subsequent wetlands be identified.

19. BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.

A. Grading, curb and gutter, sanitary sewer, watermain, stormwater drainage, intersection sidewalk pedestrian curb ramps, and one lift of asphalt shall be installed on all public streets prior to issuance of any building permits.

{ THIS SECTION ADDED FOR COUNCIL REVIEW AND DIRECTION }

{The developer is hoping to get started on at least one basement this fall yet, however PW Director Burgdorf has concerns with this given staff's daily use of 7th Ave. NE to access the lift station and the potential for damage to the road prior to a winter freeze.}

However, in order to promote housing development, the City may issue building permits for new housing construction on up to two (2) adjacent lots.

These "early" building permits are to promote housing construction and to facilitate housing construction in the event there are unforeseen delays in completing all of the public infrastructure. In this event, the developer must name the City as an additional insured (see Section 7) and meet the following restrictions:

- a. All construction sites for "early" building permits must be within 900 feet from a fully functional and operational fire hydrant, in order to ensure proper fire safety,

- b. All construction sites must be easily accessible (roads with at least a firm gravel base) by city fire, police and ambulance vehicles, and
- c. The developer agrees to hold the city harmless and indemnify the City in the event there is a fire or other disaster that destroys or damages property leading to a claim against the City alleging that the incomplete public improvements may have caused the damage, in whole or in part.
- d. No building permits for structures in the Final Plat shall be issued until the grading plan has been implemented and all conditions regarding access included within this Agreement have been implemented.
- e. Developer agrees to pay additional engineering review and oversight charges associated with “early” permits.

{ END }

In addition, no Certificates of Occupancy shall be issued for any buildings until the grading, curb and gutter, sanitary sewer, watermain, stormwater drainage, sidewalk, and one lift of asphalt has been completed and the sewer and water has been tested to the satisfaction of the City Engineer, which shall not constitute final acceptance of the sewer and water utilities.

B. Breach of the terms of this Agreement by the Developer, including nonpayment of billings from the City within 30 days of the date of an invoice from the City to the Developer, shall be grounds for denial of building permits, including lots sold to third parties, and the halting of all work in the plat.

C. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, their contractors, subcontractors, materialmen, employees, agents, or third parties.

D. No certificates of occupancy and no sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets needed for access have been paved with a bituminous surface and the utilities are accepted by the City Engineer.

E. Notwithstanding the forgoing, the City is not obligated to issue any such building permit and may impose any other conditions deemed appropriate by the City.

20. UNDERGROUND UTILITIES – PRIVATE. This section covers those smaller private utilities such as gas, electric, phone, cable, etc.

A. The Developer is responsible for the cost of installing all private utilities.

B. The Developer shall contact the utility companies to coordinate the installation of the utilities with the approval of the City Engineer. Private utilities shall not be installed until the curb and gutter are completed and backfilled. All utilities shall be installed underground and subject to approval of the City Engineer.

C. The City Engineer must approve of the final location for all private utilities. Joint trenching of the utilities is strongly encouraged. All utilities must be located in public right of way or within drainage and utility easements.

D. If any conditions set forth in this development agreement conflict with the City's utility franchise agreements, the franchise agreements shall in all cases prevail.

21. RESPONSIBILITY FOR COSTS.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the grading and development of the Development Property, and the construction of the improvements required by this Agreement, including but not limited to, all costs of persons and entities doing work or furnishing skills, tools, machinery, equipment and materials; insurance premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Plat and the Development Property; all Response Action Plans, traffic studies, environmental assessments and/or engineering and other studies and reports; all permits and approvals; and all City's costs incurred pertaining to the

inspection and monitoring of the work performed in connection with approval and acceptance of the plat and the construction of the improvements and the other work done and improvements constructed on the Development Property.

B. The City shall not be obligated to pay Developer or any of its agents or contractors for any costs incurred in connection with the construction of the improvements or the development of the Development Property. The Developer agrees to defend, indemnify, and hold the City and its mayor, council members, employees, agents and contractors harmless from any and all claims of whatever kind or nature and for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including reasonable attorneys' fees, which may arise as a result of Plat approval, this Agreement, the construction of the improvements (except for the negligence or intentional misconduct of the City with respect to the construction of the improvements), the development of the Development Property or the acts or omissions of the Developer, and its employees, agents, contractors or subcontractors, in relationship thereto.

C. The Developer hereby covenants and agrees that Developer will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in any property that is the subject of the Project or this Agreement during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the City's interest, the Developer shall take all steps necessary to see that it is removed within thirty (30) business days of its being filed; provided, however, that the Developer may contest any such lien provided the Developer first posts a surety bond, in favor of and insuring the City, in an amount equal to 125% of the amount of any such lien.

D. The Developer hereby covenants and agrees to pay for all reasonable costs incurred by the City's engineer for work done to observe the progress of the project. The city's engineer shall perform construction observation during the construction of the Improvements, and accordingly Developer will allow the city's engineer complete access to the site of the Improvements at any and all reasonable times. Developer agrees to reimburse the City for work done by the city's engineer including fees and costs associated with observation, review, and administration of the Improvements, up to a maximum of \$ 35,000. Such maximum is conditioned, however, on Developer completing the Improvements in a timely manner, and any material delay in the construction of the Improvements may result in increased charges from the city's engineer, for which Developer will be solely

responsible. Developer agrees to take all steps, at Developer's sole expense, which the city's engineer reasonably deems necessary to complete the Project in conformance with this agreement. The city engineer will notify the City when Developer has completed the improvements in conformance with the Project, and Developer understands and agrees that the City will not be obligated to accept the improvements until the City has received such notice from the city engineer.

E. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

F. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

G. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within 30 days of the date of the City's invoice to Developer. If Developer fails to pay a required bill, then after providing the Developer with at least fifteen (15) days prior written notice, the City may draw on the Security.

H. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City water availability charge ("WAC"), City storm water connection charges, building permit fees, plat review fees, and such other applicable fees as required by City Code, which shall be paid by Developer.

22. SPECIAL PROVISIONS. The following special provisions shall apply to plat development:

A. Implementation of any other recommendations listed by the City Council or City Engineer as follows:

- a. Developer shall have all required permits approved prior to recording the plat.
- b. Pursuant to City Code 622.9, Developer shall pay a Park Dedication Fee in the amount of \$7,360. The calculation to determine said fee shall be attached as Exhibit C. Said funds shall be restricted to the use of acquiring or developing public parkland.

- c. Developer shall enter into agreement for reconstruction of stormwater ponds serving the area wherein City reimburses Developer for the cost of pond reconstruction consistent with plans approved by the City Engineer up to an amount of \$72,000. In lieu of an agreement for pond reconstruction, Developer shall pay the City a stormwater pond fee of \$1000 per acre, or \$3940, which shall be restricted to the use of reconstructing the Stormwater Ponds serving this Development to meet current standards.
- d. The City agrees that the driveway at the City's lift station at 710 7th Avenue NE is an acceptable alternative to the turnaround required by City Code 622.2 Street Design, Subsection 6.
- e. Developer shall pave the entirety of the street up to and including the driveway at the City's lift station at 710 7th Avenue NE.
- f. The sidewalks will be installed as the houses get constructed but no later than December 31, 2021, whichever comes first.
- g. _____

B. The Developer must obtain a sign permit from the City prior to installation of any subdivision identification signs.

23. MISCELLANEOUS.

A. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

B. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on

the development plans or by special conditions referred to in this Agreement shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

C. Appropriate legal documents regarding Homeowner Association documents, covenants and restrictions, as approved by the City Attorney, shall be filed with the Final Plat.

D. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$500,000 for one person and \$1,500,000 for each occurrence; limits for property damage shall be not less than \$300,000 for each occurrence; or a combination single limit policy of \$1,500,000 or more. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City authorizing the commencement of work on the public and private improvements specified in this Agreement. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance.

E. Third parties shall have no recourse against the City or Developer under this Agreement.

F. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

G. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

H. Until the expiration of this Agreement, this Agreement shall run with the land and shall be binding upon Developer and its successors and assigns. This Agreement will be recorded against the title to the Development Property. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the Development Property being final platted and/or has obtained consents to this Agreement, in the

form attached hereto, from all parties who have an interest in the Development Property; that there are no unrecorded interests in the Development Property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

J. The Developer agrees to comply with all local, state and federal laws, ordinances and regulations applicable to the development of the Development Property.

K. The City's approval of the plat does not include approval of building permits for any structures to be constructed within the Development Property. The Developer must submit and the City approve building plans prior to the issuance of building permits for structures within the Development Property.

24. DEVELOPER'S DEFAULT. In the event of default by the Developer as to any of the work to be performed by it hereunder or the failure to comply with all terms and conditions of this Agreement, the City may, at its option, take one or more of the following actions:

A. Perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part;

B. Obtain an order from a court of competent jurisdiction requiring Developer to perform its obligations pursuant to the terms and provisions of this Agreement;

C. Obtain an order from a court of competent jurisdiction enjoining the continuation of an event of default;

D. Halt all development work and construction of improvements until such time as the event of default is cured;

E. Withhold the issuance of a building permit or other permits or certificates and/or prohibit the occupancy of any structure(s) for which permits or certificates have been issued until the event of default has been cured;

F. Draw upon and utilize the Security provided herein to cover the City's costs to correct the default, the costs to complete any unfinished improvements and/or the costs to enforce this Agreement; or

G. Exercise any other rights or remedies which may be available to the City at law or in equity.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an event of default by Developer, the Developer shall pay to the City all fees and expenses, including reasonable attorney's fees, incurred by the City as a result of the event of default, whether or not a lawsuit or other action is formally taken.

25. WARRANTY. The Developer warrants all improvements required to be constructed by it pursuant to this Agreement against poor material and faulty workmanship. The warranty period for streets and utilities is two years and shall commence following completion and acceptance of all improvements by the City Engineer. The Developer shall post a security in the form of a letter of credit in the amounts listed below as warranty for the improvements prior to the City authorizing the commencement of work on the public and private improvements specified in this Agreement. The retainage from the project securities identified hereon may also be used to pay for warranty work. The City's standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

26. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Agreement, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish and deliver to the City, at the time of final plat approval, a letter of credit dated within the last 30 days, on a form and with a bank acceptable to the City Administrator, for 125% of the estimated cost of construction of the improvements as shown on Exhibit B, which is attached hereto and incorporated herein by reference.

The estimated cost in Exhibit B is for historical reference; it is not a restriction on the use of the security. The security shall be for a term ending December 31, 2020, or certification of completion of the Project improvements by the

City Engineer, whichever occurs first. The letter of credit may be in the form of annually renewable letters of credit. Individual security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the security, with at least fifteen (15) days prior written notice, for any violation of the terms of this Agreement or if the security is allowed to lapse prior to the end of the required term. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City Engineer that work has been completed and financial obligations to the City have been satisfied, with City Engineer approval, the security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, iron monuments for lot corners have been installed, all financial obligations to the City satisfied, the required "record" plans have been received by the City, a warranty security/bond is provided for the two-year warranty period, and the public improvements are accepted by the City Engineer. The City standard specifications for utilities and street construction outline procedures for security reductions, and reductions in the Letter of Credit shall be considered only after underground utilities are tested and found to be satisfactory and again after the base bituminous layer has been placed.

27. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: 57885 County Road 4, Plainview, MN 55964. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: 241 West Broadway, Plainview, MN 55964.

28. CONSTRUCTION MANAGEMENT. During construction of the improvements and the Project, the Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood as follows:

A. Definition of Construction Area. The limits of the Project Area shall be as shown in the City approved Grading, Drainage and Erosion Control Plan and shall be demarcated with construction fencing approved by

the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner(s).

B. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and workers must be provided or provisions must be made to have workers park off site and be shuttled to the Project Area. No fill, excavating material or construction materials shall be stored in the public right-of-way.

C. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on weekdays and 9 a.m. and 9 p.m. on weekends.

D. Site Maintenance. Developer shall ensure that its contractor(s) maintain(s) a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the Project shall be removed from the site in a timely fashion and/or upon the request by the City. After Developer has received at least forty-eight (48) hour verbal notice, the City may complete or contract to complete the site maintenance work at Developer's expense.

E. Project Identification Signage. Project identification signs shall comply with City Code.

29. EXPIRATION OF AGREEMENT. This Agreement shall remain in effect until such time as the Developer shall have fully performed all of its duties and obligations under this Agreement. Upon the written request of the Developer and upon the adoption of a resolution by the City Council finding that the Developer has fully complied with all the terms of this Agreement and finding that the Developer has completed performance of all Developer's duties mandated by this Agreement, the City shall issue to the Developer on behalf of the City an appropriate Certificate of Compliance. Upon issuance of the Certificate of Compliance by the City, this Agreement shall terminate.

30. TERMINATION; CONDITIONS PRECEDENT.

A. If Developer fails to: a) record this Agreement and the Plat in the office of the Wabasha County Recorder as provided herein, within 120 days after approval of the final Plat by the City Council, this Agreement shall terminate and the approval of the Plat shall be null and void, subject to the following:

(a) All costs, fees and other amounts previously paid to the City in connection with the Plat, the Project improvements, this Agreement and the Project shall belong to and be retained by the City;

(b) The obligations of the Developer for costs incurred shall survive such termination and continue with respect to unpaid costs, fees and expenses incurred prior to such termination;

(c) The indemnifications of Developer shall survive and continue after such termination;

(d) The parties shall be released from all other obligations and liabilities under this Agreement not specified above.

B. In the event of the termination of this Agreement, the parties agree, if requested by the other party, to execute and deliver to the other party a written termination acknowledgment in a form reasonably satisfactory to both parties.

CITY OF PLAINVIEW

By: _____
Roger Ziebell, Mayor

By: _____
Clarissa Hadler, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by Roger Ziebell and Clarissa Hadler, the Mayor and City Administrator of the City of Plainview, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

DEVELOPER: PK Meyer Builders, Inc.

By: _____
Kevin Meyer, Its President

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by Kevin Meyer, the CEO of PK Meyer Builders, Inc., a Minnesota corporation, on behalf of the corporation and pursuant to the authority granted by its Board of Directors.

Notary Public

**EXHIBIT A
TO
DEVELOPMENT AGREEMENT**

**Legal Description of Development Property Being Final Platted as
East Winds II Subdivision**

Outlot B, LeVan Subdivision, according to the plat thereof on file and of record in the office of
the Registrar of Titles, Wabasha County, Minnesota.

ALSO

Tract A, Registered Land Survey Number 15, Wabasha County, Minnesota.

Containing in all, 3.94 acres, more or less.

**EXHIBIT B
TO
DEVELOPMENT AGREEMENT**

Estimated Cost of Improvements:

DRAFT

EXHIBIT C TO DEVELOPMENT AGREEMENT

Park Dedication Fee Calculation

Total Acres (not including streets)	3.94
Percentage Park Dedication Required	8%
Area to be Dedicated	.32 Acres
Undeveloped Land Value	\$ 20,000 /acre
Cost of Grading & Seeding	\$ 3,000 /acre
Total / Acre	\$ 23,000 /acre
Total for Park Dedication Due	\$ 7,360

**EXHIBIT D
TO
DEVELOPMENT AGREEMENT**

**City – Owned Retaining Ponds
Adjacent to East Winds II Subdivision**



IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Plainview
241 West Broadway
Plainview MN 55964

Dear Sir or Madam:

We hereby issue, for the account of PK Meyer Builders, Inc. and in your favor, our Irrevocable Letter of Credit in the amount of \$ _____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2 _____, of _____
_____ " (Name of Bank).
- b) Be signed by the Mayor or City Administrator of the City of Plainview.
- c) Be presented for payment at _____, (Address of Bank) on or before 4:00 p.m. on _____, _____.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Plainview City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Plainview City Administrator, 241 West Broadway, Plainview MN 55964, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

_____ Its _____

SURVEYOR'S CERTIFICATE

THE UNDERSIGNED is a Registered Land Surveyor. The plat of _____ Addition was graded in accordance with the grading plan approved by the City for the plat prepared by _____ dated _____. The undersigned certifies that the “record” grading plan dated _____ is accurate and was prepared by the undersigned or under the undersigned’s direction. The record grading plan includes field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; c) lot corner elevations and building/house pads, and d) street, sidewalk, sanitary sewer, watermain, and stormwater improvements.

Dated: _____.

LICENSED LAND SURVEYOR

License No. _____

CITY OF PLAINVIEW PLANNING COMMISSION

November 1, 2018
Special Meeting Minutes

The November 1, 2018, meeting of the City of Plainview Planning Commission was called to order at 7:00 P.M. by Chairman Jim Severson. Members present were: Jim Severson, Tom Wiener, Roger Ziebell, Dave Walkes, Jim Walkes, Tom Lorimor and Roger Durgin. Staff present included City Administrator Clarissa Hadler.

Motion by Ziebell and second by D. Walkes to approve the agenda. Carried.

Motion by Lorimor and second by D. Walkes to approve the June 5, 2018, minutes as presented. Carried.

City Administrator Hadler gave an overview of the proposed East Winds II Subdivision. PK Meyer Builders, Inc. has applied to subdivide approximately 4 acres in the LeVan Subdivision into 16 Single Family lots. The street right-of-way had already been dedicated as part of an earlier process, but the developer would need to install all of the infrastructure.

Leslie McGillivray-Rivas, of WSB, gave an overview of the project. The LeVan Subdivision was created via the LeVan General Development Plan. Ms. McGillivray-Rivas invited questions. The Commissioners had none. Chair Severson invited developer, Peter Meyer, to make a statement. He declined.

Ms. Hadler noted that staff is requesting a recommendation from the Commission regarding whether sidewalks should be required on just one or both sides of the street. Commission Ziebell stated the city needed to start requiring sidewalks on both sides of the street. Commissioners inquired about other sidewalks in the LeVan subdivision. Mr. Meyer stated that there are no sidewalks in East Winds I. Staff responded there are sidewalks on both sides of 8th Street NE currently, which will be the main thoroughfare into the development, and will T-intersection into 7th Ave. NE, where East Winds II is located.

Commissioner Lorimor stated he lives in Orchard Hills and the lack of sidewalks is a problem. He agrees that sidewalks should be put in new subdivisions.

Commissioner Wiener inquired if the ADA (Americans with Disabilities Act) requires sidewalks on both sides of the street. Staff responded as unsure.

Hadler noted the issue with the ponds. Commissioner Durgin inquired if drainage currently flows into those ponds and stated they are a mess. Public Works Director Burgdorf explained that the three ponds no longer meet the MPCA standards. Dan Zemke, of WSB, explained that the ponds need to be turned into a “wet pond”, and the outlet needs to be cleaned out. City Engineer Malm has suggested (in his memo) that the pond be brought up to today’s standards. Mr. Zemke discussed the need to fix the whole pond system, even though the development only affects 4 of the 80 acres that the ponds serve.

Commissioner Durgin inquired about rainfall amounts. Mr. Zemke explained how ponds are designed with flow rates in mind. Commissioner Wiener explained that the only option is to fix the pond or create a complete separate pond system for the current development, which staff and Commissioners agreed was not reasonable.

Hadler noted there is a process question at hand of whether the improvements to the pond should be done as part of the developer's grading, or if the City should bid that out and have the work done separately.

Hadler explained the calculations by City Engineer Malm that the pond currently serves approximately 88 acres and his recommendation is to distribute the cost of the pond improvements on a per acre basis, which would amount to approximately \$1000 per acre. New developments would pay a fee for the improvements and the City would pay the remainder for the properties that are already developed. Hadler explained that the amount of land left to develop in Levan was roughly 20 – 25 acres, and that future developer could be charged the same \$1000 per acre.

Chair Severson open the Public Hearing at 7:21 pm.

Tina Fenton, of 605 5th Street NE, inquired about home design standards that may be applied to the new subdivision. Chair Severson explained those would be covenants of her specific development. Ms. Fenton stated concerns about home value decreasing if the next developments do not impose the same standards. The Developer's engineer, Ms. McGillivray-Rivas, explained that the developer was not choosing at this time to impose any covenants on the new platted properties.

Commissioner Durgin inquired about the various other developments in that area, including Three Rivers (Harvest Ridge), and any covenants connected. Staff, commissioners, and engineers, clarified existing developments and covenants. Hadler, Severson, and Ziebell clarified the City's role in setting standards for development.

Ms. Fenton inquired whether the development will be low-income housing. Mr. Peter Meyer stated they are looking at a TIF contract. Ms. McGillivray-Rivas explained that housing costs are high and entry-level housing is in short supply in the region. The current entry-level house costs approximately \$200,000 - \$225,000.

An audience member (Bob Lyons?) inquired if the development would have one way in and one way out. Dan Zemke, of WSB, explained that the current "hammerhead" at the City's lift station would provide the turnaround for the street. Commissioner Ziebell explained that the street would eventually connect to 8th Street NE. Commissioner Durgin inquired about the cost to tie in 8th Street NE. Hadler estimated it to be approximately \$800,000.

Commissioner Wiener noted that the City Code states that temporary dead-end streets should not exceed 500 feet and the current street is 800 feet.

Ryan Fenton, of 605 5th Street NE, discussed housing costs and affordability, and stated he thinks that higher end homes could be sold on those lots and that we could "raise the standard" of the community. He stated concerns for traffic on his street and construction traffic damaging the street. Commissioner Ziebell stated higher end homes are going to cause the same amount of traffic.

Mark Manemann, of 430 5th Avenue NE, stated that it's not the construction that is the problem and they knew it would continue to develop. He stated the homes in their neighborhood are worth \$300,000+ and providing the only access to "low income housing" through their neighborhood would drive their values down. Commissioner Ziebell stated he doesn't believe that the income requirements for the TIF District are "low income". Commissioner Wiener inquired about data that would support that traffic through the neighborhood would affect the

values of the houses. Residents stated that home prices are based on the neighborhood they are located in and surrounding properties. Commissioner Ziebell asked the developer to estimate the prices of the homes they will be building. Mr. Meyer stated the houses will be priced in the low \$200K - \$240K. Hadler explained that the property could be removed from the TIF district if the property is sold to an individual with an income that is higher. Mr. Meyer explained that TIF is based on earned income, not necessarily purchasing power, so retirees may meet the TIF requirement, but be able to purchase a \$300,000 house.

Public Works Director Burgdorf inquired if TIF was based on income or home value. Hadler and Mr. Meyer stated it was based on income. Commissioners and staff discussed the TIF contract process. Chair Severson clarified that the Planning Commission doesn't have anything to do with the TIF contract.

Commissioner Durgin inquired if there will be a park in the new subdivision. Hadler explained staff is recommending payment in lieu of park dedication.

An audience member inquired about street access and recommended completing 5th Ave. and 8th Street NE to avoid traffic problems on 5th Street NE. Commissioner Wiener stated that 16 homes would not create a large amount of traffic.

Motion to Close the public hearing by Ziebell and second by Durgin. Ayes 7, Nays 0. Motion passed.

Commissioner Ziebell stated while he sympathizes with the homeowners and concerns about traffic, but also that buyers should have been aware that the area around them would continue to develop and these issues would arise.

Commissioner Wiener noted from Mr. Malm's memo that the curvature of the street is more than what is allowed by the City Code 622.5. However, that street layout was approved in the General Development Plan (2003?), and Mr. Wiener agrees that this is an appropriate variance.

Motion by Ziebell, Second by Durgin, to recommend the City Council approve the Final Plat for East Winds II, subject to the following conditions;

- Sidewalks shall be required on two side(s) of the street.
- Require a payment in lieu of park dedication in the amount of \$7,360.
- Developer shall abide by the conditions and standards within the Development Agreement (substantially comply with Draft).
- City Engineer approval of the Construction Plans and Specifications.
- Developer completes Stormwater Pollution Prevention Plan (SWPPP), in accordance with MPCA Construction Stormwater (CSW) Permit requirements.

Roll Call:

Ayes; Wiener, Walkes, Durgin, Jim Walkes, Severson, Ziebell, Lorimor

Nays; None.

Motion passes; 7 – 0.

Commissioner Ziebell suggested the Planning Commission address blighted properties in town and how to move forward with addressing the issue. Hadler explained that the easiest way to address it is through the code complaint process. Anyone can send a complaint to staff for review. Commissioner Wiener asked if the current code needed to be strengthened or if it wasn't being enforced. Hadler stated that code and blight enforcement are generally triggered by complaints. She also stated there are quite a few Zoning amendments that should take place, but due to the requirement for a public hearing it is most efficient to do them all at once.

Motion by Commissioner Lorimor and second by Ziebell to adjourn at 8:23 pm. Motion passed 7-0.

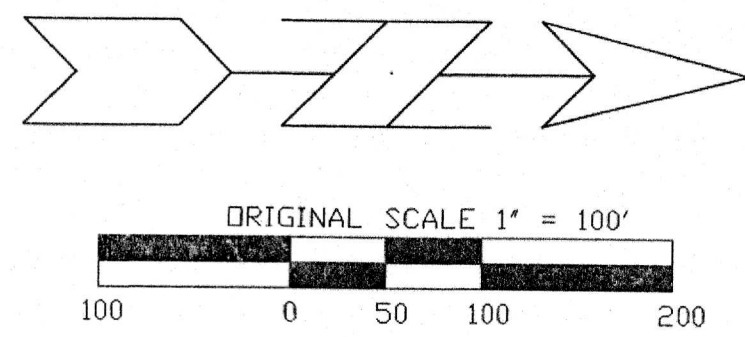
Respectfully submitted,

Clarissa Hadler
City Administrator



UNLESS OTHERWISE NOTED ON PLAN,
14.50' RAD. TO B.C. (TYP.)

TRACT
D
12.13
ACRES



GENERAL DEVELOPMENT
PLAN
LeVan SUBDIVISION
PLAINVIEW, MINNESOTA

DRAWN: JWM
CHECKED: RAW
DATE: 10/21/02
H SCALE: 1"=100'
V SCALE: 1"=100'
SHEET
1 of 1
PROJ. # 99117

I HEREBY CERTIFY THAT THE PLAN, SPECIFICATION OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A duly REGISTERED PROFESSIONAL ENGINEER UNDER
THE LAWS OF THE STATE OF MINNESOTA.

DATE _____ REG. NO. _____

SOUTH EASTERN ENGINEERING INC.
40 16TH ST. S.E. Suite D Rochester, MN 55904
Ph. (507) 287-0110 Fax (507) 286-9188

REVISIONS	DATE



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM:	Canvass of the November 6, 2018 General Election Returns	AGENDA SECTION:	New Business
PREPARED BY:	MariClair Schneider, City Clerk	AGENDA NO.	8.C.
ATTACHMENTS:	Statistic, Election Abstract	APPROVED BY:	cgh
RECOMMENDED ACTION: 1. Motion to declare Roger Ziebell as the winner of the Mayor Seat of the November 6, 2018, City of Plainview General Election. 2. Motion to declare Adam Daschner and Emilio “Chip” Cuccio the winners of the 4-year City Council term of the November 6, 2018, City of Plainview General Election. 3. Motion to declare Donald Kuschel the winner of the Special Election, 2-year City Council term of the November 6, 2018, City of Plainview General Election.			

SUMMARY

The City Council serves as the canvassing board for city elections. An abstract including the return information of the November 6th, 2018, General Election has been provided to use for declaring the official results.

The winner of the local race for City of Plainview Mayor, was Roger Ziebell, with 95.73% of the votes. The winners of local race for Plainview City Council seats, 4-year term, were Adam Daschner with 56.44% of the votes and Emilio “Chip” Cuccio with 41.45% of the votes. The winner of the Special Election two-year seat, went to Donald Kuschel, with 57.71% of the votes.

The City of Plainview registered 100 new voters on the day of the General Election, with a total of 1397 total votes cast, including 145 absentee ballots.

I have included detailed Election statistics and charts regarding results, voter turnout and absentee voting on the following pages.

RECOMMENDATION

Staff recommends a motion to declare Roger Ziebell, Adam Daschner, Emilio “Chip” Cuccio and Donald Kuschel winners of the November 6, 2018, City of Plainview General Election.

Abstract of Votes Cast
In the Precincts of the City of Plainview
State of Minnesota
At the State General Election
Held Tuesday, November 6, 2018

As compiled from the official Returns

Summary of Totals
City of Plainview
Tuesday, November 6, 2018 State General Election

Number of persons registered as of 7 a.m.	1932
Number of persons registered on Election Day	100
Number of accepted regular, military, and overseas absentee ballots and mail ballots	145
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	1397

Summary of Totals
City of Plainview
Tuesday, November 6, 2018 State General Election

KEY TO PARTY ABBREVIATIONS
NP-Nonpartisan

Mayor (Plainview)			
NP	WI		
Roger Ziebell	WRITE-IN		
1143	51		
Council Member (Plainview)(Elect2)			
NP	NP	WI	
Adam Daschner	Emilio “Chip” Cuccio	WRITE-IN	
964	708	36	
Special Election for Council Member (Plainview)			
NP	NP	WI	
Tracy Ann Hutchison	Donald Kuschel	WRITE-IN	
516	711	5	

Detail of Election Results
City of Plainview
Tuesday, November 6, 2018 State General Election

Precinct	Persons Registered as of 7 a.m.	Persons Registered on Election Day	Total Number of Persons Voting
79 0120:PLAINVIEW P-1	1056	53	743
79 0125:PLAINVIEW P-2	876	47	654
City of Plainview Total:	1932	100	1397

Detail of Election Results
City of Plainview
Tuesday, November 6, 2018 State General Election

Office Title: Mayor (Plainview)

Precinct	NP	WI
	Roger Ziebell	WRITE-IN
79 0120: PLAINVIEW P-1	615	24
79 0125: PLAINVIEW P-2	528	27
Total:	1143	51

Office Title: Council Member (Plainview)(Elect 2)

Precinct	NP	NP	WI
	Adam Daschner	Emilio "Chip" Cuccio	WRITE-IN
79 0120:PLAINVIEW P-1	502	382	18
79 0125:PLAINVIEW P-2	462	325	18
Total:	964	708	35

Office Title: Special Election for Council Member (Plainview)

Precinct	NP	NP	WI
	Tracy Ann Hutchison	Donald Kuschel	WRITE-IN
79 0120:PLAINVIEW P-1	280	376	2
79 0125:PLAINVIEW P-2	236	335	3
Total:	516	711	5

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 6, 2018.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Plainview Clerk. Witness our official signature at City of Plainview in Wabasha County this 13th day of November, 2018.

Member of Canvassing Board

Member of Canvassing Board

Member of Canvassing Board

Member of Canvassing Board

Member of Canvassing Board

Member of Canvassing Board

State of Minnesota
City of Plainview

I, MariClair Schneider, Clerk of the City of Plainview do hereby certify the within and foregoing 5 pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Plainview State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this _____ day of _____, 2018.



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Ambulance Hire	AGENDA SECTION: Consent
PREPARED BY: Angie Jarrett, Ambulance Director	AGENDA NO. 8.D.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: 1. Motion to approve the hiring of Amber Mitchell as a temporary part-time EMT with a starting salary of \$15.51 per hour; pending pre-employment screening. 2. Motion to Approve the hiring of Darla Wallerich-Carlson as a temporary part-time EMT with a starting salary of \$15.51 per hour; pending pre-employment screening.	

SUMMARY

Amber Mitchell has interviewed for one of two vacant positions of part-time Emergency Medical Technician (EMT) with the ambulance department.

Amber is a current City employee that was hired as a paid-on-call for the ambulance department in July 2018. She has been actively working as a paid-on-call EMT since her hire date. The interview panel feels that Amber would be a good fit for the regular part-time EMT position and recommend he be hired pending successful completion of the pre-work screen.

Darla Wallerich-Carlson has interviewed for one of two vacant positions of part-time Emergency Medical Technician (EMT) with the ambulance department.

Darla is a current City employee that was hired as a paid-on-call for the ambulance department in July 2014. She has been actively working as a paid-on-call EMT since her hire date. The interview panel feels that Darla would be a good fit for the regular part-time EMT position and recommend he be hired pending successful completion of the pre-work screen.

Respectfully,

Angie Jarrett, NRP
Ambulance Director



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Request for Curb Reimbursement	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.E.
ATTACHMENTS: Quote, Image of Property	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to deny request for reimbursement.	

SUMMARY

Randy and Debra Bigelow have inquired about putting in a driveway at 30 1st ST SW. The Bigelows are in the process of purchasing this property from Margie Schouweiler.

The Bigelows have stated that there was formerly a spot where one could pull off the street and park in the yard (but no driveway) in the northeast corner of the property, facing 1st St. SW. It is unclear if this spot was a curb cut or simply a gravel area lacking in curb and gutter. A number of years ago, curb and gutter was installed in the adjacent alley to keep water from the alley from flowing into the yard and toward the foundation of the home. In addition, a few feet of curb and gutter was added on the street in the area without it.

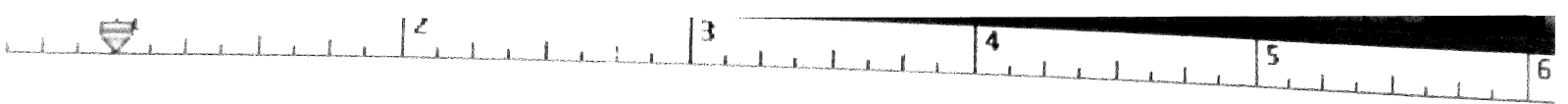
The Bigelows are now planning on adding a new curb-cut to create off-street parking spot. The location that the Bigelows are planning to place the current curb-cut is on the southeast corner of the property, where no driveway has existed in the past.

They are asking the City to work with them in covering some of the cost of the new curb cut out. The Bigelows have submitted the attached estimate for the work.

RECOMMENDATION

Staff feels that because the installment of the of the new curb-cut/driveway is in a new location, as well as the fact that current owner of the property bought it without the driveway, this should not be the responsibility of the City to pay any portion of it. However, the issue was a little less clear when we initially spoke with the Bigelows and I had indicated I would bring it to Council for a decision. If Council disagrees with staff and feels so inclined they could make a motion to reimburse Debra and Randy Bigelow for \$_____ toward the cost of curb cut-out, payable after completion of the project and proof of payment to Leonard Enterprises.






Estimate

Good for thirty days

November 4, 2018

Randy Biglow
30 1st SW
Plainview MN 55964

Description: cement curb

prepare site
Install 24' of curb
remove black dirt and install 1 load of gravel

Estimate Amount \$1700.00 includes all material and labor

owner to obtain and purchase permit

Leonard Enterprises L.L.C.
Mn Contractor License #BC233340 & Insured
Mark Leonard 507-273-2738
61765 County Road 2
Millville MN 55957



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Snow Plowing Policy Review	AGENDA SECTION: New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 8.F.
ATTACHMENTS: Comparisons, League Model, Plainview policy, Mayors concerns	APPROVED BY: cgh
RECOMMENDED ACTION: Discussion and Council Direction.	

**** 4 other cities were contacted that had state highways in their city. It is quite interesting how similar all 5 cities are in taking care of state highways. The differences include who does the work and the timing of the work.

**** Snow plowing standards review. January 15, 1988. A minimum set of standards was set in 1988. There were many changes to this review in 1997 due to the number of equipment the number of employees and trying to provide the best of what we work with and what is dealt to us.

**** Next look at the League of Minnesota Snow Plowing Policy, updated June 2018. It mirrors our policy. Why, because that is what I used after attending a class put on by the league in September 1997. Before submitting this to the city council for adoption I sent this to the presenter. He concluded it was an exceptional policy for a small city.

**** The current policy had revisions back in September 2004. Mainly because of the number of people that were plowing, added subdivisions that changed routes, and newer equipment.

**** Roger's concerns.

*** Dollar amount for change and benefits to who and why others don't receive the benefit.

**** I have given you a lot of information, if you have questions feel free to contact me. The choice is yours if you wish to change the policy. At times, change comes with an increased budget.

CITY OF PLAINVIEW

241 West Broadway
P.O. Box 606
Plainview, MN 55964-0606



The Heart of Greenwood Prairie

TO: Mike Hamilton, Merlin Bratberg, Council Members
FROM: Donald F. Koverman, City Administrator
SUBJECT: Snow Plowing Standards Review
DATE: January 15, 1988

The City has 45.1 miles of roads to maintain within the corporation limits. In as much as the current snow plowing standards have not been reviewed for the past four (4) or five (5) years, I thought it might be useful to review these guidelines to determine whether they reflect current community values.

Upon researching the current standards I find the present goal of the snow plowing program is best stated in the following manner:

Goal = To provide a snow plowing program which will allow vehicle traffic to safely utilize city streets while minimizing operational cost.

Implementing this snow plowing program requires answering three (3) fundamental questions:

1. When?
2. Where?
3. How?

1. When?

Mike Burgdorf considers sixteen (16) different factors in answering the question...when to begin to plow the snow. Often, because of the nature of the specific snow, some factors are weighed more than others. Some of these factors considered are:

1. temperature before snow falls
2. temperature when plowing
3. anticipated temperature after snow fall
4. current wind speeds
5. anticipated wind speeds after plowing
6. direction of wind currently
7. anticipated wind shifts
8. time of day of the snowfall
9. amount of the traffic during the snow fall - plowing program
10. amount of snowbirds (if appropriate)
11. driving conditions during the plowing of the snow
12. nature of the snow such as wet, sticky, dry or fluffy

Snow Plowing Standards Review - Cont.

Consequently, each snow fall is looked at individually and the question of "when" is treated on an individual basis.

2. Where?

The Department of Public Works currently divides the City into three (3) priority levels. While this priority ranking exists, it is important to note that unless extreme conditions exist, there is not a significant amount of lag time between the plowing of snow for priority #1 versus priority #3.

The priority levels are:

Priority #1

1. Broadway (State Road)
2. Business District
3. School Area
4. Fire Station Area

Base Street

5. *10th Street*

Priority #2

1. Neighborhood primary streets
 2. Feeder streets to main roads
- (Note: these are primarily the east to west streets)

*Base Street
Intersections*

Priority #3

1. Subdivision streets
2. All north to south neighborhood streets
3. Alleys

3. How?

Currently Mike uses the following resources to plow the streets:

1. 2 men running equipment with a third man (usually Mike) coming in for shift relief, administrative and coordination work.
2. Equipment used:
 - a) one (1) truck
 - b) one (1) plow road grader
3. Materials used:
 - a) salt = salt most effective 0 to 20 above
 - b) sand = sand used for traction and has no temperature problems
4. The blades are set to street level and only lifted when there are manhole covers set above street level.
5. Clean up is primarily left to higher temperatures - with the melting snow running off to the storm sewers

Snow Plowing Standards Review - Cont.

The general rule is that the more traveled the street is - the sooner the street will be free of snow/ice.

These are the approaches utilized to answer the three (3) questions which in turn achieve the current snow plowing goal. What is the cost of this standard?

Plowing 1" - 5" snow (12 hours to plow streets)

Truck's labor, fuel, maintenance . . .	207.47
Plow road grader's labor, fuel, maintenance . . .	<u>199.76</u>
TOTAL	\$407.23

Plowing 6" - 12" snow (24 hours to plow streets)

Truck's labor, fuel, maintenance . . .	399.44
Plow road grader's labor, fuel, maintenance . . .	<u>379.52</u>
TOTAL	\$778.96

Sand and Salt (for both levels of snow). \$321.14

Blades for Truck \$243.68/set including changing

Blades for plow road grader \$203.26/set including changing

Blades last two (2) years depending on amount of snow to plow, hitting manhole covers and curbs.

Conclusion

In looking at changes in the plowing standards perhaps we really need to focus on the overall goal and the question of "how" and not necessarily the questions of "when" or "where".

If we inserted into the goal that the final results would be a "clean" or "snow free" street, how would we accomplish this and for what additional cost?

Snow Plowing Standards Review - Cont.

<u>Current Standard</u>		<u>"Clean" Streets Standard</u>
1"-5" snowfall	\$321.14 (Sand & salt)	\$511.19
	<u>\$407.23</u> (labor, fuel, maint.)	<u>\$407.23</u>
(\$16.15 per mile)	\$728.37	\$918.42 (\$20.36 per mile)
6"-12" snowfall	\$321.14 (Sand & salt)	\$511.19
	<u>\$778.96</u> (labor, fuel, maint.)	<u>\$778.96</u>
(\$24.39 per mile)	\$1100.10	\$1290.15 (\$28.60 per mile)

The difference in current standards between 1"-5" and 6"-12" snow is \$371.73, the difference in "Clean Street" Standard between 1"-5" snow and 6"-12" snow is also \$371.73. Comparing the costs of current standards to "Clean Street" Standards is \$190.05.

Underlining assumptions are:

- no overtime is used.
- average snow fall (no extremes).
- only sand and salt is used.
- high temperatures are utilized to melt balance of snow, with run off going into storm drains (rather than being picked up with our snow removal program).

Another consideration for a "Clean Street" Standard would be at what temperature should this standard begin? Currently the data presented utilizes sand/salt chemicals. As stated previously, salt works 0 to 20 above temperatures. There is a calcium chloride chemical which is effective -5 to 0 temperatures. Utilizing this chemical would allow for earlier "Clean up". The costs involved are:

\$12.00 per bag (2 bags needed per load)
\$24.00 per load (7 loads required for 45.1 miles)

The additional cost would be \$168.00 per snow. This would raise the total "Clean Street" cost to:

1"-5" snow	\$511.19	(Sand and salt)
	\$407.23	(Labor, fuel, maintenance)
	<u>\$168.00</u>	(Calcium)
TOTAL	\$1086.42	

Snow Plowing Standards Review - Cont.

6"-12" snow	\$511.19	(Sand and Salt)
	\$778.96	(Labor, fuel, maintenance)
	<u>\$168.00</u>	(Calcium)

TOTAL \$1458.15

Please review and advise. Thank you.

Donald F. Koverman,
City Administrator

CITY OF PLAINVIEW

241 West Broadway
P.O. Box 606
Plainview, MN 55964-0606



The Heart of Greenwood Prairie

TO: Mike Burgdorf, Public Works Director
FROM: Donald F. Koverman, City Administrator
SUBJECT: Snow Plowing Standards
DATE: January 29, 1988

As you are aware the City Council approved the snow plowing standards recommended by the Street subcommittee. Below please find a review for these standards:

STREET PRIORITY RANKINGS:

Priority #1

1. Broadway (State Road)
2. Business District
3. School Area
4. Fire Station
5. Hillcrest Nursing Home (2nd Avenue out to county road)
6. 10th Street and 2nd Avenue where the school buses are parked over night)

Priority #2

1. Neighborhood primary streets
2. Feeder streets to main roads
(Note: these are primarily the east to west streets)

Priority #3

1. subdivision streets
2. all north to south neighborhood streets
3. alleys

GOALS

1. For Priority #1 streets and intersections of Priority #2:
The Department of Public Works will provide a snow plowing program which will:
 - a. allow vehicle traffic to safely utilize city streets
 - b. provide a "snow free" or "clean street" quality standard (as soon as possible) after each snow fall

2. For the remaining Priority #2 streets and all of Priority #3 streets:
The Department of Public Works will provide a snow plowing program which will:
 - a. allow vehicle traffic to safely utilize city streets
 - b. to minimize operational costs, the Department will only plow these streets on an "as-needed" basis

Snow Plowing Standards-cont.

The Department will continue to utilize only sand and salt materials to achieve the above goals.

A handwritten signature in black ink, appearing to read 'DK', is written over a horizontal line.

Donald F. Koverman,
City Administrator

DFK:cz

cc: Joe Kaupa, Police Chief

**SNOW PLOWING/ICE CONTROL
MAINTENANCE
POLICY**

CITY OF PLAINVIEW, MINNESOTA

Original September 1997
Revised September 2004

INTRODUCTION

The City of Plainview assumes basic responsibility for the plowing and snow and control of ice on city streets. Reasonable snow and ice control is necessary for routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will utilize city employees, city equipment and /or private contractor when necessary to provide this service.

EQUIPMENT

The city shall acquire, maintain, repair and replace equipment on a timely basis as the city's established budget shall allow. To provide for utilization of equipment in a cost effective manner, the city may use regular city trucks, ~~motor grader~~, front end loader, pickup and any other regular equipment as may be useful for control of snow and ice. Equipment that can be used only for snow and ice shall be acquired and utilized only if deemed absolutely essential.

Whenever existing snow removal heavy equipment is broken down in excess of eight hours during snow removal, the Public Works Director may rent equipment. The City Administrator or his designee shall be notified of this decision immediately. A Written report to include equipment down, reason for renting, estimated rental period, rental company, rental machine identification, rental rate and estimate of total cost shall be submitted within 48 hours after the completion of rental returned.

When the Public Works Director determines that the policy levels of service cannot be provided by city forces, he shall report to the City Administrator or his designee the following information:

1. Additional time required to provide desired levels of service using just city forces.
2. Additional equipment and/or manpower support required to achieve desired levels of service.
3. Estimated number of hours equipment and/or manpower will be required.

The City Administrator or his designee will then take the following action:

1. Determine availability of contractor equipment.
2. Estimate cost of contracted service required.
3. Determine availability of funds to meet estimated costs.
4. Based on information supplied, the City Administrator or his designee shall determine whether to contract for additional service or equipment, or accept reduced levels of service.

If contracted service or equipment is secured, the City Administrator or his designee shall provide the Public Works Subcommittee with a report containing the following information:

1. Purpose of contracting snow removal.
2. Estimated time and cost of contracted services.
3. Time and date contract began.

In the absence of the City Administrator, the Public Works Director shall have full authority under this section and shall communicate any decisions or actions resulting in extraordinary expenditures are defined as greater than \$5,000.00.

MINIMUM LEVELS OF SERVICE

The following are minimum levels of service that can be expected. The city will strive to achieve better results if possible.

Snow and/or ice control may be terminated at any time the Public Works Director or his designee determine that rising temperatures, visibility and/or the rate of accumulation make the control unsafe, ineffective, or unnecessary.

Should a subsequent storm occur within the minimum times for service, then such subsequent storm shall become the storm referred to in this policy.

1. Snow removal and/or sanding operations shall begin when snow accumulation reaches 2 inches or when ice occurs on city streets, and shall continue periodically throughout the duration of the storm. It is the intention of the City to keep these routes open to traffic, if possible, during a storm; however, it is not the intent to keep them snow or ice free.
2. All city streets shall be open to traffic (two lanes) within 12 hours after the snow storm subsided.
3. Downtown city streets shall generally be plowed to the center. The Public Works Director or his designee may elect to plow downtown streets during evening or early morning hours to avoid traffic and parked vehicle congestion. City owned parking lots are generally plowed at the same time as downtown streets. Snow may be piled for removal from the parking lots when snow is hauled from downtown.
4. Downtown snow hauling will begin at the discretion of the Public Works Director or his designee. At certain times of the year or when there is no room to stock pile snow, it may be left to melt.
5. All public streets and alleys shall be opened to functional traffic patterns within three working days after a snowstorm subsides.
6. Salt and sand operations will be utilized to provide bare pavement when conditions allow for this on all city streets. There may be general snow pack on residential street because of traffic and temperature.
7. Snow depth at the corners of intersections shall be reduced to 36 inches or less following other necessary operations. The Public Works Director or his designee shall have the authority to determine the scheduling and priority of this function.

8. Certain streets within the city are maintained by the State and fall under State Maintenance policies.
9. Certain streets within the city are maintained by Wabasha County and fall under County Maintenance policies.

Method of Plowing Snow

Snow will be plowed in a manner so as to minimize traffic obstructions. With the exception of the Central Business District, the snow will be plowed from the center of the street outward. For narrow streets or alleys, the Public Works Director or his designee may choose to plow from one side to the other. Snow shall be plowed and pushed away from left to right and discharged on the edge of the street or on adjacent right-of-way without regard for sidewalks and/or driveways. The City shall not be responsible for plowing snow from any sidewalks and/or driveways. Plow routes are set up by the Public Works Director or his designee and may be changed at any time.

Hauling of Snow

Where space does not allow for snow to be piled outside the driving lanes, the city will remove the snow by hauling. Timing of such hauling shall be at the discretion of the Public Works Director or his designee.

Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay snow and ice control operations include: severe cold, significant winds, limited visibility and rapid accumulation of snow and ice, *timing of the snow/ice, direction of the wind, nature of the snow such as wet, sticky, dry, fluffy, and the temperature during the snow fall.*

Dispatching of Equipment

Dispatching of equipment shall be determined by the Public Works Director or his designee. Plowing and/or sanding operations may occur during the assigned work shift or on a specific situation call out. If on a specific situation, the response shall be as soon as possible if people and equipment are available and it is more than 4 hours until a work shift is to begin. Once a work-shift has ended, the Public Works Director or his designee has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

For emergency vehicles responding to emergency situations (fire, medical, police) within the city, necessary men and equipment will be dispatched as soon as possible.

Work Schedule for Snow Plow Operators

Snow plow operators will be expected to work eight-hour shifts. In snow emergencies, operators sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. Operators will take a fifteen minute break every two hours with a half-hour meal break after four hours. After a Twelve-hour day, the operators will be replaced if additional qualified personnel are available.

Damage to Personal Properties

Only those properties (mailboxes) which are installed properly and allowed by city ordinance to be adjacent to streets and damaged by actual contact with city equipment, will be considered for repair or replacement at city expense. Damage to trees, shrubbery, sprinkler heads, landscape lighting and other landscaping will not be considered for compensation. Lawns that are scraped or gorged by city equipment will be repaired by topdressing and seeding the following spring. Residents are requested to assist by watering the areas that are repaired.

Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by equipment.

Mail Delivery

The snow plow operators make every effort to remove snow as close to the curb-line as practical and to provide access to mailboxes for the Postal Department. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

Plowing of Private Property

Unless there is direct benefit to city operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

Complaints

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's complaint procedures. Complaints involving access to property or problems requiring immediate attention shall be handled on a priority basis. Response time should not exceed twenty-four (24) hours for any complaint. It should be understood that complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the City's intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources. Complaints are to be called into 534-3701.

Review of Policy

The city will keep on file comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider comments or complaints received since the last review.

SNOWPLOWING

TRUCK #1 ROUTE

1. 1ST Ave. S.W. from 1st St. S.W. to 7th St. S.W.
2. 7th St. S.W. from highway 42 to 2nd Ave. S.W.
3. 9th St. S.W. from Highway 247 to 2nd Ave. S.W.
4. 10th St. S.W. from 9th St. to Highway 42.
5. 2nd Ave. S.W. from 9th St. to 3rd St. S.W.
6. 3rd St. S.W. from 2nd Ave. S.W. to Highway 42.
7. 2nd Ave. S.W. from 3rd St. S.W. to Highway 42.
8. 2nd Ave. S.E. from Highway 42 to 4th St. S.E.
9. 4th St. S.E. from 2nd Ave. S.E. to East Broadway.
10. 4th Ave. S.E. and 4th St. S.E. to Dead End.
11. 3rd Ave. from Highway 42 to 1st St. S.W.
12. 1st St. S.W. from 3rd Ave. S.W. to Highway 247.
13. 1st St. N.W. from Highway 247 to 2nd Ave. NW.
14. 1st St. S.W. from 3rd Ave. S.W. to 4th Ave. S.W.
15. 4th Ave. S.W. from 1st St. S.W. to 2nd St. S.W.
16. 2nd St. S.W. from Dead End to 3rd Ave. S.W.
17. 3rd Ave. S.W. from 3rd St. to 1st St. S.W.
18. 4th St. S.W. from Highway 42 to 1st Ave. S.W.
19. 5th St. S.W. from 1st Ave. S.W. to 5th Ave. S.W.
20. 5th Ave. S.W. from 5th St. S.W. to 4th St. S.W.

21. 6th St. S.W. from 1st Ave. to Dead End.
22. 3rd Ave. S.W. from 6th St. S.W. to 7th St. S.W.
23. 7th St. S.W. from 3rd Ave. S.W. to Cul-de-sac.
24. 4th Ave. S.W. from 7th St. S.W. to 3rd St. S.W.
25. 3rd Ave. S.W. from 3rd St. S.W. to 5th St. S.W.
26. 8th St. S.W. from 2nd Ave. S.W. to Cul-de-sac.
27. 4th Ave. S.W. Cul-de-sac.
28. 4th Ave. S.W. from 8th St. S.W. to 10th St. S.W.
29. 2nd St. S.E. from 2nd Ave. S.E. to 3rd Ave. S.E.
30. 3rd Ave. S.E. West Cul-de-sac to East Cul-de-sac.
31. 3rd St. S.E. from 3rd Ave. S.E. to 4th Ave. S.E.
32. 5th Ave. S.E. from 4th St. S.E. to 2nd St. S.E.
33. 2nd St. S.E. from 4th Ave. S.E. to 6th Ave. S.E.
34. 6th Ave. S.E. from 2nd St. S.E. to East Dead End.

TRUCK #2 ROUTE

1. East Broadway from Highway 42 to East City Limits.
2. 8th St. N.E. from East Broadway to Dead End.
3. 6th St. N.E. from East Broadway to 1st Ave. N.E.
4. 2nd Ave. from East Dead End including 7th St. N.E., 4th Ave. N.E. and 5th St. N.E. to Dead End.
5. 1st Ave. N.E. from Dead End East of 6th St. N.E. to Highway 42.
6. 1st Ave. N.W. from Highway 42 to 3rd St. N.W.
7. 3rd St. N.E. from 1st Ave. N.W. to 2nd Ave. N.W.
8. 2nd Ave. N.E. from Eastwood Park to Highway 42.
9. 2nd Ave. N.W. from Highway 42 to 10th St. N.W.
10. 6th St. N.W. from 2nd Ave. N.W. to Fisk Acres Dead End.
11. 7th Ave. N.W. from 6th St. N.W. to County Road 8.
12. 4th Ave. N.W. from 6th St. N.W. to 9th St. N.W.
13. 9th St. N.W. from 4th Ave. N.W. to 3rd Ave. N.W.
14. 3rd Ave. N.W. from 9th St. N.W. to 8th St. N.W.
15. 8th St. N.W. from 2nd Ave. N.W. to 4th Ave. N.W.
16. 7th St. N.W. from 4th Ave. N.W. to Dead End.
17. 7th St. N.W. from 2nd Ave. N.W. to 3rd Ave. N.W.
18. 3rd Ave. N.W. from 6th St. N.W. to 8th St. N.W.
19. 3rd Ave. N.E. from Highway 42 to Dead End.
20. 5th Ave. N.E. from Dead End to Highway 42.

21. 8th Ave. N.W. from Highway 42 to Dead End.
22. 2nd St. N.W. /1st St. N.W. from 8th Ave. N.W. to 8th Ave. N.W.
23. 6th Ave. N.E. from 5th Ave. N.E. to Dead End Cul-de-sac.
24. 4th St. N.E. from 6th Ave. N.E. to 1st Ave. N.E.
25. 3rd St. N.E. from 1st Ave. to East Broadway.
26. 2nd St. N.E. from East Broadway to 5th Ave. N.E.
27. 1st St. N.E. from 5th Ave. N.E. to East Broadway.
28. 3rd St./4th Ave. N.E. from 5th Ave. NE to Cul-de-sac.
29. 5th St. N.E. from 1st Ave. N.E. to Broadway.
30. 6th St. S.E. from East Broadway to Dead End pickup route.
31. 3rd St. S.E. from East Broadway to 2nd Ave. S.E.
32. 2nd St. S.E. from 2nd Ave. S.E. to East Broadway.
33. 1st St. S.E. from 2nd Ave. S.E. to 1st Ave. S.E.
34. 1ST Ave. S.E. from 1st St. S.E. to Dead End.
35. 3rd Ave. N.E. East Dead End to Cul-de-sac.

GRADER ROUTE – WINDROW STREETS

1. 2nd St. S.W. from 1st Ave. S.W. to West Broadway.
2. 2nd St. N.W. from West Broadway to 1st Ave. NW.
3. 3rd St. N.W. from 1st Ave. N.W. to West Broadway.
4. 3rd St. S.W. from West Broadway to 2nd Ave. S.W.
5. 4th St. S.W. from 1st Ave. S.W. to West Broadway.
- *6. 4th St. N.W. from Broadway to 2nd Ave. N.W. (Sidewalk cleaned only to 1st Ave.)
- *7. 5th St. N.W. from 2nd Ave. N.W. to West Broadway. (Sidewalk cleaned only to 1st Ave.)
8. 5th St. S.W. from Broadway to 1st Ave. S.W.
9. 6th St. N.W. from 1st Ave. N.W. to 2nd Ave. N.W.
10. 1st Ave. N.W. from 6th St. N.W. to 3rd St. N.W.
11. 1st Ave. S.W. from 4th St. S.W. to 3rd St. S.W.
12. West Broadway from Highway 42 to 7th St. S.W.

* Items 6 & 7 are windrowed for 2 blocks, but the City only has the Sidewalks cleaned for 1 block because it is in the Business District.

PICKUP ROUTE

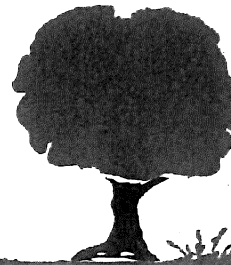
1. Orchard Manor
2. First alley North of West Broadway from Highway 42 to 4th St. N.W.
3. Alley North of first alley from Dead End to Highway 42.
4. 1st St. N.W. from 2nd Ave. N.W. to Dead End.
5. 2nd St. N.W. from 2nd Ave. N.W. to Dead End.
6. 4th St. N.W. from 2nd Ave. N.W. to Dead End.
7. 5th St. N.W. from 2nd Ave. N.W. to Cemetery.
8. Cemetery Roads.
9. Cul-de-sac 4th Ave. N.W.
10. Cul-de-sac 3rd Ave. N.W.
11. First alley South of West Broadway 1st St. S.W. to 7th St. S.W.
12. Alley South of first alley 7th St. S.W. to 1st Ave. S.W.
13. 6th St. S.W. from West Broadway to alley.
14. Cul-de-sac 6th Ave. N.E.
15. Cul-de-sac End of 6th Ave. N.E.
16. Cul-de-sac 4th Ave. N.E.
17. Cul-de-sac End of 4th Ave. N.E.
18. Alley off of 2nd Ave. N.E. between 1st and 2nd St. N.E. go North to Connie Johnson garage.
19. Alley from 2nd St. S.E. to 3rd St. S.E.
20. Cul-de-sac 1st St. S.E.

21. Corners 2nd Ave. S.E. and 4th St. S.E.
22. Cul-de-sac 4th Ave. S.W.
23. Cul-de-sac 8th St. S.W.
24. Cul-de-sac 7th St. S.W.
25. Cul-de-sac 3rd Ave. N.E.
26. Cul-de-sac 2nd Ave. N.E.
27. Road to LeVan Lift Station.
28. Cul-de-sac 7th St. N.W.

CITY OF PLAINVIEW

241 WEST BROADWAY • PLAINVIEW, MN 55964

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



The Heart of Greenwood Prairie

SNOW REMOVAL COMPARISONS

Plainview- The state highway is plowed to the center by the city & reimbursed. The blower and trucks are hired by the state as are the trucks. The sidewalks from highway 42 to 5th street SW/NW have been cleared of snow & also put into the windrow with the snow from the highway. The city uses a 25% salt to 75% sand mixture for traction & to remove ice. Cul-de-sacs are plowed to the center of the cul-de-sac.

St. Charles- The state plows the snow to the curb. Later the state comes back and plows the snow away from the curb. After that the state omens in with the state blower and blows the snow into state trucks. The city uses a 33% salt to 67% sand mixture for deicing. Cul-de-sacs are plowed to the outsides on boulevards. If the boulevard becomes full, they haul out.

Lake City- The state plows the snow to the curb. Then the state plows away from the curb & the city blows the snow into city trucks. The city uses 100% salt. Cul-de-sacs are plowed to the outside. If the boulevards are full the snow gets hauled out.

Wabasha- The state highway is plowed curb to curb, no removal. The city uses 10 % salt & 90% sand. At times if needed they mix 50-50. Cul-de-sacs plowed to the outside. If the boulevards fill up, they haul out.

Zumbrota- State highway plowed curb to curb. Downtown windrowed, blow, and hauled away. The city uses a 25% salt mixture 75% sand. The do have access to salt where they can use straight salt. The cul-de-sacs are plowed to the outside. If the boulevard becomes full, they haul out.

Snowplowing, LMC Model Policy

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the Information Memo "Acquisition and Maintenance of City Streets."

City of _____, Minnesota Snowplowing Policy

1. Introduction

The city of _____, Minnesota, finds that it is in the best interest of the residents of the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When Will the City Start Snow or Ice Control Operations?

The Street Superintendent will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of three (3) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfall of less than three (3) inches.

3. How Snow will be Plowed

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow Removal

The Street Superintendent will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition.

Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and Schedule of Streets to be Plowed

The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with city services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

9. Use of Sand, Salt, and Other Chemicals

The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

10. Sidewalks

The city will maintain some of the sidewalks in the city. The list of those sidewalks is attached. As there are a limited number of personnel available, the city will only maintain these sidewalks after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

11. Mailboxes

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The city will conduct a review of each mailbox damage claim to determine whether the city has any legal responsibility for the damage and, if so, to replace or provide reimbursement for the mailbox. If the city, in its discretion, determines that reimbursement or replacement is appropriate, the city may:

- 1) At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the city;
- 2) Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the city's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

12. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation from Policy

The Superintendent of Streets may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by

the city for emergency notifications.

14. Review and Modification of Policy

The Street Superintendent shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

RE: SNOW POLICY

Michael Burgdorf

Thu 11/8/2018 8:31 AM

To: Spencer Larson <s.larson@plainviewmn.com>;

From: Roger Ziebell <r.ziebell@plainviewmn.com>
Sent: Sunday, October 28, 2018 9:22 AM
To: Michael Burgdorf <m.burgdorf@plainviewmn.com>
Subject: SNOW POLICY

Mike,

My concerns on snow removal:

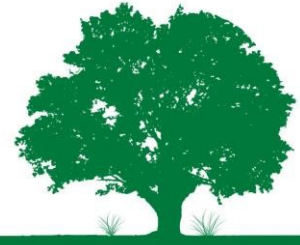
1. Plow before applying sand, don't apply sand/salt then plow 2 hours later. I don't know if we have ever plowed sand/salt off after applying it for 2 hours. Generally we apply sand/salt in the day so that the snow/ice stays loose to plow off the next day. Last season I seen the Public Works take 2-3 days to remove 1.5 inches of snow I am sorry if that happened. Please give me a date and I will look on the work orders to see what happened and why.
2. Apply sand/salt when there is ice or a snow glaze on roadways as soon as possible Sand/salt is applied after plowing. I feel it is more important to get the streets plowed so traffic can move than to apply sand/salt and slow the plowing process.
3. Windrow downtown streets and remove immediately when done regardless of the amount or future snow fall With some amounts of snow we may not be done plowing and the removal has started. Up around the school first for safety. You may want to call Robert Langanki of MNDOT who will put you in touch with his boss in reference to this statement.
4. Snow windrows will not be left in streets to melt, they must be removed Again you may need to get in touch Robert who will put you in touch with his supervisor.
5. Remove any snow piled in streets including Cul-de-Sacs. See the League of Minnesota Snow removal Policy. Page 1, number 3. Cost to do this is \$5,389.00 /snow event
6. In the downtown area snow must never be plowed against cars or curbs, always windrow and remove. It is only done during the day. It is safer for traffic and pedestrians.

7. I would also like to see the snow removed from alleys of downtown businesses either by plowing to the streets or windrow and remove. Why? There will be a safety issue as traffic in the alleys will spread the windrow and all of the windrow will not get blown off, but packed on the alley. Timing and cost would be the main factors. Timing these would have to be done ahead of the streets being plowed so that it is put into a windrow. Cost=windrow \$75.00 + Blower \$500.00 + trucks \$768.00 = \$1343.00 X 2 (north & south alley) = \$2686.00/ snow event.
8. City parking lots must be cleared before they open for business, in the case of the Liquor Store lot this should be cleaned before Mayo employees arrive. They are cleared 1 time, if it snows before opening and we are plowing, they will have to wait until we get back to them. The lots and sidewalks of the Liquor Store and Library must also be kept clean during business hours. Again they are. At what standards? This would include evenings, Saturdays and Sundays or any day they are open. At what standards? These lots and sidewalks are also to be kept clear of packed snow or ice by using salt only. Front & back doors as well as the sidewalks get salt only. Parking lots get sand & salt.
9. Avoid excessive use of sand, received several complaints last year Sorry, we didn't receive these concerns, so I can't fix if I don't know about it.
10. Every effort must be made to keep our streets clear of snow and ice Sorry you feel that way but we take great pride in our snowplowing.
11. We haven't been back billing other departments for snow and ice removal the past few years. Do you want us to start doing that again?
12. FYI. Some snow events we don't have a full crew. Sickness or vacation. That throws are timing off. We get all snow & ice removal taken care of it is just later in the day.

This is what I am concerned about now, but by our meeting in November I may have others and we will be discussing these items in November. The policy on snow hasn't been revised since 2004, 14 years is too long to go without revisions. There are several things that need to be changed. A policy is a procedure on how to do business and it must be kept up to date.

Roger Ziebell

Mayor of Plainview



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: Snow Quotes	AGENDA SECTION: New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 8.G.
ATTACHMENTS: Snow Quotations	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to award the following City contracts; • Winter Sand Supplier - Bennett & Sons • Snow Trucking – Bennett & Sons • Snow Blowing – Plainview Agri Power	

Summary:

Snow quotes were opened on October 30, 2018 @ 10:00am. The results are as follows:

Winter Sand	\$14.00/yard	Bennett & Sons
Trucking	\$96.00/hour/truck	Bennett & Sons
Snow Blower	\$250.00/ hour. 2hour minimum.	Plainview Agri Power

I recommend approval of these quote.

SNOW BLOWING QUOTES

Quotes will be for providing equipment and operators for the removal of snow on City of Plainview streets, by the use of snow blower method, during the 2018/2019 snow removal season. Quotes will be due and opened at 10:00am on October 30, 2018.

All quotes shall include the size of the blower and indicate hourly rates, including tax. The city will provide the trucks by exclusive contract with the City Of Plainview. Snow blower must be ready to blow snow one (1) hour after being notified. The City Of Plainview has First Exclusive Service Rights as to when the blower is used until all the snow is removed with in the City of Plainview.

All quotes must be accompanied with or have on file with the City of Plainview a Certificate of Insurance before this quote will be good. The Certificate of Insurance must show the following coverage: Automobile Bodily Injury Liability, Property Damage Liability, Worker's Compensation Coverage, and Public Liability for Bodily Injury and Property Damage Liability. General Liability Insurance is to be at least \$1,200,000 General Aggregate and Worker's Compensation. Insurance must be in effect until 04/01/2019.

All equipment must be properly licensed.

The City of Plainview reserves the right to reject any or all proposals and to waive informalities.

City of Plainview

Michael L. Burgdorf, Public Works Director

Snow Blowing. \$ 250⁰⁰ /hr. *w/ uni + NI 9' snowblower*
w/ 2 HR. minimum

Submitted by: Plu. Agri Power, Signed by: Dary Koblaruk

Date 10/18/18 Phone # 534-3795 Cell Phone # 951-1648 Fax # 534-3090

TRUCKING QUOTES

Quotes are to be for providing trucks and drivers for the hauling of snow for the City of Plainview during the 2018/2019 snow removal season. Quotes will be due and opened at 10:00am on October 30, 2018.

All quotes shall indicate cubic yard capacity of trucks, rates per hour, including tax, and availability of trucks and drivers. Trucks must have a minimum of 70 cubic yards and ready to haul snow one (1) hour after being notified. The City of Plainview has **First Exclusive Service Rights** as to the number of trucks requested and the time for trucks to be used by the City of Plainview furnished until finished with snow the removal.

Snow dump site: Trucking Business will furnish and maintain their own site. The city will pile snow if requested. Dump site must be within 1 mile of the city limits or closer. Dump Site Rental \$ 1500.

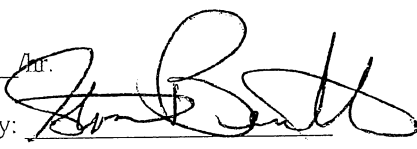
All quotes must be accompanied with or have on file with the City of Plainview a Certificate of Insurance, before this quote will be good. The Certificate of Insurance must show the following coverage: Automobile Bodily Injury Liability, Property Damage Liability, Worker's Compensation Coverage, and Public Liability for Bodily Injury and Property Damage Liability. General Liability Insurance is to be at least \$1,200,000 General Aggregate and Worker's Compensation. Insurance must be in effect until 04/01/2019.

All equipment and vehicles must be properly licensed.

The City of Plainview reserves the right to reject any or all proposals and to waive informalities.

City of Plainview
Michael L. Burgdorf, Public Works Director

Trucking for snow hauling. \$ 96⁰⁰/₁₀₀ Hr.

Submitted by: Steve Bennett, Signed by: 

Date 10/5/18 Phone # 534-3736 Cell Phone # 421-1538 Fax # 534-2100

SAND QUOTES

Quotes are to be for sand hauled to the City of Plainview for the 2018/2019 season. Quotes will be due and opened at 10:00am, October 30, 2018.

Approximately four hundred (400) yards of screened sand for sanding the streets in the winter, to be delivered to the Wabasha County Maintenance Sand/Salt Shed, located at 24234 County Road 27, Plainview, MN 55964. Dredge Sand is not acceptable.

The sand will be delivered to the City of Plainview as requested. Quote must include the price of trucking, sand, and tax.

All quotes must be accompanied with or have on file with the City of Plainview a Certificate of Insurance before this quote will be good. The Certificate of Insurance must show the following coverage: Automobile Bodily Injury Liability, Property Damage Liability, Worker's Compensation Coverage, and Public Liability for Bodily Injury and Property Damage Liability. General Liability Insurance is to be of at least \$1,200,000 General Aggregate and Worker's Compensation. Insurance must be in effect until April 1, 2019.

All equipment and vehicles must be properly licensed.

The City of Plainview reserves the right to reject any or all proposals and to waive informalities.

City Of Plainview
Michael L. Burgdorf, Public Works Director

Approximately 400 Yard Screen Sand, Trucking and Tax \$ 14.00 per yard

Submitted by: Steve Bennett Signed by: [Signature]

Date 10/15 Phone # 534-3736 Cell Phone # 424-1538 Fax # 534-2100



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM: MNDOT Equipment Service/Rentals	AGENDA SECTION:
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 8.H.
ATTACHMENTS: District 6 Informal Bid for Service & Rentals	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to Approve Service and Rental Rates as shown below.	

MNDOT at times needs other equipment & services to perform their jobs. In order to help them I am proposing that the following equipment with the Service and Rental rates be adopted;

- | | |
|---|----------------|
| 1. John Deere Loader with plow (with Operator) | \$120.00/ hour |
| 2. Bob Cat Tool Cat 5600 w/ blower or sweeper (with Operator) | \$75.00/hour |
| 3. Grasshopper 725D with sweeper (with Operator) | \$75.00/hour |
| 4. Pickup-Traffic Control (with Operator) | \$60.00/hour |
| 5. Trucks (with Operator) | \$85.00/hour |

Respectfully Requested,

Michael

INSTRUCTIONS: Prepare one copy for each unit bid.

DISTRICT 6 INFORMAL BID FOR SERVICE AND RENTALS

*The Minnesota Department of Transportation is soliciting bids for rental of equipment with operator for the removal of snow and ice. The purpose of this solicitation is to establish a list of rates that towns within our district will be charging for removal of snow. Please make additional copies if needed, and you may mail or email in your bids. When submitting bids, please include your proof of \$2,000,000.00 of insurance and worker's compensation as required by State law. Payments will not be made for equipment rental until the insurance certificate has been furnished. Billing is to be monthly with final billing to be received no later than **June 1, 2019** or the city/county will be deemed to have waived the right to reimbursement.*

For completion by the Owner

City/Township City of Plainview
Contact name and phone number Michael L. Burgdorf 507-534-3701 or 507-273-6223
Description of Equipment 2019 International Plow Truck
Type Plow Truck / Box
Description 6 yard Box
Bid Rate Per Unit of Measure \$ \$85⁰⁰ / hour
Unit of Measure (completed by MnDOT) _____
MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe
Phone 507-286-7574 Fax # 507-280-2846
Email chade.trupe@state.mn.us
Office D6 Rochester
Date 10/22/2018

Forward to the person soliciting bid listed above.



INSTRUCTIONS: Prepare one copy for each unit bid.

DISTRICT 6 INFORMAL BID FOR SERVICE AND RENTALS

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For completion by the Owner

City/Township City of Plainview
Contact name and phone number Michael L. Burgdorf 507-534-3701 or 507-273-6223
Description of Equipment 2009 International Truck
Type Plow Truck / Box
Description 6 yard Box
Bid Rate Per Unit of Measure \$ 185⁰⁰/hour
Unit of Measure (completed by MnDOT) _____
MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe
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For completion by the Owner

City/Township City of Plainview
Contact name and phone number Michael L. Burgdorf 507-534-3701 or 507-273-6223
Description of Equipment Pickup Truck
Type GMC Pickup
Description Traffic Control
Bid Rate Per Unit of Measure \$ \$60⁰⁰/hour
Unit of Measure (completed by MnDOT) _____
MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe
Phone 507-286-7574 Fax # 507-280-2846
Email chade.trupe@state.mn.us
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For completion by the Owner

City/Township City of Plainview
Contact name and phone number Michael L. Burgdorf
Description of Equipment Bob Cat
Type Tool Cat 5600
Description Sweeper / Blower for Sidewalks
Bid Rate Per Unit of Measure \$ 75⁰⁰ / hour
Unit of Measure (completed by MnDOT) _____
MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe
Phone 507-286-7574 Fax # 507-280-2846
Email chade.trupe@state.mn.us
Office D6 Rochester
Date 10/22/2018

Forward to the person soliciting bid listed above.



INSTRUCTIONS: Prepare one copy for each unit bid.

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For completion by the Owner

City/Township City of Plaidview
Contact name and phone number Michael L. Burgdorf 507-534-3701 or 507-273-6223
Description of Equipment Grasshopper
Type 725 D
Description Blower for Sidewalks
Bid Rate Per Unit of Measure \$ \$75.00/hour
Unit of Measure (completed by MnDOT) _____
MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe
Phone 507-286-7574 Fax # 507-280-2846
Email chade.trupe@state.mn.us
Office D6 Rochester
Date 10/22/2018

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For completion by the Owner

City/Township City of Plainview

Contact name and phone number Michael L. Burgdorf 507-273-6223
507-534-3701

Description of Equipment JD 544H Loader / Plow

Type John Deere 544H

Description Loader / Plow

Bid Rate Per Unit of Measure \$ \$120⁰⁰ / hour

Unit of Measure (completed by MnDOT) _____

MN Tax ID number or Social Security number 824648

For Department Use ONLY

Name and Title of Person Soliciting Bid Chade Trupe

Phone 507-286-7574 Fax # 507-280-2846

Email chade.trupe@state.mn.us

Office D6 Rochester

Date 10/22/2018

Forward to the person soliciting bid listed above.



Executive Summary

City Council Meeting: November 13, 2018

AGENDA ITEM: 2018 Fund Transfers	AGENDA SECTION: New Business
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 8.I.
ATTACHMENTS: Transfer Journal Entries	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the fund transfers to eliminate negative fund balances for fiscal year ended 2017 as indicated in the 2017 Audited Financial Statements and the 2017 Annual TIF Report and to transfer money to the EDA Housing Fund. • General Fund to Levan TIF - \$8,708 • General Fund to Parks - \$387,800 • General Fund to Ambulance - \$477,213 • General Fund to Cemetery - \$19,868 • Rochester Sales Tax Fund to EDA Housing Fund - \$101,568 • General Capital Projects Fund to EDA Housing Fund - \$300,000	

BACKGROUND

At the end of fiscal year 2017, several major governmental funds had negative fund balances. This is a result of failing to levy the full amount needed each year to operate these funds, which resulted in expenditures exceeding appropriations. These negative balances accumulated over a period of several years, which were noted in the audited financial statements from 2012-2016. Transfers should have been done each year to eliminate the negative fund balances. These transfers now represent the negative balance in these funds as of 12/31/17, as reported in the audit.

Since the 2015 TIF Reports, which are now prepared by Mike Bubany of David Drown Associates, there has been a discrepancy in the fund balance in the audit when compared to TIF Reporting previously completed by City staff. The audit reports a balance of \$28,400 while the TIF Report indicates the actual fund balance should be \$37,148. The TIF Report is the correct balance and there needs to be a transfer of \$8,708 from the General Fund to the Levan TIF fund to eliminate this discrepancy.

On September 11, 2018, the City Council approved a request from The Plainview EDA for a transfer of funds to a dedicated housing fund in the amount of \$401,568. \$101,568 will be transferred from the Rochester Sales Tax Fund and \$300,000 will be transferred from the General Capital Project Fund (which is where the repayment funds from the Haley Comfort Systems business loan are held).

RECOMMENDATION

Staff recommends motion to approve the fund transfers for FY 2017 in the amount of \$1,295,157.

Journal Entry

Date: Nov, 2018

Account	Description	Purpose	Debit	Credit
101-41500-700	General Fund - Transfers Out	To transfer funds to eliminate the previous yr fund balance discrepancy between the audited financial reports and the TIF Report	\$ 8,708.00	
505-46500-39201	TIF-Levan/Harvest Ridge Transfers In from General Fund	To transfer funds to eliminate the previous yr fund balance discrepancy between the 2017 audited financial reports and the 2017 TIF Report		\$ 8,708.00
101-41500-700	General Fund - Transfers Out	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements	\$ 387,800.00	
225-45200-39201	Park - Transfer In from General Fund	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements		\$ 387,800.00
101-41500-700	General Fund - Transfers Out	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements	\$ 477,213.00	
230-49020-39201	Ambulance - Transfer In from General Fund	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements		\$ 477,213.00
101-41500-700	General Fund - Transfers Out	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements	\$ 19,868.00	
235-49010-39201	Cemetery - Transfer In from General Fund	To transfer funds to eliminate the negative fund balance from Dec. 2017 audited financial statements		\$ 19,868.00
203-4660-700	Roch Sales Tax Fund - Transfers Out	To transfer funds to the EDA Housing Fund per council approval	\$ 101,568.00	
291-46500-39203	EDA Housing Fund - Transfer In from Roch Sales Tax Fund	To transfer funds to the EDA Housing Fund per council approval		\$ 101,568.00
430-41500-700	General Capital Project Fund - Transfers Out	To transfer funds to the EDA Housing Fund per council approval	\$ 300,000.00	
291-46500-39203	EDA Housing Fund - Transfer In from Roch Sales Tax Fund	To transfer funds to the EDA Housing Fund per council approval		\$ 300,000.00
			\$ 1,295,157.00	\$ 1,295,157.00



Executive Summary

City Council Regular Meeting: November 13, 2018

AGENDA ITEM:	Appointing Board Member to the Plainview- Elgin Sanitary Sewer District Board	AGENDA SECTION: Information Only
PREPARED BY:	MariClair Schneider	AGENDA NO. 9.A.
ATTACHMENTS:	None	APPROVED BY: cgh
RECOMMENDED ACTION: Looking for at least three council members to attend the Elgin City Council meeting on December 19, 2018 to appoint Board Member to the Plainview-Elgin Sanitary Sewer District Board		

BACKGROUND

Merlin Bratberg's term is up on the Plainview-Elgin Sanitary Sewer board on December 31, 2018. He has expressed interest that he would like to renew his term, and no other volunteers have come forward expressing interest in the open position.

Both Plainview's City Council and Elgin's City Council need to have a joint meeting to recommend the board member candidate for the Sanitary Sewer District Board. Last year Elgin's City Council came to Plainview, so this year, it's Plainview's turn to attend the Elgin City Council meeting. There needs to be at least 3 Council members willing to attend the meeting on December 19, 2018 at 7:00 p.m.