



REGULAR CITY COUNCIL MEETING AGENDA

Tuesday, January 12, 2021, at 6:00 P.M.

Location: Church of Christ 205 1st St. NE Plainview

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, David Todd, City Administrator for the City of Plainview, determine that in-person meetings of the city council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. Additionally, I determine the presence of any members of the public is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

“Due to COVID-19 Restrictions Regarding Public Gatherings, The City will regulate the number of participants allowed within the Church of Christ Building. Broadcast of the City Council Meetings will continue to be streamed on FaceBook Live” <https://www.facebook.com/plainviewmn/>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARINGS

- A. Rezone Orchard Hills 7th Addition from Agricultural District (AG) to R-2 Residential District (R-2)
- B. Preliminary Plat Orchard Hills 7th Addition

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

While the City Council welcomes and encourages participation from community members, we ask that citizens maintain social distancing and that all comments remain respectful. In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.

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

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

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

- A. City Council Minutes- December 8, 2020
- B. Bills
- C. Permits/Licenses/Donations-
- D. Department Head Reports and Board Minutes
- E. Meeting Schedule for 2021
- F. Council Appointments for 2021
- G. Official Designations for 2021

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Fee Schedule for 2021- Ordinance 2021-01, Resolution 2021-01
- B. Discussion & Action – Extend Families First Coronavirus Response Act Emergency Paid Leave
- C. Discussion & Action – Violation of Zoning Code
- D. Park and Trails Commission Appointments-Marlene Young and Carrie Klassen
- E. Rezone Orchard Hills 7th Addition from Agricultural District (AG) to Residential District (R-2) Ordinance 2021-02
- F. Preliminary Plat Orchard Hills 7th Addition Resolution 2021-02

9. INFORMATION ONLY DOCUMENTS

- A. City Hall Security Door Update

10. COUNCIL COMMENT

11. ADJOURN

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the December 8, 2020 Regular Meeting Proceedings.	

REGULAR PLAINVIEW CITY COUNCIL MEETING

Tuesday December 8, 2020 at 6:00 P.M.

- I. CALL TO ORDER-** Mayor Ziebell called the Regular Plainview City Council meeting to order on Tuesday December 8, 2020 at 6:00 p.m.

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

Council Members absent: None

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Police Chief Jason Timm, Public Works Director Shane Loftus, and Library Director Alice Henderson.

Department Heads absent: Fire Chief Ed Jacobs.

Guests in attendance: Lindsay Hammer Bartley, Ben Jacobs, Chad Gelner, Holly Reeve, Brian Malm and Richard Johnson.

II. APPROVAL OF AGENDA-

Motion by Daschner to approve the agenda. Second by Kuschel. Motion carried.

- III. 2020 TRUTH IN TAXATION HEARING** – Administrator Todd gave a slide presentation of the Budget and Levy Hearing for Taxes Payable 2021. The General fund levy increase of 7.64% combined with a decrease in the Debt service funds nest to a total overall increase of 2.75%. Increases in the General fund are primarily a result of inflationary factors that increased insurance premiums for property/liability as well as workers' compensation coverage in addition to wages and benefits changes within the union contracts. Additionally, the City is maintaining amounts dedicated to Capital Improvement and Project Funds in order to fund future projects and capital equipment expenditures for 2021 and beyond. Decreases in the Deb Service levy is primarily a result of following scheduled levies based on bond documents. Mayor Ziebell adjourned Truth in Taxation hearing at 6:19pm.

1. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENTS-None

- 3. APPROVAL OF AGENDA-** Motion by Kuschel seconded by Daschner to approve the agenda. Motion carried.

- 4. APPROVAL OF CONSENT AGENDA-** Motion by Daschner to approve the consent agenda. Second by Walkes. Ziebell commented on the Parks and Trails commission minutes about the Peace Corp Memorial Park at the trail head. Ziebell said to make sure the new council addresses this with the citizens of Plainview, the Vets and American Legion in Plainview before moving forward. Ziebell also asked Clerk Kujath if we have all the Refuse Haulers on the agenda. Clerk Kujath commented that one Refuse Hauler was already approved at the October meeting. No other comments. Motion carried.

A. City Council Minutes – November 10, 2020 and November 17, 2020

B. Bills

C. Permits/Licenses/Donations-

a. Refuse License Renewals – Hagedorn Enterprises, dba: Lake City Recycling, Sunshine Sanitation and Waste Management

b. Tobacco License Renewal – High Plains, Lyon's Oil BP, Kwik Trip and Family Dollar

D. Department Head Reports and Board Minutes

E. LMCIT Monetary Tort Liability Limit

F. Designate Polling Places for 2020- Resolution 2020-30

5. PUBLIC HEARINGS - None

6. UNFINISHED BUSINESS

A. Liquor License Renewal Applications

- a. Walkes Enterprises dba: Kim's Saloon & Grill: On-sale \$1,500 Sunday \$200 Off-sale \$250
- b. K-J Bowling Enterprises Inc. dba: Gopher Lanes: On-sale \$1,500 Sunday \$200 Off-sale \$250
- c. TJ's Tavern On & Off Sale On-sale \$1,500 Sunday \$200 Off-sale \$250
- d. William Allen American Legion Post 179: On-sale \$1,500 Sunday \$200

Administrator Todd gave the council 3 different options for the Liquor License fees for the upcoming year. The options were as follows: (1) No action, (2) 100% waiver of the renewal, and (3) Prorate by quarter. A lengthy discussion followed.

Motion by Rettmann, seconded by Kuschel to waive all Liquor License Renewal Fees for 2021 due to COVID 19.

Ayes: Ziebell, Walkes, Kuschel, Rettmann

Nays: Daschner

Motion Carried

Motion to approve the Liquor License Renewals as listed above made by Kuschel, second by Rettmann. Motion carried.

7. NEW BUSINESS

A. Plainview Elgin Sanitary Sewer Board Members – Four members of the Elgin City Council were present and held a meeting to approve appointing two members to the Plainview Elgin Sanitary Sewer Board. This is a joint board between the City of Plainview and the City of Elgin. They made a motion and unanimously approved Steve Sawyer and Carla Folkert as new board members. The Elgin City Council then adjourned their meeting. At this time, the Plainview City Council member Walkes also made a motion to approve appointing the two new board members, Steve Sawyer, and Carla Folkert, to the Plainview Elgin Sanitary Sewer Board. Second by Daschner. Motion carried.

B. Bolton & Menk Tap Lighting & Surface Improvements -Brian Malm from Bolton & Menk presented the pay estimate No. 8 from Chippewa Concrete Services in the amount of \$6,633.55. Motion by Kuschel to approve pay estimate No. 8 to Chippewa Concrete Services in the amount of \$6,633.55. Second by Daschner. Motion carried.

C. Bolton & Menk 2020 Street & Utility Improvements -Brian Malm from Bolton & Menk presented the pay estimate No. 6 to Alcon Excavation, Inc. in the amount of \$91,837.84. Motion by Daschner to approve pay estimate No. 6 to Alcon Excavation, Inc. in the amount of \$91,837.84. Second by Kuschel. Motion carried.

D. Final 2021 Levy Certification-Resolution 2020-27- The City of Plainview is required by law to certify to the County Auditor the final tax levy in December each year. Motion by Kuschel to approve the Final 2021 Levy Resolution 2020-27 in the amount of \$2,336,571. Second by Walkes. Motion carried.

E. Final 2021 Budget – Resolution 2020-28-The City of Plainview is required by law to adopt a budget each year. The detailed information was given to the council to review. Motion by Rettmann to approve the Final 2021 Budget Resolution 2020-28 for the general funds in the amount of \$3,347,946. Second by Walkes. Ziebell asked Public Works Director Shane Loftus if the cemetery road improvements were in this budget. Loftus replied the cemetery improvements were not in this next year's budget. They are in the 2022 year's budget. Motion

carried.

- F. 2020 Fund Transfers Resolution 2020-29**– Administrator David Todd, explained how each year a transfer resolution is brought before the council for approval. Fund transfers are normal functions in fund accounting and are necessary to ensure that funds do not end the year with a negative balance. Motion made by Daschner to approve Resolution 2020-29 authorizing the 2020 Fund Transfers in the total amount of \$1,344,834. Second by Kuschel. Motion carried.
- G. Library Board Appointments**- Library Director Alice Henderson brought before council two (2) citizens to be appointed to the Library Board of Trustees. Motion by Daschner to approve Paul Eidenschink: First 3-year term to expire December 31, 2023 and Nick Ozment: First 3-Year term to expire December 31, 2023. Second by Walkes. Motion carried.
- H. Lot Split K&P Properties of Rochester- Resolution 2020-32**-Administrator Todd explained a lot split application submitted by K&P Properties was presented to the City. K&P Properties of Rochester will be required to record this transaction with Wabasha County once the application has been approved. A motion was made by Walkes to approve the simple lot split application allowing K&P Properties of Rochester to split off a 4-foot portion of its property located by PID #26.01345.00 to Edgewood Acres of Plainview, LLC owner Phil Johnson to accommodate for a setback of the home located at 635 N. Wabasha in Plainview. Second by Kuschel. Motion carried.
- I. Lot Split Larry Kautz- Resolution 2020-31**- Administrator Todd explained a lot split application submitted by Larry Kautz was presented to the City. Larry Kautz will be required to record this transaction with Wabasha County once the application has been approved. Motion by Walkes to approve the simple lot split application allowing Larry Kautz to split off a 4-foot portion of his property located by PID #R26.01344.00 at 700 5th Street NE to Edgewood Acres of Plainview, LLC owner Phil Johnson to accommodate for a setback of the home located at 635 N. Wabasha in Plainview. Second by Rettmann. Motion carried.

8. INFORMATION ONLY DOCUMENTS

- A.** Thank you from the Plainview Area Community & Youth Center for the donation from the City.

9. COUNCIL COMMENTS

-Kuschel – None

-Daschner – Thanks to the Mayor the Council for the last 2 years.

-Rettmann – None

-Walkes – None

-Ziebell – This is the last council meeting for the year. End of the road for 4 of the council. Thanks for the support over the last 6 years. Want to thank the staff for the City of Plainview. If the new council or staff wants to reach out to the leaving council, we are more than willing to help. Merry Christmas everybody.

-Todd- Thanks the staff, for the work on the 2021 budget and levy. We have some very talented individuals that work here, department heads and finance director, have all put in the work in order to keep the levy to a minimal increase. I look forward to a new year. Thanks to the council for the guidance through the budget process.

-Ziebell – Thank you to the Church of Christ and the staff that helps with each meeting.

- 10. ADJOURN**- Motion by Daschner to adjourn the meeting. Second by Walkes. Motion carried.

Meeting Adjourned at 6:50 pm.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

DRAFT

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: Bills	AGENDA SECTION: Consent
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 6.B.
ATTACHMENTS: Bills Report	APPROVED BY: V.A.
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								
01/04/2021	262037-0	1	Invoice	COPY PAPER LIBRARY	12/18/2020	01/07/2021	104.97	211-45500-201
Total 263 1 SOURCE:							104.97	
106703 ALCON EXCAVATION, INC.								
12/10/2020	PAY EST #6	1	Invoice	2020 STREET PROJECT ESTIMATE NO 6	12/02/2020	12/15/2020	91,837.84	417-48000-530
Total 106703 ALCON EXCAVATION, INC.:							91,837.84	
524 ALEX AIR APPARATUS								
12/09/2020	INV-42661	1	Invoice	EQUIPMENT FIRE DEPT.	11/16/2020	12/15/2020	550.58	245-42200-221
12/09/2020	INV-42661	2	Invoice	EQUIPMENT FIRE DEPT.	11/16/2020	12/15/2020	550.59	101-42200-221
Total 524 ALEX AIR APPARATUS:							1,101.17	
106617 AT&T MOBILITY								
01/07/2021	2872918546	1	Invoice	PHONES POLICE	12/25/2020	01/07/2021	569.99	101-42100-321
12/31/2020	2872918546	1	Invoice	PHONES POLICE	11/25/2020	12/31/2020	600.81	101-42100-321
Total 106617 AT&T MOBILITY:							1,170.80	
106375 AXON ENTERPRISES, INC.								
12/22/2020	SI-1702612	1	Invoice	HOLSTER, TACTICAL BATTERY PACK/POLIC	12/12/2020	12/29/2020	274.50	101-42100-417
Total 106375 AXON ENTERPRISES, INC.:							274.50	
104716 BAKER & TAYLOR								
12/18/2020	L2300462 D	1	Invoice	BOOK LEASE/LIBRARY	12/15/2020	12/29/2020	980.64	211-45500-592
Total 104716 BAKER & TAYLOR:							980.64	
329 BECKLEYS OFFICE PRODUCTS								
12/15/2020	12/14/2020	1	Invoice	SHREDDING/ADM	12/14/2020	12/15/2020	36.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							36.50	
31 BENNETT & SONS SAND & GRAVEL								
12/15/2020	36767	1	Invoice	CEMETERY PERPETUAL CARE/COLUMBARI	10/31/2020	12/15/2020	800.00	240-49015-590
Total 31 BENNETT & SONS SAND & GRAVEL:							800.00	
154 BENNETT'S FOOD CENTER								
12/15/2020	00105311	1	Invoice	ELECTION MEAL	11/03/2020	12/15/2020	118.43	101-41410-437
12/15/2020	00419990	1	Invoice	GARBAGE BAGS/FIRE DEPT	11/05/2020	12/15/2020	11.16	101-42200-211
12/10/2020	00432905	1	Invoice	PAPER TOWELS/PUBLIC WORKS	12/09/2020	12/15/2020	9.12	101-43100-217
12/10/2020	00433005	1	Invoice	VINEGAR 4%/PW	12/09/2020	12/15/2020	3.09	101-43100-217
Total 154 BENNETT'S FOOD CENTER:							141.80	
106463 BOLTON & MENK, INC.								
12/09/2020	0260742	1	Invoice	2020 GENERAL ENGINEERING	11/30/2020	12/15/2020	1,350.00	101-41500-303
12/09/2020	0260743	1	Invoice	2020 STREET IMPROVEMENT PROJECT	11/30/2020	12/15/2020	32,633.19	417-48000-303
12/09/2020	0260744	1	Invoice	2019 TAP DOWNTOWN LIGHT/SURFACE PR	11/30/2020	12/15/2020	351.00	416-48000-303
01/05/2021	0262298	1	Invoice	ORCHARD HILLS 7TH REVIEW	12/30/2020	01/07/2021	1,725.00	101-41500-303
01/05/2021	0262299	1	Invoice	2020 STREET IMPROVEMENT PROJECT	12/30/2020	01/07/2021	15,819.87	417-48000-303
01/05/2021	0262300	1	Invoice	EASTWINDS 2ND SUBDIVISION	12/30/2020	01/07/2021	1,386.00	101-41500-303
01/05/2021	0262301	1	Invoice	2019 TAP LIGHTING/SURFACE PROJECT	12/30/2020	01/07/2021	1,446.00	416-48000-303

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106463 BOLTON & MENK, INC.:							54,711.06	
105305 BROWNELLS, INC.								
01/07/2021	20238945	1	Invoice	RIFLE PARTS & MAGS/PD	12/28/2020	01/07/2021	319.22	101-42100-418
Total 105305 BROWNELLS, INC.:							319.22	
104828 CENTER POINT LARGE PRINT								
12/18/2020	1806783	1	Invoice	LG PRT BOOKS/LIBRARY	12/15/2020	12/29/2020	23.25	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							23.25	
572 CENTURYLINK/PHOENIX								
12/23/2020	313054219 D	1	Invoice	PHONE POOL	12/11/2020	12/29/2020	55.38	225-45128-321
12/23/2020	313539040 D	1	Invoice	PHONE PARK BOARD	12/11/2020	12/29/2020	55.19	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							110.57	
106554 CFS CONTRACTORS INC.								
12/09/2020	13991	1	Invoice	POLISH & SEAL FLOOR/LIQUOR STORE	04/12/2020	12/15/2020	2,150.00	609-49750-223
Total 106554 CFS CONTRACTORS INC.:							2,150.00	
106449 CINTAS CORPORATION								
12/21/2020	4068803658	1	Invoice	PW/MATS	12/01/2020	12/29/2020	12.64	101-43100-310
12/21/2020	4069473208	1	Invoice	PW/MATS	12/08/2020	12/29/2020	12.64	101-43100-310
12/21/2020	4070140240	1	Invoice	PW/MATS	12/15/2020	12/29/2020	12.64	101-43100-310
12/21/2020	4070140271	1	Invoice	MOPS&TOWELS/CITYHALL	12/15/2020	12/29/2020	17.41	101-41500-310
12/23/2020	4070691128	1	Invoice	PW/MATS	12/21/2020	12/29/2020	16.64	101-43100-310
12/29/2020	4071340356	1	Invoice	MATS/PW BLDG	12/28/2020	12/29/2020	16.64	101-43100-310
Total 106449 CINTAS CORPORATION:							88.61	
105990 CIVIC SYSTEMS, LLC								
12/15/2020	CVC19897	1	Invoice	TRAINING/OFFICE ADM	12/02/2020	12/15/2020	1,575.00	101-41500-309
Total 105990 CIVIC SYSTEMS, LLC:							1,575.00	
51 CONSTRUCTION MGMT. SERVICES								
01/05/2021	DECEMBER	1	Invoice	BUILDING INSPECTION	12/31/2020	01/07/2021	2,161.56	101-41500-316
Total 51 CONSTRUCTION MGMT. SERVICES:							2,161.56	
105949 CUSTOM COMMUNICATIONS INC.								
12/15/2020	476187	1	Invoice	ALARM MONITORING/PW BLDG.	12/10/2020	12/15/2020	103.50	101-43100-401
Total 105949 CUSTOM COMMUNICATIONS INC.:							103.50	
106745 DAHL AUTOMOTIVE								
12/08/2020	CVCS55290	1	Invoice	2015 CHEVY TRUCK/TAHOE SERVICE/POLIC	12/03/2020	12/15/2020	1,829.28	101-42100-221
Total 106745 DAHL AUTOMOTIVE:							1,829.28	
106747 DANA SAFETY SUPPLY, INC								
01/07/2021	691842	1	Invoice	SPEAKER WITH BRACKET/PD	12/28/2020	01/07/2021	326.18	101-42100-590

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106747 DANA SAFETY SUPPLY, INC:							326.18	
106428 DATA SMART COMPUTERS INC.								
12/10/2020	67130	1	Invoice	SURFACE PRO, STYLUS PEN, LAPTOP, LAP	11/12/2020	12/15/2020	3,806.15	245-42200-580
12/10/2020	67292	1	Invoice	DATTO BACKUP	12/01/2020	12/15/2020	149.00	101-41500-309
12/10/2020	67293	1	Invoice	ADMIN ANTI-VIRUS MONTHLY	12/01/2020	12/15/2020	72.00	101-41500-309
12/09/2020	67385	1	Invoice	ANTI-VIRUS WITH REMOTE CONTROL/FIRE	12/01/2020	12/15/2020	6.49	101-42200-309
12/10/2020	67423	1	Invoice	LABOR-PW EMAIL ISSUE/SHANE	12/01/2020	12/15/2020	62.50	101-43100-310
12/10/2020	67458	1	Invoice	OFFICE 365 MONTHLY FEES	12/07/2020	12/15/2020	169.00	101-41500-309
12/10/2020	67459	1	Invoice	ADMIN SET UP LAPTOP	12/07/2020	12/15/2020	125.00	101-41500-310
12/10/2020	67495	1	Invoice	SETUP RURAL FIRE LAPTOP & SURFACE TA	12/07/2020	12/15/2020	500.00	245-42200-310
12/21/2020	67531	1	Invoice	PW MONITOR/SHANE	12/14/2020	12/29/2020	191.07	101-43100-217
12/28/2020	67595	1	Invoice	ADMIN IT SUPPORT	12/22/2020	12/29/2020	62.50	101-41500-310
01/05/2021	67619	1	Invoice	ADMIN IT SUPPORT	12/29/2020	01/07/2021	125.00	101-41500-310
Total 106428 DATA SMART COMPUTERS INC.:							5,268.71	
105564 DEARBORN LIFE INS CO.								
12/28/2020	JANUARY 20	1	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	131.51	101-41500-131
12/28/2020	JANUARY 20	2	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	205.86	101-42100-131
12/28/2020	JANUARY 20	3	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	73.88	101-43100-131
12/28/2020	JANUARY 20	4	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	38.35	211-45500-131
12/28/2020	JANUARY 20	5	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	31.01	225-45200-131
12/28/2020	JANUARY 20	6	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	30.13	601-49400-131
12/28/2020	JANUARY 20	7	Invoice	EMPLOYEE INS.	12/14/2020	12/29/2020	31.88	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							542.62	
104866 DR. LAWRENCE J. GREEN								
01/04/2021	12142020 ST	1	Invoice	EVAL TEST/POLICE	12/14/2020	01/07/2021	230.00	101-42100-310
Total 104866 DR. LAWRENCE J. GREEN:							230.00	
106725 EAGLE RIDGE								
12/09/2020	321	1	Invoice	LIBRARY ROOF PROJECT/REPAIRS	12/04/2020	12/15/2020	8,429.00	211-45500-590
12/28/2020	340	1	Invoice	LIBRARY ROOF PROJECT/REPAIRS	12/18/2020	12/29/2020	5,062.90	211-45500-590
Total 106725 EAGLE RIDGE:							13,491.90	
106645 ELLINGSON, MATTHEW								
12/15/2020	112-1039953	1	Invoice	UNIFORM REIMBURSE PARKS	12/05/2020	12/15/2020	57.99	225-45200-417
Total 106645 ELLINGSON, MATTHEW:							57.99	
106673 FAIRWATER, LLC								
12/22/2020	12/06/20 STA	1	Invoice	VEHICLE STORAGE/PD	12/06/2020	12/22/2020	60.00	101-42100-319
Total 106673 FAIRWATER, LLC:							60.00	
105049 FIRE SAFETY USA, INC.								
12/18/2020	141949	1	Invoice	FOAM-FIRE DEPT	12/14/2020	12/29/2020	937.50	101-42200-226
12/18/2020	141949	2	Invoice	FOAM-FIRE DEPT	12/14/2020	12/29/2020	937.50	245-42200-226
Total 105049 FIRE SAFETY USA, INC.:							1,875.00	
105806 FLAHERTY & HOOD, P.A.								
12/09/2020	15411	1	Invoice	ADMIN LEGAL FEES	12/07/2020	12/15/2020	256.25	101-41500-304

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105806 FLAHERTY & HOOD, P.A.:							256.25	
106686 FRANK WALLER AUTO SERVICE								
12/10/2020	12.08.20	1	Invoice	2015 TAHOE REPAIRS & SERVICE/PD	12/08/2020	12/15/2020	1,132.71	101-42100-212
Total 106686 FRANK WALLER AUTO SERVICE:							1,132.71	
104 GOPHER STATE ONE CALL								
12/09/2020	0110681	1	Invoice	LOCATES	11/30/2020	12/15/2020	49.27	602-49450-310
12/09/2020	0110681	2	Invoice	LOCATES	11/30/2020	12/15/2020	49.28	601-49400-310
01/07/2021	0120681	1	Invoice	LOCATES WATER	12/31/2020	01/07/2021	20.92	601-49400-310
01/07/2021	0120681	2	Invoice	LOCATES SEWER	12/31/2020	01/07/2021	20.93	602-49450-310
Total 104 GOPHER STATE ONE CALL:							140.40	
106564 HAWKINS, INC.								
01/05/2021	4855741	1	Invoice	CHEMICALS/WATER	12/31/2020	01/07/2021	439.34	601-49400-217
01/05/2021	4855742	1	Invoice	CHEMICALS/WATER	12/31/2020	01/07/2021	569.14	601-49400-217
Total 106564 HAWKINS, INC.:							1,008.48	
105808 HBC, INC.								
12/08/2020	71466 DECE	1	Invoice	PHONE&INTERN/LIBRARY	12/02/2020	12/15/2020	53.49	211-45500-321
12/09/2020	NOVEMBER	1	Invoice	PHONE INTERNET/ADMIN	12/02/2020	12/15/2020	477.06	101-41500-321
12/09/2020	NOVEMBER	2	Invoice	PHONE INTERNET/POLICE	12/02/2020	12/15/2020	273.48	101-42100-321
12/09/2020	NOVEMBER	3	Invoice	PHONE INTERNET/PUBLIC WORKS	12/02/2020	12/15/2020	266.15	101-43100-321
Total 105808 HBC, INC.:							1,070.18	
105970 HG ELECTRIC, LLC								
12/09/2020	C691	1	Invoice	HEATER REPAIR/FIRE DEPT	11/13/2020	12/15/2020	402.00	101-42200-223
Total 105970 HG ELECTRIC, LLC:							402.00	
116 HIGH PLAINS								
12/09/2020	172825	1	Invoice	FUEL/PW INVOICE #172825	11/02/2020	12/15/2020	40.09	101-43100-212
12/09/2020	172944	1	Invoice	FUEL/PW INVOICE #172944	11/05/2020	12/15/2020	71.97	101-43100-212
12/09/2020	172974	1	Invoice	FUEL/PW INVOICE #172974	11/06/2020	12/15/2020	27.25	225-45200-212
12/09/2020	173119	1	Invoice	FUEL/PW INVOICE #173119	11/10/2020	12/15/2020	75.87	101-43125-212
12/09/2020	173119	2	Invoice	FUEL/PW INVOICE #173119	11/10/2020	12/15/2020	61.94	101-43125-212
12/09/2020	173196	1	Invoice	FUEL/PW INVOICE #173196	11/13/2020	12/15/2020	69.03	101-43100-212
12/09/2020	173199	1	Invoice	FUEL/PW INVOICE #173199	11/13/2020	12/15/2020	47.03	101-43100-212
12/09/2020	173347	1	Invoice	FUEL/PW INVOICE #173347	11/18/2020	12/15/2020	30.77	225-45200-212
12/09/2020	173511	1	Invoice	FUEL/PW INVOICE #173511	11/24/2020	12/15/2020	8.34	101-43125-212
12/09/2020	173545	1	Invoice	FUEL/PW INVOICE #173545	11/25/2020	12/15/2020	11.86	225-45200-212
12/09/2020	48185	1	Invoice	FIRE DEPT GAS	11/30/2020	12/15/2020	44.05	101-42200-212
Total 116 HIGH PLAINS:							488.20	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
01/06/2021	FEB 2021 IU	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	3,795.00	101-41500-131
01/06/2021	FEB 2021 IU	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,265.00	101-42100-131
01/06/2021	FEB 2021 IU	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,062.60	101-43100-131
01/06/2021	FEB 2021 IU	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	202.40	101-43125-131
01/06/2021	FEB 2021 IU	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,265.00	225-45200-131
01/06/2021	FEB 2021 IU	6	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,265.00	601-49400-131
01/06/2021	FEB 2021 IU	7	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,265.00	602-49450-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/06/2021	FEB 2021 N	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,527.00	101-41500-131
01/06/2021	FEB 2021 N	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	10,689.00	101-42100-131
01/06/2021	FEB 2021 N	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	1,282.68	101-43100-131
01/06/2021	FEB 2021 N	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	244.32	101-43125-131
01/06/2021	FEB 2021 N	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEB. 2021	01/05/2021	01/07/2021	3,054.00	211-45500-131
12/07/2020	JAN 2021	1	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	5,322.00	101-41500-131
12/07/2020	JAN 2021	2	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	11,954.00	101-42100-131
12/07/2020	JAN 2021	3	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	2,345.28	101-43100-131
12/07/2020	JAN 2021	4	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	446.72	101-43125-131
12/07/2020	JAN 2021	5	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	3,054.00	211-45500-131
12/07/2020	JAN 2021	6	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	1,265.00	225-45200-131
12/07/2020	JAN 2021	7	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	1,265.00	601-49400-131
12/07/2020	JAN 2021	8	Invoice	EMPLOYEE HEALTH INSURANCE-JAN. 2021	12/07/2020	12/15/2020	1,265.00	602-49450-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							53,834.00	
106340 IDENTISYS								
12/08/2020	503608	1	Invoice	SUPPLIES/POLICE	11/10/2020	12/15/2020	149.62	101-42100-201
Total 106340 IDENTISYS:							149.62	
348 JOHN DEERE FINANCIAL								
12/28/2020	1476858	1	Invoice	J.D. 994R BIG YEARLY SERVICE	12/23/2020	12/29/2020	176.93	225-45200-221
12/28/2020	IP06497	1	Invoice	MACHINE BUS MWRACK	12/23/2020	12/29/2020	7.84	101-43125-221
01/04/2021	IP06601	1	Invoice	FILTERS, BLUE TOWEL/PW	12/29/2020	01/07/2021	50.03	101-43100-221
01/04/2021	IP06601A	1	Invoice	FILTER, ENG/SNOW	12/30/2020	01/07/2021	16.23	101-43125-221
Total 348 JOHN DEERE FINANCIAL:							251.03	
527 JT VARIETY								
01/04/2021	PL20-83 REF	1	Invoice	BUILDING PERMIT REFUND	12/28/2020	01/07/2021	100.00	101-41500-32210
Total 527 JT VARIETY:							100.00	
106740 KELLY PRINTING SUPPLIES								
12/21/2020	252774	1	Invoice	TONER CARTRIDGES	12/11/2020	12/29/2020	602.45	101-41500-201
Total 106740 KELLY PRINTING SUPPLIES:							602.45	
106520 KENNY SYLVESTER CONSTRUCTION								
12/09/2020	NOV 11-DEC	1	Invoice	CLEANING CITY HALL	12/06/2020	12/15/2020	600.00	101-41110-401
12/09/2020	NOV 11-DEC	2	Invoice	CLEANING CITY HALL	12/06/2020	12/15/2020	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
141 KREOFKY BUILDING SUPPLIES								
12/08/2020	2011-997978	1	Invoice	225 5/16 STAPLE/ARROW STAPLE GUN TAC	11/30/2020	12/15/2020	34.33	101-42100-418
12/08/2020	2011-998022	1	Invoice	RETURN 225 5/16 STAPLE	11/30/2020	12/15/2020	8.57	101-42100-418
01/04/2021	2012-501763	1	Invoice	PAINT-OFFICE/ADMIN	12/11/2020	01/07/2021	56.94	101-41500-223
01/04/2021	2012-501954	1	Invoice	MISC FASTENERS/PW	12/11/2020	01/07/2021	1.70	101-43100-221
01/04/2021	2012-502391	1	Invoice	PAINT DAVID'S OFFICE	12/14/2020	01/07/2021	18.78	101-41500-223
01/04/2021	2012-503578	1	Invoice	SOFTENER SALT/PW	12/17/2020	01/07/2021	25.16	101-43100-217
01/04/2021	2012-504395	1	Invoice	DAPTEX PLUS FOAM/WELL #3 DOOR	12/21/2020	01/07/2021	6.99	601-49400-223
01/04/2021	2012-504673	1	Invoice	LIGHTS/CITY HALL BUILDING	12/22/2020	01/07/2021	11.48	101-41500-223
01/04/2021	2012-506271	1	Invoice	MISC FASTENERS/PW	12/29/2020	01/07/2021	6.80	101-43100-221
01/04/2021	2012-506851	1	Invoice	INSULATED GLOVES/SHANE	12/31/2020	01/07/2021	18.49	101-43100-417
01/04/2021	2012-999280	1	Invoice	AA BATTERIES/PW	12/03/2020	01/07/2021	9.99	101-43100-217
01/04/2021	2012-999315	1	Invoice	KEY/AMBULANCE BUILDING	12/03/2020	01/07/2021	6.87	101-41500-227

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01/04/2021	201-502429	1	Invoice	PAINT DAVID'S OFFICE	12/14/2020	01/07/2021	13.99	101-41500-223
Total 141 KREOFISKY BUILDING SUPPLIES:							202.95	
106730 KUJATH, CAROL								
12/21/2020	MAGNOLIA	1	Invoice	UNIFORM	12/19/2020	12/29/2020	44.10	101-41500-417
Total 106730 KUJATH, CAROL:							44.10	
106329 LAKE CITY RECYCLING & DISPOSAL								
12/09/2020	95065	1	Invoice	GARBAGE/PARKS	12/01/2020	12/15/2020	72.54	225-45200-384
12/09/2020	95065	2	Invoice	GARBAGE/PARKS	12/01/2020	12/15/2020	72.54	225-45200-384
12/09/2020	95065	3	Invoice	GARBAGE/CEMETERY	12/01/2020	12/15/2020	145.08	235-49010-384
12/09/2020	95065	4	Invoice	GARBAGE/STREETS	12/01/2020	12/15/2020	50.25	101-43100-384
12/09/2020	95065	5	Invoice	GARBAGE/PW	12/01/2020	12/15/2020	72.54	101-43100-384
12/09/2020	95065	6	Invoice	GARBAG/FIRE HALL	12/01/2020	12/15/2020	54.76	101-42200-384
01/07/2021	95541	1	Invoice	GARBAGE/PARKS	01/01/2021	01/07/2021	72.54	225-45200-384
01/07/2021	95541	2	Invoice	GARBAGE/PARKS	01/01/2021	01/07/2021	72.54	225-45200-384
01/07/2021	95541	3	Invoice	GARBAGE/CEMETERY	01/01/2021	01/07/2021	145.08	235-49010-384
01/07/2021	95541	4	Invoice	GARBAGE/STREETS	01/01/2021	01/07/2021	50.25	101-43100-384
01/07/2021	95541	5	Invoice	GARBAGE/PW	01/01/2021	01/07/2021	72.54	101-43100-384
01/07/2021	95541	6	Invoice	GARBAG/FIRE HALL	01/01/2021	01/07/2021	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							935.42	
106191 LANDS' END BUSINESS OUTFITTERS								
12/09/2020	SIN8792164	1	Invoice	SET UP NEW CITY LOGO	11/24/2020	12/15/2020	29.00	101-41500-417
12/15/2020	SIN8813314	1	Invoice	UNIFORM/K.HALL	12/07/2020	12/15/2020	103.75	101-41500-417
Total 106191 LANDS' END BUSINESS OUTFITTERS:							132.75	
106197 LEXIPOL LLC								
12/08/2020	INV8324	1	Invoice	LAW ENFORCE POLICY/POLICE	12/01/2020	12/15/2020	3,570.00	101-42100-310
Total 106197 LEXIPOL LLC:							3,570.00	
106590 LICKITY STITCH								
12/09/2020	1168	1	Invoice	UNIFORM V.AXLEY	12/08/2020	12/15/2020	175.63	101-41500-417
12/09/2020	1168	2	Invoice	UNIFORM K.HALL	12/08/2020	12/15/2020	118.28	101-41500-417
Total 106590 LICKITY STITCH:							293.91	
106720 LOFFLER COMPANIES INC.								
12/15/2020	28324936	1	Invoice	ADMIN COPIER LEASE	12/07/2020	12/15/2020	161.22	101-41500-401
12/10/2020	3585434	1	Invoice	COPIER CHARGES/ADMIN	12/01/2020	12/15/2020	65.64	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							226.86	
160 LYONS OIL MINI MART								
12/10/2020	5271180	1	Invoice	FUEL/PARKS	11/06/2020	12/15/2020	22.31	225-45200-212
12/10/2020	5274320	1	Invoice	FUEL/PARKS	11/09/2020	12/15/2020	8.50	225-45200-212
12/10/2020	5274353	1	Invoice	FUEL/PW	11/10/2020	12/15/2020	54.71	101-43100-212
01/07/2021	5274454	1	Invoice	FUEL/SNOW	12/29/2020	01/07/2021	51.90	101-43125-212
01/07/2021	5274492	1	Invoice	FUEL/SNOW	12/31/2020	01/07/2021	83.58	101-43125-212
12/10/2020	5293262	1	Invoice	FUEL/PARKS	11/02/2020	12/15/2020	36.49	225-45200-212
12/10/2020	5769654	1	Invoice	FUEL/PW	11/19/2020	12/15/2020	31.15	101-43100-212
01/07/2021	5770659	1	Invoice	FUEL/PW	12/09/2020	01/07/2021	28.08	101-43100-212
01/07/2021	5770689	1	Invoice	FUEL/PW	12/11/2020	01/07/2021	30.09	101-43100-212

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01/07/2021	5772912	1	Invoice	FUEL/PW	12/17/2020	01/07/2021	30.79	101-43100-212
01/07/2021	5773837	1	Invoice	FUEL/PW	12/03/2020	01/07/2021	25.90	101-43100-212
12/10/2020	5773934	1	Invoice	FUEL/PARKS	11/23/2020	12/15/2020	30.26	225-45200-212
01/07/2021	5774080	1	Invoice	FUEL/WATER	12/01/2020	01/07/2021	42.81	601-49400-212
01/07/2021	5774203	1	Invoice	FUEL/PARKS	12/22/2020	01/07/2021	26.27	225-45200-212
01/07/2021	5774389	1	Invoice	FUEL/PW	12/16/2020	01/07/2021	25.42	101-43100-212
12/08/2020	768118	1	Invoice	CAR WASHES/PD	11/30/2020	12/15/2020	22.53	101-42100-221
01/07/2021	768141	1	Invoice	CAR WASHES/PD	12/31/2020	01/07/2021	75.10	101-42100-221
12/10/2020	STATEMENT	1	Invoice	CREDIT/DISCOUNT FOR NOVEMBER 2020	11/30/2020	12/15/2020	2.26-	225-45200-212
12/10/2020	STATEMENT	2	Invoice	CREDIT/DISCOUNT FOR NOVEMBER 2020	11/30/2020	12/15/2020	2.15-	101-43100-212
01/07/2021	STATEMENT	1	Invoice	CREDIT/DISCOUNT FOR DECEMBER 2020	12/31/2020	01/07/2021	3.16-	101-43100-212
01/07/2021	STATEMENT	2	Invoice	CREDIT/DISCOUNT FOR DECEMBER 2020	12/31/2020	01/07/2021	2.61-	101-43125-212
01/07/2021	STATEMENT	3	Invoice	CREDIT/DISCOUNT FOR DECEMBER 2020	12/31/2020	01/07/2021	.55-	225-45200-212
01/07/2021	STATEMENT	4	Invoice	CREDIT/DISCOUNT FOR DECEMBER 2020	12/31/2020	01/07/2021	1.02-	601-49400-212
Total 160 LYONS OIL MINI MART:							614.14	
106746 MARQUARDT, JAMES								
12/15/2020	PL20-102 RE	1	Invoice	REFUND DEPOSIT	12/07/2020	12/15/2020	100.00	101-41500-32210
Total 106746 MARQUARDT, JAMES:							100.00	
106592 MCKELLIPS, JORDAN								
12/08/2020	INV-264570	1	Invoice	AR-15 PARTS/TOOLS	11/19/2020	12/15/2020	70.08	101-42100-418
Total 106592 MCKELLIPS, JORDAN:							70.08	
173 METRO SALES INC.								
12/18/2020	1713661	1	Invoice	COPIER USAGE LIBRARY	12/15/2020	12/29/2020	214.74	211-45500-201
Total 173 METRO SALES INC.:							214.74	
175 MICHAEL'S TIRE & AUTO								
12/09/2020	128457	1	Invoice	KEROSENE/PW	11/25/2020	12/15/2020	24.50	101-43100-212
01/07/2021	128546	1	Invoice	FILTER, FLUIDS/PD	12/08/2020	01/07/2021	48.60	101-42100-221
01/07/2021	128563	1	Invoice	OIL CHANGE, FLUIDS, ROTATE TIRES/PD	12/10/2020	01/07/2021	70.05	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							143.15	
106719 MIDWEST TAPE								
12/18/2020	99717129	1	Invoice	BOOKS/LIBRARY	12/15/2020	12/29/2020	160.67	211-45500-592
12/18/2020	99748307	1	Invoice	BOOKS/LIBRARY	12/15/2020	12/29/2020	190.44	211-45500-592
Total 106719 MIDWEST TAPE:							351.11	
105702 MILLER, BRANDON								
12/08/2020	11252020	1	Invoice	PRINTER-HP ENVY 6055	11/25/2020	12/15/2020	140.17	101-42100-201
Total 105702 MILLER, BRANDON:							140.17	
104410 MN DEPARTMENT OF HEALTH								
12/15/2020	0921833	1	Invoice	BACTERIA WITH 20% DISCOUNT	12/03/2020	12/15/2020	297.60	601-49400-201
12/21/2020	0921833	2	Adjustmen	BACTERIA WITH 20% DISCOUNT	12/03/2020	12/15/2020	297.60-	601-49400-201
Total 104410 MN DEPARTMENT OF HEALTH:							.00	
223 MN ENERGY RESOURCES CORP.								
12/10/2020	0503043614-	1	Invoice	GAS UTILITY/NW LIFT STATION	11/25/2020	12/15/2020	22.31	602-49450-383

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01/05/2021	0503043614-	1	Invoice	GAS UTILITY/NW LIFT STATION	12/29/2020	01/07/2021	30.71	602-49450-383
12/10/2020	0503078391-	1	Invoice	GAS UTILITY/FIRE HALL	11/25/2020	12/15/2020	285.07	101-42200-383
12/10/2020	0503494971-	1	Invoice	GAS UTILITY/ICE RINK	12/01/2020	12/15/2020	68.57	225-45127-383
12/10/2020	0505377887-	1	Invoice	GAS CITY HALL	11/25/2020	12/15/2020	71.75	101-41500-383
12/10/2020	0505377887-	2	Invoice	GAS CITY HALL	11/25/2020	12/15/2020	71.75	101-41110-383
12/10/2020	0505377887-	3	Invoice	GAS CITY HALL	11/25/2020	12/15/2020	71.73	101-42100-383
01/05/2021	0505377887-	1	Invoice	GAS UTILITY/ADMIN	12/29/2020	01/07/2021	116.01	101-41500-383
01/05/2021	0505377887-	2	Invoice	GAS UTILITY/PD	12/29/2020	01/07/2021	116.00	101-42100-383
01/05/2021	0505377887-	3	Invoice	GAS UTILITY/COUNCIL	12/29/2020	01/07/2021	116.01	101-41110-383
12/10/2020	0506816622-	1	Invoice	GAS UTILITY/NE LIFT STATION	12/01/2020	12/15/2020	13.19	602-49450-383
12/10/2020	0506912263-	1	Invoice	GAS UTILITY/PUBLIC WORKS	11/30/2020	12/15/2020	231.49	101-43100-383
01/05/2021	0506912263-	1	Invoice	GAS UTILITY/PUBLIC WORKS	12/30/2020	01/07/2021	408.61	101-43100-383
12/10/2020	0507609025-	1	Invoice	GAS UTILITY/LIBRARY	11/25/2020	12/15/2020	139.00	211-45500-383
01/06/2021	0507609025-	1	Invoice	GAS UTILITY/LIBRARY	12/29/2020	01/07/2021	245.18	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							2,007.38	
379 MN POLLUTION CONTROL AGENCY								
12/07/2020	BRIAN FLIE	1	Invoice	CERT.FEE/SEWER-BRIAN FLIES	11/30/2020	12/07/2020	45.00	602-49450-331
Total 379 MN POLLUTION CONTROL AGENCY:							45.00	
105220 MN PUBLIC FACILITIES AUTHORITY								
01/06/2021	FEB 2021	1	Invoice	MPFA-05-0047-R-FY06 INTEREST PAYMENT	12/11/2020	01/07/2021	854.75	601-49400-611
01/06/2021	FEB 2021	2	Invoice	MPFA-11-0036-R-FY12 INTEREST PAYMENT	12/11/2020	01/07/2021	1,595.50	601-49400-611
Total 105220 MN PUBLIC FACILITIES AUTHORITY:							2,450.25	
105563 MPPOA								
12/08/2020	2021	1	Invoice	MEMBERSHIP/POLICE	12/08/2020	12/15/2020	50.00	101-42100-433
Total 105563 MPPOA:							50.00	
105590 MPPOA LDF								
12/08/2020	2021	1	Invoice	2021 LDF DUES/POLICE	12/08/2020	12/15/2020	200.00	101-42100-433
Total 105590 MPPOA LDF:							200.00	
106201 NORTHVIEW BANK								
01/06/2021	2/1/2021	1	Invoice	GO POOL BOND PRINCIPAL	12/24/2020	01/07/2021	78,000.00	300-47000-601
01/06/2021	2/1/2021	2	Invoice	GO POOL BOND INTEREST	12/24/2020	01/07/2021	13,260.00	300-47000-611
Total 106201 NORTHVIEW BANK:							91,260.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
12/15/2020	2643900 DE	1	Invoice	ELEC CITY WELL #3	12/04/2020	12/15/2020	1,523.00	601-49400-381
12/15/2020	2647400 DE	1	Invoice	ELEC SKATING RINK	12/04/2020	12/15/2020	68.00	225-45127-381
12/15/2020	2657300 DE	1	Invoice	ELEC ECKSTEIN TENNIS CT	12/04/2020	12/15/2020	48.95	225-45200-381
12/15/2020	2658900 DE	1	Invoice	ELEC SWIMMING POOL	12/04/2020	12/15/2020	80.00	225-45128-381
12/15/2020	2706100 DE	1	Invoice	ELEC NE LIFT STATION/7TH AVE NE	12/04/2020	12/15/2020	218.00	602-49450-381
12/15/2020	2709900 DE	1	Invoice	ELEC W BROADWAY	12/04/2020	12/15/2020	10.00	101-42500-381
12/15/2020	2714900 DE	1	Invoice	ELEC STREET LIGHTS	12/04/2020	12/15/2020	2,679.00	101-43100-381
12/15/2020	2738000 DE	1	Invoice	ELEC WELL #2/210 10TH ST SW	12/04/2020	12/15/2020	1,540.00	601-49400-381
12/15/2020	2739100 DE	1	Invoice	ELEC PW BUILDING	12/04/2020	12/15/2020	251.00	101-43100-381
12/15/2020	2747700 DE	1	Invoice	ELEC SW SIREN/10TH ST & 2ND AVE SW	12/04/2020	12/15/2020	49.00	101-42500-381
12/15/2020	2764400 DE	1	Invoice	ELEC NW LIFT STATION	12/04/2020	12/15/2020	364.00	602-49450-381
12/15/2020	2767800 DE	1	Invoice	ELEC CEMETERY FLAG LIGHT	12/04/2020	12/15/2020	37.00	235-49010-381
12/08/2020	2777600 DE	1	Invoice	ELEC LIBRARY	12/04/2020	12/15/2020	274.00	211-45500-381

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
12/11/2020	3036800 DE	1	Invoice	ELEC FIRE HALL	12/04/2020	12/15/2020	228.00	101-42200-381
12/11/2020	3038100 DE	1	Invoice	ELEC ADMIN	12/04/2020	12/15/2020	136.34	101-41500-381
12/11/2020	3038100 DE	2	Invoice	ELEC COUNCIL	12/04/2020	12/15/2020	136.34	101-41110-381
12/11/2020	3038100 DE	3	Invoice	ELEC PD	12/04/2020	12/15/2020	136.32	101-42100-381
12/15/2020	3041300 DE	1	Invoice	ELEC WEDGEWOOD PARK	12/04/2020	12/15/2020	30.00	225-45200-381
12/15/2020	3042300 DE	1	Invoice	ELEC WATER TOWER	12/04/2020	12/15/2020	239.00	601-49400-381
12/15/2020	3043900 DE	1	Invoice	ELEC BIKE TRAIL	12/04/2020	12/15/2020	52.00	225-45200-381
12/11/2020	3274000 DE	1	Invoice	ELEC 6TH ST SW-LIGHTS	12/04/2020	12/15/2020	76.50	101-43100-381
12/11/2020	3274100 DE	1	Invoice	ELEC 4TH ST SW-LIGHTS	12/04/2020	12/15/2020	97.28	101-43100-381
12/11/2020	3274200 DE	1	Invoice	ELEC 2ND ST SW-LIGHTS	12/04/2020	12/15/2020	71.50	101-43100-381
12/11/2020	3274300 DE	1	Invoice	ELEC 1ST ST SW-LIGHTS	12/04/2020	12/15/2020	62.26	101-43100-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							8,407.49	
212 PEPSI COLA OF ROCHESTER								
12/18/2020	9328674	2	Adjustmen	POP/LIQUOR ST.	07/20/2020	07/31/2020	94.50	609-49750-259
12/18/2020	9329863	2	Adjustmen	REFUND/LIQUOR STORE	07/27/2020	07/31/2020	220.50	609-49750-259
Total 212 PEPSI COLA OF ROCHESTER:							126.00	
105004 PK MEYER BUILDERS, INC.								
12/23/2020	PL19-78	1	Invoice	REFUND DEPOSIT WATER	12/22/2020	12/29/2020	500.00	601-49400-229
12/23/2020	PL19-78	2	Invoice	REFUND DEPOSIT SEWER	12/22/2020	12/29/2020	500.00	602-49450-229
Total 105004 PK MEYER BUILDERS, INC.:							1,000.00	
105272 PLAINVIEW LAWN & SNOW								
12/10/2020	8776	1	Invoice	OPEN & CLOSE/M. LOFTUS	11/25/2020	12/15/2020	450.00	235-49010-401
12/10/2020	8781	1	Invoice	SEXTON FEE - 2ND HALF OF 2020	12/01/2020	12/15/2020	600.00	235-49010-401
12/10/2020	8782	1	Invoice	OPEN & CLOSE/M. GREVIE	12/06/2020	12/15/2020	250.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							1,300.00	
239 PLAINVIEW NEWS								
12/10/2020	66478	1	Invoice	ADVERTISE/WINTER PARKING	11/24/2020	12/15/2020	156.00	101-41500-343
12/10/2020	66510	1	Invoice	ADVERTISE/ORCHARD HILLS	11/26/2020	12/15/2020	75.30	101-41500-343
01/05/2021	66580	1	Invoice	ADVERTISE/PUBLIC HEARING ORCHARD HI	12/03/2020	01/07/2021	75.30	101-41500-343
01/05/2021	66580	2	Invoice	ADVERTISE/TRUTH IN TAXATION & PROPER	12/03/2020	01/07/2021	100.40	101-41500-343
01/05/2021	66815	1	Invoice	ADVERTISE/WINTER PARKING	12/29/2020	01/07/2021	156.00	101-41500-343
01/05/2021	66843	1	Invoice	ADVERTISE/PUBLIC HEARING ORCHARD HI	12/31/2020	01/07/2021	75.30	101-41500-343
Total 239 PLAINVIEW NEWS:							638.30	
238 PLAINVIEW PARTS HOUSE								
12/15/2020	643121	1	Invoice	ALARM/PW	11/09/2020	12/15/2020	25.80	101-43125-221
12/15/2020	643552	1	Invoice	CABLE TIE/PARKS	11/16/2020	12/15/2020	67.99	225-45200-217
12/15/2020	643694	1	Invoice	TEMP GUN	11/18/2020	12/15/2020	67.04	225-45200-217
12/15/2020	644042	1	Invoice	18 IN EXACTFITBLADE	11/24/2020	12/15/2020	15.48	225-45200-217
12/15/2020	644089	1	Invoice	RING TERMINAL/PW	11/24/2020	12/15/2020	1.56	101-43125-221
12/08/2020	644347	1	Invoice	LOW BEAM LIGHT BULB/POLICE	11/30/2020	12/15/2020	12.45	101-42100-221
12/15/2020	644376	1	Invoice	BLASTER PENETRANT/CLEAN-R-CARB	11/30/2020	12/15/2020	23.96	101-43100-221
12/08/2020	644383	1	Invoice	LOW BEAM LIGHT BULB/POLICE	11/30/2020	12/15/2020	12.45	101-42100-221
Total 238 PLAINVIEW PARTS HOUSE:							226.73	
240 PLAINVIEW POSTMASTER								
01/05/2021	JANUARY 20	1	Invoice	UTILITY BILLING	01/05/2021	01/05/2021	181.26	602-49450-201
01/05/2021	JANUARY 20	2	Invoice	UTILITY BILLING	01/05/2021	01/05/2021	181.26	601-49400-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 240 PLAINVIEW POSTMASTER:							362.52	
106693 PUBLIC HEALTH SERVICES								
12/21/2020	0921833 STA	1	Invoice	BACTERIA W/20% DISCOUNT	12/03/2020	12/21/2020	297.60	601-49400-201
Total 106693 PUBLIC HEALTH SERVICES:							297.60	
741 QUILL CORPORATION								
12/28/2020	12822664	1	Invoice	PRINTER SHANE/PW	12/08/2020	12/29/2020	279.99	101-43100-217
12/28/2020	12990939	1	Invoice	QUILL MEMBERSHIP	12/14/2020	12/29/2020	69.99	101-41500-201
01/04/2021	145700912	1	Invoice	PRINTER INK/SHANE	12/28/2020	01/07/2021	271.58	101-43100-217
12/10/2020	93495911	1	Invoice	AWARDS WOOD PLAQUE/COUNCIL	12/02/2020	12/15/2020	562.76	101-41110-437
12/21/2020	93778716	1	Invoice	SUPPLIES/ADMIN	12/18/2020	12/29/2020	206.78	101-41500-201
01/05/2021	93910029	1	Invoice	SUPPLIES/ADMIN	12/31/2020	01/07/2021	150.63	101-41500-201
Total 741 QUILL CORPORATION:							1,541.73	
106572 RADIO TIME BILLING								
12/28/2020	512020-44	1	Invoice	PUBLIC SAFETY ADVERTISING	12/16/2020	12/29/2020	237.00	101-41500-343
Total 106572 RADIO TIME BILLING:							237.00	
105845 RAHMAN HEATING, AC &								
12/09/2020	I-11228-1	1	Invoice	POOL HEATERS (DOWN PAYMENT)	11/24/2020	12/15/2020	26,750.00	225-45128-590
12/29/2020	I-9159-12	1	Invoice	MONTHLY COMFORT CLUB/PW	12/10/2020	12/29/2020	49.00	101-43100-223
12/29/2020	I-9159-12	2	Invoice	MONTHLY COMFORT CLUB/CITY HALL	12/10/2020	12/29/2020	28.00	101-41500-223
12/29/2020	I-9159-12	3	Invoice	MONTHLY COMFORT/POOL	12/10/2020	12/29/2020	28.00	225-45128-223
12/29/2020	I-9159-12	4	Invoice	MONTHLY COMFORT/EASTWOOD PARK	12/10/2020	12/29/2020	7.00	225-45200-223
12/29/2020	I-9159-12	5	Invoice	MONTHLY COMFORT CLUB/FIRE HALL	12/10/2020	12/29/2020	42.00	101-42200-223
12/29/2020	I-9159-12	6	Invoice	MONTHLY COMFORT CLUB/AMBULANCE BU	12/10/2020	12/29/2020	35.00	230-49020-223
12/29/2020	I-9159-12	7	Invoice	MONTHLY COMFORT CLUB/LIBRARY	12/10/2020	12/29/2020	42.00	211-45500-223
Total 105845 RAHMAN HEATING, AC &:							26,981.00	
546 RDO EQUIPMENT CO.								
12/08/2020	E0241402	1	Invoice	SNOWBLOWER	11/13/2020	12/15/2020	108,500.00	101-43125-590
Total 546 RDO EQUIPMENT CO.:							108,500.00	
390 RITEWAY BUSINESS FORMS								
01/04/2021	2033276	1	Invoice	CHECK REORDER/ADMIN	12/29/2020	01/07/2021	333.87	101-41500-201
01/05/2021	20-33277	1	Invoice	FORMS/UTILITY BILLS	12/30/2020	01/07/2021	726.74	601-49400-201
01/04/2021	20-85293	1	Invoice	2020 TAX FORMS	12/31/2020	01/07/2021	469.05	101-41500-201
Total 390 RITEWAY BUSINESS FORMS:							1,529.66	
106438 SAND CREEK GROUP, LTD.								
12/09/2020	SDC1668-11	1	Invoice	EMPLOYEE ASSISTANCE	12/01/2020	12/15/2020	500.00	101-41500-401
Total 106438 SAND CREEK GROUP, LTD.:							500.00	
268 SELCO								
12/18/2020	48355	1	Invoice	OVERDRIVE 2021	12/15/2020	12/29/2020	1,149.09	211-45500-418
12/18/2020	48414	1	Invoice	BASIC TECH FEES/PC SUPPORT/MAILERS	12/15/2020	12/29/2020	861.17	211-45500-418
Total 268 SELCO:							2,010.26	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
284 STREICHER'S								
01/04/2021	11469023	1	Invoice	9MM DUTY & PRACTICE/POLICE	12/07/2020	01/07/2021	705.08	101-42100-418
12/08/2020	DECEMBER	1	Invoice	UNIFORM/B. MILLER	12/04/2020	12/15/2020	1,182.58	101-42100-417
12/08/2020	DECEMBER	2	Invoice	UNIFORM/J. TIMM	12/04/2020	12/15/2020	104.98	101-42100-417
12/08/2020	DECEMBER	3	Invoice	UNIFORM/E.RAHMAN	12/04/2020	12/15/2020	1,390.15	101-42100-417
12/08/2020	DECEMBER	4	Invoice	UNIFORM/B. MILLER	12/04/2020	12/15/2020	228.56	101-42100-417
12/08/2020	DECEMBER	5	Invoice	UNIFORM/L. SZYMANSKI	12/04/2020	12/15/2020	1,390.15	101-42100-417
Total 284 STREICHER'S:							5,001.50	
105846 SYMBOL ARTS								
01/04/2021	12/8/2020 ST	1	Invoice	BADGES/POLICE	12/08/2020	01/07/2021	500.00	101-42100-417
Total 105846 SYMBOL ARTS:							500.00	
713 TESSMAN SEED COMPANY								
01/04/2021	S327067	1	Invoice	ICE MELT	12/30/2020	01/07/2021	525.00	101-43125-217
Total 713 TESSMAN SEED COMPANY:							525.00	
716 THREE RIVERS COMMUNITY ACTION								
01/04/2021	DECEMBER	1	Invoice	DEC. TRANSIT BUS FEES	12/31/2020	01/07/2021	425.25	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							425.25	
104900 TOMS LAWN & CLEANING SERVICE								
12/08/2020	5406	1	Invoice	NOVEMBER CLEANING/LIBRARY	11/30/2020	12/15/2020	760.00	211-45500-401
01/06/2021	5438	1	Invoice	DECEMBER CLEANING/LIBRARY	12/31/2020	01/07/2021	760.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							1,520.00	
105796 US BANK EQUIPMENT FINANCE								
12/10/2020	429916471	1	Invoice	COPIER/LIBRARY	11/27/2020	12/15/2020	92.55	211-45500-201
01/06/2021	432396638	1	Invoice	COPIER/LIBRARY	12/29/2020	01/07/2021	92.55	211-45500-201
Total 105796 US BANK EQUIPMENT FINANCE:							185.10	
105461 VISA/TCM BANK N.A.								
12/18/2020	#0165 DECE	1	Invoice	AMAZON/LIBRARY	12/02/2020	12/18/2020	621.10	211-45500-201
12/15/2020	#6154 DECE	1	Invoice	HOME DEPOT/MICRODRIVER SET & CORD	12/02/2020	12/15/2020	39.95	101-43100-217
12/15/2020	#6154 DECE	2	Invoice	PLAINVIEW HYVEE HEALTHMARKET/INFRA	12/02/2020	12/15/2020	26.83	101-43100-217
12/15/2020	#6188 DECE	1	Invoice	MN POLLUTION CONTROL AGENCY/B.FLIES	12/02/2020	12/15/2020	55.00	602-49450-331
12/15/2020	#6196 DECE	1	Invoice	VIKING ELECTRIC/REPLACE LIGHTS IN COU	12/02/2020	12/15/2020	479.50	101-41500-221
12/31/2020	#6360 DECE	1	Invoice	AMAZON/PD E.RAHMAN-FLASHLIGHT HOLDS	12/02/2020	12/31/2020	11.79	101-42100-417
12/31/2020	#6360 DECE	2	Invoice	HILLS HARDWARE HANK-CHRISTMAS LIGHT	12/02/2020	12/31/2020	25.73	101-42100-217
12/31/2020	#6360 DECE	3	Invoice	COYOTE CREEK/PD	12/02/2020	12/31/2020	648.70	101-42100-418
12/31/2020	#6360 DECE	4	Invoice	AED SUPERSTORE/PD	12/02/2020	12/31/2020	322.07	101-42100-406
12/31/2020	#6360 DECE	5	Invoice	QUALITY MOBILE VIDEO/PD B.MILLER	12/02/2020	12/31/2020	64.93	101-42100-221
12/31/2020	#6360 DECE	6	Invoice	HOSTGATOR/PD	12/02/2020	12/31/2020	8.99	101-42100-321
12/31/2020	#6360 DECE	7	Invoice	APPLE.COM/PD	12/02/2020	12/31/2020	.99	101-42100-321
12/31/2020	#6360 DECE	8	Invoice	AMAZON/PD CARDBOARD BOX	12/02/2020	12/31/2020	39.72	101-42100-201
12/31/2020	#6360 DECE	9	Invoice	AMAZON/PD MOTOROLA RADIO ADAPTER	12/02/2020	12/31/2020	49.10	101-42100-201
12/31/2020	#6360 DECE	10	Invoice	AMAZON/PD PACKING TAPE REFILL	12/02/2020	12/31/2020	14.87	101-42100-201
12/31/2020	#6360 DECE	11	Invoice	AMAZON/PD BLACK BINDERS	12/02/2020	12/31/2020	30.68	101-42100-201
12/31/2020	#6360 DECE	12	Invoice	AMAZON/PD WHITE-OUT	12/02/2020	12/31/2020	7.30	101-42100-201
12/31/2020	#6360 DECE	13	Invoice	AMAZON/PD BLACK KEY BOX WITH LOCK &	12/02/2020	12/31/2020	20.35	101-42100-201
12/31/2020	#6360 DECE	14	Invoice	AMAZON/PD WATCH BATTERIES	12/02/2020	12/31/2020	6.43	101-42100-201
12/31/2020	#6360 DECE	15	Invoice	AMAZON/PD LABEL TAPE	12/02/2020	12/31/2020	9.87	101-42100-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
12/31/2020	#6360 DECE	16	Invoice	AMAZON/PD BATTERIES	12/02/2020	12/31/2020	4.18	101-42100-201
12/31/2020	#6360 DECE	17	Invoice	AMAZON/PD BATTERIES	12/02/2020	12/31/2020	42.90	101-42100-201
12/31/2020	#6360 DECE	18	Invoice	AMAZON/PD DRAWER ORGANIZER	12/02/2020	12/31/2020	26.01	101-42100-201
12/15/2020	#6451 DECE	1	Invoice	MAGNOLIA COTTAGE/ARRANGEMENT FOR	12/02/2020	12/15/2020	100.00	101-41500-437
12/15/2020	#6451 DECE	2	Invoice	ADOBE SOFTWARE/K.HALL	12/02/2020	12/15/2020	193.15	101-41500-309
12/15/2020	#6451 DECE	3	Invoice	COSTCO/BREAKROOM MICROWAVE	12/02/2020	12/15/2020	171.79	101-41500-221
12/31/2020	#6592 DECE	1	Invoice	ZAGG INC/PD PHONE SCREEN PROTECTOR	12/02/2020	12/31/2020	37.55	101-42100-221
12/31/2020	#6592 DECE	2	Invoice	ZAGG INC/PD PHONE SCREEN PROTECTOR	12/02/2020	12/31/2020	13.36	101-42100-221
12/31/2020	#6592 DECE	3	Invoice	USPS/PD FOUND PROPERTY	12/02/2020	12/31/2020	8.30	101-42100-437
12/31/2020	#6592 DECE	4	Invoice	USPS/PD EXTRA POSTAGE FOR CHIEF'S EN	12/02/2020	12/31/2020	2.50	101-42100-437
12/31/2020	#6592 DECE	5	Invoice	FAMILY DOLLAR/PD CLEANING SUPPLIES	12/02/2020	12/31/2020	18.45	101-42100-201
12/31/2020	#6592 DECE	6	Invoice	KBS/PD TREE	12/02/2020	12/31/2020	46.16	101-42100-437
12/31/2020	#6592 DECE	7	Invoice	BENNETT'S FOOD CENTER/PD CLOROX WI	12/02/2020	12/31/2020	8.91	101-42100-201
12/15/2020	#6840 DECE	1	Invoice	ADOBE ACROPRO SUBSCRIPTION	12/02/2020	12/15/2020	16.10	101-41500-433
12/18/2020	0165-JAN 20	2	Adjustmen	SUPPLIES LIBRARY	01/02/2020	01/27/2020	507.97-	211-45500-331
12/18/2020	0165-JAN20	2	Adjustmen	CREDIT/WRONG VISA	01/02/2020	01/27/2020	507.97	211-45500-331
Total 105461 VISA/TCM BANK N.A.:							3,173.26	
307 WABASHA COUNTY AUDITOR/TREAS.								
12/28/2020	2020-196	1	Invoice	2019 DOWNTOWN TAP LIGHTING SURFACE	12/15/2020	12/29/2020	6,700.55	416-48000-530
12/08/2020	DECEMBER	1	Invoice	DECEMBER 2020 LEGAL SERVICES CONTR	12/01/2020	12/15/2020	1,800.00	101-42100-304
01/07/2021	JANUARY 20	1	Invoice	JANUARY 2021 LEGAL SERVICES CONTRAC	01/06/2021	01/07/2021	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							10,300.55	
105694 WABASHA TREE COMPANY								
12/23/2020	8297	1	Invoice	TREE REMOVAL & STUMPS	12/17/2020	12/29/2020	12,930.00	101-43100-222
Total 105694 WABASHA TREE COMPANY:							12,930.00	
106269 WATER SYSTEMS COMPANY								
12/09/2020	827324	1	Invoice	WATER/CITY HALL	12/03/2020	12/15/2020	38.75	101-41500-401
01/06/2021	840987	1	Invoice	WATER/CITY HALL	01/04/2021	01/07/2021	38.75	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							77.50	
105600 WEX BANK								
12/10/2020	68936526	1	Invoice	FUEL/POLICE DEPT.	11/30/2020	12/15/2020	1,076.13	101-42100-212
Total 105600 WEX BANK:							1,076.13	
324 ZARNOTH BRUSH WORKS INC.								
01/05/2021	0182902	1	Invoice	REPAIRS/PW	12/29/2020	01/07/2021	1,822.35	101-43100-221
Total 324 ZARNOTH BRUSH WORKS INC.:							1,822.35	
Grand Totals:							536,254.93	

Report GL Period Summary

GL Period	Amount
12/20	412,958.70
01/21	123,296.23

GL Period	Amount
Grand Totals:	536,254.93

Vendor number hash: 13289229
Vendor number hash - split: 21327024
Total number of invoices: 237
Total number of transactions: 331

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	536,254.93	.00	536,254.93
Grand Totals:	536,254.93	.00	536,254.93

BUILDING PERMIT REPORT

January 2021

Permit Number & Applicant

PL20-149 All Craft Exteriors (Ryan Catlin)	610 3 rd Ave NE - Reroof	Value: \$6,000.00 Total Fee: \$55.00 Permit Fee: \$54.00 State Surcharge: \$1.00
PL20-150 Haley Comfort Systems (Scott Flattum)	350 4 th Street SW - Boiler	Value: \$5,500.00 Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL20-151 Lance Sexton	425 2 nd Ave NW - Furnace	Value: \$3,000.00 Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL20-152 All Craft Exteriors (Todd Graves)	270 5 th Street SE - Reroof	Value: \$7,000.00 Total Fee: \$55.00 Permit Fee: \$54.00 State Surcharge: \$1.00
PL20-153 All Craft Exteriors (Keith Eggenberger)	445 4 th Street SE - Reroof	Value: \$15,000.00 Total Fee: \$55.00 Permit Fee: \$54.00 State Surcharge: \$1.00
PL20-154 Haley Comfort Systems (Holli Haley)	125 2 nd Ave NW - Furnace	Value: \$2,500.00 Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL20-155 B&C Plumbing/Heating (Shawn Polson)	150 E Broadway - Boiler	Value: \$4,500.00 Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL		Value: Total Fee: Permit Fee: State Surcharge:

MONTHLY REPORT OF FINANCE DIRECTOR

December, 2020

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Provide financial information and assistance as needed to departments
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Code bills for payment
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Bank recs and account reconciliations/fund cash balances and cash allocations
- Provide assistance/information to Judith Jordan/EDA
- Assist City Administrator

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process
- Added service order module to utility billing to streamline process & improve teleworking capabilities. Involved training, setting up forms and implementing new system. Mobile Service app to be added in Feb.
- Start prep for water meter changeout program starting in 2021
- Continued setup and getting information into the miPay Online module to payroll system. This will reduce paper check stubs & allow employees better access to their information. It will also help with teleworking.
- Finalize Budget and 2021 Tax Levy – Assist with TNT presentation
- Continued work -CARES Act Funding spending plan
- Continued work to finalize liquor store fund
- Health Insurance Enrollment – All employees are moving to the IUOE Plan January 1. I have been working with BCBS, Delta Dental and Wilson McShane to prepare for the change. I have also been working with all employees moving to this plan. All enrollment forms and required information have now been submitted and the follow-up work and assisting employees continues.

Projects

- Tap Grant Downtown Project, East Winds, 2020 Street Project, MnDOT Landscaping Project
- Future projects:
 - File/Organize Financial/Personnel Records
 - Update Chart of Accounts
 - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
 - Review bank accounts/rates at People's State Bank/Foresight
 - Review credit card provider/process-Look for new provider

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- Levy Certification - Wabasha Co.
- 2021 Certification of Truth in Taxation Compliance – MN Dept. of Revenue
- 2021 Property Tax Levy Report – MN Dept. of Revenue

Training

- Assist with other office duties and training for new staff

Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues and planning
- Meetings with council members and staff regarding current issues
- Meet with CMS/building permit process and updates

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
Council					
101-41110-103	Part-Time Employees	12,883.33	13,300.00	13,300.00	.00
101-41110-122	FICA	985.57	1,017.00	1,017.45	.45-
101-41110-151	Worker s Comp Insurance Prem	79.00	80.00	64.45	15.55
101-41110-201	Office Supplies(paper-pens-et)	380.00	500.00	181.18	318.82
101-41110-221	Repair/Maint - Equipment	.00	.00	125.00	125.00-
101-41110-303	Engineering Fees	7,745.00	.00	1,912.50	1,912.50-
101-41110-310	Other Professional Services	31,004.41	5,000.00	.00	5,000.00
101-41110-322	Postage	.00	.00	84.19	84.19-
101-41110-331	Meetings-Conferences (mtgs/mi)	570.05	.00	.00	.00
101-41110-344	Community Engagement	486.15	2,000.00	.00	2,000.00
101-41110-362	Property - Casualty Ins (Auto)	5,682.41	5,800.00	7,381.76	1,581.76-
101-41110-381	Electric Utilities	1,615.33	1,500.00	1,416.70	83.30
101-41110-383	Gas Utilities	814.56	1,000.00	722.10	277.90
101-41110-401	Contractual Services	2,268.88	3,000.00	3,600.00	600.00-
101-41110-433	Dues and Subscriptions	3,860.00	5,000.00	3,825.00	1,175.00
101-41110-437	Miscellaneous	24.50	100.00	665.08	565.08-
101-41110-440	City Cleanup	6,154.44	6,600.00	1,297.01	5,302.99
101-41110-489	Grant Opport/Matching Funds	.00	3,000.00	.00	3,000.00
101-41110-590	Capital Outlay	1,543.20	.00	.00	.00
Total Council:		76,096.83	47,897.00	35,592.42	12,304.58
Elections					
101-41410-103	Part-Time Employees	.00	6,000.00	6,621.00	621.00-
101-41410-309	Software and Design	270.00	775.00	.00	775.00
101-41410-331	Meetings-Conferences (mtgs/mi)	.00	400.00	822.09	422.09-
101-41410-437	Miscellaneous	455.00	3,000.00	3,815.05	815.05-
Total Elections:		725.00	10,175.00	11,258.14	1,083.14-
Administration					
101-41500-101	Full-Time Employees Regular	255,266.94	261,305.60	244,115.75	17,189.85
101-41500-102	Full-Time Employees Overtime	871.44	5,000.00	21,036.58	16,036.58-
101-41500-103	Part-Time Employees	.00	.00	87,799.17	87,799.17-
101-41500-121	PERA	19,964.50	21,573.72	22,043.52	469.80-
101-41500-122	FICA	21,963.63	22,019.99	26,795.96	4,775.97-
101-41500-131	Employer Paid Health	56,309.67	59,092.62	50,507.95	8,584.67
101-41500-151	Worker s Comp Insurance Prem	1,519.00	2,500.00	3,157.12	657.12-
101-41500-201	Office Supplies(paper-pens-et)	6,347.90	5,500.00	7,831.95	2,331.95-
101-41500-211	Operating Supplies - Cleaning	496.26	700.00	1,008.80	308.80-
101-41500-217	Other Operating Supplies	645.24	1,000.00	1,011.30	11.30-
101-41500-221	Repair/Maint - Equipment	179.82	1,000.00	714.28	285.72
101-41500-223	Repair/Maintain - Building	1,268.48	4,000.00	2,116.10	1,883.90
101-41500-227	Repair/Maintain - Amb Building	.00	.00	167.80	167.80-
101-41500-301	Auditing and Acct g Services	26,200.00	28,000.00	27,200.00	800.00
101-41500-303	Engineering Fees	21,957.50	9,000.00	7,181.00	1,819.00
101-41500-304	Legal Fees	69,776.74	30,000.00	32,048.02	2,048.02-
101-41500-309	Software and Design	10,569.48	10,000.00	23,440.67	13,440.67-
101-41500-310	Other Professional Services	9,830.29	5,000.00	7,659.76	2,659.76-
101-41500-312	CITY WEBSITE	.00	500.00	.00	500.00
101-41500-316	Building Inspections	19,469.46	25,000.00	27,120.19	2,120.19-
101-41500-317	Dial A Ride Bus	9,809.50	8,000.00	4,569.25	3,430.75
101-41500-321	Communications	6,695.24	5,700.00	5,576.10	123.90
101-41500-322	Postage	.00	.00	354.30	354.30-
101-41500-331	Meetings-Conferences (mtgs/mi)	3,148.84	2,500.00	2,521.95	21.95-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
101-41500-343	Advertising	2,491.63	2,500.00	2,734.80	234.80-
101-41500-362	Property - Casualty Ins (Auto)	2,743.23	2,800.00	3,916.56	1,116.56-
101-41500-381	Electric Utilities	1,698.70	1,800.00	1,416.69	383.31
101-41500-383	Gas Utilities	759.86	1,200.00	722.10	477.90
101-41500-401	Contractual Services	11,430.45	7,000.00	16,820.30	9,820.30-
101-41500-406	Safety	.00	750.00	.00	750.00
101-41500-417	Uniforms	1,441.45	1,800.00	1,223.48	576.52
101-41500-433	Dues and Subscriptions	914.12	1,500.00	568.30	931.70
101-41500-434	Sales Tax Paid	15.00	25.00	2.00	23.00
101-41500-437	Miscellaneous	134.81	1,000.00	121.00	879.00
101-41500-442	Bank Service Charges	3,879.82	6,000.00	2,818.31	3,181.69
101-41500-443	Credit Card Merchant Fees	1,300.74	1,500.00	1,451.38	48.62
101-41500-444	XPRESS Bill Pay Fees	4,145.85	4,800.00	5,114.51	314.51-
101-41500-445	Legal Settlements	2,500.00	.00	.00	.00
101-41500-520	Capital Outlay-Bldg & Structur	.00	100,000.00	.00	100,000.00
101-41500-560	Furniture & Fixtures	3,407.39	.00	.00	.00
101-41500-580	Computers & Technology	400.03	.00	26,405.94	26,405.94-
101-41500-590	Capital Outlay	12,186.00	43,000.00	.00	43,000.00
101-41500-700	Tansfers Out	113,316.00	.00	.00	.00
101-41500-705	Tansfers Out-CARES Act Funds	.00	.00	45,647.95	45,647.95-
Total Administration:		705,055.01	683,066.93	714,940.84	31,873.91-

Police

101-42100-101	Full-Time Employees Regular	499,444.17	514,498.00	482,743.07	31,754.93
101-42100-102	Full-Time Employees Overtime	24,201.42	18,000.00	20,609.29	2,609.29-
101-42100-103	Part-Time Employees	47,863.54	56,250.00	59,417.06	3,167.06-
101-42100-121	PERA	90,080.94	98,365.00	75,669.20	22,695.80
101-42100-122	FICA	11,902.09	12,388.00	12,948.14	560.14-
101-42100-131	Employer Paid Health	44,068.10	49,123.28	80,933.46	31,810.18-
101-42100-151	Worker s Comp Insurance Prem	23,640.00	24,822.00	21,587.75	3,234.25
101-42100-201	Office Supplies(paper-pens-et)	3,963.37	4,000.00	2,032.75	1,967.25
101-42100-212	Motor Fuels-Gas	12,543.63	13,000.00	12,208.38	791.62
101-42100-217	Other Operating Supplies	.00	.00	117.50	117.50-
101-42100-221	Repair/Maint - Equipment	14,074.73	13,000.00	17,436.70	4,436.70-
101-42100-228	Repair/Maintain Other	3,822.88	.00	1,031.25	1,031.25-
101-42100-304	Legal Fees	21,600.00	21,600.00	23,400.00	1,800.00-
101-42100-309	Software and Design	393.57	5,000.00	3,239.70	1,760.30
101-42100-310	Other Professional Services	3,934.50	4,800.00	9,601.70	4,801.70-
101-42100-313	Task Force	7,426.30	7,650.00	7,649.09	.91
101-42100-318	Animal Control	521.20	1,800.00	586.54	1,213.46
101-42100-319	Forfeitures	385.60	1,200.00	1,216.69	16.69-
101-42100-321	Communications	13,120.06	14,000.00	10,003.95	3,996.05
101-42100-331	Meetings-Conferences (mtgs/mi)	5,474.10	7,500.00	2,240.79	5,259.21
101-42100-343	Advertising	.00	.00	350.00	350.00-
101-42100-362	Property - Casualty Ins (Auto)	4,408.77	4,500.00	5,727.23	1,227.23-
101-42100-381	Electric Utilities	1,709.64	1,800.00	1,416.61	383.39
101-42100-383	Gas Utilities	871.31	1,000.00	722.04	277.96
101-42100-401	Contractual Services	3,295.52	2,800.00	.00	2,800.00
101-42100-406	Safety	.00	1,000.00	1,429.98	429.98-
101-42100-417	Uniforms	9,735.24	9,500.00	17,740.23	8,240.23-
101-42100-418	Range/Ammo	6,307.90	6,000.00	4,193.61	1,806.39
101-42100-433	Dues and Subscriptions	264.00	1,000.00	1,492.59	492.59-
101-42100-436	Towing Charges	190.00	200.00	.00	200.00
101-42100-437	Miscellaneous	827.46	3,000.00	3,518.70	518.70-
101-42100-438	Police - DARE Prog	7,766.33	5,000.00	1,411.23	3,588.77

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
101-42100-446	NSF Checks	.00	.00	795.88	795.88-
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	1,000.00	.00
101-42100-560	Furniture & Fixtures	2,464.83	.00	294.20	294.20-
101-42100-590	Capital Outlay	34,560.07	75,000.00	119,408.52	44,408.52-
Total Police:		901,861.27	978,796.28	1,004,173.83	25,377.55-
City Fire					
101-42200-103	Part-Time Employees	15,215.85	20,000.00	14,843.61	5,156.39
101-42200-122	FICA	1,164.04	1,530.00	1,135.57	394.43
101-42200-151	Worker s Comp Insurance Prem	4,204.00	4,400.00	3,837.84	562.16
101-42200-201	Office Supplies(paper-pens-et)	593.90	600.00	146.94	453.06
101-42200-207	Fire Prevention Instruct Supps	1,210.00	2,000.00	1,210.00	790.00
101-42200-211	Operating Supplies - Cleaning	255.05	.00	20.52	20.52-
101-42200-212	Motor Fuels-Gas	426.81	1,000.00	604.70	395.30
101-42200-217	Other Operating Supplies	162.51	200.00	2,425.34	2,225.34-
101-42200-221	Repair/Maint - Equipment	14,196.24	30,000.00	13,474.05	16,525.95
101-42200-223	Repair/Maintain - Building	9,820.84	8,000.00	1,643.45	6,356.55
101-42200-226	Foam	.00	2,500.00	937.50	1,562.50
101-42200-228	Repair/Maintain - Other	1,487.97	.00	.00	.00
101-42200-309	Software and Design	.00	.00	6.49	6.49-
101-42200-310	Other Professional Services	.00	1,000.00	327.00	673.00
101-42200-315	Jaws of Life	.00	500.00	.00	500.00
101-42200-321	Communications	1,750.83	2,000.00	2,897.20	897.20-
101-42200-322	Postage	.00	.00	63.15	63.15-
101-42200-331	Meetings-Conferences (mtgs/mi)	1,457.04	2,500.00	510.00	1,990.00
101-42200-343	Advertising	.00	.00	405.60	405.60-
101-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,937.00	6,283.41	1,346.41-
101-42200-381	Electric Utilities	2,473.00	2,500.00	2,173.00	327.00
101-42200-383	Gas Utilities	3,491.21	4,000.00	2,461.15	1,538.85
101-42200-384	Garbage Service	.00	1,980.00	611.39	1,368.61
101-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
101-42200-417	Uniforms/Fire Equip	29,347.36	30,000.00	1,428.35	28,571.65
101-42200-433	Dues and Subscriptions	301.50	1,000.00	1,355.00	355.00-
101-42200-437	Miscellaneous	25.97	300.00	.00	300.00
101-42200-520	Capital Outlay-Bldg & Structur	.00	100,000.00	78,850.00	21,150.00
Total City Fire:		92,286.81	222,447.00	137,651.26	84,795.74
Emergency Management					
101-42500-103	Part-Time Employees	1,103.84	1,100.00	1,122.61	22.61-
101-42500-122	FICA	84.44	82.00	85.88	3.88-
101-42500-221	Repair/Maint - Equipment	281.10	1,000.00	.00	1,000.00
101-42500-310	Other Professional Services	660.00	330.00	660.00	330.00-
101-42500-381	Electric Utilities	550.00	700.00	59.00	641.00
Total Emergency Management:		2,679.38	3,212.00	1,927.49	1,284.51
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	134,432.54	107,929.00	111,784.63	3,855.63-
101-43100-102	Full-Time Employees Overtime	5,881.98	4,110.00	2,538.60	1,571.40
101-43100-121	PERA	7,458.22	8,403.00	8,323.60	79.40
101-43100-122	FICA	11,234.32	8,346.00	8,576.18	230.18-
101-43100-131	Employer Paid Health	18,062.38	21,644.90	24,959.52	3,314.62-
101-43100-151	Worker s Comp Insurance Prem	21,029.00	22,080.00	17,115.67	4,964.33
101-43100-201	Office Supplies(paper-pens-et)	733.22	500.00	694.03	194.03-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
101-43100-211	Operating Supplies - Cleaning	64.20	100.00	7.92	92.08
101-43100-212	Motor Fuels-Gas	5,625.67	6,000.00	5,102.61	897.39
101-43100-217	Other Operating Supplies	13,960.32	16,275.00	16,675.77	400.77-
101-43100-221	Repair/Maint - Equipment	19,907.40	25,000.00	16,068.53	8,931.47
101-43100-222	Tree trimming	10,600.00	20,000.00	16,620.25	3,379.75
101-43100-223	Repair/Maintain - Building	10,757.04	7,500.00	5,300.08	2,199.92
101-43100-224	Repair/Maintain - Streets	23,839.67	80,000.00	23,041.69	56,958.31
101-43100-225	Repair/Maint - Detention Ponds	96.70	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	36,974.36	40,000.00	47,933.55	7,933.55-
101-43100-228	Repair/Maintain - Other	490.75	.00	.00	.00
101-43100-303	Engineering Fees	28,275.50	30,000.00	.00	30,000.00
101-43100-310	Other Professional Services	26,252.72	17,500.00	16,935.26	564.74
101-43100-321	Communications	4,980.92	5,000.00	3,142.92	1,857.08
101-43100-322	Postage	.00	.00	140.20	140.20-
101-43100-331	Meetings-Conferences (mtgs/mi)	14.00	400.00	110.60	289.40
101-43100-343	Advertising	318.20	300.00	.00	300.00
101-43100-362	Property - Casualty Ins (Auto)	12,246.58	12,500.00	15,908.97	3,408.97-
101-43100-381	Electric Utilities	35,715.81	34,608.00	32,044.59	2,563.41
101-43100-383	Gas Utilities	5,053.83	4,800.00	3,166.23	1,633.77
101-43100-384	Garbage Service	374.85	2,340.00	1,489.79	850.21
101-43100-401	Contractual Services	7,003.13	850.00	232.28	617.72
101-43100-406	Safety	859.23	1,000.00	619.99	380.01
101-43100-417	Uniforms	354.80	600.00	954.06	354.06-
101-43100-418	Rentals	981.42	1,000.00	354.55	645.45
101-43100-437	Miscellaneous	500.00	500.00	206.83	293.17
101-43100-590	Capital Outlay	11,448.69	103,000.00	169,248.83	66,248.83-
Total Public Works (GENERAL):		455,527.45	602,285.90	549,297.73	52,988.17
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	23,187.12	20,558.00	21,292.29	734.29-
101-43125-102	Full-Time Employees Overtime	1,120.10	800.00	483.53	316.47
101-43125-121	PERA	1,420.48	1,602.00	1,585.35	16.65
101-43125-122	FICA	1,775.68	1,591.00	1,633.52	42.52-
101-43125-131	Employer Paid Health	4,145.67	4,122.84	4,629.96	507.12-
101-43125-212	Motor Fuels-Gas	9,305.11	8,000.00	3,452.97	4,547.03
101-43125-217	Other Operating Supplies	16,897.15	14,000.00	8,145.90	5,854.10
101-43125-221	Repair/Maint - Equipment	7,690.41	8,000.00	1,233.25	6,766.75
101-43125-310	Other Professional Services	37,604.50	34,000.00	28,652.00	5,348.00
101-43125-343	Advertising	.00	.00	93.60	93.60-
101-43125-437	Miscellaneous	2,798.48	.00	678.00	678.00-
101-43125-590	Capital Outlay	22,793.21	.00	108,500.00	108,500.00-
Total Ice & Snow Removal:		128,737.91	92,673.84	180,380.37	87,706.53-
Economic Development					
101-46500-491	EDA Contributions	55,000.00	48,500.00	48,500.00	.00
Total Economic Development:		55,000.00	48,500.00	48,500.00	.00
One-Meeting Community Planning					
101-46700-310	Other Professional Services	3,812.50	.00	.00	.00
101-46700-331	Meetings-Conferences (mtgs/mi)	137.25	.00	.00	.00
Total One-Meeting Community Planning:		3,949.75	.00	.00	.00

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	300.00	.00
101-49300-425	Plainview Community Center	8,500.00	10,000.00	12,500.00	2,500.00-
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00	1,000.00
Total Other Finanacing Uses/Contrib:		13,800.00	15,300.00	15,800.00	500.00-
Net Total GENERAL FUND:		2,435,719.41-	2,704,353.95-	2,699,522.08-	4,831.87-
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	63,738.58	68,684.00	70,926.25	2,242.25-
211-45500-102	Full-Time Employees Overtime	.00	.00	387.60	387.60-
211-45500-103	Part-Time Employees	63,599.18	70,417.00	56,726.81	13,690.19
211-45500-121	PERA	9,751.23	10,433.00	9,270.21	1,162.79
211-45500-122	FICA	10,118.03	10,641.00	9,795.23	845.77
211-45500-131	Employer Paid Health	9,275.78	10,182.00	12,568.89	2,386.89-
211-45500-142	UNEMPLOYMENT BENEFITS PAYMEN	2,816.58	.00	.00	.00
211-45500-151	Worker s Comp Insurance Prem	681.00	800.00	784.52	15.48
211-45500-201	Office Supplies(paper-pens-et)	3,709.57	4,000.00	6,443.09	2,443.09-
211-45500-221	Repair/Maint - Equipment	4,129.24	3,000.00	1,615.73	1,384.27
211-45500-223	Repair/Maintain - Building	1,985.49	3,000.00	4,134.42	1,134.42-
211-45500-310	Other Professional Services	34.75	.00	77.75	77.75-
211-45500-321	Communications	749.85	720.00	588.13	131.87
211-45500-322	Postage	.00	.00	84.19	84.19-
211-45500-331	Meetings-Conferences (mtgs/mi)	317.86	2,000.00	1,446.50	553.50
211-45500-362	Property - Casualty Ins (Auto)	3,918.91	4,000.00	5,090.87	1,090.87-
211-45500-381	Electric Utilities	3,954.00	3,400.00	3,063.00	337.00
211-45500-383	Gas Utilities	1,665.76	2,000.00	1,621.06	378.94
211-45500-401	Contractual Services	11,180.00	9,000.00	8,440.00	560.00
211-45500-406	Safety	.00	500.00	.00	500.00
211-45500-418	Rentals	11,015.65	15,000.00	11,594.01	3,405.99
211-45500-434	Sales Tax Paid	161.00	160.00	122.00	38.00
211-45500-437	Miscellaneous	5,154.46	4,500.00	594.02	3,905.98
211-45500-590	Capital Outlay	27,387.63	.00	50,393.01	50,393.01-
211-45500-592	Books/Periodicals	29,338.35	30,000.00	25,281.89	4,718.11
Total Libraries (GENERAL):		264,682.90	252,437.00	281,049.18	28,612.18-
Net Total LIBRARY:		264,682.90-	252,437.00-	281,049.18-	28,612.18
ICE RINK					
225-45127-103	Part-Time Employees	2,729.00-	.00	.00	.00
225-45127-212	Motor Fuels-Gas	.00	.00	23.39	23.39-
225-45127-217	Other Operating Supplies	322.15	1,500.00	496.17	1,003.83
225-45127-221	Repair/Maint - Equipment	11.96	500.00	11.36	488.64
225-45127-223	Repair/Maintain - Building	903.60	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	493.00	400.00	577.00	177.00-
225-45127-383	Gas Utilities	651.44	800.00	276.49	523.51
Total ICE RINK:		346.85-	4,200.00	1,384.41	2,815.59

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
POOL					
225-45128-103	Part-Time Employees	67,983.52	70,000.00	5,000.00	65,000.00
225-45128-121	PERA	563.40	578.00	375.00	203.00
225-45128-122	FICA	5,200.68	5,215.00	382.50	4,832.50
225-45128-151	Worker s Comp Insurance Prem	3,890.00	4,084.00	3,447.26	636.74
225-45128-211	Operating Supplies - Cleaning	278.70	300.00	.00	300.00
225-45128-217	Other Operating Supplies	7,749.00	6,000.00	4.30	5,995.70
225-45128-221	Repair/Maint - Equipment	5,308.54	4,015.00	1,574.49	2,440.51
225-45128-223	Repair/Maintain - Building	520.91	750.00	252.00	498.00
225-45128-228	Repair/Maintain - Other	10,737.04	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	7,448.07	7,000.00	.00	7,000.00
225-45128-310	Other Professional Services	3,221.25	2,800.00	.00	2,800.00
225-45128-321	Communications	513.94	500.00	597.51	97.51-
225-45128-322	Postage	.00	.00	63.15	63.15-
225-45128-331	Meetings-Conferences (mtgs/mi)	1,944.14	2,000.00	550.00	1,450.00
225-45128-343	Advertising	195.42	200.00	280.80	80.80-
225-45128-362	Property - Casualty Ins (Auto)	10,287.13	10,800.00	13,745.35	2,945.35-
225-45128-381	Electric Utilities	6,160.00	6,500.00	782.00	5,718.00
225-45128-383	Gas Utilities	3,676.89	4,895.00	.00	4,895.00
225-45128-417	UNIFORMS	3,129.17	4,000.00	.00	4,000.00
225-45128-418	Rentals	.00	150.00	.00	150.00
225-45128-433	Dues and Subscriptions	1,990.00	1,350.00	670.00	680.00
225-45128-434	Sales Tax Paid	3,763.00	3,500.00	9.00	3,491.00
225-45128-437	Miscellaneous	276.92	300.00	.00	300.00
225-45128-590	Capital Outlay	2,441.19	.00	26,750.00	26,750.00-
Total POOL:		147,278.91	135,937.00	54,483.36	81,453.64
PARKS					
225-45200-101	Full-Time Employees Regular	50,531.97	52,920.00	53,262.75	342.75-
225-45200-102	Full-Time Employees Overtime	4,365.44	5,000.00	3,012.02	1,987.98
225-45200-103	Part-Time Employees	17,619.79	16,440.00	14,001.64	2,438.36
225-45200-121	PERA	4,126.03	4,500.00	4,154.32	345.68
225-45200-122	FICA	5,609.45	5,540.00	5,355.12	184.88
225-45200-131	Employer Paid Health	15,169.56	15,844.52	13,026.62	2,817.90
225-45200-151	Worker s Comp Insurance Prem	2,574.00	2,703.00	2,217.66	485.34
225-45200-201	Office Supplies(paper-pens-et)	127.16	100.00	.00	100.00
225-45200-212	Motor Fuels-Gas	3,142.90	3,500.00	2,730.09	769.91
225-45200-217	Other Operating Supplies	2,371.74	5,275.00	4,277.74	997.26
225-45200-221	Repair/Maint - Equipment	2,575.17	6,535.00	2,761.14	3,773.86
225-45200-223	Repair/Maintain - Building	1,229.19	5,000.00	112.37	4,887.63
225-45200-228	Repair/Maintain - Other	1,996.00	500.00	332.49	167.51
225-45200-229	Refunds	.00	.00	60.00	60.00-
225-45200-303	Engineering Fees	.00	1,000.00	.00	1,000.00
225-45200-310	Other Professional Services	1,232.75	2,000.00	1,482.25	517.75
225-45200-321	Communications	664.12	600.00	659.34	59.34-
225-45200-331	Meetings-Conferences (mtgs/mi)	245.00	100.00	25.00	75.00
225-45200-343	Advertising	148.80	250.00	187.20	62.80
225-45200-362	Property - Casualty Ins (Auto)	13,716.17	14,401.00	18,328.41	3,927.41-
225-45200-381	Electric Utilities	2,573.20	3,500.00	1,406.40	2,093.60
225-45200-383	Gas Utilities	172.93	.00	224.41	224.41-
225-45200-384	Garbage Service	.00	1,800.00	1,745.79	54.21
225-45200-406	Safety	.00	200.00	.00	200.00
225-45200-417	Uniforms	759.03	600.00	600.00	.00
225-45200-418	Rentals	1,185.00	2,000.00	30.00	1,970.00
225-45200-434	Sales Tax Paid	63.00	100.00	16.00	84.00

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
225-45200-437	Miscellaneous	500.00	.00	.00	.00
225-45200-590	Capital Outlay	47,275.79	40,000.00	26,465.64	13,534.36
Total PARKS:		179,974.19	190,408.52	156,474.40	33,934.12
Net Total PARKS/REC:		326,906.25-	330,545.52-	212,342.17-	118,203.35-
Ambulance					
230-49020-101	Full-Time Employees Regular	23,763.24-	.00	.00	.00
230-49020-102	Full-Time Employees OT	3,721.49	.00	.00	.00
230-49020-103	Part-Time Employees	5,650.15	.00	.00	.00
230-49020-121	PERA	436.96	.00	.00	.00
230-49020-122	FICA	1,099.71	.00	.00	.00
230-49020-131	Employer Paid Health	105.46-	.00	.00	.00
230-49020-135	Employer Paid Deferred Comp	4,274.20	.00	.00	.00
230-49020-142	Unemployment Benefit Payments	6,888.62	.00	.00	.00
230-49020-151	Worker s Comp Insurance Prem	1,480.00	.00	1,249.00	1,249.00-
230-49020-208	Training and Instruction	.00	.00	365.00	365.00-
230-49020-211	Operating Supplies - Cleaning	40.69	.00	.00	.00
230-49020-212	Motor Fuels-Gas	461.28	.00	.00	.00
230-49020-221	Repair/Maint - Equipment	.00	.00	18.00	18.00-
230-49020-223	Repair/Maintain - Building	16,085.85	10,000.00	1,172.22	8,827.78
230-49020-229	Refunds	455.33	.00	.00	.00
230-49020-310	Other Professional Services	717.82	.00	.00	.00
230-49020-321	Communications	130.58	.00	.00	.00
230-49020-362	Property - Casualty Ins (Auto)	4,898.63	5,000.00	1,133.00	3,867.00
230-49020-384	Garbage Service	32.29	.00	.00	.00
230-49020-401	Contractual Services	754.00	.00	.00	.00
230-49020-434	Sales Tax Paid	1,000.00	.00	211.63	211.63-
Total Ambulance:		24,258.90	15,000.00	4,148.85	10,851.15
Net Total AMBULANCE:		24,258.90-	15,000.00-	4,148.85-	10,851.15-
Cemetery					
235-49010-217	Other Operating Supplies	1,477.51	2,500.00	1,094.15	1,405.85
235-49010-221	Repair/Maint - Equipment	179.00	500.00	.00	500.00
235-49010-223	Repair/Maintain - Building	56.82	.00	.00	.00
235-49010-228	Repair/Maintain - Other	712.79	500.00	4.98	495.02
235-49010-309	Software & Design	.00	.00	640.00	640.00-
235-49010-310	Other Professional Services	.00	2,500.00	1,905.89	594.11
235-49010-362	Property - Casualty Ins (Auto)	2,547.29	2,674.00	3,403.25	729.25-
235-49010-381	Electric Utilities	333.00	350.00	307.70	42.30
235-49010-384	Garbage Service	576.00	680.00	1,730.79	1,050.79-
235-49010-401	Contractual Services	23,346.00	32,000.00	30,330.00	1,670.00
Total Cemetery:		29,228.41	41,704.00	39,416.76	2,287.24
Net Total CEMETERY:		29,228.41-	41,704.00-	39,416.76-	2,287.24-
Cemetery Perpetual Care					
240-49015-590	Capital Outlay	.00	.00	8,041.55	8,041.55-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
Total Cemetery Perpetual Care:		.00	.00	8,041.55	8,041.55-
Net Total CEMETERY PERPETUAL CARE:		.00	.00	8,041.55-	8,041.55
RURAL FIRE					
245-42200-103	Part-Time Employees	6,525.85	12,000.00	6,593.60	5,406.40
245-42200-122	FICA	499.23	918.00	504.41	413.59
245-42200-151	Worker s Comp Insurance Prem	4,204.00	4,415.00	3,849.93	565.07
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	146.94	3.06
245-42200-212	Motor Fuels-Gas	590.79	1,500.00	760.40	739.60
245-42200-217	Other Operating Supplies	.00	175.00	198.12	23.12-
245-42200-221	Repair/Maint - Equipment	8,039.72	10,000.00	9,306.83	693.17
245-42200-226	Foam	.00	2,000.00	937.50	1,062.50
245-42200-228	Repair/Maintain - Other	1,487.97	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	700.00	300.00
245-42200-315	Jaws of Life	.00	500.00	.00	500.00
245-42200-331	Meetings-Conferences (mtgs/mi)	267.03	200.00	.00	200.00
245-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,937.00	6,283.41	1,346.41-
245-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
245-42200-417	Uniform	107.00	300.00	1,428.35	1,128.35-
245-42200-433	Dues and Subscriptions	276.50	850.00	990.00	140.00-
245-42200-437	Miscellaneous	.00	500.00	.00	500.00
245-42200-580	Computers & Technology	.00	.00	3,806.15	3,806.15-
Total RURAL FIRE:		26,700.78	41,445.00	35,505.64	5,939.36
Net Total RURAL FIRE:		26,700.78-	41,445.00-	35,505.64-	5,939.36-
RURAL FIRE EQUIPMENT FUND					
246-42200-590	Capital Outlay	.00	.00	236,946.62	236,946.62-
Total RURAL FIRE EQUIPMENT FUND:		.00	.00	236,946.62	236,946.62-
Net Total RURAL FIRE EQUIPMENT FUND:		.00	.00	236,946.62-	236,946.62
Fire Relief					
250-42300-124	Fire Pension Contributions	36,990.16	36,195.00	39,135.13	2,940.13-
250-42300-490	Donations - Fire Relief Assoc	13,200.00	13,200.00	13,200.00	.00
Total Fire Relief:		50,190.16	49,395.00	52,335.13	2,940.13-
Net Total FIRE RELIEF:		50,190.16-	49,395.00-	52,335.13-	2,940.13
Debt Service					
300-47000-601	Bond Principal Pymt	92,000.00	219,000.00	1,044,000.00	825,000.00-
300-47000-611	Bond Interest Payment	31,297.50	55,236.26	67,886.63	12,650.37-
300-47000-620	Fiscal Agent Fees	500.00	1,000.00	.00	1,000.00
Total Debt Service:		123,797.50	275,236.26	1,111,886.63	836,650.37-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
Net Total DEBT SERVICE FUND:		123,797.50-	275,236.26-	1,111,886.63-	836,650.37
STREET PROJECT FUND					
325-43100-601	Debt Srv Bond Principal	120,000.00	.00	.00	.00
325-43100-611	Bond Interest	29,918.76	.00	.00	.00
325-43100-700	Transfers Out	500,000.00	.00	.00	.00
Total STREET PROJECT FUND:		649,918.76	.00	.00	.00
Net Total STREET PROJECT FUND:		649,918.76-	.00	.00	.00
STORM WATER PROJECTS					
404-41500-310	Other Professional Services	120,402.47	.00	20,795.03	20,795.03-
Total STORM WATER PROJECTS:		120,402.47	.00	20,795.03	20,795.03-
Net Total STORM WATER PROJECTS:		120,402.47-	.00	20,795.03-	20,795.03
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	361,585.00	.00	.00	.00
Total CAPITAL IMPROVEMENT FUND:		361,585.00	.00	.00	.00
Net Total CAPITAL IMPROVEMENT FUND:		361,585.00-	.00	.00	.00
2019 DOWNTOWN PROJECT					
416-48000-303	Engineering Fees	154,946.07	.00	130,588.31	130,588.31-
416-48000-310	Other Professional Services	345.00	.00	275.05	275.05-
416-48000-437	Miscellaneous	.00	.00	199,087.50	199,087.50-
416-48000-510	Capital Outlay - Land	2,000.00	.00	.00	.00
416-48000-530	Capital-Other Improvements	44,455.78	1,100,000.00	620,114.50	479,885.50
Total 2019 DOWNTOWN PROJECT:		201,746.85	1,100,000.00	950,065.36	149,934.64
Net Total 2019 DOWNTOWN PROJECT:		201,746.85-	1,100,000.00-	950,065.36-	149,934.64-
2020 STREET/UTIL IMPROVE PROJ					
417-48000-303	Engineering Fees	48,921.05	450,000.00	525,378.45	75,378.45-
417-48000-352	General Notices and Pub Info	.00	.00	489.46	489.46-
417-48000-530	Capital-Other Improvements	.00	1,550,000.00	2,229,403.57	679,403.57-
Total 2020 STREET/UTIL IMPROVE PROJ:		48,921.05	2,000,000.00	2,755,271.48	755,271.48-
Net Total 2020 STREET/UTIL IMPROVE PROJ:		48,921.05-	2,000,000.00-	2,755,271.48-	755,271.48
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	3,000.00	.00	1,000.00	1,000.00-
505-46500-439	TIF Payments	92,944.45	54,000.00	61,638.38	7,638.38-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
Total TIF 1-9 LEVAN:		95,944.45	54,000.00	62,638.38	8,638.38-
Net Total TIF 1-9 LEVAN:		95,944.45-	54,000.00-	62,638.38-	8,638.38
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	.00	.00	1,000.00	1,000.00-
506-46500-439	TIF Payments	3,689.00	7,500.00	7,063.00	437.00
Total TIF DOWNTOWN REDEVELOPMENT:		3,689.00	7,500.00	8,063.00	563.00-
Net Total TIF DOWNTOWN REDEVELOPMENT:		3,689.00-	7,500.00-	8,063.00-	563.00
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	43,880.12	52,920.00	51,290.07	1,629.93
601-49400-102	Full-Time Employees Overtime	5,819.81	6,370.00	1,556.17	4,813.83
601-49400-121	PERA	3,887.63-	4,447.00	3,942.83	504.17
601-49400-122	FICA	4,750.56	4,417.00	4,021.68	395.32
601-49400-131	Employer Paid Health	15,148.00	15,844.52	14,280.27	1,564.25
601-49400-151	Worker s Comp Insurance Prem	1,213.00	1,500.00	1,226.47	273.53
601-49400-201	Office Supplies(paper-pens-et)	3,363.21	3,500.00	4,130.24	630.24-
601-49400-212	Motor Fuels-Gas	379.81	750.00	83.35	666.65
601-49400-217	Other Operating Supplies	7,928.83	8,000.00	12,502.77	4,502.77-
601-49400-221	Repair/Maint -WELLS	5,767.21	30,000.00	2,980.26	27,019.74
601-49400-223	Repair/Maintain - Building	47.23	500.00	1,094.18	594.18-
601-49400-228	Repair-Water Main Repairs	40,360.81	30,000.00	11,162.98	18,837.02
601-49400-229	Refunds	1,146.42	200.00	1,307.68	1,107.68-
601-49400-303	Engineering Fees	7,910.00	25,000.00	.00	25,000.00
601-49400-309	Software and Design	53.16	200.00	.00	200.00
601-49400-310	Other Professional Services	10,441.62	15,305.00	17,840.78	2,535.78-
601-49400-322	Postage	.00	.00	429.45	429.45-
601-49400-331	Meetings-Conferences (mtgs/mi)	591.40	1,500.00	.00	1,500.00
601-49400-343	Advertising	84.50	200.00	327.50	127.50-
601-49400-362	Property - Casualty Ins (Auto)	5,388.50	5,500.00	6,999.95	1,499.95-
601-49400-381	Electric Utilities	38,095.00	38,000.00	34,628.60	3,371.40
601-49400-401	Contractual Services	852.39	1,500.00	3,595.01	2,095.01-
601-49400-406	SAFETY	.00	1,200.00	.00	1,200.00
601-49400-417	Uniforms	1,100.87	600.00	572.64	27.36
601-49400-420	Depreciation	90,406.00	83,600.00	.00	83,600.00
601-49400-433	Dues and Subscriptions	1,070.91	1,500.00	378.00	1,122.00
601-49400-434	Sales Tax Paid	131.24-	250.00	.45	249.55
601-49400-437	Miscellaneous	8.76	200.00	.00	200.00
601-49400-580	Computers & Technology	1,320.17	.00	4,066.72	4,066.72-
601-49400-601	Debt Srv Bond Principal	.00	77,000.00	77,000.00	.00
601-49400-611	Bond Interest	8,883.12	6,827.46	6,827.46	.00
601-49400-700	Transfers Out	.00	150,000.00	.00	150,000.00
Total Water Utilities (GENERAL):		291,992.54	566,830.98	262,245.51	304,585.47
Net Total WATER FUND:		291,992.54-	566,830.98-	262,245.51-	304,585.47-
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	59,327.81	54,708.00	54,947.46	239.46-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
602-49450-102	Full-Time Employees Overtime	10,468.85	7,000.00	4,956.49	2,043.51
602-49450-121	PERA	30,562.00	4,103.00	4,472.16	369.16-
602-49450-122	FICA	5,220.34	4,075.00	4,561.69	486.69-
602-49450-131	Employer Paid Health	15,206.88	15,847.04	24,422.94	8,575.90-
602-49450-201	Office Supplies(paper-pens-et)	3,301.89	3,000.00	2,709.06	290.94
602-49450-212	Motor Fuels-Gas	180.90	250.00	.00	250.00
602-49450-217	Other Operating Supplies	1,162.32	6,500.00	601.72	5,898.28
602-49450-221	Repair/Maint - Equipment	16,805.05	16,000.00	18,954.38	2,954.38-
602-49450-228	Repair/Maintain - Other	.00	63,000.00	64,844.61	1,844.61-
602-49450-229	Refunds	.00	.00	1,000.00	1,000.00-
602-49450-303	Engineering Fees	442.50	4,000.00	.00	4,000.00
602-49450-310	Other Professional Services	805.68	750.00	452.92	297.08
602-49450-322	Postage	.00	.00	63.15	63.15-
602-49450-331	Meetings-Conferences (mtgs/mi)	850.90	1,500.00	177.63	1,322.37
602-49450-362	Property - Casualty Ins (Auto)	3,722.96	3,800.00	4,836.33	1,036.33-
602-49450-381	Electric Utilities	8,382.00	8,400.00	5,743.25	2,656.75
602-49450-383	Gas Utilities	475.50	950.00	443.50	506.50
602-49450-385	Sewer Plv-Elgin Sewer District	783,954.64	800,000.00	588,563.55	211,436.45
602-49450-417	UNIFORM	594.17	600.00	212.49	387.51
602-49450-420	Depreciation	14,045.00	13,122.00	.00	13,122.00
602-49450-437	Miscellaneous	107.17	500.00	.00	500.00
602-49450-570	Capital Outlay - Equipment	.26-	.00	.00	.00
602-49450-601	Debt Srv Bond Principal	.00	44,000.00	44,000.00	.00
602-49450-611	Bond Interest	2,218.00	1,210.00	1,210.00	.00
Total Sewer (GENERAL):		957,834.30	1,053,315.04	827,173.33	226,141.71
Net Total SEWER FUND:		957,834.30-	1,053,315.04-	827,173.33-	226,141.71-
Liquor Store (GENERAL)					
609-49750-101	Full-Time Employees Regular	98,606.14	103,214.00	68,694.79	34,519.21
609-49750-102	Full-Time Employees Overtime	3,381.85	3,000.00	1,410.43	1,589.57
609-49750-103	Part-Time Employees	70,807.67	80,665.00	30,736.68	49,928.32
609-49750-121	PERA	80,839.66	14,245.00	6,930.08	7,314.92
609-49750-122	FICA	13,530.43	15,365.00	7,885.48	7,479.52
609-49750-131	Employer Paid Health	15,681.31	17,037.36	8,934.35	8,103.01
609-49750-151	Worker s Comp Insurance Prem	4,498.00	7,500.00	7,741.33	241.33-
609-49750-201	Office Supplies(paper-pens-et)	2,270.09	2,000.00	122.92	1,877.08
609-49750-211	Operating Supplies - Cleaning	1,190.63	1,500.00	750.70	749.30
609-49750-214	Liquor Store Bar Supply	17,303.31	13,000.00	9,605.02	3,394.98
609-49750-217	Other Operating Supplies	2,767.78	3,000.00	966.36	2,033.64
609-49750-221	Repair/Maint - Equipment	1,438.64	1,500.00	936.30	563.70
609-49750-223	Repair/Maintain - Building	10,215.67	9,000.00	10,416.30	1,416.30-
609-49750-251	Merchandise Resale - Liquor	186,604.01	165,000.00	134,435.60	30,564.40
609-49750-252	Merchandise Resale - Beer	501,813.49	425,000.00	349,005.97	75,994.03
609-49750-259	Merchandise For Resale - Other	17,842.17	10,000.00	4,965.39	5,034.61
609-49750-269	Merch- On-Sale Other	172.81	.00	.00	.00
609-49750-310	Other Professional Services	1,187.74	3,500.00	4,653.68	1,153.68-
609-49750-311	Video Technology/Security	209.78	540.00	414.40	125.60
609-49750-321	Communications	4,418.69	4,400.00	2,961.30	1,438.70
609-49750-322	Postage	.00	.00	140.19	140.19-
609-49750-331	Meetings-Conferences (mtgs/mi)	743.95	800.00	44.23	755.77
609-49750-343	Advertising	5,201.72	5,000.00	2,989.81	2,010.19
609-49750-348	Program Expense	12,763.67	12,000.00	4,864.70	7,135.30
609-49750-362	Property - Casualty Ins (Auto)	5,781.04	3,500.00	4,454.50	954.50-

Account Number	Account Title	2019-19 Prior year Actual	2020-20 Current year Budget	2020-20 Current year Actual	2020-20 Budget Remaining
609-49750-364	Dram Shop Ins	483.00	3,000.00	.00	3,000.00
609-49750-381	Electric Utilities	11,340.95	9,000.00	6,985.00	2,015.00
609-49750-383	Gas Utilities	1,982.81	2,800.00	1,155.74	1,644.26
609-49750-384	Garbage Service	7,287.67	5,500.00	7,622.73	2,122.73-
609-49750-401	Contractual Services	965.08	4,000.00	.00	4,000.00
609-49750-406	Safety	.00	500.00	294.44	205.56
609-49750-420	Depreciation	13,922.00	12,000.00	.00	12,000.00
609-49750-432	Uncollectible Checks	91.70	.00	.00	.00
609-49750-433	Dues and Subscriptions	1,313.75	2,000.00	.00	2,000.00
609-49750-434	Sales Tax Paid	23,267.67	18,000.00	12,323.45	5,676.55
609-49750-437	Miscellaneous	1,195.84	500.00	473.94	26.06
609-49750-443	Credit Card Merchant Fees	10,767.79	.00	12,569.75	12,569.75-
609-49750-450	ATM WITHDRAWALS	111,860.00	.00	.00	.00
609-49750-580	Computers & Technology	.24-	.00	2,624.87	2,624.87-
Total Liquor Store (GENERAL):		1,243,748.27	958,066.36	708,110.43	249,955.93
Net Total MUNICIPAL LIQUOR FUND:		1,243,748.27-	958,066.36-	708,110.43-	249,955.93-
Net Grand Totals:		7,257,267.00-	9,449,829.11-	10,275,557.13-	825,728.02



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Regular Meeting: January 12th, 2021

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

SUMMARY

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

Meeting/Training

- Weekly dept. head meetings.
- Weekly on-line training for continuing Ed. Credits on PATROL.
- Staff have been working on the completion of all OSHA mandated annual trainings along with reviewing and acknowledging all new department policies.
- Completed our mandated annual night/adverse weather conditions firearm qualification. 6 dates were set for first two weeks in December. The sheriff's office and Wabasha PD joined us for this training at our gun range.

Misc. Activity

- We have been focusing a lot of daily patrols on high traffic areas along with passing on the right issues, cross walk violations and trucks using their engine breaks.
- We finished up going through our evidence room cleaning out and disposing of old evidence along with organization. Several items of value have been placed on the January auction with TMRA. All money will go into the general fund.
- Worked out a deal with the sheriff's office and Wabasha PD to pay a third of our annual gun range lease. This will save us \$700.00 dollars a year.

- We again cleared several open cases that resulted in charges. I am very pleased with SGT. Miller's great work with the investigations. Three of the cases were felony level.
- Charges for the Liquor Store has been filed. Three Felony theft and one Gross Misdemeanor charges. Initial court appearance is scheduled for the middle of this month.
- Four of our full-time staff and two part-time officers had COVID. Luckily, they were spaced out and did not create any staffing issues.
- We developed a police coverage plan in the event that our agency loses multiple officers at once from COVID so that we can maintain police coverage 24-7 for our community. **The plan is listed in the order of events depending on severity and is as follows:**
 1. Part-time staff and command staff will cover shifts.
 2. All current and future time-off requests will be revoked.
 3. Mandatory overtime.
 4. Sheriff's Office or Wabasha Police will help cover open shifts. They will be directly assigned to the city of Plainview to maintain 24-hour coverage.
- We now have graphics on our new patrol vehicle. We are still waiting for a few pieces of equipment to arrive so we can get it set up and in service.

The following are the December calls per service as it compares to 1 year ago.

December Call Activity	2020	2019
9-11 Hang-Ups	1	2
Alarms	3	3
All other	0	0
Animal Complaints	5	8
Assault	1	0
Assist Other Department	16	21
Attempt to Locate	0	0
ATV & Curfew Violations	0	0
Burglary	0	0
Child Custody Exchange	0	0
Civil Matter	2	4
Curfew Violation	0	0
Damage to Property	1	0
DANCO Violation	1	0
Disorderly Conduct	0	2
Domestics	1	2
Driving Complaints	3	1
Driving Under the Influence	1	0
Drugs All Types	0	1
Escort	0	0
Fire Calls	4	0
Fireworks	0	0
Found Property	4	2
Fraud	2	0
Funeral Assist	0	2

Gun Permit	9	0
Harassment/Threats	2	0
Littering	1	0
Lost Property	0	0
Medical Calls	18	20
Misc. Information	6	02
Motorist Assists	4	6
Noise Complaints	3	2
OFP/HRO Violation	0	0
Ordinance Violation	2	0
Parking Complaints/Violations	1	4
Permit	3	0
POR	0	0
Public Assists	3	11
Security Check	0	0
Sex Offense	1	0
Sudden Death	1	0
Snow Removal	0	0
Suspicious Activity	6	8
Theft Offenses	3	2
Tobacco Violation	0	0
Traffic Crashes/Violations	173	40
Trespassing	0	0
Vulnerable Adults	0	1
Warrants All	0	2
Welfare Checks	7	3
Worthless Checks	0	0
TOTAL CALLS	288	158

Total Calls: 2020 - 3075

2019 - 2871

CITY OF PLAINVIEW

PUBLIC WORKS DIRECTOR REPORT



Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of December. We averaged as a city 302,612 gallons per day. The highest being 382,000 gallons and the lowest being 203,000. We pumped 155,088,000 total gallons for the year.
- Meters were read on the 1st of the month.
- Bacteria test were taken at various locations. These samples are taken to the MDH for testing each month.
- We are part of the Gopher One call before you dig locating service. We locate our water services and good faith locate the homeowner's sewer service. We had 30 locates for the month of December. We had 697 locates total for the year.
- We installed one water meter this month for a new home. We installed 10 meters in new construction this year.

Sewer

- We cleaned all storm drain tops and flume outlets free of debris one last time before winter set in.

Streets

- We are continuing our progress with Bolton & Menk and Alcon on the 2020 street projects. Alcon has completed the fall punch list. There will be a punch list in the spring that will need to be completed along with the final paving of the projects.
- We had two snow events for the month of December.

Parks

- Park and Trails Commission met the 1st of the month.
- We mulched leaves on all city properties one final time.
- We started flooding the ice rink once the temps were low enough.

Pool

- Rahman Heating & AC has ordered the new heaters for the pool.
- Along with changing to a less corrosive acid for the pool, we are looking at encapsulating the acid tank with a vent to better prevent corrosion to the equipment in the pump house.

Trees

- We have been trimming trees overhanging the streets that hit or trucks and equipment. This will continue as needed.
- Wabasha tree service removed ash trees from the boulevards and parks. They ground the stumps and we cleaned up the stumpage. We also backfilled all the holes with black dirt.

Buildings

- The Library job is complete.
- KBS ordered the steel for City Hall roof and has been scheduled to show up the week of January 11th, 2021. They have employees ready to start as soon as it is delivered.
- We change all the lights in the council chambers and the hallway at City Hall to LED.

Respectfully,
Shane Loftus
Public Works Director

CITY OF PLAINVIEW
PUBLIC WORKS DIRECTOR REPORT





PARKS & TRAILS COMMISSION

Meeting Minutes

Tuesday, December 1, 2020, at 6:00 P.M.
Public Works Building, 230 10th St SW, Plainview, MN 55964

The Plainview Parks & Trails Commission meeting was called to order at 6:07 pm on December 1, 2020. Commissioners in attendance: Aaron Luckstein, Beau Hebert, Ben Jacobs (via phone), Jenny Schneider, Carolyn Stelling and Marlene Young. Absent: Jason Hall. Staff in attendance: Shane Loftus.

Motion was made by Hebert and seconded by Schneider to approve the agenda. Passed 6/0.

Motion was made by Hebert and seconded by Schneider to approve the October 6, 2020 meeting minutes. Passed 6/0.

Luckstein and Loftus gave an update on the Eckstein Field lights project. City Council has approved to allocate funds in the 2021 budget to fix the lights at Eckstein Field. Council was also in support of pursuing grants. Luckstein offered to work on writing the application for the DNR outdoor recreational grant. Loftus proposed including updates the dugouts, as well as repairs to the ticket booth and outfield press box. The DNR reviews grant applications in March, with funding eligible by July 1st if approved. No work can start on the project until a contract is signed. The grant is done through reimbursement. Loftus will share the timing of the grant process with the school and discuss other projects to include in the application. There was also discussion of talking with the Plainview Area Foundation and the Bulldog Nation Foundation about funds towards the project.

Hebert gave an update on the Peace Corp memorial park proposal project. Hebert was in contact with Will Harrington, who is part of the bike trail committee. Harrington provided Hebert with a contact from the DNR that is in charge of the trail. The DNR must be involved in any project and the bike trail committee should be included in discussions. Hebert and Luckstein attended a meeting with Plainview American Legion members. A representative from the PEM Boy Scouts was also in attendance. The discussion largely focused on concerns with the Peace Corp's proposal to move the existing Veterans memorial. If the Veteran's memorial were to remain in its location and there was more collaboration on planning then they would welcome further discussions on the proposal. This information will be relayed to the Peace Corp memorial park representative. Representatives for the American Legion and Boy Scouts will be informed of future discussions pertaining to the proposal.

Luckstein gave a follow-up on the proposed dog park and natural playground projects. There is consensus with the commission that there is value in these projects, but they are on hold until the city can acquire land that will work for either or both projects. If either were to be pursued further in the near term, it would be the dog park since funds have already been raised to cover the cost for materials. Loftus and Luckstein are going to talk with City Administrator, David Todd, for direction on next steps.

Luckstein discussed the potential for creating subcommittees to work on special projects. The consensus was for the commission to make recommendations to City Council for ideas brought forth. Subcommittees could then be formed outside the commission to work on the details of special projects, with someone from the commission potentially involved. This approach will also be discussed with City Administrator Todd.

Luckstein discussed finding or extending commission members for 2021. Stelling and Young were on a one year term and will need to reapply if interested in continuing on a three year term. Hall and Hebert 1 year left on their terms). Jacobs, Luckstein, and Schneider have two years left in their terms. Luckstein will be stepping down from the commission with his new responsibilities as the upcoming new city mayor. Commission members were requested to send possible member names to Loftus.

Motion was made by Young and seconded by Schneider to adjourn. Passed 6/0.

Meeting adjourned at 7:27 p.m.



MEMORANDUM

Date: January 5, 2021
To: Mayor and City Council
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: 0H1.123353

2020 Improvement Project

The Hillcrest/2nd Avenue NW/2nd Street SW project is substantially complete and work has been suspended for the winter. A punch list of items that will need to be completed in the spring has been compiled. A project e-blast was sent out on 12/18/20 to let residents know that we are aware of several issues that will need to be corrected in the spring and asked them to let us know of any concerns that they have so we can add them to the list. The final lift of asphalt and the punch list items identified between now and final project completion are required to be completed by the end of June 2021.

The mill and overlay project is also substantially complete. Final payment on this project will be held until next spring when verification of final turf establishment acceptance can be made.

The contracts for these projects include a 2-year correction period, during which any defective work that is discovered must be corrected. The correction period begins on the date of final payment.

Orchard Hills 7th Subdivision

A preliminary plat, re-zoning request, and variance request for this proposed subdivision in the SE area of town was reviewed at the Planning Commission meeting on 12/15/20. The Planning Commission recommended approval of the re-zoning and preliminary plat with conditions, and the variance request was withdrawn by the applicant. Consideration of approval of the re-zoning and preliminary plat is on the agenda for the 1/12/21 Council meeting. We have been working with City staff and developer Pete Meyer and his consultant, WSE Engineering, throughout the approval process and will continue to do so through final plat, preparation of plans and specifications for improvements and construction.

Local Road Improvement Program (LRIP) Grant Application

As a part of the bonding bill recently passed by the legislature, \$75 million was allocated to the Local Road Improvement Program (LRIP). This program provides grants for the construction or reconstruction of local roadways outside of the Trunk Highway system (see attached informational sheet). Individual projects are eligible for grants of up to \$1.25 million for eligible roadway improvements, with no required local match, for construction taking place between 2021-2023.

For a city like Plainview, the local roadway must meet some specific "Routes of Regional Significance" criteria. Based on our past experience with this program we believe that two roadways identified in the

Name: Current Project Update

Date: 1/5/21

Page: 2

City's Infrastructure Management Plan would be good candidates for this program and would meet one or more of the Regional Significance criteria. They include 2nd Avenue NW from TH 42 to CR 8 (10th Street NW), and 2nd Avenue SW from TH 42 to CR 57 (10th Street SW). We recommend that the City submit an application for one or both of these projects.

Applications are due on March 3, 2021. Similar to the recent TAP project, the City's application would need to be sponsored by Wabasha County. Resolutions from the City Council and the County Board would be required. If Council wishes to pursue one or both of these applications, resolutions would need to be considered at the February Council meeting.



Real People. Real Solutions.

Funding

Local Road Improvement Program (LRIP)

Agency: Minnesota Department of Transportation (MnDOT)

Amount Available: Approximately \$75,000,000

Matching Requirement: No set local match requirement.

Program Website: <http://www.dot.state.mn.us/stateaid/lrip.html>

Application Due: March 3, 2021

Funding Source: State

Type: Grant

Eligibility

Eligible Applicants: Counties, Cities, and Townships (non-state aid cities and townships will need a county sponsor).

Eligible Project Types: Local road construction or reconstruction projects outside trunk highway rights-of-way. LRIP bond funds may not be used for right of way acquisition, engineering, utilities, work on trunk highways, or standalone enhancement projects (landscaping, trails, sidewalks, ADA improvements, etc.).

Program Updates (Important Notes!!!)

Max Award: \$1.25M for all eligible applicants (no set minimum award).

Prerequisites: Projects that received legislatively selected appropriations ("earmarks") or previous LRIP grants are not eligible for funding under this solicitation. Also, unfunded 2019 applications need to resubmit under this solicitation.

Construction Timing: Projects that will be awarded and/or under construction before the anticipated LRIP award notifications in May, 2021, are not eligible for funding under this solicitation. Projects would be anticipated for letting in years 2021-2023.

Overview

The Local Road Improvement Program provides financial assistance for local road construction or reconstruction projects with local, regional, or statewide significance that cannot reasonably be funded through other revenue sources.

Program Information:

The MnDOT State Aid Office administers the LRIP solicitation with guidance provided by the Local Road Improvement Program Advisory Committee.

Criteria used to identify priority projects include but are not limited to:

- Geographical distribution and distribution among jurisdictions;
- the regional significance of the route;
- effectiveness of the proposed project in eliminating a transportation deficiency;
- effectiveness to reduce traffic crashes, deaths, injuries and property damages;
- the number of persons who will be positively impacted by the project;
- agency support and commitment to maintenance of the facility for a useful life of at least 10 years; and
- project readiness and the availability of other state, federal, and local funds.

Application Process

Solicitation Open: December 2, 2020

Project Application Deadline: March 3, 2021

LRIP Advisory Committee Convenes: Late April 2021

Awards announced: May 2021

Additional Resources: Bolton & Menk, Inc. Internal Expert: Ashley Hudson, Transportation Planner II

Plainview Public Library

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

Director's Report: January 2021

COVID-19 Service Model:

- Hours: 11-6 Monday through Friday, and 10-1 on most Saturdays
- Masks Required: Patrons who are unable have the option to visit outside of open hours
- Distanced Service Options: Front entry pick-up and 2 self-check options
- Staff: Daily health screen, Masks, and Maintaining social distance

Building Report: Repair work to the library's roof, ceilings, and walls has been completed. Eagle Ridge Construction is creating a flash drive for us that will contain photo documentation of each step in the repair process so we will have it for future reference.

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
March 1-15	1433 Items	12	119 Items
March 16	750 Items	1	750 Items
March 17-31	851 Items	11	77 Items
April 1-30	1359 Items	8	170 Items
May 1-31	1559 Items	20	78 Items
June 1-30	2667 Items	22	121 Items
July 1-31	2678 Items	22	122 Items
August 1-31	2534 Items	21	121 Items
September 1-30	2787 Items	24	116 Items
October 1-31	2742 Items	27	102 Items
November 1-30	2234 Items	21	106 Items
December 1-31	2353 Items	23	102 Items

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

Respectfully Submitted,
Alice L. Henderson



Plainview Public Library

2020 Year In Review

CIRCULATION

Material Circulation

2018 39,324

2019 38,900

2020 29,977

Totals include circulation of books, audiobooks, DVDs, CDs, ukuleles, energy kits, and WiFi hotspots.

COVID-19 Impact Comparison

All SELCO Public Libraries

2019 2,327,148

2020 1,305,052 (-44%)

Plainview Only

2019 38,900

2020 29,977 (-23%)

Digital Circulation

2018 3,386

2019 4,623

2020 4,853

Totals include circulation of books, magazines, and audiobooks via OverDrive and the Libby app.

COLLECTION

We added **1,506** new items to the collection, bringing our total to **25,273**. This is higher than previous years by about 150 items as we purchased to fill requests when Interlibrary loan was unavailable.



PATRONS

We registered **99** new patrons, bringing our patron base total to **3,029**. Typically, we expect to register 250 or more new patrons in a year. Expired accounts were last removed in November.



COVID-19 RESPONSE

New Service Models

Librarian Picks / Entry Pick-Up

Library Use by Appointment

Anticipatory Request Placement

Homebound Delivery

Eliminated Fines & Item Limits

New Outreach Efforts

Reference via Social Media

Phone and Mail Campaigns

Hands-on Family Learning Kits

Early Reader Selection Cards

Business Open Status Database

New Technology Services

OverDrive Self Registration

Online Account Registration

SELCO Libraries App Release

Self-Check Enabled in App

Self-Check Machine

Plainview Public Library Board of Trustees

Tuesday November 17, 2020 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Amy Appel, Adam Feils, Jeff Henry, Paul Eidenschink

Staff: Alice Henderson

The meeting was called to order by Youlonda at 7:01 PM. The meeting was held online due to COVID-19.

A motion was made by Jeff and seconded by Paul to approve the agenda. Motion carried unanimously via roll call vote.

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

- Board Minutes 10/20/2020
- Director's Report
- Children's Services Report-none
- Acknowledgement of Donations-none
- Recommend Trustee appointments for 2021-2023

Payment of Bills

A motion was made by Jeff and seconded by Adam to approve the Payables by Payee. Motion carried unanimously via roll call vote.

Unfinished Business

New Business

- A. Discuss Foundation funds assignment: Discussion of \$3,000 to \$5,000 to keep in savings and invest anything beyond that in CDs.

Additional Discussion

Traffic is slower in winter months, so hours will move to 11:00 - 6:00 during the week.

Next meeting is set for December 15, 2020.

Motion to adjourn was made by Youlonda and seconded by Amy at 7:16 PM. Motion carried unanimously via roll call vote.

EDA DIRECTOR UPDATE

December 2020

An update on some activities that are or were in process, or completed in December 2020 includes:

- **HOUSING/DEVELOPMENT:** Development of the south Hwy. 42 21.9 acres continues to move forward. PADCO and Tony Montgomery Realty & Auction (TMRA) are in the planning phase. At this point, there has been no request to the EDA for assistance. Tom Weiner of WSE Engineering is managing the project for this private development.
 - One avenue of support that will be discussed by the EDA is mounting a public relations/advertising campaign to promote Plainview since the city may have up to 50 lots available within the next two to three years. Work is underway on a new Plainview promotional brochure with advertising options for local businesses.
- **MAIN STREET:** The EDA Director fielded questions or received feedback from several business owners about COVID-19 assistance. Local businesses continue to see decreases in revenue due to restrictions in place to slow the spread of COVID. There were several requests for grant assistance; information about upcoming business grants was provided.
 - Brent Beck has bought the former Haley Warehouse and is offering climatized mini-storage through his company, Storage Near Me.
 - New business, Young Love Floral & Finds, that is being started by Shantelle Speedling in the former Mallard Seed building hopes to open soon.
- **NEXT GENERATION LOAN FUND:** An adjustment to the loan terms for Cabin Coffee was made at the LLC's request. Following the LeVan-Norton Enterprise LLC loan, the current loan fund balance is \$9,803 so it will be one to two years before another loan can be made.
- **BUSINESS CENTER:** Estimates have been gathered to determine whether the "Old Parts Room" 608 sq. ft. space can be remodeled. Data shows that there are more start-ups during an economic downturn, so now is the time to provide more space on Main Street.
 - Elite Tile, the EDA Incubator client, is adding a showroom in Lake City, and reports that the business has large jobs coming up.
 - Some end-of-year painting and maintenance has been done in the Business Center.
- **MEETINGS /** The EDA and PADCO continue to meet remotely.
- **ORGANIZATIONAL WORK:** SMIF would like Plainview to use the balance of unspent Small Town Grant monies for a "[Strategic Doing](#)" training module through Purdue University. The goal of this training would be to create another cohort that can act as a work group capable of defining issues and implementing projects. This group would complement the Blandin-trained group.
- **END OF YEAR:** The EDA Director is updating information to include: industrial land options, commercial spaces, lots and developments, grant options, and online resources.
 - EDA will be taking a look at other business incubators that have been started after it opened the Business Center. The EDA can compete for one more USDA grant. This is the year to submit.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: Set Meeting Schedule for 2021	AGENDA SECTION: New Business
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.E.
ATTACHMENTS: None	APPROVED BY: D.T.
RECOMMENDED ACTION: Motion to Adopt Regular Meeting Schedule for 2021.	

SUMMARY

Minnesota Statute requires that City Councils establish and post their regular meeting schedule. Staff recommends maintaining the same meeting schedule as last year.

Regular City Council meetings will be held the second Tuesday of each month at 6:00 p.m. at City Hall.

Occasionally Special Meeting dates are scheduled to address pressing issues of the City. Special meetings are posted on the official bulletin board at City Hall three days prior to the meeting. Council may only address issues that are properly noticed in the posting.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: Council Appointments	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.F.
ATTACHMENTS: 2021 Liaison and Commission Appointments Report	APPROVED BY: D.T.
RECOMMENDED ACTION: • Motion to Council member Department Liaisons as follows: ○ Finance - Aaron Luckstein ○ Police - Adam Daschner ○ Fire Dept. – Holly Reeve ○ Library – Lindsay Hammer Bartley ○ Public Works/Streets/Parks – Ben Jacobs • Motion to appoint Adam Daschner as Acting Mayor (“Mayor Pro Tem”) for 2021. • Motion to appoint Ben Jacobs and Adam Daschner to the Planning Commission for 2021. • Motion to appoint Ben Jacobs to the Parks and Trails Commission for 2021. • Motion to appoint Aaron Luckstein and Holly Reeve to the EDA Board for 2021. • Motion to appoint the following to the Plainview Fire Relief Association Board of Trustees for 2021: ○ Vicki Axley, Finance Director ○ Holly Reeve, Councilmember • Motion to appoint Holly Reeve and Lindsay Hammer Bartley to the Personnel Committee. • Motion to appoint Aaron Luckstein and Adam Daschner to the Budget/Finance/Audit Committee. • Motion to appoint Lindsay Hammer Bartley to the Library Board.	

SUMMARY

According to Minnesota statute, each year municipal governments must make certain appointments to City Boards and Commissions, as well as appoint an Acting Mayor. In addition, the City of Plainview utilizes Council Liaisons with each department to act as a sounding board and additional “touch-point” for those departments to interact with Council.

City of Plainview
Appointments/Liaisons and Committees 2021

Committees:

Planning Commission—2 Council Appointees (Ben and Adam); Meets the first Tuesday of each month at 7:00 PM or as needed. Ordinance requires 6 meetings per year.

Parks and Trails Commission—1 Council Appointee (Ben – Parks Liaison); Meets the first Tuesday of the month at 6:00 PM.

EDA Board—2 Council Appointees (Holly and Aaron); Meets the third Tuesday of the month at City Hall at 6:30 PM. Meetings have been held remotely lately due to COVID.

Personnel Committee—2 Council Appointees (Holly and Lindsay); Meets as needed.

Budget/Finance/Audit Committee—2 Council Appointees (Aaron – Finance Liaison and Adam); Meets as needed during budget process.

Library Board—1 Council Appointee; (Lindsay – Library Liaison) Meets the third Tuesday of each month at 7:00 PM at the library. Meetings are being held via Google Meet due to COVID.

Department Liaisons: 1 Council Liaison Per Department

Police - Adam

Fire - Holly

Public Works/Streets/Parks - Ben

Finance - Aaron

Library - Lindsay

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: 2021 Official Designations	AGENDA SECTION: Consent
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 6.G.
ATTACHMENTS: Official Designations - 2021	APPROVED BY: DT
RECOMMENDED ACTION: 1. Motion to approve the attached Official Designations for 2021 and instruct the City Clerk to include a copy of such designations in the minutes of this meeting.	

SUMMARY

According to Minnesota statutes, governing annual appointments must be made each year. The 2021 designations are attached.



OFFICIAL DESIGNATIONS – 2021

Designation of Banks and Investment Institutions:

Peoples State Bank
Foresight Bank

Edward Jones
4M Fund

Authorization of Official Signatories:

Aaron Luckstein, Mayor
Vicki Axley, Finance Director
David Todd, City Administrator
Carol Kujath, City Clerk
Kayla Hall, Deputy City Clerk

Authorization of Facsimile Signatures:

Aaron Luckstein, Mayor
Vicki Axley, Finance Director

Designation of Official Newspaper:

Plainview News

Designation of Auditor (2020 Audit):

Hawkins Ash CPA, LLP

Designation of Engineer:

Brian Malm, Bolton & Menk, Inc.

Designation of Treasurer:

Vicki Axley, Finance Director

Designation of City Attorneys;

Mike Flaherty, Flaherty & Hood, Civil Attorney
Brandon Fitzsimmons, Flaherty & Hood, Personnel Attorney
Wabasha County Attorney, Criminal Attorney

Established January 12, 2021.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: Amending City Fee Schedule	AGENDA SECTION: New Business
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 8.A.
ATTACHMENTS: Ordinance, Fee Schedule	APPROVED BY: D.T.
RECOMMENDED ACTION: 1. Motion to adopt Ordinance 2021-01, an Ordinance of the City of Plainview, Minnesota Amending the City Fees and Charges. 2. Motion to approve Resolution 2021-01 allowing for Summary Publication of Ordinance Amending the City Fees and Charges.	

SUMMARY

Each year the City Council reviews and amends the fees set forth for City services and utilities. There changes are as follows:

- **Cemetery Fees:**
 - Increase Lot Purchase from \$300 to \$350 per Gravesite
 - Increase Grave Opening Price from \$560 to \$610 (with frost)
 - Increase Grave Opening Price from \$450 to \$525 (without frost)
 - Increase Grave (Cremation Vault Size) Price from \$300 to \$335 (w/ frost)
 - Increase Grave (Cremation Vault Size) Price from \$250 to \$270 (w/o frost)
 - Increase additional price on Sundays and Holidays from \$85 to \$150
 - Add additional price for Saturday of \$35
 - Add Columbarium Fees: Niche Tier Pricing \$800, \$900, \$1,000, Additional or Replacement Door Plaques \$300, Memory Wall Plaques \$350, Niche Openings \$150
- **Administrative Fees:**
 - Add Chicken Permit Fee \$45
- **Library Fees:**
 - Remove 2nd Notice Fee
 - Add a 3-month Library Account fee for Non-Minnesotan Residents \$10
- **Planning and Zoning Fees:**
 - Quick Plat Fee \$200, plus \$10 per lot
- **Public Works Fees:**
 - Remove Brush Site fees: Pick/Trailer up to 8' Box or Bed- \$15.00, Two-Ton Truck or Larger Trailer- \$30.00, and Trucks 15 yards and over-\$50.00
 - Add Brush Site Fee for non-residents \$100 per load
 - Increase Water and Sewer Rates by 1% as planned in the Capital Improvement Funding Plan.
 - Increase Compost Fee from \$0.50 to \$2.00

800 MISCELLANEOUS

801-GENERAL FEES, FINES, CHARGES

Building Fees (Per MN Building Code) Includes \$1.00-State Surcharge

Building Construction Permit Fee	40% of 1997 Code
*Building Demolition	\$ 100.00
Sewer Access Charge (Per Dwelling Unit or Connection)	\$ 1,000.00
Water Access Charge (Per Dwelling Unit or Connection)	\$ 1,000.00
Water /Sewer Access Deposit (Refundable with interest)	\$ 1,000.00
Reroof or Reside	\$ 55.00
Windows/Doors (Exact replacements excluded)	\$ 55.00
<i>Please call City Hall to check if a permit is required</i>	
Reissue of Expired Permit	\$ 50.00
Failure to Obtain Building Permit - 1st Offense	\$ 150.00 , or sum equal to two times the building permit fee, whichever is greater
Failure to Obtain Building Permit - 2nd Offense	3 Times the permit fee
Structure Moving	\$ 30.00
Fence	\$ 20.00
Cement, Sidewalk, Driveway, Patio	\$ 20.00
Furnace/Water Heater	\$ 30.00

*\$100.00 Refundable Deposit (WITHOUT Interest) when projects are completed within 180 days and the final inspection is completed. Examples would be: Decks, New Garages, Additions, Structure moving, and Demolition.

Miscellaneous Fees

A miscellaneous fee shall be paid by the applicant for expenses which the City incurs. Such expenses may include but are not limited to, direct City payroll and overhead costs, costs of printing, mailing and supplies, and fees paid to consultants/professional. Such miscellaneous fees shall come due immediately upon notification by the City.

Upon request, the City shall provide a breakdown of the various expenses incurred by the City.

The City may withhold any final action and/or rescind prior actions until all miscellaneous fees are paid in full.

The City may request additional deposits if deemed necessary.

CEMETERY FEES

Cemetery Lot Purchase (Full Lot Equals 4 Graves)	
Full Lot	\$ 1,400.00
One Gravesite	\$ 350.00
Two Gravesites	\$ 700.00
Three Gravesites	\$ 1,050.00
Cemetery Perpetual Care (per Gravesite)	\$ 100.00
Grave Opening/Closing Winter Rate Full Grave (Frost Nov. 15th to March 31st)	\$ 610.00
Grave Opening/Closing Summer Rate Full Grave (No Frost April 1st to Nov. 14th)	\$ 525.00
Grave Opening/Closing Winter Rate Cremation Vault (Frost Nov. 15th to March 31st)	\$ 335.00
Grave Opening/Closing Summer Rate Cremation Vault (No Frost April 1st to Nov. 14th)	\$ 270.00

Additional Charges:

Sundays and Holidays	\$	150.00
Saturdays	\$	35.00

COLUMBARIUM PRICING

Niche Tier Pricing	\$	800.00	\$	900.00	\$	1,000.00
Additional or Replacement Door Plaques	\$	300.00				
Memory Wall Plaques	\$	350.00				
Niche Openings	\$	150.00				

FIRE FEES

Fire/Emergency Call (First Hour of Service)	\$	750.00	plus \$15/hr/man
Every Hour Thereafter	\$	250.00	hr plus \$15/hr/man
Extrication/Rescue Call	\$	750.00	plus \$15/hr/man
False Alarms/Cancellation en route	\$	250.00	
Recharge/SCBA Foam	\$	110.00	unit, plus \$8 per bottle of air
Emergency Water Delivery	\$	90.00	load, plus \$20 labor/load

ADMINISTRATIVE FEES

Bingo License	\$	150.00	
Chicken Permit	\$	45.00	
Dance Permit	\$	25.00	
Dog License	\$	15.00	
Cigarette License	\$	75.00	
Faxing	\$	2.00	for 1st page, \$1/per page add'l
Copies	\$	0.25	per page (Black and White)
	\$	0.50	per page (Color)
License for Sale of Fireworks	\$	100.00	
Gaming Device/Raffle/Bingo		No Charge	
Insufficient Funds (NSF) Check	\$	30.00	
Loudspeaker Permit	\$	10.00	
Refuse Collector License	\$	500.00	
Transient Sales	\$	30.00	
Research*	\$	100.00	

*Fee to be paid before the start of the research and any additional expenses that are incurred will be due upon completion of the project.

LIBRARY FEES

Library Card Replacement	\$	3.00
3 Month Library Acct for Non-Minnesota Residents	\$	10.00
Photocopies/Computer Printout (BW)	\$	0.20
Photocopies/Computer Printout (Color)	\$	0.50

LIQUOR FEES

Beer, Off-Sale	\$	100.00
Beer, On-Sale	\$	125.00

Liquor, Club On-Sale	\$	500.00
Liquor Temporary On-Sale	\$	50.00
Liquor, On-/sale	\$	1,500.00
Liquor, Sunday	\$	200.00
Wine License	\$	75.00

PARK FEES

Field Rental (Per Day)	\$	30.00
Field Rental (Per Season)	\$	50.00 plus field maintenance costs
Park Shelter Reservation	\$	30.00
Picnic Table Rental	\$	15.00 for first table, plus \$10 for each additional table

POLICE FEES

Animal Impound Fee Per Day	\$	25.00
Pick up fee for Animals and Licensed Dogs	\$	50.00
Pick up fee for Unlicensed Dogs	\$	150.00
Copies of Police Reports (Pictures)	\$	0.25 per page (Up to 100-Actual cost >100)
Copies of Police Reports (Text)	\$	0.25 per page
CD Pictures	\$	15.00
Recreation Vehicle License	\$	10.00
Golf Cart License	\$	10.00
Parking Ticket	\$	25.00
Winter Parking Ticket	\$	100.00

POOL FEES

Daily Admission	\$	5.00 /day, \$3 afternoon, \$2 evening
Family Membership	\$	130.00
Single Membership	\$	80.00
Pool Rental (Up to 25 persons)	\$	80.00
Pool Rental (Over 25 persons)	\$	80.00 plus \$2/person over 25
Pool Lessons (Level I-IV)	\$	30.00
Toddler	\$	30.00
Lifeguard Training (Plus Extra for Materials and Book Costs)	\$	110.00
Adult Lessons	\$	30.00
Aerobics	\$	25.00 Punch Card(non-refundable)
AM/PM Aerobics	\$	2.50 /Session

PLANNING AND ZONING FEES

Annexation Petition Filing * **	\$	200.00
Conditional Use Permit	\$	200.00
Plat, General Subdivision Plan* **	\$	200.00 plus \$10 per lot
Plat, Preliminary Subdivision Plan* **	\$	350.00 plus \$10 per lot
Plat, Final Subdivision Filing*	\$	600.00 plus \$15 per lot
Rezoning Petition	\$	200.00
Variance	\$	200.00

*Applicant must also pay the cost of public hearing notices, all other miscellaneous administrative fees and other government requirements such as environmental assessments or stormwater evaluations.

** Applicant to reimburse city for engineering incurred for plan review.

PUBLIC WORKS FEES

Air Compressor and Person	\$	80.00	/hour
Brush Site Fee for Non-Residents	\$	100.00	
Lawn Mower and Person	\$	75.00	/hour
Snow Removal and Person	\$	75.00	/hour
Loader and Person	\$	100.00	/hour
Street Excavation Fee	\$	40.00	
Street Sweeper and Person	\$	100.00	/hour
Trimmer and Operator	\$	35.00	/hour
Truck and Person	\$	95.00	/hour

SMALL CELL WIRELESS FACILITIES

Small Cell Wireless Permit Application	\$	500.00	for up to 5 Small Wireless Facilities
	\$	100.00	for each additional Facility
Small Wireless Facility ROW Access Fee	\$	270.00	per year for each Small Wireless Facility

802 UTILITY FEES

WATER RATES

RESIDENTIAL NEW CONSTRUCTION

Monthly Base Fee	\$	14.03
Unit Rate per 1000 gallons		
0-5000 gallons used	\$	2.13
5,001-10,000 gallons used	\$	2.29
10,001-15,000 gallons used	\$	2.50
15,001-20,000 gallons used	\$	2.74
20,001+ gallons used	\$	2.96

*Residential new construction customers will not pay
any sewer charges until construction is complete.*

RESIDENTIAL

Monthly Base Fee	\$	14.03
Unit Rate per 1000 gallons		
0-5000 gallons used	\$	2.13
5,001-10,000 gallons used	\$	2.29
10,001-15,000 gallons used	\$	2.50
15,001-20,000 gallons used	\$	2.74

20,001+ gallons used	\$	2.96
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COMMERCIAL

Monthly Base Fee	\$	17.15
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Unit Rate per 1000 gallons

0-5000 gallons used	\$	2.13
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5,001-10,000 gallons used	\$	2.29
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10,001-15,000 gallons used	\$	2.50
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15,001-20,000 gallons used	\$	2.74
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20,001+ gallons used	\$	2.96
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INDUSTRIAL

Monthly Base Fee	\$	82.22
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Unit Rate per 1000 gallons

1,000-1,000,000 gallons used	\$	2.10
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1,000,001-2,000,000 gallons used	\$	2.28
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2,000,001-3,000,000 gallons used	\$	2.38
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3,000,001-4,000,000 gallons used	\$	2.45
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4,000,001+ gallons used	\$	2.50
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SEWER RATES

MONTHLY BASE RATES

Meter Size

5/8" to 1.0"	\$	38.46
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1.5"	\$	104.40
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2"	\$	164.84
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3"	\$	289.00
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4"	\$	461.50
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6"	\$	842.99
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UNIT RATE PER 1000 GALLONS	\$	2.65
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INDUSTRIAL SEWER CHARGES

Unit Rate Flow/MG	\$	815.14
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Unit Rate BOD/100 lb.	\$	39.81
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Unit Rate SS:/100 lb.	\$	38.72
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GENERAL UTILITY FEES

Compost	\$2.00/month
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Stormwater Pond	\$0.25/month
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Water Reconnect-Delinquent	\$ 120.00
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Water, Bulk Rate	\$0.01/gallon
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Utility Capital Outlay Fee	\$10.09/month
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Sidewalks	\$1.75/month
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MN State Drinking Water Fee	\$0.81/month
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**CITY OF PLAINVIEW
STATE OF MINNESOTA**

ORDINANCE 2021-01

**AMENDING SECTION 800 OF THE PLAINVIEW CODE OF ORDINANCES CONCERNING
GENERAL FEES, FINES, AND CHARGES**

WHEREAS, the City Council wishes to adopt fees, penalties, and charges by ordinance;

**NOW THEREFORE, IT IS ORDAINED BY THE CITY OF PLAINVIEW, MINNESOTA AS
FOLLOWS:**

1. Section 801 and 802 of the Plainview City Code regarding Fees, Fines, and Charges is hereby amended to read as follows:

- **Cemetery Fees:**
 - Increase Lot Purchase from \$300 to \$350 per Gravesite
 - Increase Grave Opening Price from \$560 to \$610 (with frost)
 - Increase Grave Opening Price from \$450 to \$525 (without frost)
 - Increase Grave (Cremation Vault Size) Price from \$300 to \$335 (w/ frost)
 - Increase Grave (Cremation Vault Size) Price from \$250 to \$270 (w/o frost)
 - Increase additional price on Sundays and Holidays from \$85 to \$150
 - Add additional price for Saturday of \$35
 - Add Columbarium Fees: Niche Tier Pricing \$800, \$900, \$1,000, Additional or Replacement Door Plaques \$300, Memory Wall Plaques \$350, Niche Openings \$150
- **Administrative Fees:**
 - Add Chicken Permit Fee \$45
- **Library Fees:**
 - Remove 2nd Notice Fee
 - Add a 3-month Library Account fee for Non-Minnesotan Residents \$10
- **Planning and Zoning Fees:**
 - Quick Plat Fee \$200, plus \$10 per lot
- **Public Works Fees:**
 - Remove Brush Site fees: Pick/Trailer up to 8' Box or Bed- \$15.00, Two-Ton Truck or Larger Trailer- \$30.00, and Trucks 15 yards and over-\$50.00
 - Add Brush Site Fee for non-residents \$100 per load
 - Increase Water and Sewer Rates by 1% as planned in the Capital Improvement Funding Plan.
 - Increase Compost Fee from \$0.50 to \$2.00

This ordinance shall take effect and be in force after its passage and publication according to law.

ADOPTED by the City Council of the City of Plainview, this 12th day of January 2021.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION NO. 2021-01

**RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2021-01**

WHEREAS, the City has adopted the above referenced ordinance; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, Minnesota Statutes §412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plainview that the following summary is hereby approved for official publication in lieu of the entire ordinance:

**SUMMARY PUBLICATION
ORDINANCE NO. 2021-01**

**AN ORDINANCE AMENDING PLAINVIEW CITY CODE SECTIONS 801 AND
802 ENTITLED GENERAL FEES, FINES, AND CHARGES**

On January 12, 2021, the Plainview City Council adopted an ordinance designated as Ordinance No. 2021-01, the title of which is stated above. The purpose of the ordinance is to amend Sections 801 and 802 of the Plainview City Code entitled "General Fees, Fines, and Charges" pertaining to the fees charged for services provided by the City. Copies of the ordinance are available for public inspection in the office of the City Clerk during normal business hours or upon request by calling 507-534-2229.

/s/ Carol Kujath, City Clerk

BE IT FURTHER RESOLVED, that the City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Adopted by the City Council of the City of Plainview, Minnesota this 12th day of January 2021.

Aaron Luckstein, Mayor

ATTEST:

Carol Kujath, City Clerk

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM:	FFCRA Emergency Leave Discussion	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	8.B.
ATTACHMENTS:	Families First Corona Virus Relief Emergency Leave Form	APPROVED BY:	DT
RECOMMENDED ACTION: Motion To approve the extension or expiration of the COVID leave benefit			

SUMMARY

On December 31st, 2020, a portion of federal legislation entitled the Families First Corona Virus Response Act (FFCRA) has expired. The provision of the ACT, providing 14 days of leave under specific circumstances related to the COVID 19 virus, has expired although the pandemic continues to rage nationwide.

As part of the FFCRA, cities and qualifying employers adopted policies providing for the emergency leave, with pay, for full-time employees for qualified COVID related illness or care of a family member with COVID (See attached model policy form).

Now that the underlying federal legislation has expired, the City is seeking to evaluate whether to continue this policy through all or a portion of 2021.

Staff is recommending that the City extend the policy through the declaration of State and local emergency. In short, if the State of Minnesota and the City of Plainview remain under a state of emergency, the policy shall remain in effect. Succinctly put, the pandemic is still an issue nationwide and there is an impetus to take care of our employees who may become infected with the COVID virus.

Respectfully,

David Todd, City Administrator

Request for Emergency Paid Sick Leave, LMC Model Form

For employees to request emergency paid sick leave under the Families First Coronavirus Response Act ("FFCRA")

Effective April 1, 2020, despite the city having work available for you, if you are unable to work, or telework because of the COVID-19 pandemic, you may be eligible for paid sick leave under new federal legislation. Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under Federal, State, or local law; an applicable collective bargaining agreement; or the city's accrued leave benefits. This Emergency Paid Sick Leave benefit is scheduled to expire on December 31, 2020 under the FFCRA and is not eligible for pay out at termination of employment.

You will be paid as noted below. Full-time employees may take up to 80 hours of paid emergency sick leave for a qualifying reason. Part-time employees may take the number of hours they typically work in an average two-week period. To request paid emergency sick leave, please complete the information below.

Employee Name:

Despite the city having available work for me, I certify I am unable to work or telework at this time due the following reason (check one of the applicable boxes):

☐ **I am subject to a Federal, State or local quarantine or isolation order related to COVID-19.** *I have attached to this form a copy of Governor Walz's Stay at Home Executive Order (found [here](#))*

I am requesting Emergency Paid Sick Leave at my regular rate of pay for two weeks.

Emergency Paid Sick Leave period for the following dates:

From (date): _____ to (date): _____

☐ **I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.**

Name of Health Care Provider who advised me to self-quarantine for COVID-19 related reasons:

I am requesting Emergency Paid Sick Leave at my regular rate of pay for up to two weeks.

Emergency Paid Sick Leave period for the following dates:

From (date): _____ to (date): _____

☐ **I am experiencing COVID-19 symptoms and am seeking a medical diagnosis**

Name of Health Care Provider I am contacting: _____

I am requesting Emergency Paid Sick Leave at my regular rate of pay for up to two weeks.

Paid Sick Leave period for the following dates:

From (date): _____ to (date): _____

☐

I am caring for an individual who is subject to a Federal, State or local quarantine or isolation order related to COVID-19; or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Name of Individual: _____

*Relationship to Employee: _____

*Must be an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person due to the quarantine.

Please specify why employee is unable to work because of the reason for leave: _____

I have attached to this form a copy of Governor Walz's Stay at Home Executive Order (found [here](#)), or

Name of Health Care Provider who advised identified individual to self-quarantine for COVID-19 related reasons: _____

I am requesting Emergency Paid Sick Leave at 2/3 my regular rate of pay for up to two weeks.

Paid Sick Leave period for the following dates:

From (date): _____ to (date): _____

☐

I am caring for my minor child whose school or place of care is closed (or child-care provider is unavailable) to due to COVID-19 related reasons. Per Department of Labor April 1 Guidance, Emergency Paid Sick Leave is only for the period when the employee needs to, and actually is, caring for his or her child. I assert no other suitable person is available to care for the child during the period of this requested leave.

From (date): _____ to (date): _____

Name of Child: _____ Age: _____

Relationship to Employee: _____

Name and City of School or Child Care Center/Provider the child is enrolled at: _____

Name of Child: _____ Age: _____

Relationship to Employee: _____

Name and City of School or Child Care Center/Provider the child is enrolled at: _____

Name of Child: _____ Age: _____

Relationship to Employee: _____

Name and City of School or Child Care Center/Provider the child is enrolled at: _____

I am requesting Emergency Paid Sick Leave at 2/3 my regular rate of pay for up to two weeks.

Paid Sick Leave period for the following dates:

From (date): _____ to (date): _____

- I certify the above information is true and accurate to the best of my knowledge.
- I understand pursuant to federal regulations, payments made to employees taking paid leave pursuant to the FFCRA are not subject to the employer portion of the OASDI tax imposed by Section 3111(a) of the IRS Code, which is also known as the social security tax.

Employee Signature

Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: R-1 Zoning Violation	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 8.C.
ATTACHMENTS: R-1 Zoning Code	APPROVED BY: DT
RECOMMENDED ACTION: Motion Enforce Existing Zoning code for R-1 or to amend the code to include a conditional use	

SUMMARY

The following is a summary of a zoning violation for the property located at 375 4th Street SW. The bullet points below address the basic facts and my basic analysis of your code and some relevant zoning law.

1. The City received a citizen complaint from a person or person that reside near the property in question. The complaints were that the owners of the Maxwell Property were operating a business out of their home and that the operation of the business was causing nuisance conditions. The visual inspection conducted by the PPD produced the following evidence of a business operation:
 - a. Open storage of construction equipment and two 80 +/- gallon propane tanks
 - b. Trailers for hauling large pieces of equipment
 - c. Multiple trucks that appear to be used for the construction business
 - d. The accumulation of various work-related equipment
 - e. Employee entering and exiting the Maxwell Property to get gear and head out to the job site
 - f. Signage above the garage that says, "Maxwell Construction Services, LLC."
 - g. The business lists the address of 375 4th Street SW on their Facebook page
2. Zoning ordinances typically establish different classes of uses that are allowed within each zoning district. These are usually **Permitted Uses** (i.e. uses allowed within the zoning district as a matter of right, and not requiring further governmental approval), **Conditional Uses** (i.e. uses permitted within a zoning district, but only permitted after the property owner obtains a conditional use permit to use the property in the listed manner), **Interim Uses** (i.e. uses permitted with approval of the City for a set period of time if certain ordinance conditions are met), and **Accessory Uses** (i.e. uses either permitted as a matter of right, or conditionally permitted to service another primary permitted or conditional use).

3. If a property owner uses a property in a manner not permitted by the zoning ordinance or uses a property in a manner consistent with a conditional, interim, or accessory use without the property governmental approval (permit), the City can take legal action to enforce its zoning code and stop the illegal use.
4. Enforcement can be either civil or criminal. Some codes provide for criminal penalties for illegally using property, some do not. The City can also send a cease-and-desist letter demanding the owner stop using the property in an illegal manner and may seek civil injunctive relief in the district court.
5. The property is located in the R-1 zoning district. The R-1 zoning district is located in Section 613 of the City Code.
6. Section 613.1 of the City Code lists only one permitted use – Single-family dwellings.
7. Section 613.2 lists seven conditional uses. The only relevant conditional use related to the property is “Home Occupation.”
8. Section 607 (44) defines home occupation as follows:
 - a. Home Occupation. Any gainful **occupation or profession** engaged in **by the occupant of a dwelling** at or from the dwelling **when carried on in a dwelling unit**. Such uses include professional offices, minor and small appliance repair services, photo or art studios, dressmaking, barber shops, beauty shops, tourist homes, daycare centers, or similar uses. Auto repair, welding, and large equipment repair shall not be included as a home occupation. (emphasis supplied)
9. The activity of this property cannot be considered a home occupation because the occupation or profession (construction services) is not being conducted “in a dwelling unit.”
10. Because there is no listed permitted or conditional use that would allow the construction business to use the property for construction business activities, this use is an illegal use and the City could take enforcement action.
11. Section 609.17 contains several provisions related to “Home Businesses.” Because “Home Business” is not a listed permitted or conditional use in the R-1 district, Section 609.17 does not apply to the property.
12. The City has the following options moving forward:
 - a. The City could amend the City Code to add “Home Business” to the list of conditional uses in an R-1 district. If the City chose this option, the property owner would need to apply for and be granted a conditional use permit. The City would have the right to attach conditions to the permit to reduce or eliminate the conditions at the property that are found objectionable by neighboring property owners (such as hours of operation, prohibiting outside junk storage, limiting the number of vehicles at the property, etc.). If the City adopts such an ordinance amendment, the amendment will apply to all R-1 property in the City of Plainview.
 - b. The City could direct the Administrator to send a cease-and-desist letter to the property owner directing him/her to stop operating an illegal business on the property in contravention of the zoning code. If the illegal use does not stop, the City could pursue enforcement action in district court.

13. Whether to enforce the current city code or amend the city code to allow the property to operate as a home business is a policy issue for the city council. The City Attorney and I are looking for direction from the council as to how the council wishes to address this issue.

613 ZONING AND LAND MANAGEMENT, R-1, RESIDENTIAL DISTRICT

613.1 Intent And Purpose: The R-1 Residential District is established to identify and protect both existing and future residential areas, where the single family dwelling shall be the major use activity. Over all other criteria, the protection and enhancement of the single-family dwelling shall be considered. Other use activities may be allowed to the extent they will not detract from the single family residential character of the district.

613.2 Permitted Uses:

- 1 Single-family dwellings.

613.3 Conditional Uses:

- 1 Public uses, such as public parks, public schools, etc.
- 2 Semi-public uses such as churches, private schools, etc.
- 3 Cemeteries, funeral parlors,
- 4 Two-family dwellings/units,
- 5 Nursing or convalescent homes,
- 6 Residential care facilities, providing there are no more than 12 residents, and
- 7 Home occupation.

613.4 Lot Area, Frontage, And Yard Requirements:

Use	Lot Area	Lot Frontage	Rear Yard/ Front Yard	Side Yards	
				Any Side	Sum of Both Sides
Single-family dwelling	7500 sq.ft.	60 ft	5 ft. rear 25 ft. front	5 ft.	15 ft.
Two-family dwellings/units	9000 sq. ft.	80 ft.	5 ft. rear 25 ft. front	10 ft.	20 ft.
Non-residential	1 acre	100 ft.	25 ft. rear 25 ft. front	10 ft.	30 ft.
Public Uses	12,000 sq. ft	100 ft.	25 ft. rear 25 ft. front	10 ft.	30 ft.

613.5 Exceptions To Lot Frontage. Residential lots in cul-de-sacs shall be allowed if the lot frontage is at least 50 feet, so long as the lot frontage is 60 feet at the front setback line (25 ft past the property line). Zero-lot line two family dwellings have a minimum lot frontage of 50 feet per lot (100 feet for both lots).

613.6 Parking: Two off-street parking spaces shall be provided for each dwelling unit.

43. Height of Building. The vertical distance from the “grade” to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof.
44. Home Occupation. Any gainful occupation or profession engaged in by the occupant of a dwelling at or from the dwelling when carried on in a dwelling unit. Such uses include professional offices, minor and small appliance repair services, photo or art studios, dressmaking, barber shops, beauty shops, tourist homes, daycare centers, or similar uses. Auto repair, welding, and large equipment repair shall not be included as a home occupation.
45. Improvements. See Lot Improvements or Public Improvements.
46. Inspection. A procedure of determining the location of buildings and structures and the general construction or erection utilized to meet the intent of this ordinance.
47. Loading Space, Off-street. Space logically and conveniently located for bulk pickups and deliveries, scaled to delivery vehicles expected to be used and accessible to such vehicles when required off-street parking spaces are filled. Required off-street loading space is not to be included as off-street parking space in figuring of required off-street parking space.
48. Lot. For purposes of this ordinance, a lot is a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required. Such lot shall have frontage on an approved public street, or on an approved private street and may consist of: a single lot of record; a portion of a lot of record; a combination of complete lots of record, of complete lots of record and portions of lots of record, or of portions of lots of record, a parcel of land described by metes and bounds. In no case of division or combination shall any residual lot or parcel be created which does not meet the requirements of this ordinance.
49. Lot, Corner. A lot situated at the intersection of two (2) streets, the interior angle of such intersection not exceeding 135 degrees.
50. Lots, Double Frontage. Lots which have a front line abutting on one street and a back or rear, line abutting on another street.
51. Lot, Interior. A lot which is located between two other lots.
52. Lot, Through. A lot situated such that any two of its opposite sides are adjacent to street.
53. Lot Improvement. Any building, structure, work of art, or other object, or improvement of the land on which they are situated constituting a physical betterment of real property, or any part of such betterment. Certain lot improvements shall be properly bonded as provided in these regulations.
54. Lot Measurement. Depth of a lot shall be considered to be the distance between the midpoints of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear. The width of a lot shall be considered to be the distance between straight lines connecting front and rear lot lines at each side of the lot, measured across the rear of the required front yard; provided, however, that width

609.16 Fences: Fences may be on constructed on adjoining property lines. The following shall apply to all fences constructed in Plainview:

- A) Fences shall have no setback requirements unless specifically stipulated by the City Council;
- B) Fences cannot exceed seven feet in height;
- C) Any fence having only one finished side shall be required to have the finished side facing out away from the property upon which the fence is constructed; and
- D) Fences shall be maintained by property owner erecting the structure;

Fences shall be allowed in utility easements provided that the fences has no permanent foundation and that the fence is constructed or raised off the ground so as not to impede the flow of stormwater. All fences in easements shall be constructed at the property owner's risk, and that if any public utility (including the city) needs to access the easement, than the fence shall be removed at the owner's cost. If possible, the property owner may be given some advance notice in order to be allowed to remove the fence him/her self. In addition, the property owner will hold all public utilities, including the City, harmless from any damages and that the cost to rebuild the fence or return the property to the previous condition shall be borne solely by the property owner.

609.17 Home Businesses. The City of Plainview has zoned several large areas of the city for residential use. Generally, people living in residential areas expect the residential character of their neighborhood to be protected from intrusion by commercial businesses. However, under certain circumstances, the City of Plainview allows some small scale business to be carried out in residential areas. The regulation of home businesses (businesses operated at a persons home) within residential structures is intended to ensure that the use is clearly accessory or secondary to the principal dwelling, and that compatibility with the surrounding residential uses is maintained.

609.17.1 Home Business Determination. The following elements shall be considered to determine whether an home business exists: 1) meetings with customers occur on the premises; 2) mail or packages or materials for the business are delivered to the premises, 3) the business lists its mailing address as being on the premises; 4) goods or services are sold to customers on the premises; 5) materials used in the creation of products or services are stored on the premises; and 6) money is accepted from customers in return for goods or services on the premises. A person has a home business if they meet the first criteria, meetings with customers on the premises, or if they meet two of any of the remaining other five criteria.

609.17.2 Types of Home Businesses. There are two types of home business, minor and major. Minor home businesses are anticipated to have no or very little impact on residents of the neighborhood. Major home businesses are anticipated to have little or some impact on residents of the neighborhood.

609.17.3 Minimum Requirements for Major Home Businesses

1. A home business may only employ members of the residence plus one non-resident at any one time. At least one member of the residence must be an employee of the home business.
2. Activity must be between the hours of 8:00 am and 8:00 pm.
3. The home business must be contained entirely within the primary residence or a detached garage and no more than 35% of the floor area of the structure may be used for the home business
4. The home business must not be inconsistent with the neighborhood so as to constitute a blight or devalue surrounding property or otherwise impair the health, safety, environment, or welfare of that neighborhood.
5. Must provide off-street parking for non-resident employees.
6. Must provide sufficient off-street parking to meet the needs of the anticipated visiting customers, if any. If less than one customer per every two hours of operation is

anticipated, than no off-street parking is required. If no customers are anticipated on site, than no off street parking is required.

7. Must have interior storage for all equipment and inventory used for the business.

8. The primary purpose of the residence must be for residential use; the business use must be clearly incidental to the residential use. If residential use is discontinued, than the home business must also discontinue.

9. May not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the area.

10. May not create noise or dust significantly in excess of the normal amount in the area.

609.17.4 Minimum Requirements for Minor Home Businesses

1. Must meet all the minimum requirements for a major home business.

2. A home business may only employ members of the residence.

3. Other than permitted signage, the activity from a home business must not be visible from the public street.

4. Must have interior storage for all vehicles and equipment used for the business.

5. Must provide sufficient off-street parking to meet the needs of the anticipated visiting customers, if any. If less than one customer per every four hours of operation is anticipated, than no off-street parking is required. If no customers are anticipated on site, than no off street parking is required.

609.17.5 Inspection. The City reserves the right to inspect the premises in which the occupation is being conducted to ensure compliance with the City Code.

609.17.6 Signage. Residents are allowed to display signs advertising a home occupation as long as the sign does not exceed four (4) square feet and is located on the principal structure.

609.17.7 Examples and Exceptions. Typical home businesses may include such business as: photo studio, art or craft studio, professional practice, carpentry, furniture refinishing, upholstering, bakery, sewing or clothing alterations, beauty or parlor shops, etc.

Bed and breakfasts, and similar home businesses, may be licensed as a home business as long as they have four or fewer rooms for rent. Small functions of less than 10 people (such as receptions or business meetings) shall be permitted on site. There must be at least one off street parking spot per rental room.

Day cares that have a valid state or county license are not required to have a home business license. However, day cares must still abide by the City's nuisance ordinances.

Businesses conducted out of a person's home, but with no activity on-site (such as a computer technician that goes to client's homes), shall not require a home business license. However, such businesses must have interior storage for inventory and equipment.

Restaurants are not to be allowed as home businesses.

609.17.8 Application Process. Those wishing to apply for a minor home business must fill out an application. The application will be approved or rejected, with reason, at a City Council meeting, but a specific public hearing for a minor home business is not required. Those wishing to apply for a major home business must fill out an application. A major home business will be processed as a conditional use permit, with a required public hearing with the Planning Commission and City Council. Upon approval of the City Council, an application will receive a license for the home business. ('The license must be renewed annually.' Council removed this part on 7/14/2009- Fix made a motion and Pederson second to pass taking the wording out of the ordinance that would require a home business to renew the license yearly. Motion passed unanimously to take out the annual fees.)

609.17.9 Fee. The application fee for a minor home business is \$15. The application fee for a major home business is \$100. Once granted, the annual renewal of a minor or a major home business shall be \$15.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12th, 2021

AGENDA ITEM: Park and Trails Commission Appointments	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 8.E.
ATTACHMENTS: None	APPROVED BY:
RECOMMENDED ACTION: Motion to appoint Parks and Trails Commission members: • Marlene Young for a three year term January 1, 2021-December 31, 2024. • Carrie Klassen for a three year term January 1, 2021-December 31, 2024.	

SUMMARY

Marlene is currently on the Park and Trails Commission as secretary and would like to stay on for another term. The board was started in the beginning of 2020 the terms were staggered and Marlene's term was only one year. Marlene has served on several boards in the past and is currently serving on multiple boards and is a good asset to the Park and Trails Commission.

Carrie Klassen will be replacing Carolyn Stelling. As with Marlene, Carolyn had a one year term and has elected to not return. Carrie has also served on several boards in the past and would be a great addition to the team.

The City would like to thank Carolyn Stelling for her service.

**MEMORANDUM**

Date: January 5th, 2021
To: City of Plainview City Council
From: Harry Davis, AICP
Brian Malm, P.E.
Subject: Orchard Hills 7th – Preliminary Plat Application
City of Plainview

Meeting Date: January 12th, 2021

Request:

Applicants: WSE/Massey Engineering & Surveying
Owner: Peter Meyer
Property Location: East of 2nd St. SE, at the end of 6th Ave. SE and 7th Ave. SE
Property ID: 26.00111.12; 26.00111.18

Background:

The subject properties are located in the SE part of Plainview, east of 2nd St. SE at the end of 6th Ave. SE and 7th Ave. SE. The properties total approximately 10.83 acres and are bound by previous phases of Orchard Hills to the north and west, wetlands and a creek to the east, and undeveloped farmland to the south. The wetlands encompass a large area along the eastern property boundary.

Table 1

Direction	Land Use	Zoning
North	Single-family homes	R-1, Residential
South	Undeveloped	R-1, Residential
East	Wetlands; Creek; Undeveloped	AG, Agricultural
West	Single-family homes	R-2, Residential

Request:

The request by the applicant is for 26 single-family lots and one detention pond lot. This phase of Orchard Hills is intended to be the final phase of the whole subdivision. The lot sizes will be between 9,555 square feet and 34,202 square feet with a range of lot widths (street frontage) between 62 feet and 105 feet. Of the overall 12.03 acres, 2.41 acres are proposed to remain wetland after the developer completes DNR's wetland removal and remediation procedures. The overall density for the development will be just over two homes per acre. As detailed below and further within this report, the applicant will adhere to R2 zoning:

Table 2

	Current Minimum Requirement	Proposed Minimum Requirement
Lot Area Single-family	6,000 sq. ft.	6,000 sq. ft.
Lot Width	60 feet	60 feet
Zoning Setbacks	Front: 25 feet (from ROW) Back: 15 feet Side: 5 feet (10 feet total)	Front: 25 feet (from ROW) Back: 15 feet Side: 5 feet (10 feet total)
Wetland Setback	20 feet	20 feet

Public Comment:

Some public comment was received at the December 15th, 2020 Planning Commission meeting regarding placing sidewalks along proposed streets connecting to parks in the neighborhood and some active construction equipment on the subject property. Neighbors also commented on drainage and how that would be handled for the development, the creek and agricultural tile draining to it, and whether the development would make it worse. Staff was able to address these questions and concerns, but the proposed pond is intended to contain water flow caused by development and is not required to address existing drainage issues. There were also questions and discussion about a secondary street outlet to the south and whether that would be required as a part of this development. Staff explained that it would not be required and would either happen as development proceeds or the City could pursue it on their own, bearing the costs and recouping them as future development occurs. The public engaged in a short discussion on whether or not to require a traffic study, but based on rough estimates would not likely show it is needed at this time. No additional public comment was received at the time of writing this report.

Neighborhood Notification:

All property owners within 350' feet of this property were notified within ten days of the Planning Commission public hearing and published in the paper on November 26, 2020 that a public hearing would be held on December 15, 2020. No additional notification is required for City Council.

Infrastructure:

- Streets: The subject parcels combined have access to 4th St. SE, 6th Ave. SE, and 7th Ave. SE, which are all recently constructed streets without sidewalk.
- Water: Public water is available to the subject properties through previous phases of Orchard Hills.
- Sewer: Public sanitary sewer is available to the subject properties through previous phases of Orchard Hills.
- Drainage: This property is within a Wellhead Protection Area, as is most of Plainview, and in the southern watershed. Wetlands and a creek are present on the eastern edge of the larger property. Hydric soils are located where wetlands are present on the larger property.

2040 Comprehensive Plan:

One of the land use goals in the comprehensive plan is to “protect historic preservation and natural areas, including wetlands, wildlife habitats, karst features, and groundwater resources”. This goal includes a sub-goal dedicated to providing open space corridors in new developments for natural drainage and open space uses. Another goal of the plan is to “encourage land uses, densities and regulations that promote efficient development patterns and relatively low municipal, state, and utility costs”. A sub-goal under the goal above is to require coordination between growth and utility capacities (sewer, water, etc.). Under the housing goals in the comprehensive plan, there are various goals that address supporting a “variety of housing types and densities”, “encourage a range of housing ... [fitting community] character”, and “maintain and enhance the quality of Plainview’s homes and neighborhoods”.

The Future Land Use Map designates the subject properties as Residential and in Planned Development Areas. The map also shows future roadways planned through the project site from west to east and through existing wetlands.

Staff Findings:

1. A determination of whether the proposed preliminary plat meets zoning and overlay requirements.

Finding: The lots in the proposed Orchard Hills 7th generally meet zoning requirements for lot area, frontage, and uses in R-2 zoning. The applicant shall also note on the final plat that the detention pond outlot is unbuildable.

The current property is zoned AG, but the applicant has requested to rezone the property from AG to R-2. If the request to rezone the property fails, then this subdivision may not be approved.

2. A determination of whether the proposed preliminary plat meets subdivision development standards.

Finding: Easements: The applicant has proposed easements and right-of-way in the preliminary plat that satisfy code requirements. The applicant will make it clear on the final plat with labels the location of setbacks and easements. Final review and determination of easement locations and widths to be included on the final plat will be coordinated with review of the proposed public infrastructure final plans and specifications.

Parkland Dedication: The applicant has proposed, instead of dedicating 8% of the subdivision’s land for public parks, to pay fees in-lieu. The applicant states that the cost per acre of undeveloped land for this subdivision development is \$10,000. Their initial computation for parkland fees is \$9,616 (roughly 8%) for the 12+/- acres. A final amount will be calculated in the development agreement and paid along with other city fees.

Variances: The applicant has not submitted any separate variance requests.

Lot Configurations: The applicant has proposed lot configurations that generally meet code requirements.

Block and Street Configuration/Design: The applicant has generally proposed block lengths and configurations that meet code, with the exception of 4th Ave. SE. 4th Ave. SE exceeds the 1,200-foot maximum block length for streets, but the

existing wetlands and stream on the eastern edge of the property discourage stub-outs to the adjoining property. Staff supports the longer block length, but the applicant must request this longer block length in writing prior to this item being heard at City Council.

The applicant has proposed for 4th Ave. SE to be close to the existing wetlands on the subject property. The applicant is currently proposing to impact a portion of the wetlands to free up land for more buildable lot area. Mitigation of these wetland impacts is proposed to be completed through the purchase of wetland bank credits. If the applicant is unable to free up enough land to build their desired homes on Lots 2-5 of Block 2, staff suggests they alter the alignment of 4th Avenue SE to curve around the wetlands, which will minimize the wetland impacts and may negate the need for the applicant's proposed variance. Elimination of the proposed street connection to 4th Avenue SE to avoid wetland impacts is not recommended.

Although staff does not recommend requiring it for this development proposal, as future development continues to the south, we recommend that the City consider a future traffic study to determine the need, location, and timing for a secondary roadway outlet from this area to County Road 4.

Required Improvements: The proposed streets of the subdivision meet the City's roadway section, with the exception of sidewalk. The applicant is proposing no sidewalk along new streets. Staff supports this as the applicant was not required to put in sidewalks on previous phases, so sidewalk in this phase would not connect to any existing sidewalk or trails, however, Council has required sidewalks to be installed in another recent subdivision in a similar situation, so Council should make a final determination on the need for sidewalks in this subdivision. The applicant has clearly asked in writing for this allowance to construct streets without sidewalk.

Other Jurisdictional Approvals: This development is subject to all local, county, and state requirements for development. Failure to receive necessary approvals will render any plat approval null and void.

Planning Commission Meeting:

At the December 15th, 2020 Planning Commission meeting, this proposal was reviewed and the Commission by a vote of 4-1-1 forwarded it to City Council recommending approval, with some conditions. Commissioner Wiener recused. Commissioner Liebenow-Anttila dissented, stating concerns over traffic, loss of wetlands, no new sidewalks, drainage ponds and their maintenance, contributions to a trail system, and a lack of street connections across the wetlands and stream to the east. Commissioner Liebenow-Anttila, among other points made, suggested that this phase of Orchard Hills should have sidewalks that connect to neighborhood parks and a potential future trail system. Commissioner Liebenow-Anttila also suggested moving 3rd St. SE over two lots to abut Orchard Hills 6th, which would allow future street extensions south to have buildable lots on both sides of the street rather than house lots one on side and a detention pond on the other. Most of the conditions of approval have been addressed. The Planning Commission did discuss some elements of the plan and issues brought up by the public as noted earlier in this report.

Recommendation:

Staff and the Planning Commission recommend City Council I, with the following conditions:

1. The applicant shall successfully rezone the property to R-2;
2. The applicant shall address and satisfy the following conditions prior to final plat:
 - a. Minimum 5-ft wide easements shall be added along the rear yard lot lines for lots within Blocks 2 & 3. The rear yard lot line easements for Lots 1-7, Block 2, shall be wide enough to encompass the existing creek, minimum 10-ft from the top of the west bank of the creek.
 - b. Update total area numbers and all figures dependent on said numbers to include the area required for the detention pond on the adjoining property.
3. The subdivision shall generally be consistent with the general development plan.
4. The developer shall receive a waiver to not install sidewalks along proposed streets within this phase of Orchard Hills.
5. The developer shall receive a waiver from block length requirements for SE 4th Ave. due to natural resources conflicting with potential locations for extending street and stub outs to adjoining properties.
6. Prior to final plat approval, the applicant shall show evidence of successful mitigation of all proposed wetland impacts in accordance with BWSR WCA requirements.
7. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.
8. Easements included on the final plat shall conform with those shown on the preliminary plat, as well as any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.
9. The parkland dedication cash in lieu of land amount shown on the preliminary plat and proposed by the developer or applicant shall be verified, adjusted if required, and finalized as a part of the development agreement.
10. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.
11. Unless earlier rescinded by the City Council, approval of a preliminary plat is limited to a period of one year, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat. In the event the developer does not submit a final plat for approval within this time limits listed herein, the preliminary plat approval in this resolution shall expire.

Attachments:

- Current Zoning Map
- Plainview Comprehensive Plan
 - o Future Land Use Map
 - o Environmental Resources
- National Wetland Inventory Map – MN DNR
- Request Letter
- Preliminary Plat



Legend

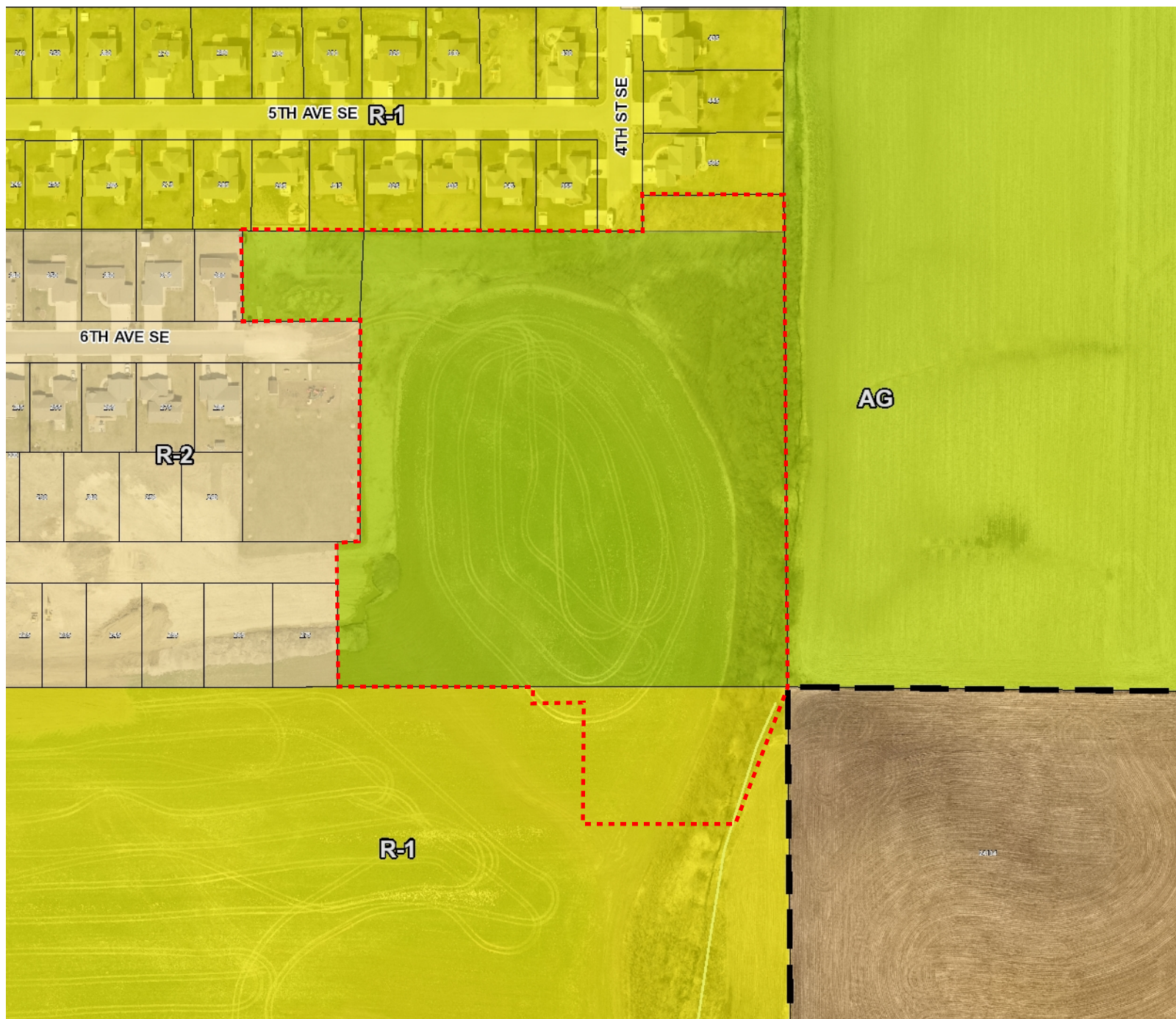
- City Limits
- Parcels (11/1/2020)
- Zoning**
 - AG (Agricultural District)
 - C-1 (Central Business District)
 - C-2 (Service Commercial District)
 - IND (Industrial District)
 - R-1 (One-Family Dwelling)
 - R-2 (Two-Family Dwelling)
 - T (Transition District)
- Protected Waters - Watercoul
- Approximate Project Boundary

Current Zoning

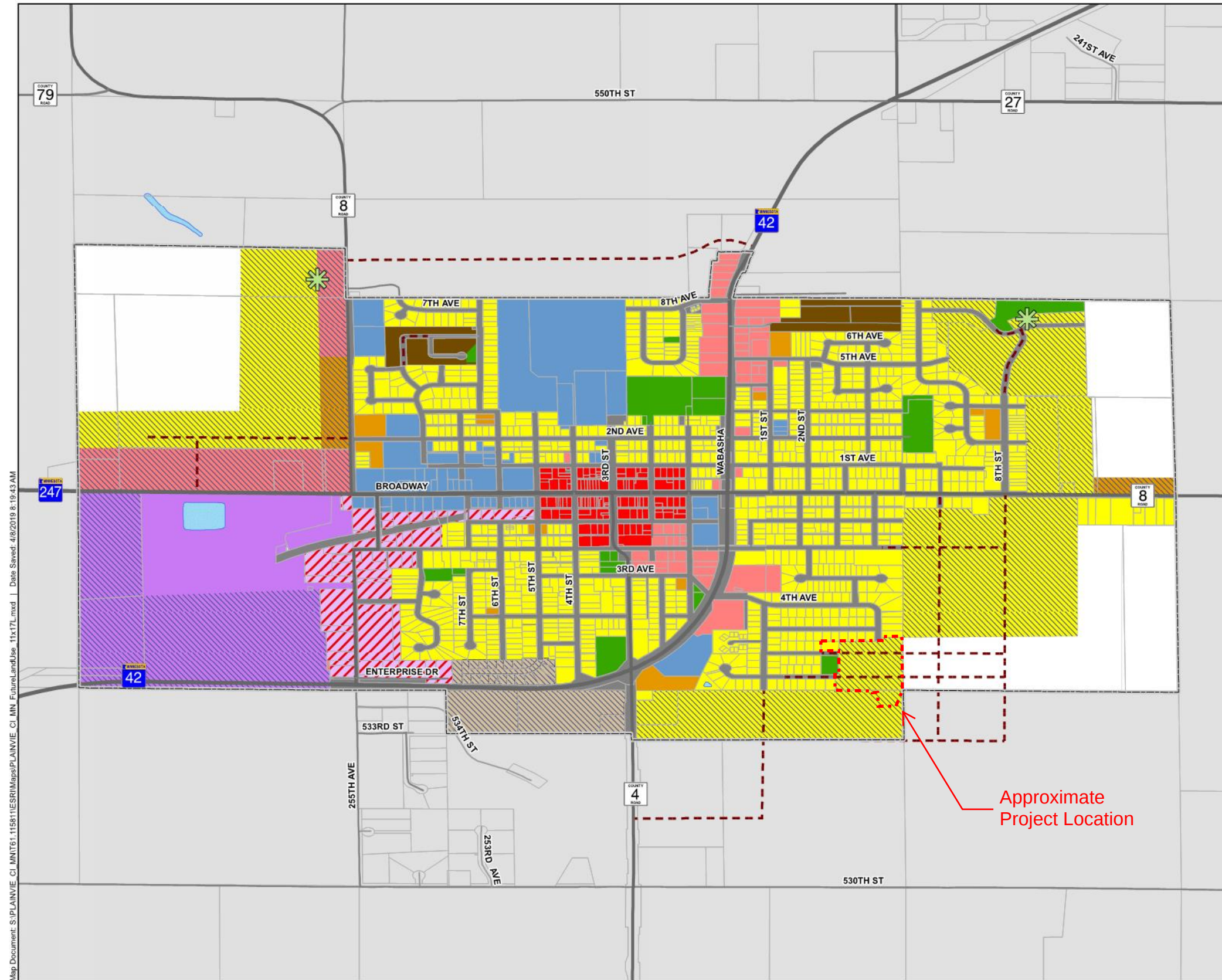


Disclaimer:

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



0 200 Feet



Map #3: Future Land Use

2040 Comprehensive Plan
Plainview, Minnesota

Legend

- City Limits
- Parcels
- Waterbodies
- Future Roadways
- Planned Development Areas
- Future Park Areas

Future Land Uses

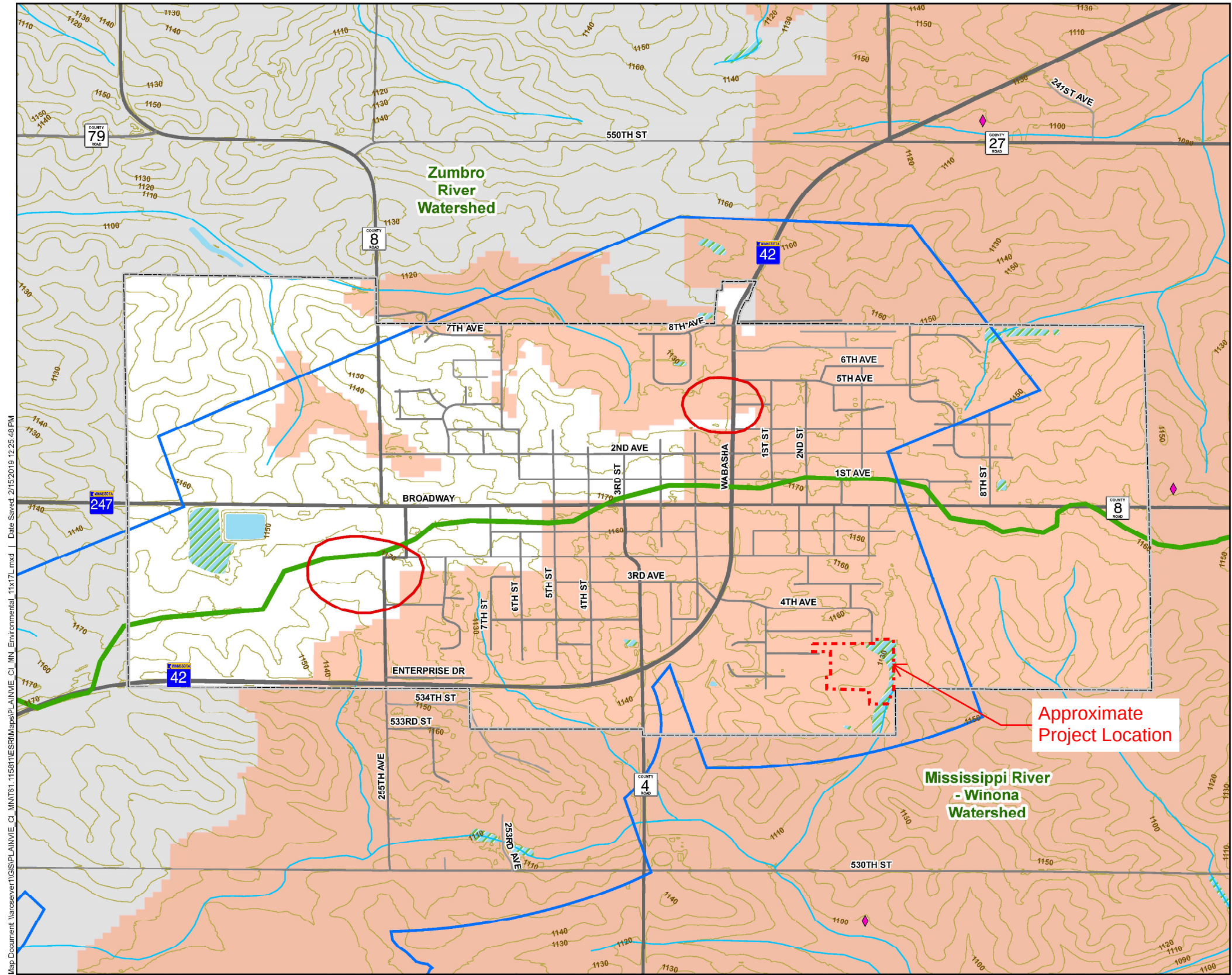
- Agricultural
- Central Business
- Service Commercial
- Commercial/Industrial
- Industrial and Utilities
- Institutional
- Mixed Residential / Commercial
- Residential
- Multi-Family Residential
- Manufactured Housing Park
- Parks, Open Space, and Recreational Areas
- Road and Railway Right of Way

0 0.5 Miles
Source: Wabasha County, MnGeo



April 2019

Orchard Hills 7th Subdivision - Environmental Resources Map Map: Environmental Resources



Map #13: Environmental Resources

2040 Comprehensive Plan
Plainview, Minnesota

Legend

- City Limits
- Waterbodies
- Streams and Ditches
- National Wetland Inventory
- Watershed Boundary
- ERA: Emergency Response Area
- WPA: Wellhead Protection Area
- Prone to Surface Karst Feature Development: Carbonate and Sandstone
- Karst Feature: Sinkhole
- 10ft Contours (LiDAR)

0 0.5 Miles

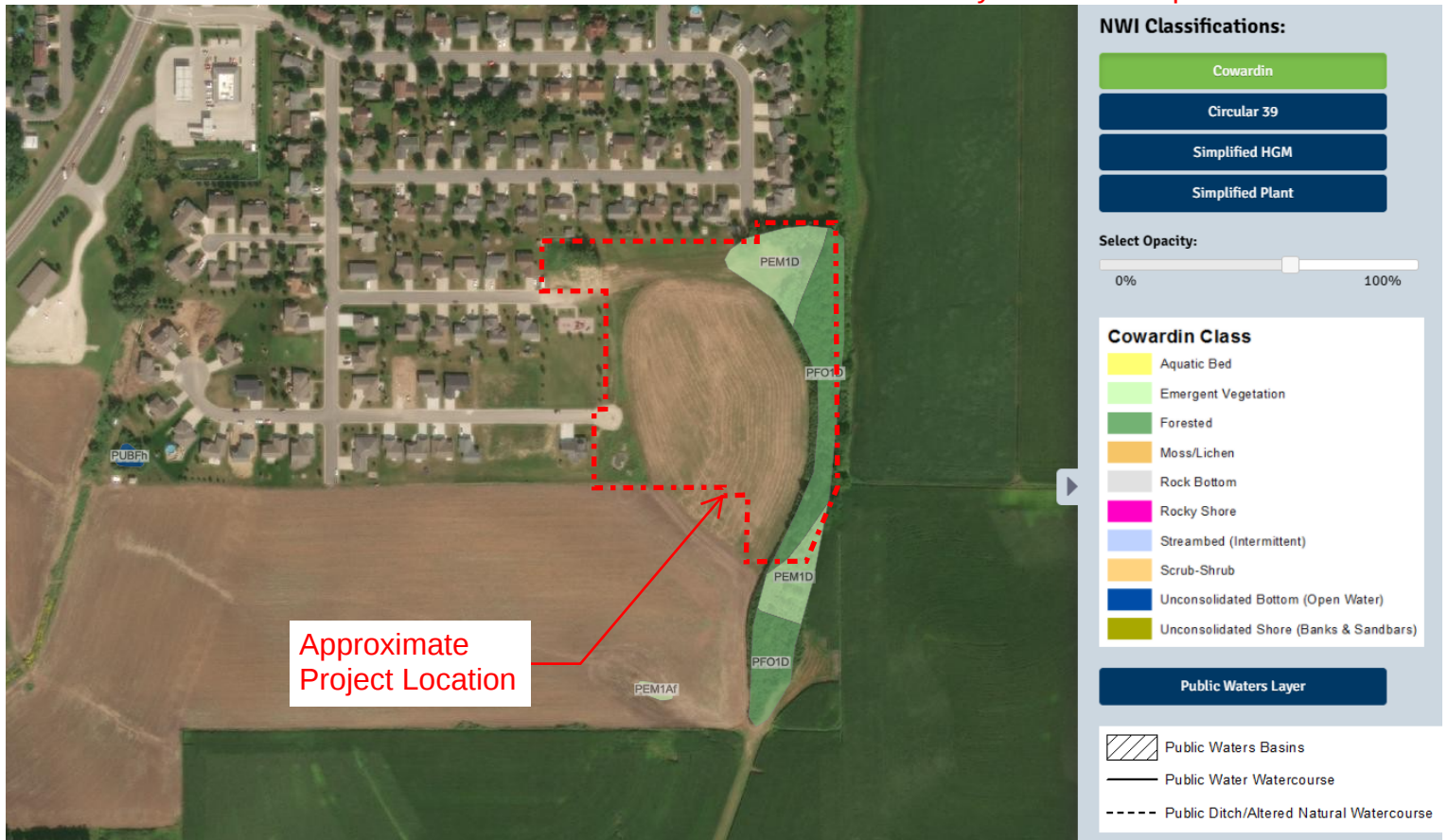
Source: Wabasha County, MnDNR, MnGeo, USFWS



Real People. Real Solutions.

February 2019

Orchard Hills 7th Subdivision - National Wetland Inventory MN DNR Map



Memorandum

To: Plainview City Council, City of Plainview

Copy: City Engineer

From: WSE Massey Engineering and Land Surveying

Date: December 28, 2020

RE: Request for City Council Approval on Rezoning Application and Preliminary Plat Application

Pete Meyer, the owner and developer for Orchard Hills 7th Subdivision and the applicant herein, is requesting Plainview City Council approval for a rezoning application and preliminary plat application.

The rezoning application was approved at the Planning Commission meeting on December 15, 2020 without any conditions and with staff approval. The rezoning application needs to be approved in order to approve the preliminary plat application.

The preliminary plat application was also approved at the same Planning Commission meeting. The preliminary plat application was approved with several conditions. The applicant has agreed to all the conditions. Of particular interest is condition #1, which states "Prior to City Council review" . . .

1a. "The applicant shall show the correct setbacks on the preliminary plat;". These changes have been made on the preliminary plat drawing and resubmitted to staff for review.

1b. "The applicant shall provide sufficient information on parkland fees in lieu of dedication;". It is anticipated that the cost per acre of land for this subdivision development is \$10,000 per acre. A note has been added onto the preliminary plat that an initial computation for parkland fees is \$9,616 for the 12+/- acres. A final amount will be calculated in the development agreement and paid along with other city fees.

1c. "The applicant shall request in writing any needed allowances from subdivision requirements;". There are two (2) allowances required for Orchard Hills 7th subdivision. Fourth (4th) St SE runs north and south and the east side of the street is an approximate 1,280' +/- long block. This exceeds the maximum block length in the Plainview City Code. Staff recommendations are agreeable with the block length. Subdivisions should also have sidewalks. Staff recommendations are favorable with a sidewalk exception for Orchard Hills 7th. Please approve these two (2) allowances along with the preliminary plat.

1d. "The applicant shall show street improvements within dedicated right-of-way up to 5 feet from the property line;". Street improvements are shown that way.

1e. "The applicant shall successfully rezone the property to R-2;". As noted above, the rezoning application needs to be approved before the preliminary plat can be approved.

Page | 1

1f. "Update total area numbers and all figures dependent on said numbers to include the area required for the detention pond on the adjoining property." The land use summary table on the preliminary plat has been updated to include the purchased property referred to as a future outlot.

Conditions 2, 3, 4, and 5 are also agreeable to the applicant.

Please approve the rezoning application and the preliminary plat application for Orchard Hills 7th subdivision.

Memorandum

To: City of Plainview

Copy: City Engineer

From: WSE Massey Engineering and Land Surveying

Date: November 23, 2020

**RE: Project Summary
Orchard Hills 7th Subdivision**

A new subdivision is proposed for Plainview, MN. The subdivision will be called Orchard Hills 7th. It will be located in the vicinity of 4th St SE and 6th & 7th Ave SE. The developer and owner is Mr. Peter Meyer of Plainview.

A “rezoning” application has been submitted to zone/rezone two parcels (26-00011.12 and 26-00011.18) included in the +/-10.38 acres. Both parcels are owned by Mr. Meyer. The requested new zoning is R2. The rezoning application should be addressed first in the subdivision approval process.

A preliminary plat application has been submitted for +/- 10.38 acres for Orchard Hills 7th subdivision. Information on the preliminary plat document summarizes the project.

- +/- 10.38 acres
- 26 single family residential lots in 4 new blocks
- Existing and proposed zoning
- R2 setback requirements
- ROW cross section(s) w/o sidewalks
- Parkland dedication intentions – cash in lieu of land
- The proposed location of a regional storm water management facility (SWMF) – purchase in progress
- Proposed utility layouts
- Wetland boundary and setback requirement

After rezoning, the preliminary plat can be approved, with any conditions if required, so that final design can proceed.

A zoning variance has been requested to reduce the front yard setback by 5’ on 5 lots in block 2. The variance request details compliance with Plainview City Code and Minnesota Statute on the matter. The variance should be the third (3rd) agenda item for Orchard Hills 7th.

- LEGEND**
- EXISTING CONTOURS
 - TREE LINE
 - WETLAND BOUNDARY
 - WETLAND SETBACK
 - WATERMAIN PIPE
 - STORM SEWER PIPE
 - SANITARY PIPE
 - BOUNDARY LINE
 - BUILDING SETBACK LINE
 - EASEMENT LINE

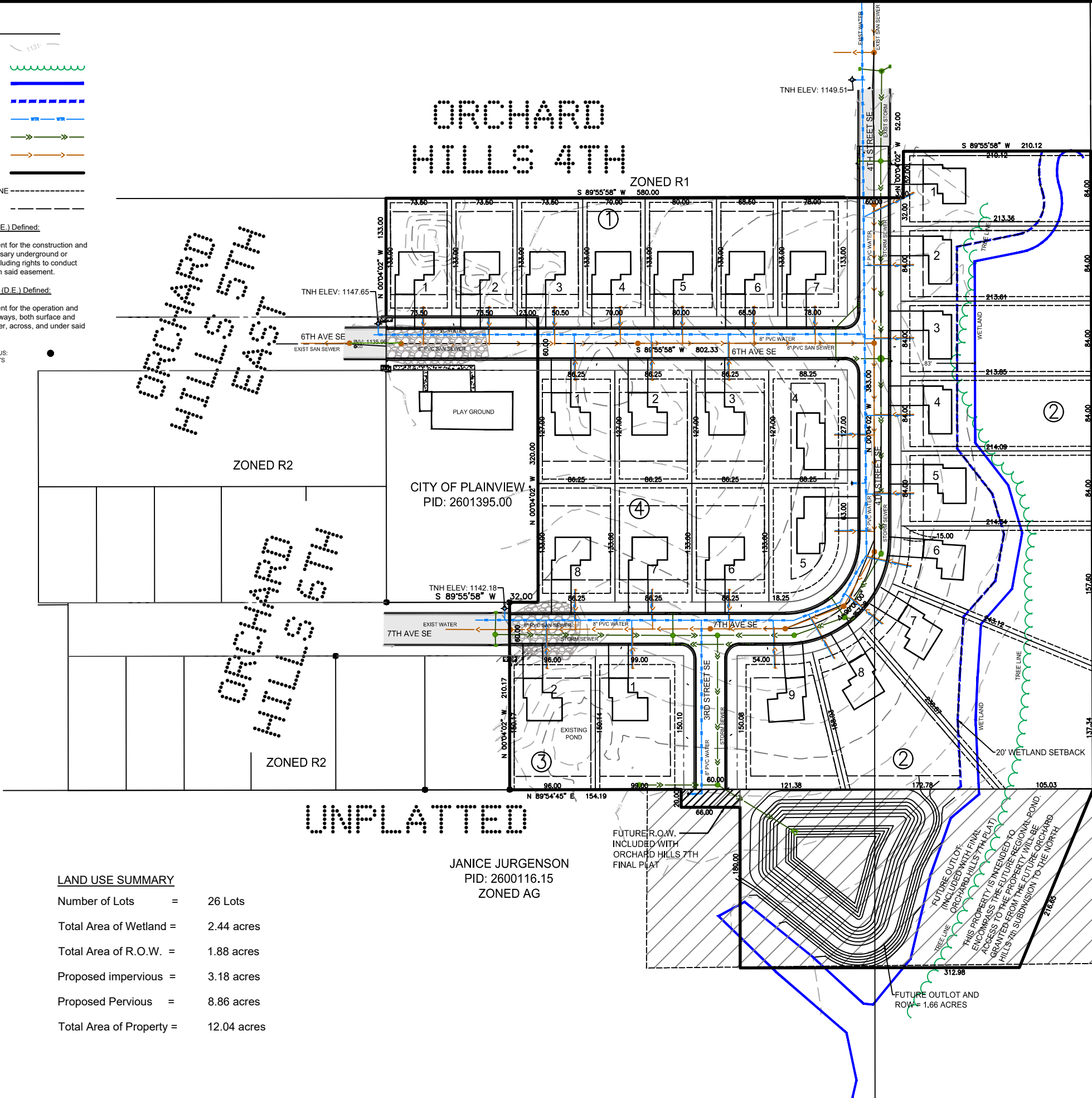
UTILITY EASEMENT (U.E.) Defined:

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 (D.E.) Defined:

An unobstructed easement for the operation and maintenance of all waterways, both surface and underground, running over, across, and under said easement.

ALL MONUMENTS SHOWN THUS:
ARE FOUND IRON MONUMENTS
UNLESS OTHERWISE NOTED



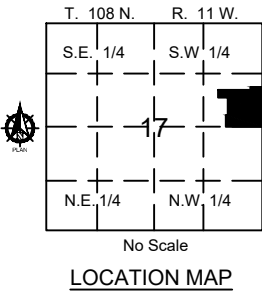
LAND USE SUMMARY

Number of Lots	=	26 Lots
Total Area of Wetland	=	2.44 acres
Total Area of R.O.W.	=	1.88 acres
Proposed impervious	=	3.18 acres
Proposed Pervious	=	8.86 acres
Total Area of Property	=	12.04 acres

JANICE JURGENSON
PID: 2600116.15
ZONED AG

DUANE SCHULZ
PID: 2600074.00
ZONED AG

ROBERT LAMPECHT
PID: 1400105.00
ZONED AG

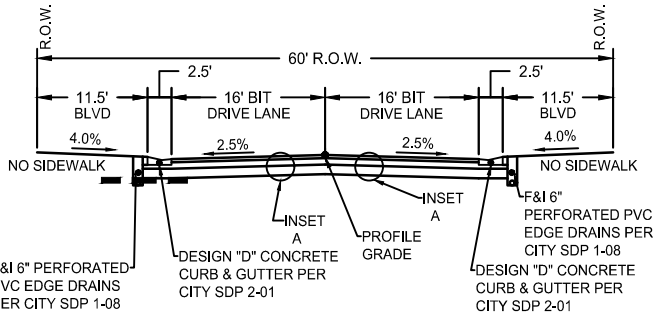
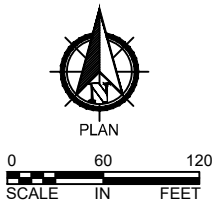


UNPLATTED

DUANE SCHULZ
PID: 2600074.00
ZONED AG

ROBERT LAMPECHT
PID: 1400105.00
ZONED AG

LEGAL DESCRIPTION
That part of the South One Half of the Northeast Quarter of Section 17, Township 108, Range 11 West, Wabasha County, Minnesota, lying:
South of Orchard Hills Fourth and Orchard Hills East Fifth and East of Orchard Hills West Fifth and Orchard Hills Sixth in the South One Half of Northeast One Quarter.
Said parcel contains 10.38 acres more or less.



NOTE: PAVEMENT/R.O.W CROSS SECTION
DOES NOT INCLUDE SIDEWALK

ZONING ORCHARD HILLS 7TH
EXISTING = AG
PROPOSED = R2

ZONING R2 SETBACKS
FRONT YARD = 25'
REAR YARD = 15'
SIDE YARD = 5'
TOTAL SIDE YARD = 10'
LOT FRONTAGE = 60'
LOT AREA = 6,000 FT²
WETLAND BUFFER = 20'

PARKLAND DEDICATION = 8%
PROPOSE CASH IN LIEU OF LAND = 9,616\$

PH. NO. 507-634-4505
PLANS@WSE.ENGINEERING
www.wse.engineering

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33 B E VETERANS
MEMORIAL HIGHWAY
KASSON, MN 55944

PLAINVIEW OFFICE
320 WEST BROADWAY
SUITE 3
PLAINVIEW, MN 55964

REV.	DATE	DESCRIPTION
1	11/16/20	PRELIMINARY PLAT
2	12/18/20	PRELIMINARY PLAT

ORCHARD HILLS 7TH
PLAINVIEW, MINNESOTA
PRELIMINARY PLAT

THIS DOCUMENT WAS
PREPARED FOR BIDDING
PURPOSES ONLY AND NOT TO
BE USED FOR CONSTRUCTION

SCALE: NONE
DATE: 11/5/2020
DRAWN BY: GFN
JOB NUMBER: 11-203336
DWG. FILE:

SHEET 1 OF 1

RESOLUTION NO. 2021-02

A RESOLUTION APPROVING A PRELIMINARY PLAT TO BE KNOWN AS ORCHARD HILLS 7th

Motion By: _____ Second By: _____

WHEREAS, The Plainview Planning Commission conducted a public hearing on December 15th, 2020, to consider a request from WSE/Massey Engineering & Surveying (the “Developer”), on behalf of the owners, to approve a Preliminary Plat for the following property:

That part of the Southeast Quarter of the Northeast Quarter of Section 17, Township 108 North, Range 11 West, Wabasha County, Minnesota described as follows: BEGINNING at the southeast corner of said Northeast Quarter; thence North 00 degrees 21 minutes 52 seconds West, assumed bearing, along the east line of said Northeast Quarter, 714.94 feet to the southerly line of ORCHARD HILLS FOURTH SUBDIVISION, according to the recorded plat thereof (the next 3 courses are along said southerly line); thence South 89 degrees 49 minutes 08 seconds West, 209.90 feet; thence South 00 degrees 10 minutes 52 seconds East, 52.00 feet; thence South 89 degrees 49 minutes 08 seconds West, 580.00 feet to the the easterly line of ORCHARD HILLS EAST FIFTH SUBDIVISION, according to the recorded plat thereof (the next 3 courses are along said easterly line); thence South 00 degrees 10 minutes 52 seconds East, 133.00 feet; thence North 89 degrees 49 minutes 08 seconds East, 170.00 feet; thence South 00 degrees 10 minutes 52 seconds East, 320.00 feet to the southeast corner of said ORCHARD HILLS EAST FIFTH SUBDIVISION; thence South 89 degrees 49 minutes 08 seconds West, along the southerly line thereof, 32.00 feet to the easterly line of ORCHARD HILLS SIXTH SUBDIVISION, according to the recorded plat thereof; thence South 00 degrees 10 minutes 52 seconds East, along said easterly line, 210.17 feet to the south line of said Northeast Quarter; thence North 89 degrees 47 minutes 55 seconds East, along said south line, 654.19 feet to the POINT OF BEGINNING. Said parcel contains 10.38 acres, more or less. Said parcel is subject to any easements or encumbrances of record.

PID: 26.00111.12 and 26.00111.18; and

WHEREAS, Notice of the public hearing on said Preliminary Plat was duly published and mailed in accordance with Chapter 600 of Plainview City Code; and

WHEREAS, The Planning Commission heard all persons interested in the Preliminary Plat at the public hearing, and the Commission recommended the plat for approval to the City Council subject to certain conditions; and

WHEREAS, The City Council finds that the proposed Preliminary Plat for Orchard Hills 7th meets the requirements of Chapter 600 of the Plainview City Code; and

WHEREAS, The proposed development does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the preliminary plat is appropriate.

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

1. The recitals set forth above are incorporated herein.
2. The City Council approves the Preliminary Plat for Orchard Hills 7th subject to the following conditions:
 - a. The applicant shall successfully rezone the property to R-2;
 - b. The applicant shall address and satisfy the following conditions prior to final plat:
 - Minimum 5-ft wide easements shall be added along the rear yard lot lines for lots within Blocks 2 & 3. The rear yard lot line easements for Lots 1-7, Block 2, shall be wide enough to encompass the existing creek, minimum 10-ft from the top of the west bank of the creek.
 - Update total area numbers and all figures dependent on said numbers to include the area required for the detention pond on the adjoining property.
 - c. The subdivision shall generally be consistent with the general development plan.
 - d. The developer shall receive a waiver to not install sidewalks along proposed streets within this phase of Orchard Hills.
 - e. The developer shall receive a waiver from block length requirements for SE 4th Ave. due to natural resources conflicting with potential locations for extending street and stub outs to adjoining properties.
 - f. Prior to final plat approval, the applicant shall show evidence of successful mitigation of all proposed wetland impacts in accordance with BWSR WCA requirements.
 - g. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.
 - h. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.
 - i. Easements included on the final plat shall conform with those shown on the preliminary plat, as well as any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.
 - j. The parkland dedication cash in lieu of land amount shown on the preliminary plat and proposed by the developer or applicant shall be verified, adjusted if required, and finalized as a part of the development agreement.
3. In the event the developer does not submit a final plat for approval within this time limits listed herein, the preliminary plat approval in this resolution shall expire.
4. The applicant shall submit an application for Final Plat within twelve (12) months after approval of this Preliminary Plat, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat.

PASSED AND ADOPTED THIS 12th DAY OF JANUARY 2021.

Mayor

ATTEST:

City Administrator

- LEGEND**
- EXISTING CONTOURS
 - TREE LINE
 - WETLAND BOUNDARY
 - WETLAND SETBACK
 - WATERMAIN PIPE
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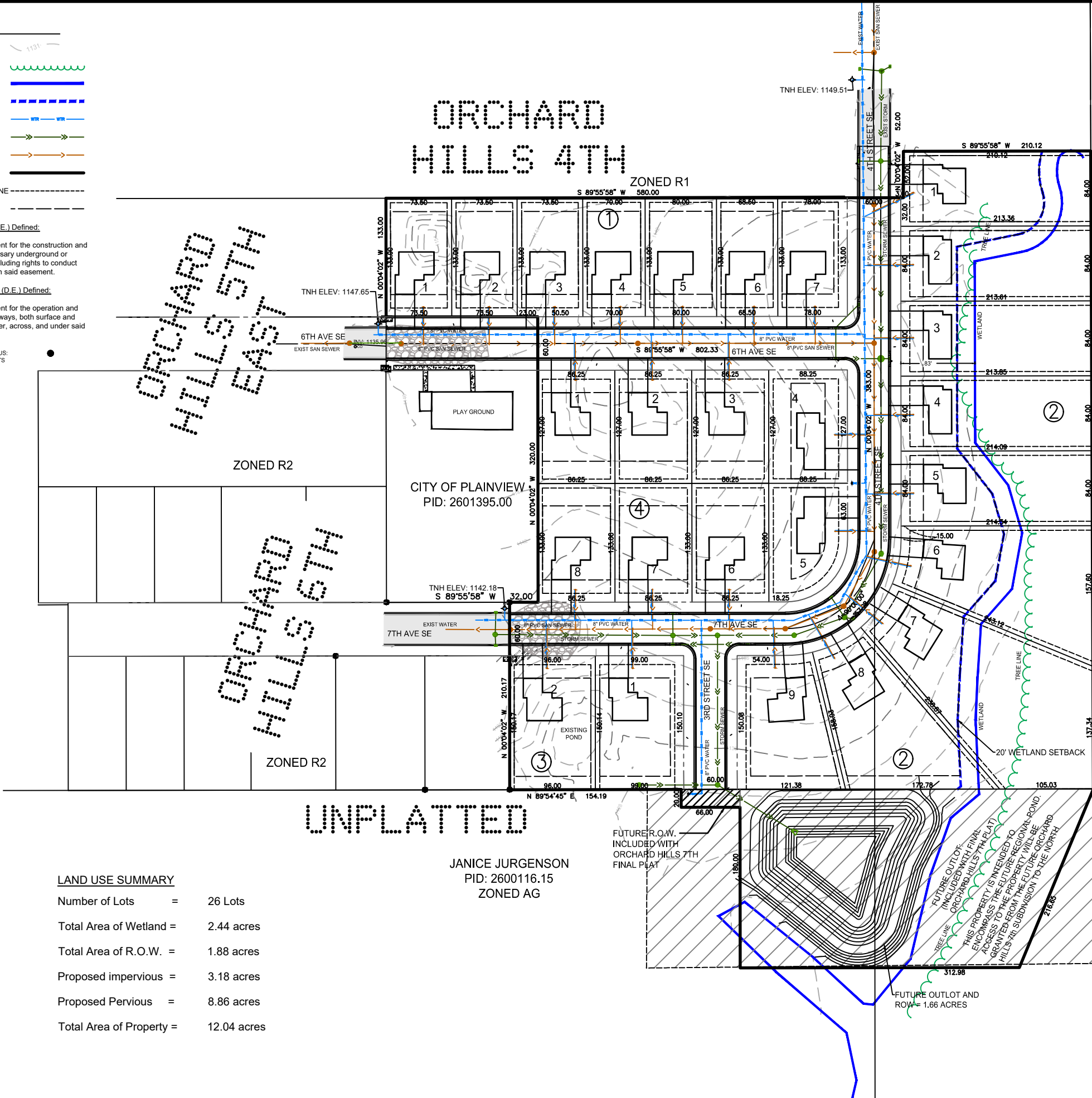
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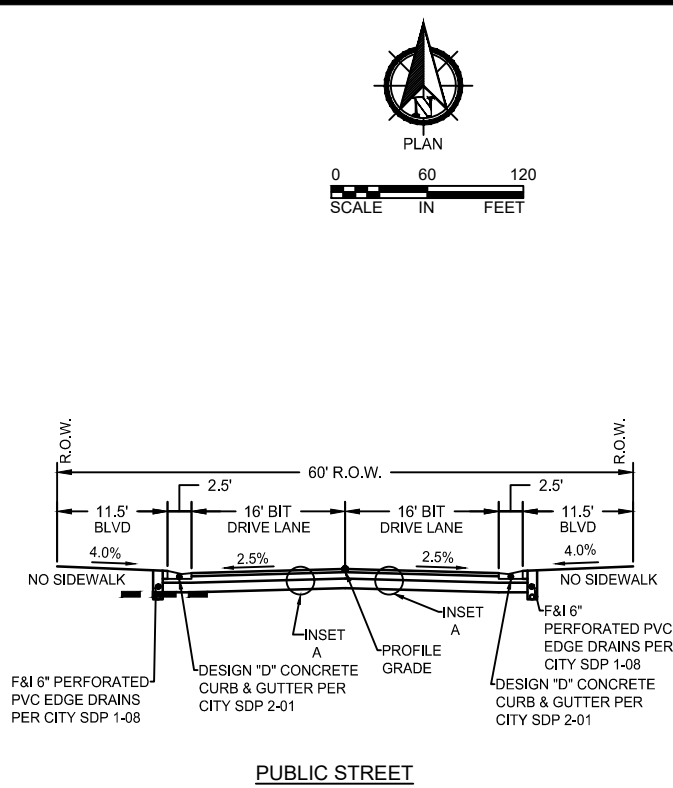
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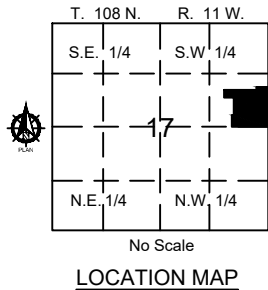
PUBLIC STREET

NOTE: PAVEMENT/R.O.W CROSS SECTION
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ZONING ORCHARD HILLS 7TH
EXISTING = AG
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REAR YARD = 15'
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TOTAL SIDE YARD = 10'
LOT FRONTAGE = 60'
LOT AREA = 6,000 FT²
WETLAND BUFFER = 20'

PARKLAND DEDICATION = 8%
PROPOSE CASH IN LIEU OF LAND = 9,616\$



LOCATION MAP

DUANE SCHULZ
PID: 2600074.00
ZONED AG

ROBERT LAMPECHT
PID: 1400105.00
ZONED AG

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REV.	DATE	DESCRIPTION
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ORCHARD HILLS 7TH
PLAINVIEW, MINNESOTA
PRELIMINARY PLAT

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SHEET 1 OF 1

CITY OF PLAINVIEW MINNESOTA NOTICE OF PUBLIC HEARING

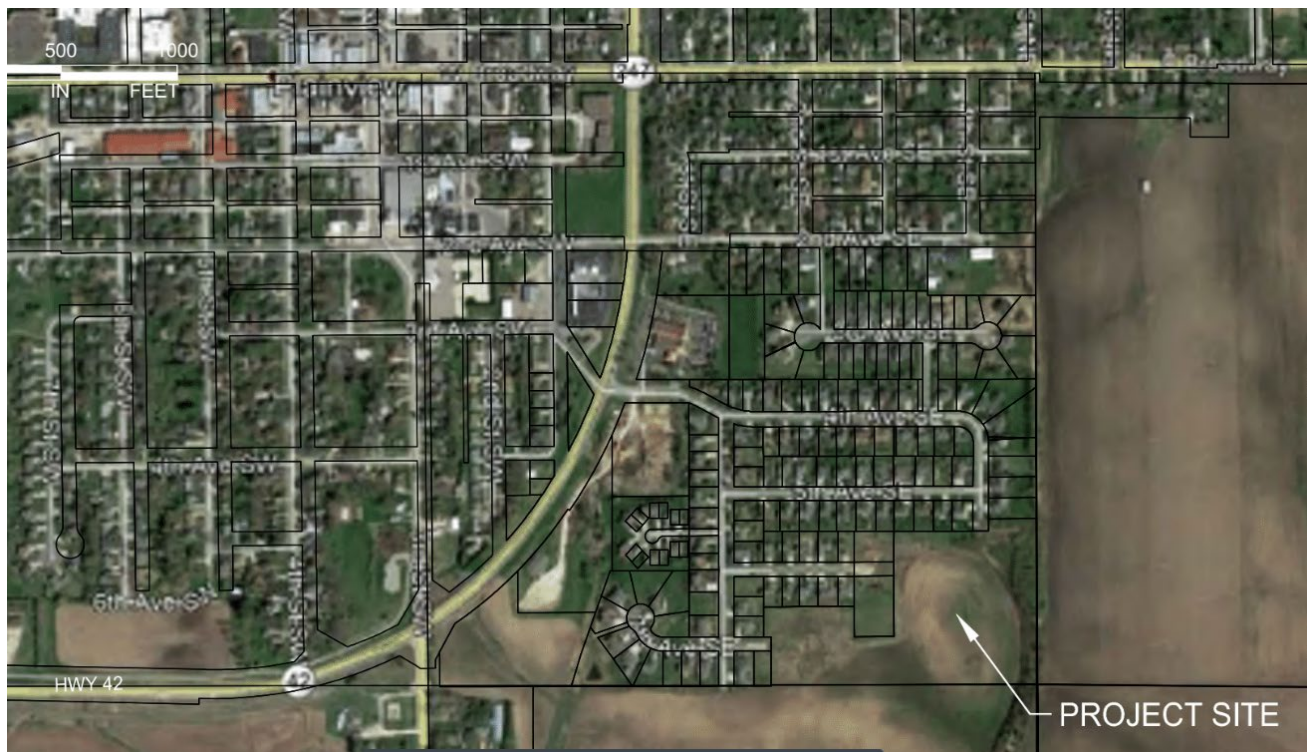
NOTICE IS HEREBY GIVEN that the Plainview City Council of the City of Plainview, MN will conduct a public hearing on January 12, 2021 at 6:05 p.m. in the Church of Christ which is located at 205 1st Street NE in the City of Plainview, MN.

The purpose of the public hearing is to consider a re-zoning request from AG to R-2 and a preliminary plat to be known as Orchard Hills 7th, consisting of 10.32 acres to be subdivided into lots for residential use and the right-of-way for the extension of streets within the subdivision. The property is located on the east side of TH 42, south of 5th Avenue SE and north of vacant land PID# 26.00116.15.

Any comments on this matter can be made at the public hearing or can be forwarded, in writing, to the City Clerk, prior to the hearing.

Respectfully Submitted,

David Todd, City Administrator



CITY OF PLAINVIEW PLANNING COMMISSION
December 15, 2020
Meeting Minutes

The December 15, 2020 meeting for the City of Plainview Planning Commission was called to order at 7:00 p.m. by Tom Wiener.

Members present: Tom Wiener, Dave Walkes, Roger Durgin, Roger Ziebell, Jim Walkes and Ann Liebenow-Anttila.

Members absent: None.

Staff members present: City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Police Officer Aaron Stoning.

Guest in attendance: Les Conway with WSE/Massey, Peter Meyer, Brian Malm and Jane Kansier with Bolton & Menk, Robert Lamprecht, Scott Anttila, and Rosemary Koenig.

Motion by Roger Ziebell, seconded by Dave Walkes to approve the agenda. Motion carried. The April 28, 2020 minutes were approved without any corrections or amendments.

Orchard Hills 7th Addition: Rezone Application -

Motion by D. Walkes, seconded by Durgin to open a public hearing to hear testimony regarding the proposed rezoning of Orchard Hills 7th Subdivision, East of 2nd St. SE, at the end of 6th Ave. SE and 7th Ave. SE Property ID 26.00111.12; 26.00111.18 from AG to R-2 to facilitate the Orchard Hills 7th subdivision.

The properties total approximately 10.83 acres and are bound by previous phases of Orchard Hills to the north and west, wetlands and a creek to the east, and undeveloped farmland to the south. The wetlands encompass a large area along the eastern property boundary. Public water and sewer are available to subject properties through previous phases of Orchard Hills. The property is within a Wellhead Protection Area and in the southern watershed. Hydric soils are located where wetlands are present on the larger property. The Comprehensive Plan-The Future Land Use Map designate the subject properties as Residential, which R-2 is a residential zoning district. Housing goals in the 2040 Comprehensive Plan do support a housing supply of various types and densities and managed residential growth for balanced land uses. The map also shows future roadways planned through the project site from west to east and through existing wetlands. Land use goals in the 2040 Comprehensive Plan do call for protection and conservation of wetlands in the City. Staff believes that the applicant can minimize wetland impacts. The DNR is also involved in wetland mitigation review, so if the applicant does seek to develop where there are existing wetlands, they will need to mitigate any wetland impacts resulting from the project. Overall staff believes the request will be consistent with the comprehensive plan. Bolton & Menk staff recommends the Planning Commission forward the rezoning proposal to City Council with the recommendation of approval.

Public comments: none.

Motion by Roger Ziebell, seconded by Dave Walkes to recommend the City Council approve rezoning Property ID 26.00111.12; 26.00111.18 from AG to R-2.

Aye: R. Ziebell, D. Walkes, J. Walkes, R. Durgin, A. Liebenow-Anttila

Nay: None

Recuse: T. Wiener

Motion carried.

Orchard Hills 7th Addition: Preliminary Plat Application -

The request is for 26 single-family lots and one detention pond lot. This phase of Orchard Hills is to be the final phase of the whole subdivision. The lot sizes will be between 9,555 square feet and 34,202 square feet with a range of lots widths (street frontage) between 62 feet and 105 feet. The lots in the proposed Orchard Hills 7th generally meet zoning requirements for lot area, frontage, and uses in R-2 zoning, with the exception of side setbacks. The applicant shall amend side setbacks on all buildable lots so that each setback dimension is a minimum of 5-feet wide and that both side setbacks add up to 10-feet. The applicant shall also note on the plat that the detention pond outlot is unbuildable. Of the overall 12.03 acres, 2.41 acres are proposed to remain wetland after the developer completes DNR's wetland removal and remediation procedures. The overall density for the development will be just over two homes per acre. The applicant will adhere to R-2 zoning. The applicant has proposed, to pay fees instead of 8% of the subdivision's land for the parkland dedication. The applicant has proposed block lengths and configurations that meet code, with the exception of 4th Ave. SE. This street exceeds the 1,200-foot maximum block length for streets, but the existing wetlands and stream on the eastern edge of the property discourage stub-outs to the adjoining property. Staff supports the longer block length, but the applicant must request this longer block length in writing prior to this item being heard at City Council. It is also proposed for 4th Ave. SE to be closed to the existing wetlands on the subject property, and to impact a portion of the wetlands to free up land for more buildable lot area. Mitigation of these wetland impacts is proposed to be completed through the purchase of wetland bank credits. If the applicant is unable to free up enough land to build their desired homes on Lots 2-5 of Block 2, staff suggests they alter the alignment of 4th Ave. SE to curve around the wetlands, which will minimize the wetland impacts and may negate the need for the applicant's variance. Elimination of the proposed street connection to 4th Ave SE to avoid wetland impacts is not recommended. The proposed streets of the subdivision meet the City's roadway section, with the exception of sidewalks. The applicant is proposing no sidewalks along new streets. Staff supports this as the applicant was not required to put in sidewalks on previous phases, so sidewalks in this phase would not connect to any existing sidewalks or trails. The applicant must clearly ask in writing for this allowance to construct streets without sidewalks prior to this item being heard at City Council. Proposing a small stub-out of right-of-way to connect out to the proposed detention pond outlot south of the subdivision. For the City to accept platted right-of-way, the applicant shall construct and extend street improvements to within 5-feet of the property line. This will allow adjoining southern property owner and any future developer of that property to connect into Orchard Hills and not be burdened by construction additional street. This development is subject to all local, county, and state requirements for development. Failure to receive necessary approvals will render any plat approval null and void.

Public hearing for the Orchard Hills 7th Subdivision Preliminary Plat Application.

Les Conway from WSE/Massey went through the conditions with the commission board.

Public comments:

-Roger Arens-230 6th Ave. SE – Expressed concerns about the limited exits and entrances into Orchard Hills. Thought any new development in that area a new entrance/exit would be needed.

-Robert Lamprecht-Plainview Township – Would like a 40-foot setback along adjacent property to prevent things ending up in his field. Also concerns with wetland area and the water runoff.

-by email: Nina Schneider-355 5th Ave SE- Concerns of the water in their back yard, and if landscape will be manipulated, how will the water be controlled that occurs during heavy rainfall and melting snow in the spring. Will there be another outlet for traffic?

-Ann Liebenow-Anttila-325 5th Ave SE – Concerns with the following:

Was a traffic study done? When was the wetland delineation done? Easement for wetlands? Sidewalks should be included to have a safe path to the park. Streetlight plan? Design of street lighting? Pond concerns, and who maintains the ponds? Consideration to extending the trail system. No subdrains in the street design. Utility easement size? Street concerns by the pond. Extension of right-of-way? Comprehensive Plan has connecting streets heading east, which none of them are on the plat. GDP is from 1998. Is it still valuable to have a connection to the east? Stored dirt impacting the drainage of the existing lots. Brian Malm, Jane Kansier and Les Conway, answered all questions asked by the public, and by the commission board.

Motion by R. Ziebell, seconded by J. Walkes to forward the Preliminary Plat to the City Council recommending approval with the following conditions.

1. Prior to City Council review:

- Show the correct setbacks on the preliminary plat, 5-foot side setback with a sum of 10-feet. -L.C. -yes agrees to changing the setbacks to R-2 zoning.
- Provide sufficient information on parkland fees in-lieu of dedication-L.C. 10.38 acres-1.98 acres ROW-1.74 acres Wetlands = 6.66 acres. $6.66 \text{ acres} \times \$800 \text{ (8\% of } \$10,000/\text{acre}) = \$5,328$ Parkland dedication in-lieu of land.
- Request in writing any needed allowances or variances from subdivision requirements, no sidewalks and the 1,281 feet along 4th Street. -L.C. yes will have a written statement for city council for no sidewalks and the extra 81 feet on the east side 4th Street.
- Show street improvements within dedicated right-of-way up to 5 feet from the property line and stormwater pond and outlot. -L.C. agree but wanted clarification. B.M. gave clarification. Want improvements to extend to the end of development.
- Successfully rezone the property to R-2
- Update total area numbers and all figures dependent on said number to include the area required for the detention pond on the adjoining property -L.C. will update land date summary with the 1.66 acres the applicant is purchasing from the Jurgenson's.

2. The Subdivision shall generally be consistent with the general development plan. - L.C. agreed

3. Prior to final plat approval, the application shall show evidence of successful mitigation of all proposed wetland impacts in accordance with BWSR WCA requirements. -L.C. agreed

4. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development. -L.C. agreed

5. Unless rescinded by the City Council, approval of a preliminary plat is limited to a period of one year, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat. -L.C. agreed

Aye: R. Ziebell, J. Walkes, D. Walkes, R. Durgin,

Nay: A. Liebenow-Anttila

Recuse: T. Wiener

Motion carried: 4-1

Orchard Hills 7th Addition: Variance Application –

A Variance Application for Orchard Hills 7th, Lots 1-5, Block 2 was submitted. The variance is for the front yard setback from 25-feet to 20-feet in R-2 zoning from proposed Lots 1-5 of Block 2 in Orchard Hills 7th. The applicant intends to provide as much separation between the backs of a row of five future homes and existing wetlands while complying with the 20-foot setback around said wetlands. Les Conway pointed out that there is a 66-foot right-of-way instead of a 60-foot right-of-way. If the staff is willing to reduce the right-of-way from 66-feet to 60-feet, then there would be no need for the variance. Brian Malm, Les Conway, and Pete Meyer were all in agreement to this.

The Variance Application was withdrawn.

Wiener stated the commission will need to amend the motion to change the plat from 66-foot right-of-way to 60-foot right-of-way.

Aye: R. Ziebell, J. Walkes, D. Walkes, R. Durgin, A. Liebenow-Anttila

Nay: None

Recuse: T. Wiener

Motion made by Dave Walkes to adjourn. Second by Roger Ziebell.

Motion carried unanimously. 8:40pm

Planning & Zoning Commissioner

Carol Kujath, City Clerk

Date

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION NO. 2021-02

**RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2021-02**

WHEREAS, the City has adopted the above referenced ordinance; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS Minnesota Statutes §412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plainview that the following summary is hereby approved for official publication in lieu of the entire ordinance:

**SUMMARY PUBLICATION
ORDINANCE NO. 2021-02**

**AN ORDINANCE AMENDING PLAINVIEW CITY CODE SECTIONS 608
AMENDING ZONIG DISTRICT FROM AG TO R-2**

On January 12, 2021, the Plainview City Council adopted an ordinance designated as Ordinance No. 2021-02, the title of which is stated above. The purpose of the ordinance is to amend Sections 608 of the Plainview City Zoning Boundaries and Zoning Map. Copies of the ordinance are available for public inspection in the office of the City Clerk during normal business hours or upon request by calling 507-534-2229.

/s/ Carol Kujath, City Clerk

BE IT FURTHER RESOLVED that the City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Adopted by the City Council of the City of Plainview, Minnesota this 12th day of January 2021.

Aaron Luckstein, Mayor

ATTEST:

Carol Kujath, City Clerk

ORDINANCE NO. 2021-2

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE “CITY OF PLAINVIEW ZONING ORDINANCE”

Motion By: _____ Second By: _____

The City Council of the City of Plainview does hereby ordain as follows:

SECTION 1.

The District Boundary Map of Plainview, Minnesota is hereby amended to rezone the following described property from Agricultural District (AG) to R-2 Residential District (R2):

That part of the Southeast Quarter of the Northeast Quarter of Section 17, Township 108 North, Range 11 West, Wabasha County, Minnesota described as follows: BEGINNING at the southeast corner of said Northeast Quarter; thence North 00 degrees 21 minutes 52 seconds West, assumed bearing, along the east line of said Northeast Quarter, 714.94 feet to the southerly line of ORCHARD HILLS FOURTH SUBDIVISION, according to the recorded plat thereof (the next 3 courses are along said southerly line); thence South 89 degrees 49 minutes 08 seconds West, 209.90 feet; thence South 00 degrees 10 minutes 52 seconds East, 52.00 feet; thence South 89 degrees 49 minutes 08 seconds West, 580.00 feet to the the easterly line of ORCHARD HILLS EAST FIFTH SUBDIVISION, according to the recorded plat thereof (the next 3 courses are along said easterly line); thence South 00 degrees 10 minutes 52 seconds East, 133.00 feet; thence North 89 degrees 49 minutes 08 seconds East, 170.00 feet; thence South 00 degrees 10 minutes 52 seconds East, 320.00 feet to the southeast corner of said ORCHARD HILLS EAST FIFTH SUBDIVISION; thence South 89 degrees 49 minutes 08 seconds West, along the southerly line thereof, 32.00 feet to the easterly line of ORCHARD HILLS SIXTH SUBDIVISION, according to the recorded plat thereof; thence South 00 degrees 10 minutes 52 seconds East, along said easterly line, 210.17 feet to the south line of said Northeast Quarter; thence North 89 degrees 47 minutes 55 seconds East, along said south line, 654.19 feet to the POINT OF BEGINNING. Said parcel contains 10.38 acres, more or less. Said parcel is subject to any easements or encumbrances of record.

SECTION 2. EFFECTIVE DATE

Adopted by the Plainview City Council this 12th day of January 2021. This ordinance shall be in full force and effect upon its adoption and publication according to law.

ATTEST:

Mayor

City Administrator

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: January 12, 2021

AGENDA ITEM: City Hall Security Door Update	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 9.A.
ATTACHMENTS: Custom Alarm Quote, Resolution 2020-07	APPROVED BY: DT
RECOMMENDED ACTION: Council Update—No action needed	

SUMMARY

On April 1st, 2020, the Mayor of the City of Plainview declared a local state of emergency due to the outbreak of the COVID-19 pandemic. Minnesota State Statute sections 12.29 and 12.37 authorizes actions taken under resolution 2020-07 and provides that staff can enter into agreements and contracts that are not subject to the normal purchasing and competitive bidding requirements because of the local emergency declaration.

Staff identified the need to update our building security system at City Hall that will control access into the building to limit the spread of the COVID virus. Custom Alarm is the entity that services City Hall and provides for the security of the building to include installation and maintenance of the access and alarm system. Custom Alarm has provided a quote to update and install an upgraded electronic access mechanism to control access to the building that can be utilized by both the Administration Staff and Police Department (see attached). The funds to purchase and install the upgraded system is provided for out of the City's Capital Improvement Funds.

Respectfully,

David Todd
City Administrator



PREPARED FOR

City of Plainview

Plainview City Hall -Door Entry Quote

Prepared For:

Carol Kujath
City Clerk
City of Plainview
(507) 534-2229
c.kujath@plainviewmn.com

Prepared By:

Joe Week
Security Consultant
Custom Alarm
(507) 421-1294
joe@custom-alarm.com



**1661 GREENVIEW DRIVE SW, ROCHESTER, MN 55902
507.288.5522 | WWW.CUSTOM-ALARM.COM**



Proposal Number: 22171-1-0
Date: December 29, 2020

Scope Of Work

Customer Details:

Site: City Hall, 241 W Broadway Plainview, MN

Billing: 241 W Broadway Plainview, MN 55964

Contact: Carol Kujath (507) 534-2229
c.kujath@plainviewmn.com

Custom Alarm to:

- Provide, install and program all equipment
- Provide customer training on system operation
- Provide a one (1) year warranty on all equipment and labor

Initials: _____

Scope Details

Business Hours: All work proposed shall be performed during normal business hours which are Monday-Friday 7:30 AM-5:00 PM



Proposal Number: 22171-1-0
Date: December 29, 2020

Financial Summary

Customer Details:

Site: City Hall, 241 W Broadway Plainview, MN

Billing: 241 W Broadway Plainview, MN 55964

Main Contact: Carol Kujath (507) 534-2229 c.kujath@plainviewmn.com

Video Intercom	\$6,976.00
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QTY	Manufacturer	Part #	Description
1	Aiphone	RY-1824L	Door Release Relay
200	Windy City Wire	162SHPL	16/2 Wire
1	Aiphone	JPS-4AEDV	Video Intercom-Kit w/Master Station and Door Station
3	Aiphone	JP-4HD	Sub Master Station
4	Aiphone	MCW-S/A	Desk Stand

Access Control Door Release Buttons	\$1,231.00
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QTY	Manufacturer	Part #	Description
1	Inovonics	EN420R	Receiver-4 Zone
3	Inovonics	EN1235SF	Door Release Button
100	Windy City Wire	162NSPL	16/2 wire

Financial Summary

Total Proposal Amount: **\$8,207.00**

Note: The above price does not include sales tax

This proposal may be withdrawn by Custom Alarm if not accepted within 30 days.



Proposal Number: 22171-1-0
Date: December 29, 2020

System Investment

Custom Alarm will provide the proposed system as described in this proposal for the sum of: **\$8,207.00**.

The price above includes: material, equipment and labor as described within this proposal. Taxes are not included and will be charged additionally, if applicable.

Payment Terms:

Work will be scheduled upon the receipt of an authorized signature, purchase agreement deposit as specified on the Financial Summary.

Any alteration or deviation from the proposal involving extra cost of materials or labor will become an extra charge over the sum stated above.

Proposal Acceptance:

I have read the **General Terms and Conditions** of the sale, understand them fully, and agree to abide by them. I have also read and understand the payment terms as set forth in this agreement as well as the **Schedule of Equipment** as listed.

I hereby certify that I am authorized to sign this agreement. Custom Alarm is hereby authorized to perform the work as specified.

Prepared By: Custom Alarm
Name: Joe Week

Signature: _____

Title: _____

Date: _____

Accepted By: City of Plainview
Name: _____

Signature: _____

Title: _____

Date: _____



Terms & Conditions

Purchaser acknowledges that additional protection may be obtained over and above that provided herein at additional cost. Purchaser agrees to supply, at Purchaser's expense, all electrical, telephone, internet connections, jacks, outlets and receptacles required for Custom Communications, Inc./Custom Alarm (hereinafter referred as "CCi") to complete its installation and/or service of the Alarm System.

1. Price. PURCHASE PRICE: \$8,207.00, plus applicable taxes which will be included on final invoice.

DEPOSIT: Purchaser agrees to pay CCi, or to others as directed by CCi \$0.00 when this Agreement is signed.

PAYMENT TERMS: Purchaser hereby agrees to pay CCi the balance of the invoice total upon completion of installation. **A late fee up to 1.5% per month may be applied to unpaid balances over 30 days. Purchaser is responsible for all collection costs incurred for unpaid bills, including attorneys' fees and costs.**

2. Effective Date. The Agreement shall become effective when signed by the purchaser and approved by CCi or when the Alarm System becomes operative or is activated, whichever occurs first ("Effective Date").

3. Limited Equipment Warranty. CCi warrants that the equipment and parts installed for Purchaser under the Agreement will be free from defects in material and workmanship for a period of one (1) year from the Effective Date. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at CCi's option, free of charge. This limited warranty will not apply if the damage or malfunction occurs through no fault of CCi while the Alarm System is in Purchaser's possession, or occurs because the Alarm System has been altered, abused, misused, or tampered with, or has otherwise been operated or used contrary to CCi's or the manufacturer's instructions. If CCi's inspection fails to discover defect covered by this limited warranty, the equipment will be repaired or replaced at Purchaser's expense and CCi's regular service charges will apply. In the event there is a conflict between this warranty and a manufacturer's warranty, the terms of this warranty shall control. If warranty service is needed, Purchaser agrees to contact CCi at the address provided in this Agreement. In addition to the legal rights provided herein, Purchaser may have additional rights provided by law.

4. Disclaimer of All Other Warranties. Except for the limited warranty described above, CCi makes no other express warranties. The duration of any implied warranties, including any implied warranty of merchantability or fitness for a particular purpose is hereby limited to the ninety day (90) duration of this warranty. CCi makes no warranty that the Alarm System or services supplied will not be compromised or that the Alarm System or service will provide the protection for which it is intended. Purchaser further acknowledges that any affirmation of fact or promise made by CCi shall not be deemed to create an express warranty unless included in the Agreement in writing; that Purchaser is not relying on CCi's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties that extend beyond the face of this agreement, and that CCi has offered additional and more sophisticated equipment for an additional charge, which Purchaser has declined.

5. Limitations of Alarm System and Monitoring. Purchaser understands that an alarm system does not guarantee the safety of any person or property. Alarm systems may be bypassed; and may not always operate properly for numerous reasons, including equipment malfunction or failure, phone lines being cut, inoperative, or damaged and unable to transmit an alarm signal. In addition, CCi cannot control the response of fire departments, police departments, or emergency medical services. Purchaser acknowledges that CCi does not represent or warrant: that the Alarm System may not be compromised or circumvented; that the Alarm System will prevent any loss by burglary, theft, robbery, fire, or otherwise; or that the Alarm System will in all cases provide the protection for which it is installed or intended. Purchaser understands that due to the nature of the method used for communicating alarm signals, there may be times when the communication method is not able to transmit signals and the monitoring entity will not receive alarm signals. Digital communications use standard telephone lines and no one will receive signals when the telephone system becomes non-operational or the telephone line is cut, interfered with or otherwise damaged. There will be times when any radio frequency method, such as cellular, public or private radio systems, cannot transmit an alarm signal due to lack of signal strength or availability of a communication channel. Any other type of communication method installed under this Agreement may also experience an inability to communicate alarms signals. Purchaser understands that CCi offers several levels of communication methods of alarm signals and the Alarm System and its components described on the front page of this Agreement have been chosen by the Purchaser after considering and balancing the levels of protection afforded by various communication methods and the related costs. Purchaser acknowledges and agrees that Purchaser is solely responsible for the selection of the type of communication method and whether the utilization of more than one communication is required.

6. CCi's Limit of Liability. CCi SHALL NOT BE LIABLE FOR ANY DELAY OR INTERRUPTION OF SERVICE, OR NON-OPERATION OF THE ALARM SYSTEM DUE TO CIRCUMSTANCES BEYOND CCi'S REASONABLE CONTROL. PURCHASER AGREES THAT CCi IS NOT RESPONSIBLE FOR PERSONAL INJURY OR OTHER LOSSES THAT ARE ALLEGED TO BE CAUSED BY IMPROPER OPERATION OR NON-OPERATION OF THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, INCLUDING CASES WHERE THE ALARM SYSTEM AND/OR SERVICE NEVER FUNCTIONS WHETHER DUE TO DEFECTS IN THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, OR FROM CCi'S ACTS OR OMISSIONS IN RECEIVING AND RESPONDING TO ALARM SIGNALS. PURCHASER FURTHER AGREES THAT CCi IS NOT AN INSURER AND THAT INSURANCE, COVERING PERSONAL INJURY AND OTHER LOSSES, SHALL BE OBTAINED BY PURCHASER.

It is agreed that it would be impractical and extremely difficult to fix actual damages which may arise in situations where there may be a failure of services or equipment, due to the uncertain value of Purchaser's property or the property of others kept on the Premises. THEREFORE, IF ANY LIABILITY IS IMPOSED ON CCi, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES, IT WILL BE LIMITED TO 10% OF THE PURCHASE PRICE PROVIDED ABOVE OR TWO HUNDRED FIFTY DOLLARS (\$250.00), WHICHEVER IS GREATER. If Purchaser wants to increase the amount of CCi's maximum liability, Purchaser may do so by paying an additional payment determined by CCi consistent with CCi's increased liability. This shall not be construed to establish CCi as an insurer. IN NO EVENT WILL CCi BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES DUE TO A FAILURE ON THE PART OF CCi OR A FAILURE OF THE ALARM SYSTEM IN ANY RESPECT. Purchaser and CCi agree that this Agreement limits CCi's liability to Purchaser unless CCi's actions are deemed to be willful and wanton. Notwithstanding any contrary definitions found in any case law, Purchaser and CCi expressly agree that willful and wanton means conscious and intentional disregard of and indifference to the rights and safety of others.

7. Indemnify and Hold Harmless. The parties agree that Purchaser retains the sole responsibility for the life and safety of all persons in the protected Premises, and for protecting against personal injury and losses to Purchaser's own property and the property of others in the Premises. Purchaser and CCi agree that there are no third party beneficiaries to this Agreement. PURCHASER AGREES TO INDEMNIFY AND HOLD HARMLESS CCi, ITS EMPLOYEES, AGENTS, OR REPRESENTATIVES, FROM AND AGAINST ALL CLAIMS, LAWSUITS AND LOSSES, BY PERSONS NOT A PARTY TO THE AGREEMENT, ALLEGED TO BE CAUSED BY THE IMPROPER OPERATION OF THE ALARM SYSTEM AND/OR SERVICE, WHETHER DUE TO MALFUNCTIONING OR NON-FUNCTIONING OF THE ALARM SYSTEM OR THE NEGLIGENT PERFORMANCE OR NONPERFORMANCE BY CCi OF THE INSTALLATION, REPAIR, MONITORING, SIGNAL-HANDLING, OR DISPATCHING ASPECTS OF THE SERVICE. The provisions of this section shall apply to any other company or entity that, in addition to CCi, promotes, markets or endorses the installation, monitoring or repair services provided hereunder.

8. No Subrogation. Purchaser does hereby for himself/herself/itself and other parties claiming under him/her/it, release and discharge CCi from and against all claims arising from hazards covered by Purchaser's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against CCi. Purchaser agrees that this paragraph is not an exculpatory provision, but a risk shifting provision. It will apply to preclude any subrogation action without regard to CCi's negligence or whether CCi's conduct is considered to be willful and wanton as defined above. Paragraph 9 shall be void if Purchaser's insurance policy specifically prohibits this type of waiver.

9. Installation Delays. CCi shall not be liable for any damage or loss sustained by Purchaser from delays in installation of equipment or for delays or interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or any other causes. Any date given to Purchaser as to when work is to be substantially completed is not a definite completion date, but an estimate. The Purchaser agrees that time is not of the essence.



10. Testing the Alarm System. The parties hereto agree that the Alarm System, once installed, is in Purchaser's exclusive possession, custody and control. Purchaser agrees to test and inspect the Alarm System immediately upon completion of installation and to advise CCI in writing within three (3) days after installation of any defect, error, or omission in the Alarm System. Upon expiration of the three (3) day period, the Alarm System and the protection provided shall be deemed accepted by Purchaser. Thereafter, Purchaser must regularly test the Alarm System's operation, according to CCI's and the manufacturer's instructions, and notify CCI if any equipment is in need of repair at Purchaser's expense if not covered by the limited warranty herein.

11. Installation on Premises. CCI is authorized to install, service, move and/or remove components of the Alarm System on the Premises. In doing so, CCI is authorized to cut into walls, drill holes, drive nails, and do any other thing necessary in CCI's sole discretion to install and/or service and/or move and/or remove the Alarm System and its components. CCI shall not be responsible for any condition created as a result of such installation, service, move or removal. CCI shall not be responsible for any damage caused to the Premises as a result of installation, service, or the removal of the Alarm System. CCI is under no obligation to redecorate any portion of Purchaser's building upon installation, service, move or removal of the Alarm System. Purchaser represents that the owner of the Premises, if other than Purchaser, authorizes the installation of the Alarm System under the terms of this Agreement; and Purchaser agrees to indemnify CCI for any claims made by the owner of the Premises arising directly or indirectly, or otherwise related to, this Agreement or any provision thereof.

12. Lead Paint. If the Premises was built before 1978, or if Purchaser believes lead paint is located at the Premises, Purchaser must notify CCI in writing before CCI begins its work at the Premises. If the Premises has lead paint that will or may be disturbed by CCI's installation, service, move, or removal of the Alarm System or any of its components, Purchaser agrees to reimburse CCI for its or its agent's expenses for abatement and containment of the lead paint, per federal requirements. Purchaser also agrees to indemnify and hold CCI harmless for any damages caused by removal or disturbance of lead paint at the Premises.

13. Laws and Permit Requirements and Fees. CCI does not have the duty to disclose or inform Purchaser of any applicable laws, regulations, and/or codes regarding the use or adequacy of an alarm system. CCI also does not have a duty to obtain any alarm use permits that may be required. Purchaser is responsible for all alarm permits and permit fees. Purchaser agrees to file for and maintain any permits required by applicable law. CCI shall have no liability for permit fees, false alarms, false alarm fines, police or fire response fees. Purchaser agrees to indemnify or reimburse CCI for any fines imposed against CCI relating to permits or false alarms. If CCI is required by law to perform any service or furnish any material not specifically covered by the terms of this Agreement Purchaser agrees to reimburse CCI for such service or material.

14. Fire Alarm Code and Permit Requirements. Unless a Fire Alarm System to Code is to be installed on the schedule of protection, CCI makes no representation that the Alarm System's fire detection equipment meets local code, fire department, or any Authority Having Jurisdiction [AHJ] requirements. It is not CCI's responsibility to apply for any permits or fees in connection with such equipment. The law requires, and CCI recommends, that Purchaser install a Fire Alarm System to Code with plans and specifications prepared by an architect or professional engineer, and that the Alarm System be properly permitted, inspected and approved by the AHJ. Purchaser represents that any existing fire alarm system is approved by the AHJ and that any repairs or replacement parts installed by CCI are not additional equipment that would require the AHJ's approval. If, at the time of installation, additional equipment is needed there will be additional charges to Purchaser.

15. CCI's Service Obligations. CCI shall not be obligated to render any service to Purchaser under the terms of this Agreement, except as expressly stated in this agreement. During the warranty period, CCI shall not be required to service the Alarm System unless it has received written notice from Purchaser, and upon such notice, and provided Purchaser is not in default of this Agreement, CCI shall during the warranty period service the Alarm System as soon as reasonably possible during CCI's regular business hours.

16. Title. Title to the Alarm System and all the component parts herein shall remain in CCI until Purchaser pays for the Alarm System in full. Purchaser authorizes CCI and its designated representatives to enter the Premises and remove the Alarm System in the event of default in payment of the purchase price when due.

17. Key Service Authorization. If key service is provided as part of the Alarm System, Purchaser hereby authorizes CCI, its agents and assigns (including, but not limited to, police and fire officials) to enter Purchaser's premises in an emergency to make repairs to the Alarm System and/or to take other necessary action, in CCI's discretion. Purchaser further agrees that CCI may authorize emergency repairs to be made by others. Purchaser agrees to pay any expenses incurred as a result of the provisions of this paragraph.

18. Unfavorable Conditions. If the Alarm System or any of its components is affected by unfavorable conditions in the Premises (e.g., air turbulence), Purchaser agrees to turn off, disable, or remove all things, animate or inanimate, causing the disturbance. This includes, but is not limited to, all forced air heaters, air conditioners, animated display signs, animals, covering of chemical vats, and any other source of air turbulence, movement, or other unfavorable condition that may interfere with the effectiveness of the Alarm System.

19. Third Party Billing. If Purchaser should elect to employ any third party "Contractor Compliance Management Service or Solution", CCI reserves the right to charge Purchaser a handling/processing fee based on any additional costs incurred including, but not limited to clerical time of CCI staff to prepare and invoice Purchaser based on requests of compliance service. Additionally CCI reserves the right to charge Purchaser if any additional fees are imposed based on processing permits or fees, such as fire alarm compliance engine fees.

20. Assignment. Purchaser cannot assign this Agreement without CCI's prior written consent. CCI may assign this Agreement or subcontract any of its obligation under this Agreement without notice to Purchaser.

21. Litigation. In the event CCI institutes legal action to recover any amounts owed by Purchaser to CCI hereunder, the parties agree that the amount to be recovered, and any judgment to be entered, shall include interest at the rate of 1.5% per month from the date payment is due; and the interest shall be payable in addition to any statutory interest on judgments allowed under Minnesota law, as calculated in Minn. Stat. § 549.09. Should CCI prevail in any litigation between the parties arising directly or indirectly or otherwise related to this Agreement, or any provision hereof, Purchaser shall pay CCI's attorneys' fees and costs. Any lawsuit arising directly or indirectly or otherwise related to this Agreement, or any provision hereof, shall be litigated only in the courts of the State of Minnesota, County of Olmsted. The parties waive trial by jury in any action between them. Any action by Purchaser against CCI must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings against CCI must be commenced based on the provisions of this Agreement. Any other action that Purchaser may have or bring against CCI in respect to services rendered in connection with this Agreement shall be deemed to have merged in and be restricted to the terms and conditions of this Agreement.

22. Complete Agreement; Modification. This written Agreement (including the provisions on both the front and back and any attachments thereto) is the entire and complete agreement between CCI and Purchaser and replaces any prior oral or written agreements related to the subject matter of this Agreement. No verbal understandings or agreements will change the terms and conditions of this Agreement. Purchaser understands that any changes in this Agreement must be approved by CCI and its insurer, and any changes must be in writing and signed by CCI and Purchaser.

23. Conflict. Purchaser understands and agrees that if there is any conflict between this Agreement and any other contract between Purchaser and CCI, this Agreement will govern as to the terms in conflict, whether or not it was signed first.

24. Severability. If any provision of this Agreement is deemed void or unenforceable the remaining parts of the Agreement will remain in full force and effect.

25. Not Binding Until Accepted. This is not a binding agreement until CCI accepts it. If CCI does not accept it, CCI will refund any amount Purchaser has paid under this Agreement. THIS CONTRACT IS VALID EVEN IF UNSIGNED BY CUSTOM COMMUNICATIONS, INC./CUSTOM ALARM REPRESENTATIVE.

26. Notice of Lien Rights. (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions; (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice. **If this is a home solicitation sale, the following cancellation clause applies: "BUYER'S RIGHT TO CANCEL"** Purchaser, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right.

PURCHASER ACKNOWLEDGES THAT HE/SHE/IT HAS READ AND UNDERSTANDS THE ENTIRE AGREEMENT INCLUDING THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS DOCUMENT AND ANY ATTACHMENTS HERETO.

CITY OF PLAINVIEW, MINNESOTA

RESOLUTION 2020-07

**A RESOLUTION ENACTED PURSUANT TO MINNESOTA STATUTES
SECTION 12.29 EXTENDING THE PERIOD OF A MAYOR-DECLARED LOCAL
EMERGENCY**

WHEREAS, the Mayor of the City of Plainview, Minnesota by Mayoral Declaration No. 2020-01 has declared that a local emergency is in effect in the City as of 4:00 p.m. on April 1, 2020; and

WHEREAS, the City Council of the City of Plainview agrees with the mayor's determination and further finds that the local emergency will last for more than three days and that immediate action to respond to the local emergency is needed in order to protect the health, safety and welfare of the City and the community; and

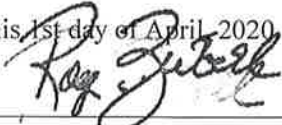
WHEREAS, the Council finds that this emergency, which involves an outbreak of an infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of the public health, a response or action may be needed that requires deviation from standard procedures for procuring goods and services; and

WHEREAS, Minnesota Statutes Sections 12.29 and 12.37 authorize the actions taken in this resolution and provide that emergency contracts and agreements are not subject to the normal purchasing and competitive bidding requirements because of the local emergency.

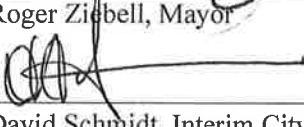
NOW, THEREFORE, BE IT RESOLVED BY THE PLAINVIEW CITY COUNCIL
as follows:

1. The Mayor's Declaration of a local emergency is continued in effect until further action of the City Council.
2. City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, and services required to respond to the local emergency, and to the extent allowed and for the purposes contained under Minn. Stat. §12.37.
3. The Mayor and City Administrator and or their designee are authorized to execute any agreements, contracts, and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety and welfare of the City and the community.
4. City staff is authorized to take any appropriate action and to prepare any appropriate documents to facilitate the directives of the Council as set forth in this resolution.
5. The Mayor, City Administrator, City staff, City attorney, and City consultants are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

Adopted this 1st day of April, 2020



Roger Ziebell, Mayor



David Schmidt, Interim City Administrator



MariClair, Schneider, City Clerk