SPECIAL CITY COUNCIL MEETING

AGENDA

Tuesday November 12, 2024, at 6:00 P.M.

Location: CITY HALL 241 WEST BROADWAY PLAINVIEW

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENTS**– *Using the Four Minutes Per Attendee Policy*

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

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

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

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

4. **APPROVAL OF AGENDA**

5. **APPROVAL OF CONSENT AGENDA**
   A. City Council Minutes- October 8, 2024, Minutes and October 10, 2024, Minutes
   B. Bills
   C. Permits/Licenses/Donations
      A. Liquor License Renewals – 2025 – Walkes Enterprises Inc, K-J Bowling Enterprises, Inc, William Allen American Legion, LeVan Norton Enterprises LLC, and Firehouse Beer, Wine, and Liquor
   D. Department Head Reports and Board Minutes
   E. LMCIT Tort Limit
   F. Street Closure for Old Fashioned Christmas

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**
   A. Joe Barber Request
   B. SEMMCHRA – Patrick Michener
   C. Facility Use Agreement between the Church of Christ and the City of Plainview
   D. Dumpsite for Snow/Equipment to Push Up Snow for 2024-2025
   E. Snow Hauling for 2024-2025
   F. Sand for 2024-2025
   G. Cannabis and Hemp Retail Registration Administration Delegation to Wabasha County – Resolution 2024-18
   H. Canvass General Election Results – Resolution 2024-19

8. **INFORMATION ONLY DOCUMENTS**
   A. Joint Meeting with Elgin City Council – December 10, 2024, at Plainview

9. **COUNCIL COMMENT**

10. **ADJOURN**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: Minutes	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO. 5.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cjk**

RECOMMENDED ACTION:

1. **Motion** to approve Minutes of the October 8, 2024, Regular Meeting Proceedings.
2. **Motion** to approve Minutes of the October 10, 2024, Special Meeting Proceedings.

PLAINVIEW CITY COUNCIL
REGULAR MEETING
Tuesday October 8, 2024, at 6:00 P.M.

1. CALL TO ORDER - Mayor Luckstein called the Regular Plainview City Council meeting to order on Tuesday October 8, 2024, at 6:00 p.m.

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

Council Members absent: None.

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

Department Heads absent: Library Director Alice Henderson and Fire Chief Mike Lyons.

Guests in attendance: Tim Weaver, Seamus Johnston, Jae Gourley, Brad Jech, and Chad Gelner.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENT – None.

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

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

- **A.** City Council Minutes – September 10, 2024.
- **B.** Bills
- **C.** Permits/Licenses/Donations
  - **1.** Chicken Permit – Bryce Heim
  - **2.** Chicken Permit – Brandon Reiter
  - **3.** Gambling Permit – Plainview Lions Club
- **D.** Department Head Reports and Board Minutes
- **E.** Street Closure Request – Church of Christ – Halloween Remix

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS –

A. 2023 Street & Utility Improvements Bolton & Menk Pay Estimate No. 12 –

The City received Pay Estimate No. 12 from Bolton & Menk in the amount of $316,103.09 for the 2023 Street & Utility Improvements Project. Public Works Director Shane Loftus told Council the project is substantially complete except for the final punch list items, and the final layer of asphalt between the 6th Street NW and 8th Street NW, which is planned for next year.

Motion by Reeve, second by Kuschel to approve the Pay Estimate No. 12 from Bolton & Menk to Elcor Construction in the amount of $316,103.09.

Motion carried unanimously.

B. American Rescue Plan Act (ARPA) Spending Authorization – Resolution 2024-17 – At the September 10, 2024, City Council meeting, Council authorized Bolton & Menk to draft a scope of services contract for option One (1) B, for the engineering and construction plan development and authorize working with staff to pursue a funding package and completion of any paperwork associated with funding for the Well No. 3 Water Tower Repair, Improvement, Expansion and Air Entrainment Remediation Project. It was discussed that the ARPA Funds could be used for this project. The City has until December 31, 2024, to provide a plan for ARPA funds expenditures to the State of Minnesota and the Federal Treasury Department with an additional two years for executing a contract for spending by December 31, 2026. Staff recommended Council authorize the remaining American Rescue Plan Act funds, in the amount of $345,412.82 be committed to the Well No. 3 Project and to report the funding plan to the appropriate agencies by December 31, 2024. It was noted that with this approval, the Council does not pre-empt future Councils' ability to approve the project in its finality going forward. This approval is just to let staff report to the state the intent to use the ARPA funds for this project.
Motion by Jacobs, second by Hammer Bartley to authorize a plan for the expenditure of American Rescue Act Funds (ARPA) for the Well No. 3 Water Tower Repair, Expansion and Air Entrainment Remediation Project, Resolution 2024-17.
Motion carried unanimously.

8. INFORMATION ONLY DOCUMENTS –

A. Possible Special Meeting to Canvass General Election Results – If the city does not receive the election results to canvass by the regular November 12, 2024, meeting, a special meeting will be held on Thursday, November 14, 2024, at 5:00 p.m. to canvass the election results.

9. COUNCIL COMMENT –

-Reeve – The Plainview Fire Department is having their annual Pancake Breakfast Sunday, October 13, 2024, from 7:30 a.m. to 12:00 p.m.

-Luckstein – The Plainview Fire Department honored members of the fire department. Retired Chief Ed Jacobs with 40 years on the fire department, 15 years as Fire Chief. Greg Luebke retired after 25 years of service, along with several other fire department members that received recognition for multiple years of service on the fire department. A very dedicated group serving the community. Thanked Reeve and Fire Chief Mike Lyons for coordinating the event.

-Luckstein – Participated in the state's clean water discussion series, with the Department of Health, Ag, MPCA, and several representatives from cities. These all impact wastewater treatment facilities. The state has crafted a biosolids and PFAS strategy and placed restrictions on how biosolids can be applied. This will be going out for public comment later in October or November. Then the strategy would be finalized and implemented most likely by the end of the calendar year.

-Luckstein – EPA – The state is putting together a PFAS and wastewater permitting strategy, most likely requiring additional monitoring for the influent, effluent and biosolids at the wastewater facility, which are expensive samples. Encouraged the City from a financial side to keep in communication with the Plainview Elgin Sanitary Sewer District as they set their rate increases to cover these additional expenses. There is the possibility of regulatory requirements as well.

-Luckstein – Participated in the CGMC Environmental Committee legislative session planning. The discussion was on PFAS, working with the state as well as helping manage the cost associated with PFAS, so the costs can be absorbed. Cities would have time to adjust for those and make sure that any sampling requirements are affordable and reasonable. The state could possibly increase the water quality permitting fees or pursue funds directly from taxpayer dollars. They are also looking at construction requirements and the significant cost related to construction, and keeping requirements affordable for cities. Also, cities are to evaluate lead lines in residential and commercial properties. The state has allocated funds to go towards the cost of the lead lines to be replaced, however there are not enough funds to keep up with the demands. These are all tentative, the CGMC will vote to approve their legislative strategies.

-Luckstein – Notification to the public, there will be a meeting at City Hall on November 6, 2024, at 6:30 p.m. regarding childcare challenges and strategies to address those challenges. The action plan will be discussed.

10. ADJOURN –

Motion by Luckstein, second by Reeve to adjourn the Plainview City Council meeting. Motion carried unanimously. Meeting adjourned at 6:17 p.m.

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Aaron Luckstein, Mayor Carol Kujath, City Clerk

Plainview City Council
Special Meeting/Work Session
October 10, 2024, at 5:00 p.m.

1. **CALL TO ORDER-** Mayor Luckstein called the Plainview City Council Special Meeting/Work Session to order on Thursday October 10, 2024, at 5:01 p.m.

   Council Members in attendance: Luckstein, Reeve, Jacobs, Hammer Bartley, and Kuschel.

   Council Members absent: None.

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

   Department Heads absent: None.

   Guests in attendance: None.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF THE AGENDA -**Motion by Luckstein, second by Kuschel to approve the Agenda. Motion carried unanimously.

4. **DISCUSSION –**

   A. **Zoom with Flaherty & Hood – Cannabis Business Regulations –**
   David Assaf with Flaherty & Hood joined the council meeting by zoom to discuss the cannabis business regulations, and what the City of Plainview needs to know moving forward. There were two (2) different options for the City to consider. One option is to retain control at the local level, the other option is to relinquish control to Wabasha County for the licensing of cannabis businesses. It was noted that there are still a lot of things to figure out and the state does not have all the answers at this time. The thought process is to let the county be in control at the county level, and once the issues have been worked out the City will take control. Either way, it was expressed that the City should get a public use ordinance in place along with zoning restrictions.
   No motion made.

   B. **Planning/Goal Setting for 2024 and Beyond –**
   Administrator Todd went through the list from the 2023 Planning/Goal Setting List and gave an overview of where the City is with each goal and what goals have been completed through 2024. Each department had a chance to list the goals they would like to see on the goal setting list for 2025 and beyond.

   Administration Department:
   The goals for the administration department included the following:
   1) Growth/Expansion with Plainview Township and the County.
   2) MNSPECT Code Enforcement Service.
   3) 600 Code.
   4) Cemetery Code.
   5) Recodify City Code.

6) Organization of Files.
7) Records Retention.

Library:
The goals for the library department included the following:
1) Working on a strategic plan for 2025.
2) Alice and Meg will work on process documentation.
3) Library Board interested in renovating the computer lab with the use of donations.
4) Additional part-time staffing in 2026. The outreach position held by Meg Curtiss is growing which in turn means help is needed to cover the desk at the library.

Public Works Department:
The goals for the public works department included the following:
1) Asset management to start in 2025. Alice will help set this up.
2) Finish water meter replacement by 2026.

Police Department:
The goals for the police department included the following:
1) Hire another full time Police Officer.
2) The possibility of purchasing a building for more storage space and parking space.

Fire Department:
The goals for the fire department included the following:
1) Fire Chief Mike Lyons believes everything is going well with the Fire Department and does not really have any specific goals.
2) Chief Lyons has been reaching out to individuals that have unpaid fire call invoices to collect payment. He is wondering about a policy for collecting fire call payments.

Emergency Management:
The goals for the emergency management department included the following:
1) Hire an assistant to help Chief Lyons with Emergency Management.

All of these goals were discussed at length. Administrator Todd will take all the information and create a new goals survey for Council members and staff to rate. Once all survey results are in it will be determined which goals will be a priority and bring the results to a City Council meeting.

5. COUNCIL & STAFF UPDATES – None.

6. ADJOURN – Luckstein made a motion to adjourn the meeting. Second by Jacobs.
Meeting adjourned at 7:12 p.m.

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Aaron Luckstein, Mayor Carol Kujath, City Clerk

Executive Summary

City Council Special Meeting: November 12, 2024

AGENDA ITEM: Bills	**AGENDA SECTION:** Consent
PREPARED BY: Vicki Axley	**AGENDA NO. 5.B.**
ATTACHMENTS: Bills Report	**APPROVED BY: dt**
RECOMMENDED ACTION: Motion to approve payment of all bills listed in attached report.	

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106617 AT&T MOBILITY								
10/10/2024	2872918546	1	Invoice	PHONES POLICE	09/25/2024	10/14/2024	695.04	101-42100-321
10/28/2024	2872969810	1	Invoice	PHONES FIRE DEPT	10/11/2024	10/29/2024	76.46	101-42200-321
Total 106617 AT&T MOBILITY:							771.50	
106440 AXLEY, VICKI								
10/24/2024	10/24/24	1	Invoice	UNIFORM ALLOWANCE REIMBURSEMENT	10/24/2024	10/24/2024	158.00	101-41500-417
Total 106440 AXLEY, VICKI:							158.00	
106772 BADGER METER								
10/08/2024	80173403	1	Invoice	MONTHLY FEE-ORION CELLULAR	09/30/2024	10/09/2024	1,152.90	601-49400-321
11/06/2024	80176371	1	Invoice	MONTHLY FEE-ORION CELLULAR	10/30/2024	11/07/2024	1,152.90	601-49400-321
Total 106772 BADGER METER:							2,305.80	
104716 BAKER & TAYLOR								
10/17/2024	L2300462 O	1	Invoice	BOOKS/LIBRARY	09/30/2024	10/18/2024	1,606.90	211-45500-592
Total 104716 BAKER & TAYLOR:							1,606.90	
329 BECKLEYS OFFICE PRODUCTS								
10/17/2024	107405	1	Invoice	paper shred	10/16/2024	10/18/2024	44.50	101-41500-401
11/06/2024	108026	1	Invoice	paper shred	11/06/2024	11/07/2024	44.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							89.00	
31 BENNETT & SONS SAND & GRAVEL								
10/28/2024	41322	1	Invoice	FILL SAND, RIVER ROCK, ROAD ROCK, DUM	09/30/2024	10/29/2024	501.00	601-49400-228
Total 31 BENNETT & SONS SAND & GRAVEL:							501.00	
106463 BOLTON & MENK, INC.								
10/09/2024	0345498	1	Invoice	CEMETERY GIS SYSTEM	09/18/2024	10/09/2024	705.00	235-49010-590
10/09/2024	0345956	1	Invoice	WELL #2 GENERATOR	09/24/2024	10/09/2024	196.00	601-49400-303
10/09/2024	0346581	1	Invoice	GENERAL ENGINEERING	09/30/2024	10/09/2024	765.00	101-41500-303
10/09/2024	0346588	1	Invoice	2023 STREET PROJECT	09/30/2024	10/09/2024	6,433.00	418-48000-303
10/09/2024	0346589	1	Invoice	2024 TRAIL IMPROVEMENTS	09/30/2024	10/09/2024	2,321.50	101-43100-303
10/09/2024	0346590	1	Invoice	2024 WETLAND DELINEATION	09/30/2024	10/09/2024	2,106.00	101-43100-303
10/09/2024	0346591	1	Invoice	ORCHARD HILLS 7TH	09/30/2024	10/09/2024	206.00	101-41500-303
10/09/2024	0346593	1	Invoice	ORCHARD HILLS 8TH	09/30/2024	10/09/2024	206.00	101-41500-303
10/09/2024	0346595	1	Invoice	WATER SYSTEM FEASIBILITY STUDY	09/30/2024	10/09/2024	4,121.00	601-49400-303
10/22/2024	0347626	1	Invoice	CEMETERY GIS SYSTEM	10/15/2024	10/22/2024	468.00	235-49010-590
10/29/2024	0348107	1	Invoice	WELL #2 GENERATOR	10/22/2024	10/29/2024	196.00	601-49400-303
Total 106463 BOLTON & MENK, INC.:							17,723.50	
107031 BRENDA THE BUYER LLC								
10/24/2024	32501.05-5/3	1	Invoice	REFUND OVERPAYMENT UTILITY FINAL BILL	10/24/2024	10/24/2024	72.07	001-10099
Total 107031 BRENDA THE BUYER LLC:							72.07	
106889 BUREAU OF CRIMINAL APPREHENSION								
10/10/2024	823612	1	Invoice	CJDN ACCESS FEE/PD	10/01/2024	10/14/2024	600.00	101-42100-309

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106889 BUREAU OF CRIMINAL APPREHENSION:							600.00	
106834 CANON FINANCIAL SERVICES, INC.								
10/17/2024	35887031	1	Invoice	COPIER/LIBRARY	10/12/2024	10/18/2024	66.80	211-45500-401
Total 106834 CANON FINANCIAL SERVICES, INC.:							66.80	
106997 CARRIE EVERSMAN LLC								
10/17/2024	NOV 24	1	Invoice	PROPERTY MANAGEMENT-EDA BUILDING	10/17/2024	10/17/2024	300.00	101-46500-401
10/17/2024	OCT 24	1	Invoice	PROPERTY MANAGEMENT-EDA BUILDING	10/03/2024	10/17/2024	300.00	101-46500-401
Total 106997 CARRIE EVERSMAN LLC:							600.00	
106449 CINTAS CORPORATION								
10/08/2024	4203807526	1	Invoice	MATS & SCRAPER/PW	09/03/2024	10/09/2024	34.67	101-43100-310
10/08/2024	4204636641	1	Invoice	MATS & SCRAPER/PW	09/10/2024	10/09/2024	34.67	101-43100-310
10/08/2024	4205353155	1	Invoice	MOPS&TOWELS/CITYHALL	09/17/2024	10/09/2024	30.81	101-41500-310
10/08/2024	4206074237	1	Invoice	MATS & SCRAPER/PW	09/24/2024	10/09/2024	34.67	101-43100-310
Total 106449 CINTAS CORPORATION:							134.82	
106052 CJ SIGNAGE LLC								
11/06/2024	986	1	Invoice	REFLECTIVE VINYL, STREET SIGNS REFLE	10/30/2024	11/07/2024	399.17	101-43100-310
Total 106052 CJ SIGNAGE LLC:							399.17	
106984 COMMUNITY & ECONOMIC DEVELOPMENT ASSOCIA								
10/07/2024	4TH QTR 24	1	Invoice	QTR EDA DIRECTOR SERVICES	09/29/2024	10/07/2024	12,757.50	101-46500-401
10/24/2024	4TH QTR AD	1	Invoice	4TH QTR '24 ADDITIONAL EDA DIRECTOR H	10/22/2024	10/24/2024	1,471.92	101-46500-401
Total 106984 COMMUNITY & ECONOMIC DEVELOPMENT ASSOCIA:							14,229.42	
107030 CRANE PEST SOLUTIONS								
10/18/2024	5853	1	Invoice	PEST CONTROL/CITY HALL	10/15/2024	10/18/2024	135.00	101-41500-401
10/18/2024	5874	1	Invoice	PEST CONTROL/CITY HALL	10/03/2024	10/18/2024	75.00	101-41500-401
Total 107030 CRANE PEST SOLUTIONS:							210.00	
105876 CURTISS, MEG								
10/18/2024	CARIBOU 9/	1	Invoice	FOOD FOR ARSL CONFERENCE	09/10/2024	10/18/2024	3.85	211-45500-331
10/18/2024	D'ANGELO 9	1	Invoice	FOOD FOR ARSL CONFERENCE	09/14/2024	10/18/2024	17.17	211-45500-331
10/18/2024	HOT TABLE	1	Invoice	FOOD FOR ARSL CONFERENCE	09/13/2024	10/18/2024	16.09	211-45500-331
10/18/2024	LYFT 9/14/20	1	Invoice	TRANSPORTATION FOR ARSL CONFERENC	09/14/2024	10/18/2024	47.65	211-45500-331
10/18/2024	PIONEER VA	1	Invoice	TRANSPORTATION FOR ARSL CONFERENC	09/10/2024	10/18/2024	15.00	211-45500-331
10/18/2024	RED ROSE 9	1	Invoice	FOOD FOR ARSL CONFERENCE	09/11/2024	10/18/2024	20.05	211-45500-331
10/18/2024	RIVERFRON	1	Invoice	FOOD FOR ARSL CONFERENCE	09/13/2024	10/18/2024	16.57	211-45500-331
10/18/2024	STARBUCKS	1	Invoice	FOOD FOR ARSL CONFERENCE	09/14/2024	10/18/2024	4.84	211-45500-331
10/18/2024	UNO CHICA	1	Invoice	FOOD FOR ARSL CONFERENCE	09/10/2024	10/18/2024	13.36	211-45500-331
Total 105876 CURTISS, MEG:							154.58	
105316 DAKOTA SUPPLY GROUP								
11/06/2024	S104151419.	1	Invoice	EVERSWITCH KIT/WATER	10/31/2024	11/07/2024	248.71	601-49400-228
10/29/2024	S104178332.	1	Invoice	HYDRANT PARTS/WATER	10/23/2024	10/29/2024	271.38	601-49400-228
Total 105316 DAKOTA SUPPLY GROUP:							520.09	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105830 DASH MEDICAL GLOVES								
10/17/2024	INV1318074	1	Invoice	GLOVES/POLICE	10/02/2024	10/17/2024	171.04	101-42100-437
Total 105830 DASH MEDICAL GLOVES:							171.04	
106428 DATA SMART COMPUTERS INC.								
10/08/2024	88321	1	Invoice	DATTO BACKUP/ADMIN	10/01/2024	10/09/2024	149.00	101-41500-309
10/08/2024	88322	1	Invoice	SENTINELONE SECURITY/ADMIN	10/01/2024	10/09/2024	212.50	101-41500-309
10/08/2024	88323	1	Invoice	MONTHLY CLOUD BACKUP	10/01/2024	10/09/2024	14.00	101-41500-309
10/08/2024	88324	1	Invoice	SENTINELONE SECURITY/FIRE DEPT	10/01/2024	10/09/2024	17.00	101-42200-309
10/17/2024	88603	1	Invoice	MICROSOFT MONTHLY LICENSE	10/16/2024	10/18/2024	220.80	101-41500-309
10/24/2024	88712	1	Invoice	ADMIN-IT SERVICES	10/23/2024	10/24/2024	145.00	101-41500-310
Total 106428 DATA SMART COMPUTERS INC.:							758.30	
105564 DEARBORN LIFE INS CO.								
10/22/2024	NOVEMBER	1	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	178.75	101-41500-131
10/22/2024	NOVEMBER	2	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	373.88	101-42100-131
10/22/2024	NOVEMBER	3	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	88.01	101-43100-131
10/22/2024	NOVEMBER	4	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	81.83	211-45500-131
10/22/2024	NOVEMBER	5	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	31.38	225-45200-131
10/22/2024	NOVEMBER	6	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	36.27	601-49400-131
10/22/2024	NOVEMBER	7	Invoice	EMPLOYEE INS.	10/14/2024	10/22/2024	36.76	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							826.88	
105414 DYNAMIC LIFECYCLE INNOVATIONS								
10/17/2024	240724029	1	Invoice	FALL CLEAN-UP	10/15/2024	10/18/2024	1,653.30	101-41110-440
Total 105414 DYNAMIC LIFECYCLE INNOVATIONS:							1,653.30	
106798 ELCOR CONSTRUCTION, INC.								
10/09/2024	0H1.127562	1	Invoice	2023 STREET PROJECT-PAY ESTIMATE #12	10/01/2024	10/09/2024	316,103.09	418-48000-530
Total 106798 ELCOR CONSTRUCTION, INC.:							316,103.09	
105649 ELECTRIC PUMP								
10/17/2024	024375	1	Invoice	REPAIRS MAIN LIFT STATION	06/26/2024	10/18/2024	1,967.03	602-49450-221
10/17/2024	024470	1	Invoice	REPAIRS MAIN LIFT STATION	06/27/2024	10/18/2024	3,402.50	602-49450-221
Total 105649 ELECTRIC PUMP:							5,369.53	
498 EMERGENCY APPARATUS MAINTENANC								
10/17/2024	133299	1	Invoice	ENGINE F72 NFPA PUMP TEST, SERVICE PU	10/01/2024	10/18/2024	1,033.51	245-42200-221
Total 498 EMERGENCY APPARATUS MAINTENANC:							1,033.51	
106973 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE								
10/08/2024	94810710	1	Invoice	GIS SOFTWARE LICENSING	09/27/2024	10/09/2024	925.00	235-49010-309
Total 106973 ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE:							925.00	
105806 FLAHERTY & HOOD, P.A.								
10/10/2024	21938	1	Invoice	SEPTEMBER GENERAL LEGAL FEES	10/02/2024	10/14/2024	1,140.00	101-41500-304
10/10/2024	21985	1	Invoice	SEPTEMBER PERSONNEL LEGAL FEES	10/02/2024	10/14/2024	2,921.10	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							4,061.10	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106594 FLIES, BRIAN								
10/18/2024	10/3/24	1	Invoice	MEAL REIMBURSEMENT FOR SEWER SCHO	10/03/2024	10/18/2024	16.54	602-49450-331
Total 106594 FLIES, BRIAN:							16.54	
104 GOPHER STATE ONE CALL								
10/17/2024	4090688	1	Invoice	LOCATES/WATER	09/30/2024	10/17/2024	27.67	601-49400-310
10/17/2024	4090688	2	Invoice	LOCATES/SEWER	09/30/2024	10/17/2024	27.68	602-49450-310
11/06/2024	4100689	1	Invoice	LOCATES/WATER	10/31/2024	11/07/2024	30.37	601-49400-310
11/06/2024	4100689	2	Invoice	LOCATES/SEWER	10/31/2024	11/07/2024	30.38	602-49450-310
Total 104 GOPHER STATE ONE CALL:							116.10	
106564 HAWKINS, INC.								
10/17/2024	6881090	1	Invoice	Water Supplies	10/03/2024	10/18/2024	887.09	601-49400-217
Total 106564 HAWKINS, INC.:							887.09	
105808 HBC, INC.								
10/17/2024	105099 OCT	1	Invoice	PHONE&INTERNET/FIRE DEPT.	10/02/2024	10/17/2024	196.82	101-42200-321
10/17/2024	1277099 OC	1	Invoice	PHONE & INTERNET/POOL	10/02/2024	10/17/2024	150.36	225-45128-321
10/17/2024	71466 OCTO	1	Invoice	PHONE&INTERN/LIBRARY	10/02/2024	10/17/2024	56.15	211-45500-321
10/17/2024	78487 OCTO	1	Invoice	PHONE INTERNET/ADMIN	10/02/2024	10/17/2024	480.83	101-41500-321
10/17/2024	78487 OCTO	2	Invoice	PHONE INTERNET/POLICE	10/02/2024	10/17/2024	355.24	101-42100-321
10/17/2024	78487 OCTO	3	Invoice	PHONE INTERNET/PUBLIC WORKS	10/02/2024	10/17/2024	318.52	101-43100-321
Total 105808 HBC, INC.:							1,557.92	
106923 HENDERSON LAWN & LANDSCAPE								
11/06/2024	3064	1	Invoice	MOWING & TRIMMING/CEMETERY	11/01/2024	11/07/2024	1,150.00	235-49010-401
Total 106923 HENDERSON LAWN & LANDSCAPE:							1,150.00	
104372 HENDERSON, ALICE								
10/18/2024	MENARDS 9	1	Invoice	REIMBURSE FOR BATTERIES/LIBRARY	09/21/2024	10/18/2024	13.83	211-45500-217
Total 104372 HENDERSON, ALICE:							13.83	
105970 HG ELECTRIC, LLC								
10/18/2024	C1234	1	Invoice	REPLACE PHOTO CELL ON FLAG POLE LIG	10/15/2024	10/18/2024	153.00	235-49010-228
11/06/2024	C1243	1	Invoice	LOCATE BREAK IN WIRE & REPAIR N. PEDE	10/31/2024	11/07/2024	1,752.00	225-45200-223
Total 105970 HG ELECTRIC, LLC:							1,905.00	
116 HIGH PLAINS								
10/22/2024	224041	1	Invoice	FUEL/FIRE DEPT	09/04/2024	10/22/2024	67.84	101-42200-212
10/22/2024	3934	1	Invoice	FUEL/PW	09/04/2024	10/22/2024	68.58	101-43100-212
10/22/2024	4124	1	Invoice	FUEL/PARKS	09/05/2024	10/22/2024	11.80	225-45200-212
10/22/2024	5085	1	Invoice	FUEL/RURAL FIRE DEPT	09/30/2024	10/22/2024	55.75	245-42200-212
10/22/2024	5370	1	Invoice	FUEL/RURAL FIRE DEPT	09/04/2024	10/22/2024	59.69	245-42200-212
10/22/2024	6860	1	Invoice	FUEL/PARKS	09/25/2024	10/22/2024	79.84	225-45200-212
10/22/2024	7460	1	Invoice	FUEL/PARKS	09/30/2024	10/22/2024	16.12	225-45200-212
10/22/2024	7967	1	Invoice	FUEL/PW	09/12/2024	10/22/2024	33.37	101-43100-212
Total 116 HIGH PLAINS:							392.99	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
10/28/2024	DECEMBER	1	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	4,425.00	101-41500-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
10/28/2024	DECEMBER	2	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,475.00	101-42100-131
10/28/2024	DECEMBER	3	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,239.00	101-43100-131
10/28/2024	DECEMBER	4	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	236.00	101-43125-131
10/28/2024	DECEMBER	5	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,475.00	225-45200-131
10/28/2024	DECEMBER	6	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,475.00	601-49400-131
10/28/2024	DECEMBER	7	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,475.00	602-49450-131
10/28/2024	DECEMBER	1	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,682.00	101-41500-131
10/28/2024	DECEMBER	2	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	13,456.00	101-42100-131
10/28/2024	DECEMBER	3	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	1,412.88	101-43100-131
10/28/2024	DECEMBER	4	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	269.12	101-43125-131
10/28/2024	DECEMBER	5	Invoice	EMPLOYEE HEALTH INSURANCE-DECEMBE	10/28/2024	10/29/2024	3,364.00	211-45500-131
11/05/2024	OCT 24 KEVI	1	Invoice	OCT 2024 PREM.-KEVIN KUHLEMEIER	11/05/2024	11/05/2024	1,682.00	101-42100-131
	Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:						33,666.00	
106802 ICMA								
10/17/2024	2025 RENE	1	Invoice	2025 ICMA MEMBERSHIP/D. TODD	10/14/2024	10/17/2024	591.96	101-41500-433
	Total 106802 ICMA:						591.96	
106344 J.F.AHERN CO.								
11/06/2024	688995	1	Invoice	ANNUAL INSPECTION- SPRINKLER SYSTEM/	10/28/2024	11/07/2024	328.00	101-43100-223
	Total 106344 J.F.AHERN CO.:						328.00	
348 JOHN DEERE FINANCIAL								
10/18/2024	10256155	1	Invoice	MIDWEST MACHINERY CO-BOLTS/PW	10/16/2024	10/18/2024	94.25	101-43100-221
10/17/2024	IP47703	1	Invoice	MN AG GROUP-FILTER/PW	10/03/2024	10/18/2024	103.08	101-43100-221
10/14/2024	IP47703A	1	Invoice	MN AG GROUP-FILTER/PW	10/10/2024	10/14/2024	51.56	101-43100-221
10/22/2024	IP48489	1	Invoice	MN AG GROUP-HARDWARE/PW	10/22/2024	10/22/2024	32.00	101-43100-217
	Total 348 JOHN DEERE FINANCIAL:						280.89	
106520 KENNY SYLVESTER CONSTRUCTION								
10/14/2024	SEPT 11-OC	1	Invoice	CLEANING CITY HALL/COUNCIL	10/13/2024	10/14/2024	600.00	101-41110-401
10/14/2024	SEPT 11-OC	2	Invoice	CLEANING CITY HALL/ADMIN	10/13/2024	10/14/2024	600.00	101-41500-401
	Total 106520 KENNY SYLVESTER CONSTRUCTION:						1,200.00	
107029 KOBALL'S POURED WALL'S INC.								
10/18/2024	5583	1	Invoice	CURB & GUTTER REPLACEMENT	09/18/2024	10/18/2024	3,520.00	101-43100-224
	Total 107029 KOBALL'S POURED WALL'S INC.:						3,520.00	
141 KREOFSKY BUILDING SUPPLIES								
10/08/2024	2409-887348	1	Invoice	CADDY/POOL	09/04/2024	10/09/2024	8.99	225-45128-217
10/08/2024	2409-888729	1	Invoice	LANDSCAPE SPIKES/PW	09/10/2024	10/09/2024	9.19	101-43100-217
10/08/2024	2409-888755	1	Invoice	BATTERY/SEWER	09/10/2024	10/09/2024	3.59	602-49450-217
10/08/2024	2409-889685	1	Invoice	SUPPLIES/PARKS	09/12/2024	10/09/2024	10.49	225-45200-217
10/08/2024	2409-890899	1	Invoice	TRAY LINER, CLEAR POLY/POOL	09/17/2024	10/09/2024	63.01	225-45128-221
10/08/2024	2409-891001	1	Invoice	LINE MARKER, ROLLER COVER/POOL	09/17/2024	10/09/2024	13.48	225-45128-221
10/08/2024	2409-891262	1	Invoice	SUPPLIES/PW	09/18/2024	10/09/2024	20.65	101-43100-217
10/08/2024	2409-891368	1	Invoice	MATERIAL FOR RANGE/PD	09/18/2024	10/09/2024	235.18	101-42100-418
10/08/2024	2409-891369	1	Invoice	RING REMOVER, CLEANER/PARKS	09/18/2024	10/09/2024	16.98	225-45200-217
10/08/2024	2409-892537	1	Invoice	SCREWS, OUTLETS/PARKS	09/23/2024	10/09/2024	95.58	225-45200-223
10/08/2024	2409-892885	1	Invoice	MAGNET, ROLLER COVERS/PW	09/24/2024	10/09/2024	10.48	101-43100-217
10/08/2024	2409-892912	1	Invoice	SUPPLIES/PARKS	09/24/2024	10/09/2024	33.98	225-45200-217
10/08/2024	2409-893454	1	Invoice	SOFTENER SALT/PW	09/26/2024	10/09/2024	53.34	101-43100-223

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10/08/2024	2409-893967	1	Invoice	CLEANER/POOL	09/27/2024	10/09/2024	17.48	225-45128-217
10/09/2024	2409-894067	1	Invoice	NIFTY WRAP/PW	09/27/2024	10/09/2024	48.99	101-43100-217
10/09/2024	2409-894079	1	Invoice	PRIMER SPRAY/PW	09/27/2024	10/09/2024	15.98	101-43100-217
10/09/2024	2409-894417	1	Invoice	MISC FASTENERS, PAINT, BRUSH/POOL	09/30/2024	10/09/2024	66.07	225-45128-221
10/09/2024	2409-894560	1	Invoice	WASHER, TUBE/PARKS	09/30/2024	10/09/2024	9.68	225-45200-223
10/09/2024	2409-894641	1	Invoice	MISC FASTENERS/POOL	09/30/2024	10/09/2024	.70	225-45128-223
Total 141 KREOFSKY BUILDING SUPPLIES:							733.84	
106730 KUJATH, CAROL								
10/22/2024	10/11/24 MIL	1	Invoice	MILEAGE TO COSTCO FOR SUPPLIES	10/11/2024	10/22/2024	35.11	101-41500-331
Total 106730 KUJATH, CAROL:							35.11	
106329 LAKE CITY RECYCLING & DISPOSAL								
10/14/2024	10/01/2024	1	Invoice	GARBAGE/CEMETERY	10/04/2024	10/14/2024	72.54	235-49010-384
10/14/2024	10/01/2024	2	Invoice	GARBAGE/PARKS	10/04/2024	10/14/2024	72.54	225-45200-384
10/14/2024	10/01/2024	3	Invoice	GARBAGE/PARKS	10/04/2024	10/14/2024	72.54	225-45200-384
10/14/2024	10/01/2024	4	Invoice	GARBAGE/STREETS	10/04/2024	10/14/2024	50.25	101-43100-384
10/14/2024	10/01/2024	5	Invoice	GARBAGE/PW	10/04/2024	10/14/2024	72.54	101-43100-384
10/14/2024	10/01/2024	6	Invoice	GARBAGE/FIRE HALL	10/04/2024	10/14/2024	54.76	101-42200-384
11/06/2024	11/01/2024	1	Invoice	GARBAGE/CEMETERY	11/01/2024	11/07/2024	72.54	235-49010-384
11/06/2024	11/01/2024	2	Invoice	GARBAGE/PARKS	11/01/2024	11/07/2024	72.54	225-45200-384
11/06/2024	11/01/2024	3	Invoice	GARBAGE/PARKS	11/01/2024	11/07/2024	72.54	225-45200-384
11/06/2024	11/01/2024	4	Invoice	GARBAGE/STREETS	11/01/2024	11/07/2024	50.25	101-43100-384
11/06/2024	11/01/2024	5	Invoice	GARBAGE/PW	11/01/2024	11/07/2024	72.54	101-43100-384
11/06/2024	11/01/2024	6	Invoice	GARBAGE/FIRE HALL	11/01/2024	11/07/2024	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							790.34	
106285 LARSON, SPENCER								
10/18/2024	3196126-00	1	Invoice	REIMBURSE-REINDERS LAWN SEED MIX &	10/07/2024	10/18/2024	183.00	101-43100-217
Total 106285 LARSON, SPENCER:							183.00	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
10/09/2024	411629	1	Invoice	ANNUAL MEMBERSHIP FEES	09/01/2024	10/09/2024	1,518.00	101-41110-433
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							1,518.00	
106720 LOFFLER COMPANIES INC.								
10/17/2024	37602939	1	Invoice	ADMIN COPIER LEASE	10/07/2024	10/17/2024	161.22	101-41500-401
10/07/2024	4820971	1	Invoice	COPIER CHARGES/ADMIN	10/01/2024	10/07/2024	67.73	101-41500-401
10/17/2024	4820972	1	Invoice	COPIES/LIBRARY	10/01/2024	10/18/2024	34.72	211-45500-401
11/06/2024	4849309	1	Invoice	COPIER CHARGES/ADMIN	11/01/2024	11/07/2024	87.50	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							351.17	
105676 LOFTUS, SHANE								
10/18/2024	91524	1	Invoice	RED WING SHOES-UNIFORM BOOTS	09/15/2024	10/18/2024	115.00	101-43100-417
Total 105676 LOFTUS, SHANE:							115.00	
160 LYONS OIL MINI MART								
10/15/2024	5127327	1	Invoice	FUEL/PW	09/03/2024	10/15/2024	79.08	101-43100-212
10/15/2024	5127373	1	Invoice	FUEL/PW	09/04/2024	10/15/2024	93.34	101-43100-212
10/15/2024	5127376	1	Invoice	FUEL/PARKS	09/04/2024	10/15/2024	7.33	225-45200-212
10/15/2024	5127378	1	Invoice	FUEL/PARKS	09/04/2024	10/15/2024	19.60	225-45200-212

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10/15/2024	5128859	1	Invoice	FUEL/PARKS	09/09/2024	10/15/2024	36.02	225-45200-212
10/15/2024	5128882	1	Invoice	FUEL/PARKS	09/10/2024	10/15/2024	14.73	225-45200-212
10/15/2024	5129019	1	Invoice	FUEL/PW	09/12/2024	10/15/2024	64.14	101-43100-212
10/15/2024	5129039	1	Invoice	FUEL/PARKS	09/13/2024	10/15/2024	30.00	225-45200-212
10/15/2024	5129090	1	Invoice	FUEL/PARKS	09/16/2024	10/15/2024	16.46	225-45200-212
10/15/2024	5129098	1	Invoice	FUEL/PW	09/17/2024	10/15/2024	90.46	101-43100-212
10/15/2024	5130929	1	Invoice	FUEL/PARKS	09/18/2024	10/15/2024	51.40	225-45200-212
10/15/2024	5130931	1	Invoice	FUEL/PARKS	09/18/2024	10/15/2024	23.99	225-45200-212
10/15/2024	5130998	1	Invoice	FUEL/PW	09/23/2024	10/15/2024	62.70	101-43100-212
10/15/2024	5131328	1	Invoice	FUEL/PW	09/30/2024	10/15/2024	48.38	101-43100-212
10/15/2024	5131360	1	Invoice	CAR WASHES/PD	09/30/2024	10/15/2024	139.49	101-42100-221
10/15/2024	5631022	1	Invoice	FUEL/PARKS	09/24/2024	10/15/2024	8.38	225-45200-212
10/15/2024	5631024	1	Invoice	FUEL/PARKS	09/24/2024	10/15/2024	32.98	225-45200-212
10/15/2024	5631025	1	Invoice	FUEL/PW	09/24/2024	10/15/2024	152.35	101-43100-212
10/15/2024	5631067	1	Invoice	FUEL/PW	09/26/2024	10/15/2024	43.80	101-43100-212
10/15/2024	9/30/24 STAT	1	Invoice	CREDIT/DISCOUNT SEPTEMBER 2024	09/30/2024	10/15/2024	9.85-	101-43100-212
10/15/2024	9/30/24 STAT	2	Invoice	CREDIT/DISCOUNT SEPTEMBER 2024	09/30/2024	10/15/2024	3.55-	225-45200-212
Total 160 LYONS OIL MINI MART:							1,001.23	
105998 METERING & TECHNOLOGY SOLUTION								
10/29/2024	6501	1	Invoice	1" METER, 8 DIAL HRE/WATER	10/25/2024	10/29/2024	1,814.48	601-49400-550
Total 105998 METERING & TECHNOLOGY SOLUTION:							1,814.48	
175 MICHAEL'S TIRE & AUTO								
11/06/2024	138839	1	Invoice	TIRE DISPOSAL/CITY CLEAN UP	10/07/2024	11/07/2024	24.00	101-41110-440
Total 175 MICHAEL'S TIRE & AUTO:							24.00	
106719 MIDWEST TAPE								
10/17/2024	2000018848	1	Invoice	MOVIES/LIBRARY	10/01/2024	10/18/2024	643.44	211-45500-592
Total 106719 MIDWEST TAPE:							643.44	
105702 MILLER, BRANDON								
10/18/2024	GYM MEMB	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT	10/07/2024	10/18/2024	150.00	101-42100-305
Total 105702 MILLER, BRANDON:							150.00	
378 MN DEPARTMENT OF AGRICULTURE								
10/14/2024	112025	1	Invoice	TREE CARE REGISTRY RENEWAL	10/07/2024	10/14/2024	30.00	225-45200-310
Total 378 MN DEPARTMENT OF AGRICULTURE:							30.00	
223 MN ENERGY RESOURCES CORP.								
10/14/2024	0502616026	1	Invoice	GAS UTILITY/POOL	09/30/2024	10/14/2024	73.08	225-45128-383
10/14/2024	0503043614	1	Invoice	GAS UTILITY/SEWER	09/30/2024	10/14/2024	24.33	602-49450-383
10/14/2024	0503078391	1	Invoice	GAS UTILITY/FIRE HALL	09/30/2024	10/14/2024	49.56	101-42200-383
10/14/2024	0503494971	1	Invoice	GAS UTILITY/ICE RINK	10/03/2024	10/14/2024	19.86	225-45127-383
10/14/2024	0505377887	1	Invoice	GAS UTILITY/COUNCIL	09/30/2024	10/14/2024	15.83	101-41110-383
10/14/2024	0505377887	2	Invoice	GAS UTILITY/ADMIN	09/30/2024	10/14/2024	15.82	101-41500-383
10/14/2024	0505377887	3	Invoice	GAS UTILITY/PD	09/30/2024	10/14/2024	15.82	101-42100-383
10/14/2024	0506816622	1	Invoice	GAS UTILITY/SEWER	10/03/2024	10/14/2024	13.46	602-49450-383
10/14/2024	0506912263	1	Invoice	GAS UTILITY/PW	09/30/2024	10/14/2024	54.36	101-43100-383
10/18/2024	0506912263-	1	Invoice	GAS UTILITY/WELL #2 GENERATOR	10/09/2024	10/18/2024	163.31	601-49400-383
10/16/2024	507609025 O	1	Invoice	GAS UTILITY/LIBRARY	10/01/2024	10/16/2024	45.50	211-45500-383

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
				Total 223 MN ENERGY RESOURCES CORP.:			490.93	
106021 MN FIRE SERVICE CERTIFICATION BOARD								
10/15/2024	12825	1	Invoice	FIREFIGHTER I & II CERT EXAM D STENGLEI	06/11/2024	10/15/2024	252.00	101-42200-331
				Total 106021 MN FIRE SERVICE CERTIFICATION BOARD:			252.00	
379 MN POLLUTION CONTROL AGENCY								
10/24/2024	77578393	1	Invoice	CLASS SC CERTIFICATION-B. FLIES	10/24/2024	10/24/2024	45.00	602-49450-331
10/24/2024	78060850	1	Invoice	CLASS SD CERTIFICATION-K. DEFRANG	10/24/2024	10/24/2024	45.00	602-49450-331
				Total 379 MN POLLUTION CONTROL AGENCY:			90.00	
106763 NELSON GRANITE LIMITED								
10/31/2024	101672	1	Invoice	PLAQUE-S. MONTGOMERY, DATE PLAQUE-L	10/30/2024	10/31/2024	687.00	235-49010-36285
				Total 106763 NELSON GRANITE LIMITED:			687.00	
106085 ON-SITE COMPUTERS, INC.								
10/10/2024	CW95723	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	10/01/2024	10/14/2024	98.00	101-42100-310
10/10/2024	CW95824	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	10/01/2024	10/14/2024	190.90	101-42100-310
10/24/2024	CW96331	1	Invoice	REMOTE SUPPORT-PROFILE CLEANUP ON	10/14/2024	10/24/2024	28.75	101-42100-309
				Total 106085 ON-SITE COMPUTERS, INC.:			317.65	
106161 PEOPLE'S ENERGY COOPERATIVE								
10/16/2024	2643900 OC	1	Invoice	ELEC WELL #3	10/04/2024	10/16/2024	515.00	601-49400-381
10/16/2024	2647400 OC	1	Invoice	ELEC SKATING RINK	10/04/2024	10/16/2024	102.00	225-45127-381
10/16/2024	2658900 OC	1	Invoice	ELEC POOL	10/04/2024	10/16/2024	523.00	225-45128-381
10/16/2024	2706100 OC	1	Invoice	ELEC NE LIFT STATION	10/04/2024	10/16/2024	192.00	602-49450-381
10/16/2024	2709900 OC	1	Invoice	ELEC WEST BROADWAY	10/04/2024	10/16/2024	12.00	101-42500-381
10/16/2024	2714900 OC	1	Invoice	ELEC STREET LIGHTS	10/04/2024	10/16/2024	3,161.00	101-43100-381
10/16/2024	2738000 OC	1	Invoice	ELEC WELL #2	10/04/2024	10/16/2024	2,899.00	601-49400-381
10/16/2024	2739100 OC	1	Invoice	ELEC PW BUILDING	10/04/2024	10/16/2024	347.00	101-43100-381
10/16/2024	2747700 OC	1	Invoice	ELEC SW SIREN	10/04/2024	10/16/2024	80.00	101-42500-381
10/16/2024	2764400 OC	1	Invoice	ELEC NW LIFT STATION	10/04/2024	10/16/2024	336.00	602-49450-381
10/16/2024	2767800 OC	1	Invoice	ELEC CEMETERY FLAG LIGHT	10/04/2024	10/16/2024	64.00	235-49010-381
10/16/2024	2777600 OC	1	Invoice	ELEC LIBRARY	10/04/2024	10/16/2024	231.00	211-45500-381
10/16/2024	3036800 OC	1	Invoice	ELEC FIRE HALL	10/04/2024	10/16/2024	168.00	101-42200-381
10/16/2024	3038100 OC	1	Invoice	ELEC CITY HALL/COUNCIL	10/04/2024	10/16/2024	134.66	101-41110-381
10/16/2024	3038100 OC	2	Invoice	ELEC CITY HALL/ADMIN	10/04/2024	10/16/2024	134.67	101-41500-381
10/16/2024	3038100 OC	3	Invoice	ELEC CITY HALL/PD	10/04/2024	10/16/2024	134.67	101-42100-381
10/16/2024	3041300 OC	1	Invoice	ELEC WEDGEWOOD PARK	10/04/2024	10/16/2024	112.00	225-45200-381
10/16/2024	3042300 OC	1	Invoice	ELEC WATER TOWER	10/04/2024	10/16/2024	328.00	601-49400-381
10/16/2024	3043900 OC	1	Invoice	ELEC BIKE TRAIL	10/04/2024	10/16/2024	75.00	225-45200-381
10/16/2024	3274000 OC	1	Invoice	ELEC 6TH ST SW LIGHTS	10/04/2024	10/16/2024	103.38	101-43100-381
10/16/2024	3274100 OC	1	Invoice	ELEC 4TH ST SW LIGHTS	10/04/2024	10/16/2024	120.38	101-43100-381
10/16/2024	3274200 OC	1	Invoice	ELEC 2ND ST SW LIGHTS	10/04/2024	10/16/2024	110.35	101-43100-381
10/16/2024	3274300 OC	1	Invoice	ELEC 1ST ST SW LIGHTS	10/04/2024	10/16/2024	89.85	101-43100-381
10/16/2024	3333200 OC	1	Invoice	ELEC ECKSTEIN TENNIS COURT	10/04/2024	10/16/2024	1,229.00	225-45200-381
				Total 106161 PEOPLE'S ENERGY COOPERATIVE:			11,201.96	
651 PITNEY BOWES GLOBAL FINANCIAL SERV.								
10/09/2024	3106861016	1	Invoice	LEASE POSTAGE MACHINE	09/27/2024	10/09/2024	159.57	101-41500-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
	Total 651 PITNEY BOWES GLOBAL FINANCIAL SERV.:						159.57	
105167 PLAINVIEW FIRE RELIEF ASSOCIATION								
11/07/2024	2024 CITY C	1	Invoice	2024 CITY CONTRIBUTION TO FIRE RETIRE	11/04/2024	11/07/2024	21,200.00	250-42300-490
11/07/2024	2024 STATE	1	Invoice	2024 STATE FIRE AID	11/04/2024	11/07/2024	53,714.72	250-42300-124
	Total 105167 PLAINVIEW FIRE RELIEF ASSOCIATION:						74,914.72	
105272 PLAINVIEW LAWN & SNOW								
10/22/2024	9876	1	Invoice	OPEN & CLOSE/B. ZABEL	10/19/2024	10/22/2024	335.00	235-49010-401
	Total 105272 PLAINVIEW LAWN & SNOW:						335.00	
239 PLAINVIEW NEWS								
10/17/2024	79540	1	Invoice	ADVERTISE/ORDINANCE NO. 2024-04 MER-F	09/19/2024	10/18/2024	80.00	101-41500-343
10/17/2024	79594	1	Invoice	ADVERTISE/ORDINANCE NO. 2024-04 MER-F	09/26/2024	10/18/2024	80.00	101-41500-343
10/17/2024	79594	2	Invoice	ADVERTISE/FALL CLEAN UP	09/26/2024	10/18/2024	125.00	101-41110-343
11/06/2024	79661	1	Invoice	ADVERTISE/FALL CLEAN UP	10/03/2024	11/07/2024	125.00	101-41110-343
11/06/2024	79691	1	Invoice	ADVERTISE/SNOW REMOVAL BIDS	10/08/2024	11/07/2024	66.00	101-43125-343
11/06/2024	79751	1	Invoice	ADVERTISE/SNOW REMOVAL BIDS	10/15/2024	11/07/2024	66.00	101-43125-343
11/06/2024	79811	1	Invoice	ADVERTISE/SNOW REMOVAL BIDS	10/22/2024	11/07/2024	66.00	101-43125-343
11/06/2024	79844	1	Invoice	ADVERTISE/OPEN POSITION: BOARD SEAT	10/24/2024	11/07/2024	132.00	602-49450-343
11/06/2024	79905	1	Invoice	ADVERTISE/OPEN POSITION: BOARD SEAT	10/31/2024	11/07/2024	132.00	602-49450-343
10/17/2024	OCTOBER 2	1	Invoice	OCTOBER 24 SUBSCRIPTION RENEWAL/LIB	10/01/2024	10/18/2024	56.00	211-45500-592
	Total 239 PLAINVIEW NEWS:						928.00	
238 PLAINVIEW PARTS HOUSE								
10/18/2024	739702	1	Invoice	BATTERY/PW	09/06/2024	10/18/2024	139.26	101-43100-221
10/18/2024	739720	1	Invoice	FILTERS/PW	09/06/2024	10/18/2024	48.80	101-43100-221
10/18/2024	739878	1	Invoice	WIPER BLADES/PD	09/09/2024	10/18/2024	45.79	101-42100-221
10/18/2024	740163	1	Invoice	WINDSHIELD WASH/PW	09/13/2024	10/18/2024	5.99	101-43100-217
10/18/2024	740642	1	Invoice	SUPPLIES/PW	09/19/2024	10/18/2024	5.36	101-43100-217
10/18/2024	741129	1	Invoice	CAR WASH, WIPER BLADE/PW	09/26/2024	10/18/2024	36.91	101-43100-217
	Total 238 PLAINVIEW PARTS HOUSE:						282.11	
240 PLAINVIEW POSTMASTER								
11/04/2024	NOVEMBER	1	Invoice	UTILITY BILLING	11/04/2024	11/04/2024	255.13	601-49400-322
11/04/2024	NOVEMBER	2	Invoice	UTILITY BILLING	11/04/2024	11/04/2024	255.13	602-49450-322
10/03/2024	OCTOBER 2	1	Invoice	UTILITY BILLING	10/03/2024	10/03/2024	255.57	601-49400-322
10/03/2024	OCTOBER 2	2	Invoice	UTILITY BILLING	10/03/2024	10/03/2024	255.56	602-49450-322
	Total 240 PLAINVIEW POSTMASTER:						1,021.39	
231 PLAINVIEW-ELGIN SANITARY DISTRICT								
10/22/2024	3RD QTR 24	1	Invoice	SEWER CHARGES-3RD QTR 2024	10/16/2024	10/22/2024	190,011.42	602-49450-385
	Total 231 PLAINVIEW-ELGIN SANITARY DISTRICT:						190,011.42	
104720 PONTEM SOFTWARE BY RIA								
11/06/2024	00013509	1	Invoice	CEMETERY SOFTWARE	11/01/2024	11/07/2024	705.00	235-49010-309
	Total 104720 PONTEM SOFTWARE BY RIA:						705.00	
741 QUILL CORPORATION								
10/09/2024	40764772	1	Invoice	BINDER, SHEET PROTECTORS/FIRE DEPT	09/25/2024	10/09/2024	74.24	101-42200-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
10/09/2024	40764772	2	Invoice	ADDRESS LABELS/ADMIN	09/25/2024	10/09/2024	27.28	101-41500-201
	Total 741 QUILL CORPORATION:						101.52	
105845 RAHMAN HEATING, AC &								
10/17/2024	26348	1	Invoice	INDUCER MOTOR/LIBRARY	10/07/2024	10/18/2024	480.04	211-45500-223
10/18/2024	26475-1	1	Invoice	HEATING SYSTEM MAINTENANCE/AMBULA	10/16/2024	10/18/2024	35.00	101-41500-227
	Total 105845 RAHMAN HEATING, AC &:						515.04	
107027 SAFEBUILT, LLC								
10/17/2024	586884	1	Invoice	BUILDING INSPECTIONS	07/31/2024	10/17/2024	631.20	101-41500-316
10/17/2024	588743	1	Invoice	BUILDING INSPECTIONS	08/31/2024	10/17/2024	597.05	101-41500-316
10/17/2024	637470	1	Invoice	BUILDING INSPECTIONS	08/31/2024	10/17/2024	522.50	101-41500-316
10/17/2024	741244	1	Invoice	BUILDING INSPECTIONS	09/30/2024	10/17/2024	5,120.29	101-41500-316
10/17/2024	772799	1	Invoice	BUILDING INSPECTIONS	09/30/2024	10/17/2024	831.25	101-41500-316
	Total 107027 SAFEBUILT, LLC:						7,702.29	
268 SELCO								
10/17/2024	52767	1	Invoice	ILS PACKAGE, PC SUPPORT/LIBRARY	10/01/2024	10/18/2024	447.71	211-45500-418
	Total 268 SELCO:						447.71	
106818 SPECTRUM AQUATICS								
11/06/2024	0221092-IN	1	Invoice	KRESPLASH BRACKETS/POOL	10/30/2024	11/07/2024	412.00	225-45128-221
	Total 106818 SPECTRUM AQUATICS:						412.00	
284 STREICHER'S								
10/10/2024	I1721244	1	Invoice	UNIFORM/M. HUEMANN	09/30/2024	10/14/2024	1,848.90	101-42100-417
10/17/2024	I1723096	1	Invoice	AMMO/PD	10/09/2024	10/18/2024	613.99	101-42100-418
10/17/2024	I1723404	1	Invoice	UNIFORM/M. HUEMANN	10/10/2024	10/18/2024	43.97	101-42100-417
	Total 284 STREICHER'S:						2,506.86	
105846 SYMBOL ARTS								
10/24/2024	0505206	1	Invoice	BADGES/POLICE	09/24/2024	10/24/2024	70.00	101-42100-417
	Total 105846 SYMBOL ARTS:						70.00	
716 THREE RIVERS COMMUNITY ACTION								
11/07/2024	OCTOBER 2	1	Invoice	TRANSIT BUS FEES	10/31/2024	11/07/2024	1,270.00	101-41500-317
	Total 716 THREE RIVERS COMMUNITY ACTION:						1,270.00	
107028 TIMM, JASON								
10/17/2024	#308025 - R	1	Invoice	ROGAN'S SHOES-WORK SHOES	06/15/2024	10/18/2024	135.00	101-42100-417
	Total 107028 TIMM, JASON:						135.00	
106785 US INTERNET CORP.								
10/08/2024	4728788	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	09/30/2024	10/09/2024	31.50	101-41500-309
10/31/2024	4785333	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	10/31/2024	10/31/2024	31.50	101-41500-309
	Total 106785 US INTERNET CORP.:						63.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105973 USA BLUEBOOK								
10/14/2024	00506477	1	Invoice	HACH DPD 1, DPD 4, SPADNS 2/WATER	10/07/2024	10/14/2024	1,204.23	601-49400-217
Total 105973 USA BLUEBOOK:							1,204.23	
105461 VISA/TCM BANK N.A.								
10/17/2024	#0165 OCTO	1	Invoice	AMAZON-PERSONALIZED STAMP/LIBRARY	10/02/2024	10/17/2024	18.98	211-45500-201
10/17/2024	#0165 OCTO	2	Invoice	AMAZON-BOOKS/LIBRARY	10/02/2024	10/17/2024	80.88	211-45500-592
10/17/2024	#0165 OCTO	3	Invoice	AMAZON-BOOKS/LIBRARY	10/02/2024	10/17/2024	79.96	211-45500-592
10/17/2024	#0165 OCTO	4	Invoice	AMAZON-PUZZLE BOARD/LIBRARY	10/02/2024	10/17/2024	28.98	211-45500-217
10/17/2024	#0165 OCTO	5	Invoice	AMAZON-COMPUTER DESK/LIBRARY	10/02/2024	10/17/2024	29.98	211-45500-217
10/17/2024	#0165 OCTO	6	Invoice	AMAZON-BOOKS/LIBRARY	10/02/2024	10/17/2024	26.99	211-45500-592
10/17/2024	#0165 OCTO	7	Invoice	AMAZON-WATERSENTRY FILTERS/LIBRARY	10/02/2024	10/17/2024	70.08	211-45500-223
10/17/2024	#0165 OCTO	8	Invoice	AMAZON-BOOKS/LIBRARY	10/02/2024	10/17/2024	22.49	211-45500-592
10/17/2024	#0165 OCTO	9	Invoice	AMAZON-BOOKS/LIBRARY	10/02/2024	10/17/2024	38.23	211-45500-592
10/16/2024	#6188 OCTO	1	Invoice	AMAZON-HOSE/POOL	10/02/2024	10/17/2024	86.95	225-45128-217
10/16/2024	#6188 OCTO	2	Invoice	AMAZON-UNIFORM PANTS/S. LOFTUS	10/02/2024	10/17/2024	239.06	101-43100-417
10/16/2024	#6188 OCTO	3	Invoice	PRODRYERS-SENSOR/PARKS	10/02/2024	10/17/2024	59.98	225-45200-223
10/16/2024	#6188 OCTO	4	Invoice	AMAZON-DIVING BOARD RESURFACE KIT/P	10/02/2024	10/17/2024	432.00	225-45128-221
10/16/2024	#6196 OCTO	1	Invoice	MENARDS-SHOP SUPPLIES/PW	10/02/2024	10/17/2024	378.39	101-43100-217
10/16/2024	#6196 OCTO	2	Invoice	USPS-POSTAGE/WATER	10/02/2024	10/17/2024	6.60	601-49400-322
10/17/2024	#6634 OCTO	1	Invoice	HIVIS SAFETY-UNIFORM JACKET & GLOVES	10/02/2024	10/17/2024	78.99	601-49400-417
10/17/2024	#6634 OCTO	2	Invoice	INTNL TXN FEE-UNIFORM B. FLIES	10/02/2024	10/17/2024	.79	601-49400-417
10/17/2024	#6634 OCTO	3	Invoice	ST. CLOUD PARKING-TRAINING/B. FLIES	10/02/2024	10/17/2024	7.00	602-49450-331
10/17/2024	#6840 OCTO	1	Invoice	AMAZON-NOTARY STAMP C. KUJATH	10/02/2024	10/17/2024	16.99	101-41500-433
10/17/2024	#6840 OCTO	2	Invoice	ADOBE-C. KUJATH	10/02/2024	10/17/2024	21.46	101-41500-433
10/16/2024	#6931 OCTO	1	Invoice	J.P. COOKE-DOG LICENSE TAGS/PD	10/02/2024	10/17/2024	92.95	101-42100-217
10/17/2024	#7798 OCTO	1	Invoice	US FLEET TRACKING-MONTHLY SERVICE/P	10/02/2024	10/17/2024	59.90	101-42100-309
10/17/2024	#7798 OCTO	2	Invoice	APPLE.COM/PD	10/02/2024	10/17/2024	.99	101-42100-321
10/17/2024	#7798 OCTO	3	Invoice	U OF M-REFUND A. FERGUSON 2024 MN TZ	10/02/2024	10/17/2024	150.00-	101-42100-331
10/17/2024	#7798 OCTO	4	Invoice	USPS-POSTAGE/PD	10/02/2024	10/17/2024	9.50	101-42100-322
10/17/2024	#7798 OCTO	5	Invoice	HOSTGATOR.COM-WEEBLY RENEWAL/PD	10/02/2024	10/17/2024	8.99	101-42100-321
10/17/2024	#7798 OCTO	6	Invoice	USPS-POSTAGE/PD	10/02/2024	10/17/2024	9.85	101-42100-322
10/17/2024	#7798 OCTO	7	Invoice	MACYS-UNIFORM/A. MCGRAW	10/02/2024	10/17/2024	210.38	101-42100-417
10/17/2024	#7798 OCTO	8	Invoice	ZAGG-SCREEN PROTECTOR/PD	10/02/2024	10/17/2024	64.41	101-42100-228
10/17/2024	#7798 OCTO	9	Invoice	ZAGG-SCREEN REPLACEMENT/PD	10/02/2024	10/17/2024	10.73	101-42100-228
10/17/2024	#7798 OCTO	10	Invoice	ZAGG-SCREEN PROTECTOR REPLACEMEN	10/02/2024	10/17/2024	10.73	101-42100-228
10/17/2024	#7798 OCTO	11	Invoice	US FLEET TRACKING-MONTHLY SERVICE/P	10/02/2024	10/17/2024	59.90	101-42100-309
10/17/2024	#7798 OCTO	12	Invoice	USPS-POSTAGE/PD	10/02/2024	10/17/2024	7.99	101-42100-322
10/17/2024	#7798 OCTO	13	Invoice	DELL-DESKTOP/PD	10/02/2024	10/17/2024	765.12	101-42100-228
10/17/2024	#8143 OCTO	1	Invoice	AMAZON-UNIFORM SHIRTS/D. HOFFMAN	10/02/2024	10/17/2024	71.18	225-45200-417
10/17/2024	#8143 OCTO	2	Invoice	AMAZON-UNIFORM SHIRTS/D. HOFFMAN	10/02/2024	10/17/2024	35.49	225-45200-417
10/17/2024	#8143 OCTO	3	Invoice	AMAZON-UNIFORM SHIRTS/D. HOFFMAN	10/02/2024	10/17/2024	45.00	225-45200-417
10/17/2024	#8143 OCTO	4	Invoice	MENARDS-SUPPLIES/PW	10/02/2024	10/17/2024	45.42	101-43100-217
Total 105461 VISA/TCM BANK N.A.:							3,083.31	
307 WABASHA COUNTY AUDITOR/TREAS.								
10/17/2024	091-090524-	1	Invoice	SEPTEMBER 2024 LEGAL SERVICES CONTR	09/05/2024	10/18/2024	1,800.00	101-42100-304
10/10/2024	091-100724-	1	Invoice	OCTOBER 2024 LEGAL SERVICES CONTRA	10/07/2024	10/14/2024	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							3,600.00	
310 WABASHA IMPLEMENT COMPANY								
10/29/2024	2754	1	Invoice	SUPPLIES/PW	09/16/2024	10/29/2024	26.50	101-43100-217
Total 310 WABASHA IMPLEMENT COMPANY:							26.50	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106269 WATER SYSTEMS COMPANY								
10/14/2024	767943	1	Invoice	WATER/CITY HALL	09/05/2024	10/14/2024	47.00	101-41500-401
11/06/2024	780464	1	Invoice	WATER/CITY HALL	10/03/2024	11/07/2024	37.60	101-41500-401
11/06/2024	794065	1	Invoice	WATER/CITY HALL	10/31/2024	11/07/2024	37.60	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							122.20	
105600 WEX BANK								
10/16/2024	100130300	1	Invoice	FUEL/POLICE DEPT.	09/30/2024	10/16/2024	3,446.48	101-42100-212
Total 105600 WEX BANK:							3,446.48	
Grand Totals:							730,163.22	

Report GL Period Summary

GL Period	Amount
11/24	85,798.88
10/24	644,364.34
Grand Totals:	730,163.22

Vendor number hash:	15102115
Vendor number hash - split:	21552491
Total number of invoices:	241
Total number of transactions:	311

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	730,163.22	.00	730,163.22
Grand Totals:	730,163.22	.00	730,163.22

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

Permit Number	Issued Date	Valuation	Fees Paid	Address	Permit Type	Owner Name	Primary Contractor Company Name
24PV-00053	10/9/2024	$43,000.00	$630.35	500 W BROADWAY	New Structure: Other Than a Building (Education/Institution/State)	Ind School District No 2899	(612) 618-9911
24PV-00056	10/15/2024	$32,000.00	$69.00	650 N WABASHA,	Re-Roof: Shingle/Shake (Residential)	Gerald J Haley	ALL CRAFT EXTERIORS LLC
24PV-00057	10/3/2024	$11,514.90	$233.51	425 2ND AVE SW,	Remodel/Alteration (Residential)	Madison Olson	BRELAND ENTERPRISES INC
24PV-00058	10/3/2024	$10,000.00	$64.00	625 1ST ST NW,	Re-Roof: Shingle/Shake (Residential)	RONALD J & JEAN M KLAVETTER	ROOF COMPANY N A INC
24PV-00059	10/8/2024		$25.00	615 1ST AVE NE,	Concrete (patio/sidewalk/driveway)	RYAN J KRONEBUSCH	(507) 259-4569
24PV-00060	10/9/2024	$5,000.00	$77.50	320 W BROADWAY,	Plumbing (Commercial)	R & L PARTNERSHIP	BRAUN PLUMBING INC
24PV-00061	10/10/2024		$76.00	220 2ND ST NE,	Mechanical: Replacement of Single Appliance (Residential)	CONNIE L JOHNSON	K & M HEATING INC
24PV-00062	10/10/2024		$76.00	415 7TH ST SW,	Fireplace/Stove/Gas Log (Residential)	DUANE G MUSSELL	HALEY COMFORT SYSTEMS INC
24PV-00063	10/30/2024	$25,000.00	$428.30	515 4TH ST SW,	New Garage/Accessory Structure (Residential IRC-4)	GAVIN J SAWYER	(507) 696-7030
24PV-00064	10/23/2024		$25.00	140 3RD ST SW,	Concrete (patio/sidewalk/driveway)	PINE ISLAND FARMER ELEVATOR CO	(507) 534-2531
24PV-00065	10/23/2024		$25.00	520 6TH ST SW,	Concrete (patio/sidewalk/driveway)	JULIE A HOFFMAN	(507) 951-3356
24PV-00066	10/24/2024		$25.00	445 N WABASHA,	Concrete (patio/sidewalk/driveway)	PEOPLES COOPERATIVE ASSOC	(507) 272-2265
24PV-00067	10/28/2024	$10,000.00	$198.05	135 7TH AVE SE,	Deck/Porch/Stoop (Residential)	CHRISTOPHER & SHANNON KASTEN	(507) 993-1534
24PV-00068	10/25/2024		$76.00	410 3RD AVE NE,	Mechanical (Residential)	ERIC P & DREENA M TIBOR	K&S HEATING HOLDINGS INC
24PV-00071	10/31/2024	$4,544.00	$74.00	450 2ND ST SW,	Re-Window/Exterior Door (Same Opening Size)(Residential)	JEFFERY C WITTROCK	MAD CITY HOME IMPROVEMENT

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM:	Dept. Head Reports & Board Minutes	**AGENDA SECTION:** Consent
PREPARED BY:	David Todd, City Administrator	**AGENDA NO.** **5.D.**
ATTACHMENTS: Department Head Reports		**APPROVED BY:** **dt**
RECOMMENDED ACTION: **Motion** to accept Department reports.		

MONTHLY REPORT OF FINANCE DIRECTOR
October, 2024

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 department
- Provide software support for financial/utility billing/xpress bill pay systems
- Work with DataSmart – IT/Network Issues
- Journal Entries to record payments, receipts, adjustments
- Code invoices for payment
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Monthly Financial Processes-Bank recs, account reconciliations/fund cash balances, cash allocations
- Assist City Administrator
- Finance Issues/Current Development Projects

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Meter Issues
- Budget - we will continue to review and make any necessary changes to the budget during October and November. The Truth in Taxation Meeting is December 10th and the final levy certification is due to Wabasha County on or before December 30, 2024.
- Started 2025 Open Enrollment Process-Employee Benefits

Projects

- Continued water meter changeout program started in March, 2021–coordinating with Public Works. Project will continue over multiple years. We will be running two software systems for meter reading and billing until the entire city is converted to the new meters. By the end of October 2024, 767 new meters have been installed and there are 535 old meters left to replace.
- Future projects:
    - File/Organize Financial/Personnel Records
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- 3rd Qtr 2024 Payroll Reports
- Rural Fire Board Annual Financial Report

Training/Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues
- Meetings with the City's Personnel Attorneys-ongoing Personnel/HR/WC issue
- Council Goal Setting Session

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-121	PERA	165.00	165.00	.00	165.00
101-41110-122	FICA	812.85	813.00	.00	813.00
101-41110-151	Worker s Comp Insurance Prem	73.71	78.00	68.39	9.61
101-41110-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
101-41110-310	Other Professional Services	66.00	200.00	145.00	55.00
101-41110-331	Meetings-Conferences (mtgs/mi)	1,379.52	1,500.00	.00	1,500.00
101-41110-343	Advertising	480.00	100.00	464.00	364.00-
101-41110-362	Property - Casualty Ins (Auto)	6,727.05	7,063.00	6,718.08	344.92
101-41110-381	Electric Utilities	1,792.98	1,800.00	1,152.33	647.67
101-41110-383	Gas Utilities	930.91	1,100.00	458.94	641.06
101-41110-401	Contractual Services	7,200.00	7,200.00	6,000.00	1,200.00
101-41110-433	Dues and Subscriptions	10,996.00	11,000.00	8,273.00	2,727.00
101-41110-437	Miscellaneous	296.82	500.00	.00	500.00
101-41110-440	City Cleanup	6,022.83	7,500.00	5,101.69	2,398.31
Total Council:		50,243.67	52,419.00	28,381.43	24,037.57
Elections					
101-41410-103	Part-Time Employees	.00	9,000.00	5,343.50	3,656.50
101-41410-331	Meetings-Conferences (mtgs/mi)	.00	850.00	762.94	87.06
101-41410-437	Miscellaneous	960.00	3,500.00	1,649.18	1,850.82
Total Elections:		960.00	13,350.00	7,755.62	5,594.38
Administration					
101-41500-101	Full-Time Employees Regular	323,920.71	318,102.00	265,482.99	52,619.01
101-41500-102	Full-Time Employees Overtime	15,028.28	17,500.00	11,690.96	5,809.04
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	2,534.40	465.60
101-41500-121	PERA	24,946.63	24,795.00	20,746.77	4,048.23
101-41500-122	FICA	25,776.71	25,674.00	21,032.20	4,641.80
101-41500-131	Employer Paid Health	78,079.00	74,361.00	68,574.44	5,786.56
101-41500-151	Worker s Comp Insurance Prem	2,707.10	2,843.00	2,492.57	350.43
101-41500-201	Office Supplies	3,376.88	4,500.00	2,603.76	1,896.24
101-41500-211	Operating Supplies - Cleaning	309.03	1,000.00	274.66	725.34
101-41500-217	Other Operating Supplies	1,195.48	1,300.00	877.96	422.04
101-41500-221	Repair/Maint - Equipment	.00	200.00	.00	200.00
101-41500-223	Repair/Maintain - Building	2,339.25	2,500.00	7,835.94	5,335.94-
101-41500-227	Repair/Maintain - Amb Building	678.51	2,000.00	1,144.50	855.50
101-41500-301	Auditing and Acct g Services	30,800.00	32,000.00	32,500.00	500.00-
101-41500-303	Engineering Fees	28,804.00	40,000.00	21,565.50	18,434.50
101-41500-304	Legal Fees	16,833.65	25,000.00	16,121.83	8,878.17
101-41500-309	Software and Design	21,737.46	23,000.00	22,816.43	183.57
101-41500-310	Other Professional Services	28,926.78	30,000.00	12,991.10	17,008.90
101-41500-312	CITY WEBSITE	13,350.00	6,350.00	6,667.50	317.50-
101-41500-316	Building Inspections	37,074.00	30,000.00	35,215.03	5,215.03-
101-41500-317	Dial A Ride Bus	9,630.25	6,000.00	7,277.50	1,277.50-
101-41500-321	Communications	5,893.18	6,450.00	4,775.35	1,674.65
101-41500-322	Postage	2,577.30	2,700.00	1,874.17	825.83
101-41500-331	Meetings-Conferences (mtgs/mi)	3,147.05	5,000.00	87.38	4,912.62
101-41500-343	Advertising	3,238.57	3,500.00	1,928.15	1,571.85
101-41500-362	Property - Casualty Ins (Auto)	4,876.28	5,120.00	4,869.97	250.03
101-41500-381	Electric Utilities	1,793.03	2,000.00	1,438.35	561.65
101-41500-383	Gas Utilities	930.91	1,200.00	458.96	741.04
101-41500-384	Garbage Service	.00	.00	27.35	27.35-

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
101-41500-401	Contractual Services	16,146.77	13,500.00	13,017.23	482.77
101-41500-417	Uniforms	1,628.64	1,872.00	1,021.75	850.25
101-41500-433	Dues and Subscriptions	2,735.03	2,100.00	2,268.56	168.56-
101-41500-434	Sales Tax Paid	11.00	20.00	2.00	18.00
101-41500-437	Miscellaneous	823.16	500.00	415.92	84.08
101-41500-442	Bank Service Charges	3,177.80	3,500.00	2,421.82	1,078.18
101-41500-443	Credit Card Merchant Fees	2,892.56	3,500.00	2,337.12	1,162.88
101-41500-444	XPRESS Bill Pay Fees	5,742.38	5,600.00	4,544.04	1,055.96
101-41500-560	Furniture & Fixtures	.00	.00	1,268.06	1,268.06-
101-41500-570	Office Equipment & Furnishings	1,299.48	1,000.00	.00	1,000.00
101-41500-580	Computers & Technology	11,037.09	3,000.00	4,795.63	1,795.63-
	Total Administration:	736,459.15	730,687.00	607,997.85	122,689.15
Police					
101-42100-101	Full-Time Employees Regular	630,154.30	685,841.00	558,352.93	127,488.07
101-42100-102	Full-Time Employees Overtime	39,440.09	37,500.00	33,581.13	3,918.87
101-42100-103	Part-Time Employees	7,186.41	8,500.00	719.28	7,780.72
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	844.80	155.20
101-42100-121	PERA	107,761.59	120,518.00	99,352.12	21,165.88
101-42100-122	FICA	13,602.52	15,533.00	11,718.82	3,814.18
101-42100-131	Employer Paid Health	172,242.10	184,107.00	170,468.89	13,638.11
101-42100-151	Worker s Comp Insurance Prem	33,585.61	35,265.00	30,918.23	4,346.77
101-42100-201	Office Supplies(paper-pens-et)	2,247.39	3,000.00	763.01	2,236.99
101-42100-212	Motor Fuels-Gas	19,391.74	20,000.00	14,771.77	5,228.23
101-42100-217	Other Operating Supplies	576.61	500.00	26.79-	526.79
101-42100-221	Repair/Maint - Equipment	11,905.74	16,000.00	15,089.68	910.32
101-42100-228	Repair/Maintain Other	2,363.60	3,000.00	3,624.68	624.68-
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	.00	6,500.00
101-42100-304	Legal Fees	21,600.00	21,600.00	18,000.00	3,600.00
101-42100-305	Employee Wellness Program	.00	10,000.00	739.89	9,260.11
101-42100-309	Software and Design	11,566.38	12,000.00	12,312.38	312.38-
101-42100-310	Other Professional Services	13,294.30	8,000.00	6,722.12	1,277.88
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,200.00	.00	1,200.00
101-42100-321	Communications	15,593.83	15,000.00	11,489.98	3,510.02
101-42100-322	Postage	186.00	500.00	73.37	426.63
101-42100-331	Meetings-Conferences (mtgs/mi)	7,092.96	9,000.00	2,092.76	6,907.24
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,409.07	5,680.00	5,402.62	277.38
101-42100-381	Electric Utilities	1,792.99	2,000.00	1,295.32	704.68
101-42100-383	Gas Utilities	930.88	1,300.00	458.93	841.07
101-42100-406	Safety	.00	1,200.00	273.97	926.03
101-42100-417	Uniforms	18,168.31	12,000.00	7,900.47	4,099.53
101-42100-418	Range/Ammo	9,096.09	10,000.00	3,945.36	6,054.64
101-42100-433	Dues and Subscriptions	2,597.32	3,500.00	1,591.94	1,908.06
101-42100-436	Towing Charges	.00	200.00	368.00	168.00-
101-42100-437	Miscellaneous	2,116.74	3,000.00	1,398.18	1,601.82
101-42100-438	Police - DARE Prog	1,089.58	2,500.00	1,207.83	1,292.17
101-42100-446	NSF Checks	43.53	500.00	.00	500.00
101-42100-491	Contributions/Donations Expend	.00	.00	500.00	500.00-
101-42100-560	Furniture & Fixtures	.00	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	45,354.67	7,000.00	159,334.42	152,334.42-
	Total Police:	1,203,668.74	1,265,444.00	1,175,286.09	90,157.91

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
City Fire					
101-42200-103	Part-Time Employees	31,488.04	25,000.00	100.00	24,900.00
101-42200-122	FICA	2,401.19	1,913.00	7.65	1,905.35
101-42200-151	Worker s Comp Insurance Prem	3,109.44	3,265.00	2,862.56	402.44
101-42200-201	Office Supplies(paper-pens-et)	109.99	200.00	184.23	15.77
101-42200-207	Fire Prevention Instruct Supps	808.50	2,000.00	1,040.00	960.00
101-42200-211	Operating Supplies - Cleaning	.00	100.00	.00	100.00
101-42200-212	Motor Fuels-Gas	1,152.54	1,500.00	537.29	962.71
101-42200-217	Other Operating Supplies	710.46	1,500.00	90.00	1,410.00
101-42200-221	Repair/Maint - Equipment	76,174.95	30,000.00	40,152.28	10,152.28-
101-42200-223	Repair/Maintain - Building	1,866.36	10,000.00	2,038.23	7,961.77
101-42200-226	Foam	2,449.12	2,500.00	.00	2,500.00
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	71.39	100.00	138.38	38.38-
101-42200-310	Other Professional Services	1,073.75	1,000.00	6,817.06	5,817.06-
101-42200-321	Communications	4,630.80	3,200.00	3,145.48	54.52
101-42200-322	Postage	.00	50.00	.00	50.00
101-42200-331	Meetings-Conferences (mtgs/mi)	8,963.77	2,000.00	6,556.50	4,556.50-
101-42200-343	Advertising	127.89	200.00	660.00	460.00-
101-42200-362	Property - Casualty Ins (Auto)	5,934.86	6,232.00	5,927.67	304.33
101-42200-381	Electric Utilities	2,034.00	2,000.00	1,552.00	448.00
101-42200-383	Gas Utilities	5,165.75	8,000.00	1,553.03	6,446.97
101-42200-384	Garbage Service	657.12	700.00	492.84	207.16
101-42200-417	Uniforms/Fire Gear	22,419.30	20,000.00	8,223.22	11,776.78
101-42200-433	Dues and Subscriptions	1,100.00	1,000.00	.00	1,000.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-602	Other LT Obligation Principal	.00	43,030.00	.00	43,030.00
101-42200-612	Other Long-Term Obligation Int	20,500.00	19,656.00	.00	19,656.00
	Total City Fire:	192,949.22	186,246.00	82,078.42	104,167.58
Emergency Management					
101-42500-103	Part-Time Employees	1,226.71	1,276.00	.00	1,276.00
101-42500-122	FICA	93.85	98.00	.00	98.00
101-42500-221	Repair/Maint - Equipment	1,675.80	4,000.00	1,401.25	2,598.75
101-42500-310	Other Professional Services	892.00	900.00	1,112.00	212.00-
101-42500-381	Electric Utilities	988.00	1,000.00	792.00	208.00
	Total Emergency Management:	4,876.36	7,274.00	3,305.25	3,968.75
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	123,850.04	127,458.00	111,840.94	15,617.06
101-43100-102	Full-Time Employees Overtime	1,343.11	2,940.00	709.44	2,230.56
101-43100-120	CENTRAL PENSION FUND	838.72	840.00	709.72	130.28
101-43100-121	PERA	9,234.06	9,780.00	8,403.21	1,376.79
101-43100-122	FICA	9,554.87	9,975.00	8,571.11	1,403.89
101-43100-131	Employer Paid Health	31,185.26	33,217.00	29,836.75	3,380.25
101-43100-151	Worker s Comp Insurance Prem	18,415.92	19,337.00	16,953.51	2,383.49
101-43100-201	Office Supplies(paper-pens-et)	320.22	250.00	184.09	65.91
101-43100-211	Operating Supplies - Cleaning	35.96	200.00	108.86	91.14
101-43100-212	Motor Fuels-Gas	10,934.78	8,000.00	6,667.64	1,332.36
101-43100-217	Other Operating Supplies	11,626.76	14,000.00	5,788.60	8,211.40
101-43100-221	Repair/Maint - Equipment	23,765.58	25,000.00	15,325.62	9,674.38
101-43100-222	Tree trimming	6,165.00	18,500.00	4,100.00	14,400.00
101-43100-223	Repair/Maintain - Building	4,357.16	7,500.00	2,900.99	4,599.01
101-43100-224	Repair/Maintain - Streets	26,105.71	100,000.00	44,896.95	55,103.05

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
101-43100-225	Repair/Maint - Detention Ponds	.00	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	58,003.00	55,000.00	58,053.35	3,053.35-
101-43100-303	Engineering Fees	13,548.50	15,000.00	12,117.50	2,882.50
101-43100-310	Other Professional Services	22,943.17	30,000.00	22,363.86	7,636.14
101-43100-321	Communications	3,688.76	4,000.00	3,168.07	831.93
101-43100-331	Meetings-Conferences (mtgs/mi)	41.47	300.00	24.97	275.03
101-43100-343	Advertising	.00	300.00	528.00	228.00-
101-43100-362	Property - Casualty Ins (Auto)	15,027.13	15,775.00	15,004.64	770.36
101-43100-381	Electric Utilities	46,228.71	43,000.00	35,243.01	7,756.99
101-43100-383	Gas Utilities	4,240.08	6,300.00	1,930.82	4,369.18
101-43100-384	Garbage Service	1,473.48	1,650.00	1,105.11	544.89
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	928.69	1,000.00	891.00	109.00
101-43100-417	Uniforms	996.92	1,248.00	630.45	617.55
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	200.00	.00	200.00
101-43100-590	Capital Outlay	84,646.86	255,000.00	261,238.38	6,238.38-
Total Public Works (GENERAL):		529,499.92	827,620.00	669,296.59	158,323.41
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	23,590.18	24,278.00	21,303.01	2,974.99
101-43125-102	Full-Time Employees Overtime	256.11	560.00	135.13	424.87
101-43125-120	CENTRAL PENSION FUND	159.68	160.00	135.08	24.92
101-43125-121	PERA	1,758.78	1,863.00	1,600.55	262.45
101-43125-122	FICA	1,820.06	1,900.00	1,632.77	267.23
101-43125-131	Employer Paid Health	5,778.24	6,092.00	5,534.72	557.28
101-43125-212	Motor Fuels-Gas	6,013.00	8,000.00	2,531.00	5,469.00
101-43125-217	Other Operating Supplies	11,735.37	15,000.00	11,623.64	3,376.36
101-43125-221	Repair/Maint - Equipment	7,897.00	7,500.00	19,740.86	12,240.86-
101-43125-310	Other Professional Services	21,817.50	36,750.00	10,205.00	26,545.00
101-43125-343	Advertising	198.00	100.00	.00	100.00
101-43125-437	Miscellaneous	500.00	.00	.00	.00
Total Ice & Snow Removal:		81,523.92	102,203.00	74,441.76	27,761.24
Economic Development					
101-46500-101	Full-Time Employees Regular	31,708.37	.00	.00	.00
101-46500-102	Full-Time Employees Overtime	657.84	.00	.00	.00
101-46500-121	PERA	2,394.72	.00	.00	.00
101-46500-122	FICA	2,476.05	.00	.00	.00
101-46500-131	Employer Paid Health	9,767.89	.00	.00	.00
101-46500-201	Office Supplies	36.48	.00	.00	.00
101-46500-304	Legal Fees	3,325.00	.00	.00	.00
101-46500-331	Meetings-Conferences (mtgs/mi)	446.67	.00	.00	.00
101-46500-401	Contractual Services	.00	66,030.00	51,549.42	14,480.58
101-46500-433	Dues and Subscriptions	.00	.00	3,500.00	3,500.00-
Total Economic Development:		50,813.02	66,030.00	55,049.42	10,980.58
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	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	300.00	.00
101-49300-425	Plainview Community Center	27,500.00	12,500.00	12,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	1,000.00	.00

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
	Total Other Finanacing Uses/Contrib:	32,800.00	17,800.00	17,800.00	.00
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	135,229.05	140,920.00	119,436.72	21,483.28
211-45500-103	Part-Time Employees	21,675.23	28,894.00	22,069.43	6,824.57
211-45500-121	PERA	11,645.29	12,555.00	10,476.93	2,078.07
211-45500-122	FICA	11,931.16	12,991.00	10,709.67	2,281.33
211-45500-131	Employer Paid Health	39,160.78	41,263.00	37,624.81	3,638.19
211-45500-151	Worker s Comp Insurance Prem	679.43	713.00	625.11	87.89
211-45500-201	Office Supplies(paper-pens-et)	2,554.59	3,000.00	4,664.19	1,664.19-
211-45500-217	Other Operating Supplies	402.56	.00	755.19	755.19-
211-45500-221	Repair/Maint - Equipment	2,844.84	4,500.00	3,684.51	815.49
211-45500-223	Repair/Maintain - Building	3,498.49	2,000.00	9,199.39	7,199.39-
211-45500-310	Other Professional Services	.00	100.00	74.50	25.50
211-45500-321	Communications	680.07	700.00	561.93	138.07
211-45500-322	Postage	.00	200.00	202.00	2.00-
211-45500-331	Meetings-Conferences (mtgs/mi)	390.24	500.00	2,233.71	1,733.71-
211-45500-362	Property - Casualty Ins (Auto)	4,760.12	5,500.00	5,231.41	268.59
211-45500-381	Electric Utilities	3,980.00	5,000.00	2,726.00	2,274.00
211-45500-383	Gas Utilities	2,184.25	3,000.00	1,103.50	1,896.50
211-45500-401	Contractual Services	9,742.85	11,015.00	8,709.97	2,305.03
211-45500-418	Rentals	8,774.43	7,780.00	5,777.60	2,002.40
211-45500-434	Sales Tax Paid	243.00	250.00	222.00	28.00
211-45500-437	Miscellaneous	250.00	500.00	406.39	93.61
211-45500-560	Furniture & Fixtures	.00	.00	5,791.00	5,791.00-
211-45500-590	Capital Outlay	4,268.02	.00	5,877.58	5,877.58-
211-45500-592	Books/Periodicals	33,663.68	35,000.00	29,273.62	5,726.38
	Total Libraries (GENERAL):	298,558.08	316,381.00	287,437.16	28,943.84
Libraries (GENERAL)					
215-45500-700	Tansfers Out	4,351.47	.00	.00	.00
	Total Libraries (GENERAL):	4,351.47	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	62.79	500.00	.00	500.00
225-45127-217	Other Operating Supplies	1,139.96	1,500.00	.00	1,500.00
225-45127-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
225-45127-223	Repair/Maintain - Building	998.29	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,276.00	1,300.00	917.00	383.00
225-45127-383	Gas Utilities	951.94	1,300.00	396.60	903.40
	Total ICE RINK:	4,428.98	6,100.00	1,313.60	4,786.40
POOL					
225-45128-103	Part-Time Employees	95,712.76	96,000.00	121,829.63	25,829.63-
225-45128-121	PERA	632.78	675.00	776.33	101.33-
225-45128-122	FICA	7,322.34	7,497.00	9,319.94	1,822.94-
225-45128-142	Unemployment Benefit Payments	.00	7,152.00	.00	7,152.00
225-45128-151	Worker s Comp Insurance Prem	3,637.89	3,800.00	3,331.61	468.39
225-45128-211	Operating Supplies - Cleaning	6.60	100.00	161.67	61.67-
225-45128-217	Other Operating Supplies	7,323.49	8,000.00	13,302.55	5,302.55-
225-45128-221	Repair/Maint - Equipment	4,008.79	5,000.00	7,410.16	2,410.16-
225-45128-223	Repair/Maintain - Building	1,403.47	5,000.00	3,097.13	1,902.87

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	8,138.37	7,500.00	7,364.11	135.89
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	3,295.00	155.00
225-45128-310	Other Professional Services	3,248.50	3,000.00	3,645.50	645.50-
225-45128-321	Communications	577.62	800.00	1,085.06	285.06-
225-45128-322	Postage	61.45	75.00	6.05	68.95
225-45128-331	Meetings-Conferences (mtgs/mi)	4,367.00	4,000.00	4,810.00	810.00-
225-45128-343	Advertising	144.00	300.00	264.00	36.00
225-45128-362	Property - Casualty Ins (Auto)	12,983.34	13,632.00	12,966.29	665.71
225-45128-381	Electric Utilities	7,933.00	7,500.00	7,739.00	239.00-
225-45128-383	Gas Utilities	7,533.99	5,400.00	6,985.75	1,585.75-
225-45128-417	UNIFORMS	2,575.63	3,000.00	2,405.44	594.56
225-45128-433	Dues and Subscriptions	670.00	1,000.00	.00	1,000.00
225-45128-434	Sales Tax Paid	3,996.00	4,000.00	4,447.00	447.00-
225-45128-437	Miscellaneous	.00	300.00	.00	300.00
225-45128-443	Credit Card Merchant Fees	1,390.52	2,000.00	1,316.43	683.57
Total POOL:		176,962.54	190,181.00	215,558.65	25,377.65-
PARKS					
225-45200-101	Full-Time Employees Regular	61,578.00	64,126.00	45,526.42	18,599.58
225-45200-102	Full-Time Employees Overtime	4,847.68	5,500.00	3,580.31	1,919.69
225-45200-103	Part-Time Employees	15,742.50	16,000.00	21,926.32	5,926.32-
225-45200-120	CENTRAL PENSION FUND	998.40	1,000.00	683.52	316.48
225-45200-121	PERA	4,934.79	6,541.00	3,267.99	3,273.01
225-45200-122	FICA	6,270.56	6,285.00	5,416.83	868.17
225-45200-131	Employer Paid Health	17,357.82	18,314.00	14,929.74	3,384.26
225-45200-151	Worker s Comp Insurance Prem	2,669.80	2,803.00	2,457.50	345.50
225-45200-212	Motor Fuels-Gas	3,454.59	4,500.00	3,089.29	1,410.71
225-45200-217	Other Operating Supplies	3,437.36	4,000.00	3,395.02	604.98
225-45200-221	Repair/Maint - Equipment	6,548.94	6,000.00	8,458.38	2,458.38-
225-45200-223	Repair/Maintain - Building	2,686.46	10,000.00	4,189.69	5,810.31
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-310	Other Professional Services	1,280.73	2,000.00	1,292.16	707.84
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	198.00	250.00	264.00	14.00-
225-45200-362	Property - Casualty Ins (Auto)	17,310.24	18,175.00	17,287.44	887.56
225-45200-381	Electric Utilities	10,512.00	6,500.00	8,546.00	2,046.00-
225-45200-384	Garbage Service	1,565.46	1,900.00	1,305.72	594.28
225-45200-417	Uniforms	598.58	600.00	808.38	208.38-
225-45200-418	Rentals	.00	1,000.00	.00	1,000.00
225-45200-433	Dues and Subscriptions	25.00	.00	.00	.00
225-45200-434	Sales Tax Paid	87.00	100.00	101.00	1.00-
225-45200-590	Capital Outlay	9,756.49	350,000.00	.00	350,000.00
Total PARKS:		171,860.40	525,994.00	146,525.71	379,468.29
Cemetery					
235-49010-217	Other Operating Supplies	760.84	1,500.00	510.68	989.32
235-49010-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	.00	500.00	153.00	347.00
235-49010-229	Refunds	.00	.00	800.00	800.00-
235-49010-258	Columbarium Plaques	.00	2,000.00	.00	2,000.00
235-49010-309	Software & Design	1,842.00	1,400.00	925.00	475.00
235-49010-310	Other Professional Services	1,802.61	2,500.00	1,874.71	625.29

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
235-49010-362	Property - Casualty Ins (Auto)	3,275.31	3,440.00	3,272.01	167.99
235-49010-381	Electric Utilities	688.00	650.00	549.00	101.00
235-49010-384	Garbage Service	737.10	1,900.00	652.86	1,247.14
235-49010-401	Contractual Services	27,550.00	30,000.00	33,080.00	3,080.00-
235-49010-418	Rental	.00	200.00	.00	200.00
235-49010-590	Capital Outlay	5,227.50	42,101.00	26,987.50	15,113.50
Total Cemetery:		41,883.36	86,691.00	68,804.76	17,886.24
RURAL FIRE					
245-42200-103	Part-Time Employees	7,833.04	11,000.00	.00	11,000.00
245-42200-122	FICA	599.22	841.00	.00	841.00
245-42200-151	Worker s Comp Insurance Prem	3,117.43	3,273.00	2,869.57	403.43
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,734.29	2,700.00	1,005.98	1,694.02
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	13,508.92	10,000.00	4,549.97	5,450.03
245-42200-226	Foam	2,449.13	2,500.00	.00	2,500.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	5,934.86	6,232.00	5,927.67	304.33
245-42200-417	Uniform	.00	2,000.00	3,205.80	1,205.80-
245-42200-433	Dues and Subscriptions	995.00	500.00	.00	500.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
245-42200-590	Capital Outlay	.00	.00	9,867.00	9,867.00-
Total RURAL FIRE:		36,171.89	41,246.00	27,425.99	13,820.01
Fire Relief					
250-42300-124	Fire Pension Contributions	46,752.51	46,752.00	.00	46,752.00
250-42300-490	Donations - Fire Relief Assoc	20,200.00	21,200.00	.00	21,200.00
Total Fire Relief:		66,952.51	67,952.00	.00	67,952.00
Debt Service					
300-47000-601	Bond Principal Pymt	381,000.00	560,000.00	560,000.00	.00
300-47000-611	Bond Interest Payment	72,551.50	208,526.00	208,525.50	.50
300-47000-620	Fiscal Agent Fees	.00	.00	495.00	495.00-
Total Debt Service:		453,551.50	768,526.00	769,020.50	494.50-
STREET IMPROVEMENT FUND					
325-43100-700	Transfers Out	.00	635,325.00	.00	635,325.00
Total STREET IMPROVEMENT FUND:		.00	635,325.00	.00	635,325.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	183,043.24	367,000.00	.00	367,000.00
Total CAPITAL IMPROVEMENT FUND:		183,043.24	367,000.00	.00	367,000.00
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	608,038.52	204,629.00	150,247.82	54,381.18
418-48000-310	Other Professional Services	69,368.50	.00	.00	.00
418-48000-352	General Notices and Pub Info	216.00	.00	.00	.00

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
418-48000-530	Capital-Other Improvements	2,641,766.01	1,500,000.00	1,107,509.94	392,490.06
418-48000-620	Fiscal Agent Fees	750.00	.00	.00	.00
	Total 2023 STREET/UTIL IMPROVE PROJ:	3,320,139.03	1,704,629.00	1,257,757.76	446,871.24
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
505-46500-439	TIF Payments	18,420.00	20,000.00	29,930.00	9,930.00-
	Total TIF 1-9 LEVAN:	19,420.00	21,000.00	30,930.00	9,930.00-
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
506-46500-439	TIF Payments	5,330.00	7,000.00	6,190.00	810.00
	Total TIF DOWNTOWN REDEVELOPMENT:	6,330.00	8,000.00	7,190.00	810.00
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	60,713.98	64,646.00	55,434.88	9,211.12
601-49400-102	Full-Time Employees Overtime	1,332.75	5,000.00	3,978.10	1,021.90
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	844.80	155.20
601-49400-121	PERA	13,386.85	5,223.00	4,435.37	787.63
601-49400-122	FICA	4,821.47	5,328.00	4,524.06	803.94
601-49400-131	Employer Paid Health	17,351.66	18,314.00	16,524.86	1,789.14
601-49400-151	Worker s Comp Insurance Prem	1,336.67	1,404.00	1,230.95	173.05
601-49400-201	Office Supplies(paper-pens-et)	424.57	1,000.00	584.32	415.68
601-49400-212	Motor Fuels-Gas	46.94	750.00	158.26	591.74
601-49400-217	Other Operating Supplies	8,806.43	10,000.00	8,112.63	1,887.37
601-49400-221	Repair/Maint -WELLS	9,982.37	30,000.00	101,002.59	71,002.59-
601-49400-223	Repair/Maintain - Building	1,875.01	2,000.00	468.45	1,531.55
601-49400-228	Repair-Water Main Repairs	31,201.69	30,000.00	18,008.26	11,991.74
601-49400-229	Refunds	2,500.00	3,000.00	3,000.00	.00
601-49400-303	Engineering Fees	23,202.60	25,000.00	27,362.20	2,362.20-
601-49400-309	Software and Design	4,491.49	10,000.00	4,760.99	5,239.01
601-49400-310	Other Professional Services	25,096.97	18,000.00	14,720.66	3,279.34
601-49400-321	Communications	6,451.61	5,000.00	6,884.08	1,884.08-
601-49400-322	Postage	3,246.53	2,880.00	2,571.02	308.98
601-49400-331	Meetings-Conferences (mtgs/mi)	1,060.78	1,000.00	23.00	977.00
601-49400-343	Advertising	48.00	200.00	50.00	150.00
601-49400-362	Property - Casualty Ins (Auto)	6,611.76	6,950.00	6,610.60	339.40
601-49400-381	Electric Utilities	39,803.00	43,000.00	29,061.00	13,939.00
601-49400-383	Gas Utilities	.00	.00	163.31	163.31-
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	309.95	1,000.00	.00	1,000.00
601-49400-417	Uniforms	548.96	624.00	484.76	139.24
601-49400-420	Depreciation	124,218.00	115,000.00	.00	115,000.00
601-49400-433	Dues and Subscriptions	400.00	1,000.00	400.00	600.00
601-49400-434	Sales Tax Paid	.06-	.00	.21-	.21
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	1,317.56	150,000.00	160,510.85	10,510.85-
601-49400-590	Capital Outlay	.00	.00	173,760.58	173,760.58-
601-49400-611	Bond Interest	2,544.88	2,361.00	2,361.52	.52-
601-49400-700	Transfers Out	154,910.60	340,608.00	198,448.90	142,159.10
	Total Water Utilities (GENERAL):	549,041.42	901,988.00	846,480.79	55,507.21

Account Number	Account Title	2023-23 Prior year Actual	2024-24 Current year Budget	2024-24 Current year Actual	2024-24 Budget Remaining
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	63,637.05	67,332.00	57,530.01	9,801.99
602-49450-102	Full-Time Employees Overtime	5,567.43	5,500.00	6,807.75	1,307.75-
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	844.80	155.20
602-49450-121	PERA	14,377.37	5,462.00	4,804.69	657.31
602-49450-122	FICA	5,351.46	5,572.00	4,900.73	671.27
602-49450-131	Employer Paid Health	17,352.15	18,302.00	16,519.47	1,782.53
602-49450-201	Office Supplies(paper-pens-et)	424.56	1,000.00	584.31	415.69
602-49450-212	Motor Fuels-Gas	69.73	250.00	.00	250.00
602-49450-217	Other Operating Supplies	326.39	2,000.00	143.47	1,856.53
602-49450-221	Repair/Maint - Equipment	6,064.01	20,000.00	9,939.49	10,060.51
602-49450-223	BUILDING REPAIR	108.45	.00	131.71	131.71-
602-49450-229	Refunds	2,500.00	2,000.00	3,000.00	1,000.00-
602-49450-310	Other Professional Services	927.69	1,000.00	202.52	797.48
602-49450-322	Postage	2,846.81	2,880.00	2,454.61	425.39
602-49450-331	Meetings-Conferences (mtgs/mi)	1,050.16	1,000.00	1,191.54	191.54-
602-49450-343	Advertising	144.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,567.98	4,800.00	4,565.60	234.40
602-49450-381	Electric Utilities	8,278.00	9,500.00	6,607.00	2,893.00
602-49450-383	Gas Utilities	650.99	1,500.00	358.20	1,141.80
602-49450-385	Sewer Plv-Elgin Sewer District	779,827.91	828,665.00	570,046.95	258,618.05
602-49450-417	UNIFORM	600.00	624.00	331.68	292.32
602-49450-420	Depreciation	35,386.00	35,000.00	.00	35,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	207,365.90	340,608.00	297,673.35	42,934.65
Total Sewer (GENERAL):		1,158,422.44	1,354,495.00	988,637.88	365,857.12
Net Grand Totals:		9,374,910.86-	10,264,581.00-	7,368,475.23-	2,896,105.77-

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 Special Meeting: November 12, 2024

AGENDA ITEM: Department Head Report	**AGENDA SECTION:** Consent
PREPARED BY: Jason Timm, Chief of Police	**AGENDA NO.** 5.D.
ATTACHMENTS: October Activity Summary Report	**APPROVED BY: jt**
RECOMMENDED ACTION: Information only	

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

Meeting/Training
- Attended region 10 chief's meeting in Rochester.
- Attended RCTC law enforcement advisory meeting in Rochester.
- Staff participated in the fall skills firearms qualification.

Misc. Activity
- We investigated the theft of a trailer. We were able to solve it by viewing cameras throughout town. The trailer was recovered in Rice Lake Wi.
- We caught a group of kids ringing doorbells and smashing pumpkins. The incidents happened between midnight and 4 A.M. Thanks to RING cameras, we were able to identify those responsible.
- Halloween went smoothly. No issues were reported.

Citations issued: 30

October Call Activity	**2024**
9-11 Hang-Ups	6
Alarms	4
All other	3
Animal Complaints	5
Assault	1
Assist Other Department	7
Attempt to Locate	3
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	0
Civil Matter	0
Contempt/Curfew Violation	0
Damage to Property	6
DANCO Violation	0
Disorderly Conduct	4
Domestics	0
Driving Complaints	1
Driving Under the Influence	0
Drugs All Types	0
Escort	1
Fire Calls	2
Fireworks	0
Found Property	2
Fraud	5
Funeral Assist	1
Gun Permit	0
Harassment/Threats	1
Littering	0
Lost Property	0
Medical Calls	19
Misc. Information	0
Motorist Assists	12
Noise Complaints	0
OFP/HRO Violation	2
Ordinance Complaint/Violation	3
Parking Complaints/Violations	3
POR Predatory Offender Reg.	0
Public Assists	14
School Bus/Incident & Tobacco	1
Security Check	45
Sex Offense	0
Snow Removal	0
Sudden Death	0
Suspicious Activity	10
Theft Offenses	0
Traffic Crashes/Violations	220
Trespassing	0
Vulnerable Adults	0
Weapons Violation	0

Warrants All	1
Welfare Checks	1
Worthless Checks	1
TOTAL CALLS	**386**

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 October. We as a city averaged 230,322 gallons per day. The highest being 282,000 gallons and the lowest being 159,000 gallons. We pumped 7,140,000 gallons for the month.
- Water meters were read on the 1st of the month.
- Water meter replacement is ongoing.
- We had 50 locates for Gopher State One Call.
- Automatic Systems has connected the generator to our SCADA system at well #2.

Sewer

- We had 2 separate calls regarding sewer back ups in houses, after further investigation it was determined to be on the homeowner's side.
- We flushed all dead end manholes. We do this twice a year for maintenance to ensure our lines are clear of debris.

Streets

- We have been filling potholes as they appear. This will continue as needed.
- Elcor has been working on the punch list for the 2nd Ave NW project.
- We have begun sweeping streets to collect leaves.

Parks

- Parks have been winterized and are closed for the season.
- Pool has been winterized for the year.
- We moved the bleachers off the soccer field and have reinstalled the baseball fence.
- We had underground wires that broke at Wedgewood Park repaired.
- We are getting bids to upsize the power boxes for Corn on the Cob weekend. With the trucks drawing more power, we had several breakers trip this year.
- We have been mulching leaves at the parks.

Trees

- We have been trimming trees that hit our trucks and equipment. This will continue as needed.
- We will begin our winter tree trimming in the coming months.

Buildings

- The roof repairs are complete. There will be a final inspection in November.

Miscellaneous

- We hauled compost to the quarry.
- We held our annual fall cleanup.

Equipment

- We have gone through all winter equipment to prepare for the upcoming snow season.

Daily Tasks

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

Respectfully,
Shane Loftus
Public Works Director

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: November 6, 2024

To: David Todd, City Administrator

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

Subject: Current Projects Update
City of Plainview
Project No.: 0H1.132979

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

All that remains on this project is the final layer of asphalt between 6th Street and 8th Street, which will be completed next spring.

Orchard Hills 7th and 8th Subdivisions

No update since the last meeting. We are pursuing completion of the remaining items in coordination with City staff and attorney.

Well No. 3 Air Entrainment – Water Tower

We will be bringing a work order to City Council for approval at the December meeting.

Chapter 600 Code Updates

We plan to present the updated Code to the Planning Commission at their November meeting.

GIS Cemetery Management System

Work is still progressing on this project. The plan is to this completed by the end of the year.

Water Service Line Inventory

The inventory has been completed and accepted by the MDH. The final steps include posting the notification of accessibility and mailing of notices to property owners, which is in progress. There will be further grant funding from MDH next year to complete additional inventory work to resolve unknown services as well as grant funding for service line replacements for those that have been identified as lead or galvanized/presumed lead.

Miscellaneous

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

- Standby generator improvements for Well No. 2. This work is in progress.

Plainview Public Library

Connecting Our Community With Information, Experiences, and Each Other

Director's Report: November 2024

Home Delivery: The Library's home delivery service has been building over the course of the year. Home delivery involves one-on-one interviews to discuss patron needs and reading tastes, preferred formats, quantities, and frequency. Library staff then selects materials and places requests on behalf of the patron. Currently, there are two in-home daycares and nine individuals who receive delivery services.

Integrated Library System (ILS) Migration: Work continues as the SELCO region prepares to move to our Evergreen Equinox ILS, which will be the new home for our patron and item records and allow for the sharing of materials across the region. Migrating from our current database, which is 21 years old, will reduce costs, enhance user experience, and improve operational efficiency. From the patron side, they will notice a new app and a more functional online interface for managing their accounts. Migration should be complete by the end of May 2025.

October Quick Stats:

2954 Items Circulated

22 New Patrons

174 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library

Plainview Public Library
Connecting Our Community With Information, Experiences, and Each Other

Plainview Public Library Board of Trustees
Tuesday, September 17, 2024 7:00 PM

Members Present: Miranda Muller, Youlonda Loechler, Nicholas Ozment, Adam Feils, Ian McDonald
Members Not Present: Chad Gelner, Carla Tentis
Staff: Alice Henderson
City Council Member: Don Kuschel

The meeting was called to order by Youlonda at 7:01 PM.

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

Public Comments: No comments

A motion was made by Nick and seconded by Ian to approve the board minutes from 8/20/2024. Motion carried unanimously.

A motion was made by Miranda and seconded by Adam to approve the consent agenda as follows:
- Director's Report
- Programming & Outreach Report
- Acknowledgement of Donations (None)
- SELCO/SELS & Foundation Reports (None)

Unfinished Business

New Business
A. Payment of Bills: A motion was made by Ian and seconded by Miranda to approve the Payables by Payee in the amount of $5,349.12. Motion carried unanimously.
B. SELCO Foundation Withdrawal: A motion was made by Miranda and seconded by Nick to approve the reimbursement to the City of Plainview in the amount of $10,028.50. Motion carried unanimously.
C. SELCO Foundation Investment: A motion was made by Adam and seconded by Ian to approve the reinvestment of a mature CD by transfer of $8,000.00 to savings and $5,817.11 in a new CD with the best interest rate. Motion carried unanimously.
D. Entry Door Service Proposal: Item scratched, the base service proposal was completed.
E. BDS Down Payment Authorization: A motion was made by Ian and seconded by MIranda to approve the full payment of service work performed by BDS. Motion carried unanimously.

Announcements
A. Trustee or Staff Comments:
B. Next Regular Meeting is 10/15/2024

The meeting adjourned at 7:12.

Respectfully submitted,
Miranda Muller

Secretary, Plainview Library Board of Trustees

Plainview Fire Relief Association Monthly Report

October 2024

Calls: 4
-2 Alarm Calls
-1 Baler Fire
-1 Combine Fire

Other:
-Fire Prevention Week – tours at the school and visited daycare providers.
-Fundraisers – Gun Raffle and Pancake Breakfast.
-Grant – Received a $4,000 grant from Compeer Financial.
The money will go towards rescue ropes and harnesses.

Respectfully Submitted by **Mike Lyons, Fire Chief**

Economic Development- November 2024 Update:

Rural Entrepreneurial Ventures (REV): Plainview was awarded the $20,000 "Activating our Entrepreneurial Ecosystem" grant. Grant will go towards paying for an increased CEDA contract for 8 hours/month dedicated to entrepreneurial outreach, having CEDA create a business toolkit based on feedback received during the outreach program and the remainder of the funds will be used to establish a technical assistance fund to help offset costs of trainings, business services, and program access, etc. for local entrepreneurs.

CEDA Update: Will Giesen has departed from CEDA as of 10/31. His interim replacement, Meghan Gill, began 10/30 and will be retaining Will's regular Tuesdays and Wednesdays schedule, as well as one additional day to fulfill CEDA's 9 days/month contract with Plainview. She will also be taking over the 8 hours/month REV business toolkit contract in the interim. Meghan can be contacted via email @ meghan.gill@cedausa.com if you have any questions during this time of transition.

Ongoing projects:

- Daycare workshops to identify issues/solutions to the current child care need in Plainview were successful. Jeff's team is providing an action plan on Wednesday, November 6th to help identify a path forward.
- County Rd. 4 commercial/light industrial park- working with property owners on annexation. If it's annexed, we can start the Greater MN BDPI grant application through DEED to help cover the cost of running water/sewer into the site.
- Working with Ag Partners and Brownfield's program to remediate their contaminated commercial sites.
- REV Grant for business outreach, toolkit and technical assistance fund.
- Continued business visits.
- Continued updates to EDA website

.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: LMCIT Tort Limit	**AGENDA SECTION:** Consent
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO. 5.E.**
ATTACHMENTS: LMCIT Liability Coverage - Waiver Form	**APPROVED BY:** DT
RECOMMENDED ACTION: Motion to NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. 466.04.	

SUMMARY
LMCIT Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body. The effects of waiving and not waiving are discussed on the form itself.

LMC LEAGUE of MINNESOTA CITIES

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:
CITY OF PLAINVIEW

Check one:

☑ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 11/12/2024

Signature:____________________________ Position: CITY ADMINISTRATOR

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM:	Street Closure for Olde Fashioned Christmas	**AGENDA SECTION:** Consent
PREPARED BY:	Carol Kujath, City Clerk	**AGENDA NO. 5.F.**
ATTACHMENTS:	Special Event Permit from Wabasha County, Map	**APPROVED BY:** dt
RECOMMENDED ACTION: **Motion** to approve the street closure for Olde Fashioned Christmas on December 7, 2024, from 4:00 p.m. to 9:00 p.m.		

SUMMARY
The Plainview Lions Club has requested the street closure of County Highway 56 from Hwy 247 to Hwy 42 from the hours of 4:00 p.m. to 9:00 p.m. for the Olde Fashioned Christmas event.

WABASHA COUNTY
HIGHWAY DEPARTMENT
821 Hiawatha Drive West
Wabasha, Minnesota 55981
Phone: 651-565-3366

Application to Use County Highway Right of Way for Special Events

Applicant Name: Marty Hassig

Phone: 507 421 3747

Address: 320 3rd ST SW

City, State, Zip: Plainview MN 55964

E-mail: Hassig plc@yahoo.com

Sponsoring Organization Name: Plainview Lions

Event Name: Olde Fashioned Christmas

Event Description:

Location: County Highway ~~4~~ 56 from Hwy 42 to Hwy 247

Proposed Date(s) of Closure: 12-7

Proposed Hour(s) of Closure: 4pm to 9pm

Will detouring of traffic be necessary?____ Yes ____ No

Describe the detour route, traffic control, and parking provisions (attach diagram):

take Hwy 42 to 247

The undersigned applicant hereby accepts and agrees to fully comply with all conditions required by Wabasha County.

Applicant Signature: ____________ Date 10/17/24

County Use Only Below This Line

HIGHWAY DEPARTMENT

Additional Conditions:

Approval of this permit is contingent on and subject to the City of Plainview approval of event and conditions of City of Plainview approval.

Authorized Highway Dept. Signature: ____________ Date 10/21/2024

Copy Distribution: Applicant
County Highway Department
County Sheriff
Local Police Chief (if applicable)

General Conditions for using County Highway Right of Way for Special Events:

1. A legitimate public interest must be served by the use of the right of way.

2. The event shall not be detrimental to the highway or safety of the public.

3. A completed permit shall be submitted a minimum of one month prior to the event to the Wabasha County Highway Department.

4. If the requested County Highway location is within a city, the city shall approve of the event. If the requested County Highway location is within a township, the township shall approve of the event. City or township approval shall be submitted along with the application. Approval can be in the form of a letter on official stationary or by resolution.

5. The Applicant and Sponsoring Organization must notify and coordinate this activity with the local Police Department or Wabasha County Sheriff's Department.

6. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. All signing, notices, and costs of providing for traffic control are the responsibility of the Applicant and Sponsoring Organization. Requests for using Wabasha County traffic control shall be made on the application. Due to County policy, the Sponsoring Organization is responsible for the actual costs incurred by the County for providing traffic control devices, if cost reimbursement is deemed prudent by the Wabasha County Highway Department.

7. No stakes or attachment(s) to pavement will be permitted.

8. Failure to abide by the conditions of the permit will be cause for denial of future applications.

9. The Applicant and Sponsoring Organization will be responsible for all costs involved in or as a result of the event including damages to highway right of way.

10. An approved permit cannot be assigned or transferred to others without the written consent of Wabasha County Highway Department.

11. The Applicant and Sponsoring Organization agree to assume the entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operations of the event.

12. The Sponsoring Organization agrees to obtain an insurance policy and have Wabasha County named as an additional insured on the policy. A Certificate of Insurance listing Wabasha County as an additional insured on the Sponsoring Organization's Commercial General Liability policy must be provided to Wabasha County a minimum of 14 days prior to use of the right of way. The certificate must be in place prior the event and provide minimum limits of $1,500,000 per occurrence and aggregate. The Applicant or Sponsoring Organization is responsible for all costs of providing for insurance as stated above.

13. The Applicant and Sponsoring Organization shall hold Wabasha County harmless and indemnify Wabasha County, its agents and employees, from any and all claim demands and causes of action arising from the Applicant's and Sponsoring Organization's use of the County Highway, including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law.


W Broadway
3rd
1st Ave SW
2nd Ave SW
1st St SW
3rd Ave SW
5th St SW
6th St SW
7th St SW
4th St SW
3rd St SW
2nd St SW
4th Ave SW
5th Ave SW
S Wabasha

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: Joe Barber Request	**AGENDA SECTION:** New Business
PREPARED BY: David Todd, City Administrator	**AGENDA NO 7.A.**
ATTACHMENTS: Estimate for Repairs, Written Request	**APPROVED BY:** dt
RECOMMENDED ACTION: **Motion** to approve or deny monetary contribution from the city for the drainage repair request.	

SUMMARY

On July 31, 2024, Mr. Joe Barber came to the city with a request to be placed on the city council agenda. Mr. Barber was asking the city to contribute 50% to the repair of a drainage issue behind his home located at 285 3rd Ave SE, Plainview, MN. Mr. Barber has provided an estimate for repairs in the amount of $16,350.00.

Prior to the August 6th City Council meeting, information provided by Public Works Director Shane Loftus, provided an option for Mr. Barber to connect to the city's sub-drain in front of his house at 285 3rd Ave SE, thereby reducing the estimated cost of the repair by half of the original $16,350.00 and Mr. Barber withdrew his request that the city contribute to the repair.

Mr. Barber has returned with a new invoice in the amount of $26,750.00 and is requesting the Council provide reimbursement of up to 50% of the project cost to repair the drainage issue. The new invoice is the result of unexpected costs inherent in the repair (see Barber narrative).

Respectfully Submitted,

David Todd
City Administrator

INVOICE

Dykes Brothers Excavating
56170 278th Ave
Plainview, MN 55964

dykesbrox@gmail.com

Bill to
Joe Barber
285 3rd Ave SE
Plainview, MN 55964 USA

Ship to
Joe Barber
285 3rd Ave SE
Plainview, MN 55964 USA

Invoice details
Invoice no.: 1053
Terms: Net 15
Invoice date: 10/07/2024
Due date: 10/22/2024

#	Product or service	Description	Qty	Rate	Amount
1.		Invoice for work done to hookup back yard drain.			
2.	**Services**	Roto-rooter invoice to hydro vac down to subdrain outlet that was under 4 utilities and 11 feet deep.	1	$5,000.00	$5,000.00
3.	**Services**	Excavator and two men excavating and laying pipe.(hours)	30	$325.00	$9,750.00
4.	**Services**	Materials - pipe, rock and seed.	1	$2,500.00	$2,500.00
5.	**Services**	remove old drive and pour new driveway. quoted 9000 for 4.5" but went to 5.5 -6" so added 500.00	1	$9,500.00	$9,500.00

Total **$26,750.00**

Please make check payable to Dykes Brothers Excavating and send to address on invoice to pay.

11/5/2024

REQUEST:

CITY COUNCIL APPROVES PAYMENT OF 50% OF COST OF REMEDIATION OF WATER DRAINAGE ISSUE ASSOCIATED WITH CATCH BASIN LOCATED AT 285 3RD AVE SE.

BACKGROUND:

ON AUGUST 6, 2024 I CAME TO CITY COUNCIL MEETING TO REQUEST 1/2 PAYMENT OF ESTIMATED COST $18,200. PRIOR TO MEETING PLAINVIEW PUBLIC WORKS AGREED TO ALLOW CONNECTION TO DRAINAGE LINE UNDERNEATH STREET IN FRONT OF 285 3RD AVE SE. STEVE PYKES TOLD ME HE EXPECTED COST TO BE ABOUT HALF OF THE ESTIMATE TO PARALLEL 3RD AVE & CONNECT TO STORM DRAIN AT CORNER OF 3RD AVE SE & 3RD ST SE.

THE ACTION BY PUBLIC WORKS AT THAT TIME APPEARED TO REDUCE MY COST BY 1/2 SO I LEFT MEETING HOPEFUL THE ISSUE WOULD BE RESOLVED WITHIN MY BUDGET.

DETAILS OF THE INVOICE & MY NOTES SHOW THE FINAL COST. ONCE MORE, I'M HERE TO ASK YOU TO APPROVE 50% PAYMENT OF THE COST.

11/5/2024

285 3RD AVE SE CATCH BASIN
FINAL BILL DRAINAGE REMEDIATION

$26,750 - DYKES EXCAVATING
(see INVOICE FOR DETAILS)
$25,000 - NEGOTIATED SETTLEMENT
WITH STEVE DYKES

$440 - BRICK RELAYMENT - JP SCHNEIDER
$1500 - AGGREGATE CONCRETE STRIP
REPLACEMENT & BRICK WORK - D. ARNOLD

$26,940 - TOTAL COST OF REMEDIATION
$4,750 - 1/2 COST OF DRIVEWAY - TWO
SECTIONS (HALF OF DWAY) NEEDED
TO BE REMOVED TO CONNECT
DRAINLINE. HALF OF DWAY
REPLACED TO REMOVE CRACKS.

$22,190 - TOTAL COST RELATED ONLY TO
DRAINAGE / CATCH BASIN

Plainview - Small Cities Development Program, Mailed Survey Data

SEMMCHRA
Southeastern Minnesota Multi-County Housing and Redevelopment Authority

Prepared By: Patrick Michener, Grant Writer
Phone: (651)565-2638 x 213
Email: pmichener@semmchra.org

Responses

Total Responses	Total Sent	Response Rate
338	1042	32.44%

Interested

Yes	No
277	59

Disbability

Yes	No
25	311

Ages/Family Size

0-6	7-17	19-39	40-59	60+	Total	Average Size
62	190	174	188	234	848	2.53

Building Conditions

	Roof	Foundation	Siding	Ceiling	Walls	Flooring	Paint
Good	274	204	200	205	219	166	185
Fair	49	87	87	113	94	123	120
Poor	15	46	50	17	20	44	27
Rank	13.5	4	3	12	10.5	5	7

	Electrical	Plumbing	Heating	Insulation	Windows	Furnace	Water Heater	Total	
Good	201	212	221	135	113	205	244	1453	62.0%
Fair	104	103	93	137	126	96	76	673	28.7%
Poor	22	20	23	61	96	33	15	219	9.3%
Rank	9	10.5	8	2	1	6	13.5		

Income

$0-55,250	$55,251-63,150	$63,151-71,050	$71,051-75,700	$75,701-78,900	$78,901-85,250	$85,251-91,550	$91,551-97,850	$97,850+
79	49	19	16	11	21	19	13	103

Income Qualified

Yes	No
126	204

Income Qualified and Interested

110

Interested, but not Income Qualified

162

Not Interested, but Income Qualified

15

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM:	Facility Use Agreement Between the Church of Christ and the City of Plainview	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO 7.C.**
ATTACHMENTS:	Facility Use Agreement, Attorney-Client Privileged Memo (Z Drive) and Church of Christ Restroom Policy (Z Drive)	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to provide direction to staff regarding the facility use agreement between the Church of Christ and the City of Plainview		

SUMMARY

The City of Plainview leases space from the Church of Christ to hold its regular city council meetings and other commission and board related meetings. The Church has recently adopted a new policy on bathroom use for patrons within the Church.

Because of the city's use of the Church facility, and its affiliation with the Church by way of a lease agreement, staff has reached out to our city attorney to analyze the legal framework and policy implications that the Church's new policy may have on the city.

Recognizing the sensitivity of the situation, city staff are seeking direction from the council on how to proceed with the relationship with the Church by way of the facility use agreement (lease). Referencing the attorney-client privileged memo from the city's attorney to city council for background and potential options for the city to pursue, a discussion should be had by council and direction to staff provided to discern the future direction of the relationship between the city and Church regarding the use of their facility.

The attorney-client privileged memo and the Church's recently adopted bathroom policy are available on Council Z drive for your review.

Respectfully Submitted,

David Todd, City Administrator

2024-2025 CITY OF PLAINVIEW/CHURCH OF CHRIST FACILITY USE AGREEMENT

PARTIES

This Lease Agreement (herein after referred to as the **"Agreement"**) is entered into on February 13, 2024 (the **"Effective Date"**), by and between the Church of Christ, with an address of 205 1st St. NE, Plainview, MN 55964 (herein referred to as the **"Lessor"**) and The City of Plainview, with an address of 241 West Broadway, Plainview, MN 55964, (herein referred to as the "**Lessee"**) (collectively known as the **"Parties"**).

PREMISES, USE AND OCCUPANCY

The premises to be leased by the Lessor are located at 205 1st St. NE, Plainview, MN 55964, commonly referred to as the fellowship hall at the Church of Christ. The premises are to be used to facilitate and host meetings of the City Council as well as other boards and commissions with prior approval and adequate scheduling with the Lessor.

TERM AND COMPENSATION

This agreement will be valid for **ONE-YEAR.** At the end of the term of agreement, it will not be automatically renewed for a new annual term without the consent of the **PARTIES**. The annual lease to be paid by the Lessee to the Lessor is **$600.00.** It is to be paid by the Lessee before the first of the month upon the beginning of the term, so that the lease payment is due on **March 1st, 2024**.

UTILITIES

The lessor agrees to pay for all utilities and any other services during the period of the lease.

FURNISHINGS AND EQUIPMENT

The premises leased under this Agreement contain the following furnishings and equipment.

1. Individual Seating
2. Tables and chairs to be used for the city council and other boards and commissions and staff
3. Microphones
4. Audio Visual Equipment for broadcasting meetings on Facebook Live
5. Podium/Lectern with microphone for public address

INDEMNIFICATION AND INSURANCE

Lessor shall maintain in effect through the term of this agreement, personal injury liability insurance covering the leased premises for injury to or death of any one person, for injury or death of any number of persons in once occurrence, and property damage liability in at least the amounts required by state law for municipalities.

EARLY TERMINATION

Either party shall have the option to terminate this lease agreement by giving 60 days written notice of the intention to terminate and identifying an ending date for this agreement. In the event of early termination, the Grantee shall pay the Grantor a reduced lease fee equal to $1.64 per day of the lease term, calculated from the date of this agreement until the date of expiration.

SIGNATURE AND DATE

The parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signatures below:

LESSOR	LESSEE
Name: Jessica Locke	Name: Aaron Luckstein, Mayor
Signature:	Signature:
Date: 2-14-24	Date: February 13, 2024

CITY OF PLAINVIEW
WABASHA COUNTY MINNESOTA
CITY COUNCIL RESOLUTION 2024-05

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW MINNESOTA, ENTERING INTO A FACILITY USE AND LEASE AGREEMENT WITH THE CHURCH OF CHRIST

WHEREAS, The City of Plainview ("**CITY**") has been utilizing the Church of Christ ("**CHURCH**") to host city council meetings during the COVID 19 pandemic, to ensure the safety of the public, city staff, and council members since 2019: and

WHEREAS, Although the Church has not sought compensation for the use of their space up to this point, the worship hall has proven to be a useful location for city council and other commission meetings thereby providing adequate space for the public, staff, and others but also providing audio/visual capabilities that city hall cannot provide in order to broadcast council meetings to the public; and

WHEREAS The City and the Church of Christ desire to enter a facility use agreement for the worship hall, located at 205 1st St. NE, Plainview, Minnesota 55964; the form of which is attached hereto and incorporated herein as **Exhibit A**; and

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY CIOUNCIL THAT: The City Council hereby approves the attached Facility Use Agreement and authorizes and directs the Mayor and/or City Administrator to execute the agreement in substantially the same form shown in **Exhibit A**.

PASSED by the City Council of the City of Plainview on this 13th day of February 2024.

ATTEST

Carol Kujath, City Clerk

Aaron Luckstein, Mayor

VOTE: Abstain Luckstein   Y Reeve   Y Hammer-Bartley

Y Jacobs   Absent Kuschel

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM:	Dump Site for Snow/ equipment to Push Up Snow	**AGENDA SECTION:** New Business
PREPARED BY:	Shane Loftus, PW Director	**AGENDA NO 7.D.**
ATTACHMENTS:		**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to approve Bennett & Sons for the dump site and cost of equipment to push up snow.		

SUMMARY
We put a RFB (request for bid) in the paper for a dump site to take the snow that is hauled from the windrowed streets. The bid also was for the equipment to push up the snow to ensure there is enough room for the whole season.

Bennett & Sons was low bid at $3,100 for the dump site and $165.00 per hour for the equipment to push up the snow.

This will come out of Public Works snow budget.

Respectfully submitted
Shane Loftus
Public Works Director

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: Snow Hauling 2024 - 2025	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, PW Director	**AGENDA NO. 7.E.**
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to approve M & M Construction for hauling snow for the 2024 – 2025 snow season.	

SUMMARY
The state and the county pay for us to remove snow on Broadway, 3rd St. SW, and 10th St. SW. We windrow most of those streets. We also windrow the business district. To ensure the windrow is removed in an efficient manor we contract the hauling of the snow.
A RFB (request for bids) was put in the paper at the end of September and due the last week in October.

M & M Construction was the lowest bid at $130.00 per truck/per hour.

This will come out of Public Works snow budget.

Respectfully submitted
Shane Loftus
Public Works Director

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: Providing Sand	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, PW Director	**AGENDA NO 7.F.**
ATTACHMENTS:	**APPROVED BY: sl**
RECOMMENDED ACTION: **Motion** to approve Bennett & Sons to supply the City with sand.	

SUMMARY
We put a RFB (request for bid) in the paper for providing sand for us to mix with salt for the winter months.

Bennett & Sons were the low bid at $16.00 per yard.

This will come out of Public Works snow budget.

Respectfully submitted
Shane Loftus
Public Works Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM:	Cannabis and Hemp Retail Registration Administration Delegation to Wabasha County	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO 7.G.**
ATTACHMENTS:	Resolution 2024-18, Cannabis Guide for Local Governments	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to approve Resolution 2024-18 delegating administrative control of cannabis and hemp related retail businesses to Wabasha County		

SUMMARY

On October 10, 2024, the city council, at its scheduled special meeting/goal setting session, discussed the new cannabis regulations set to take effect January 1, 2025. The city was approached by Wabasha County regarding allocating local control of retail cannabis and hemp related businesses to Wabasha County.

The Office of Cannabis Management (OCM) allows local jurisdictions of government to cede local control to Counties and sets restrictions on cannabis and hemp related businesses (MN State Statute 342.13). The crux of the legislation allows at least one retail location for every 12,500 residents and the County intends to limit the amount of retail locations to two county-wide based on these restrictions. Similarly, the county would act as the registration authority for submitting applications and satisfying all the caveats required for a successful submittal. Likewise, the County would be responsible for compliance checks for those businesses and all the code related compliance along with it (time, place, and manner restrictions as well as zoning compliance).

The Council believes that due to the uncertainty of the legislation and the issues to be worked out through the Office of Cannabis Management, Wabasha County is better suited to handle these duties in the near term. The Council is open to addressing administrative control of cannabis and hemp related businesses in the future once the OCMs mandate and processes become more clear and legislation worked through to address any unforeseen consequences.

The City also intends to establish local ordinances relating to time, place, and manner (use) restrictions as well as zoning code regulations for cannabis and hemp related businesses and incorporate those into our city code.

Staff recommends that council approve Resolution 2024-18 allocating local control of cannabis and hemp related businesses to Wabasha County for an indefinite period of time until the Council determines that it is in the best interest of the city to exercise local administrative authority in the future.

Respectfully Submitted,

David Todd
City Administrator

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2024- 18

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW, MINNESOTA DELEGATING ITS AUTHORITY TO REGISTER RETAIL CANNABIS AND HEMP BUSINESSES IN THE CITY TO WABASHA COUNTY

WHEREAS, Minnesota Statutes, Section 342.22 requires cannabis microbusinesses, cannabis mezzobusinesses, cannabis retailers, medical cannabis combination businesses, and lower-potency hemp edible retailers to register with the city in which it is located before making retail sales to customers or patients; and

WHEREAS, Minnesota Statutes, Section 342.22 requires the local unit of government that issues retail registrations to conduct compliance checks of every cannabis or hemp business with a retail registration issued by that local unit of government; and

WHEREAS, Minnesota Statutes, Section 342.13 permits the local unit of government that issues retail registrations pursuant to Minnesota Statutes, Section 342.22 to limit the number of cannabis retailers, cannabis mezzobusinesses, and cannabis microbusinesses to no fewer than one registration for every 12,500 residents; and

WHEREAS, pursuant to Minnesota Statutes, Section 342.22, a city may provide consent for the county to issue retail registrations for cannabis and hemp businesses intending to conduct retail sales in the city and to assume all responsibility for compliance checks and other administrative processes related to the registration of cannabis and hemp retail businesses; and

WHEREAS, the City of Plainview wishes to provide its consent for Wabasha County to take on the responsibility of registering of cannabis and hemp retail businesses in the City, conducting compliance checks of those businesses in the City, and exercising all authority granted by Minnesota Statutes, Chapter 342 to the local unit of government registering such retail businesses, subject to any zoning and land use regulations adopted by the City pertaining to such businesses; and

WHEREAS, this City of Plainview wishes to make this delegation of statutory authority with the understanding that the City may revoke its consent to this delegation of its statutory authority should the City determine that it is in the City's best interest to issue retail registrations and exercise all other administrative powers related to cannabis and hemp retail businesses operating in the City under Minnesota Statutes, Chapter 342.

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

1. The Council does hereby delegate its authority to register cannabis and hemp retail businesses and to exercise administrative powers related to the registration of cannabis and hemp retail businesses to Wabasha County pursuant to Minnesota Statutes, Section 342.22, and subject to zoning and land use regulations adopted by the City pertaining to such businesses.

2. This delegation of statutory authority shall continue for an indefinite period and until such time that the Council may determine that it is in the best interest of the City that the City register cannabis and hemp retail businesses and exercise the administrative powers related to the registration of cannabis and hemp retail businesses in the City of Plainview.

Passed by the City Council of the City of Plainview, Minnesota this ____ day of _________________, 2024.

ATTEST:

________________________________ ________________________________
City Clerk Mayor

VOTE: LUCKSTEIN ____ KUSCHEL____ REEVE ____JACOBS____ HAMMER-BARTLEY___

MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

A Guide for Local Governments on Adult-Use Cannabis

Version 1 - June 2024

Table of Contents

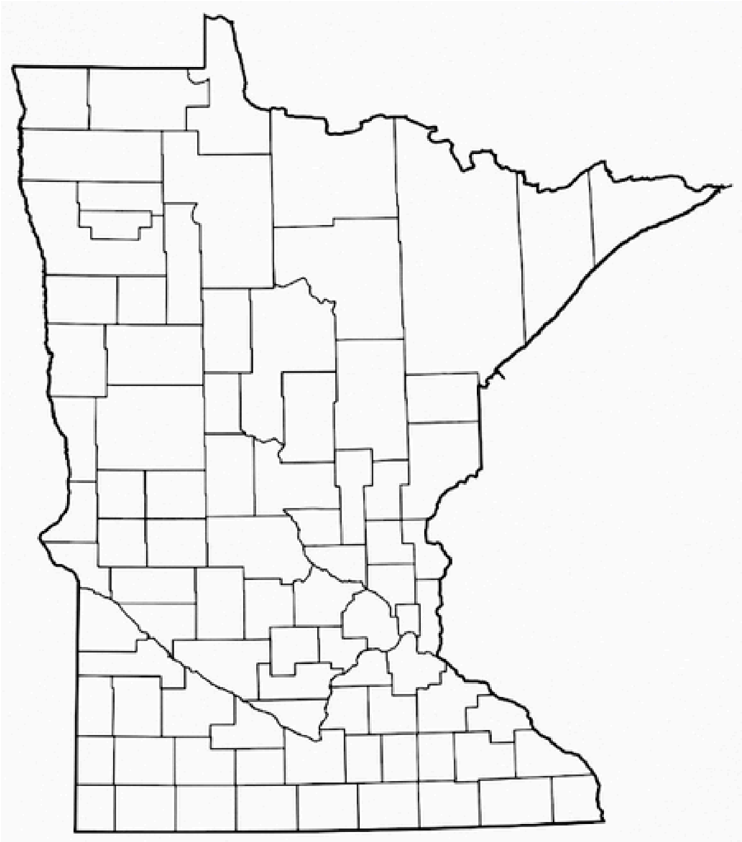
Introduction

This guide serves as a general overview of **Minnesota's new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota's new Office of Cannabis Management (OCM), and the office's structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state's cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of "adult-use cannabis law" or "the law" throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide's date of publication, state regulations governing the adult-use cannabis market have not yet been published—**this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.

MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business. Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits**:
  - Flower - 2 oz. in public, 2 lbs. in private residence
  - Concentrate - 8 g
  - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.

For Businesses

- **Advertising**:
  - May not include or appeal to those under 21 years old.
  - Must include proper warning statements.
  - May not include misleading claims or false statements.
  - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.

The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM's licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers**: up to five retail locations.
- **Mezzobusinesses**: up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses**: one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.

Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible prodcuts.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retailer Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.

Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
  - Initial registration fees collected by a local government may be $500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be $1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual who, within five years of the license application, has been convicted of a felony or willful violation of a federal or state law or local ordinance related to the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage.

Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.

Municipal Cannabis Stores

As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.

Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 8).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.

Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix C: Enforcement Notice from the Office of Cannabis Management
- Appendix D: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

AN ORDINANCE OF THE (CITY/COUNTY OF ______) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.

d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to $2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed $500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed $1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

i. the application fee as required in [Section 2.3.1];
ii. a copy of a valid state license or written notice of OCM license preapproval;
iii. (Insert additional standards here)

(C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

(A) *(Optional)* A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.

(B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

(C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed $2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may "adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business." A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

A jurisdiction may adopt an ordinance limiting hours of operation between 10 a.m. and 9 p.m., seven days a week, and that State statute prohibits the sale of cannabis between 2 a.m. and 8 a.m., Monday through Saturday, and between 2 a.m. and 10 a.m. on Sundays.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
   - i. Full name of the property owner and applicant;
   - ii. Address, email address, and telephone number of the applicant;
   - iii. (Insert additional standards here)

(B) The applicant shall include with the form:
   - i. the application fee as required in (Section 4.1.2);
   - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7 Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Office of Cannabis Management
Department of Health

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions
Minnesota Statute 152.01, Subdivision 9
Minnesota Statute 151.72, Sale of Certain Cannabinoid Products
Minnesota Statute 152.0264, Cannabis Sale Crimes
Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See [Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)](www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state “Keep out of reach of children”?				All products must include the warning label “Keep out of reach of children.”
Is the manufacturer’s name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored on the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				A product's certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH's experience, most vapes contain 50% - 90%+ THC. Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as "infused" or "coated" have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale. THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost. To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9. That formula is as follows: Total THC = (0.877 X THC-A) + d-9 THC) Raw flower must include a certificate of analysis to show testing below 0.3% delta-9. • A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				• A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints (www.health.state.mn.us/people/cannabis/edibles/complaints.html)](https://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix C: Enforcement Notice from the Office of Cannabis Management

MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, Minnesota Statutes, chapter 152.0264, making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

Minnesota Statutes, Chapter 342 governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. Minnesota Statutes, chapter 342.09, subdivision 4 prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale."

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](), OCM may assess fines in excess of a $1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix D: Notice to Unlawful Cannabis Sellers

MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

Minnesota Statutes, Chapter 342 (www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. Minnesota Statutes, chapter 342.09, subdivision 4 (www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products "without a license issued under this chapter that authorizes the sale." To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under Minnesota Statutes, 342.09, subdivision 6 (www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a $1,000,000 for violations of this law.

Likewise, under Minnesota Statutes, chapter 342.19 (www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has "probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]" It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under Minnesota Statutes, chapter 342.19, subd. 2 (www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM "shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter."

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, Minnesota Statutes, chapter 152.0264 (www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with Minnesota Statutes, chapter 151.72 (www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: November 12, 2024

AGENDA ITEM: Canvass General Election Results	**AGENDA SECTION:** New Business
PREPARED BY: David Todd, City Administrator	**AGENDA NO.** **7.H.**
ATTACHMENTS: Election Abstract of Vote Tallies, Resolution 2024-19	**APPROVED BY: DT**
RECOMMENDED ACTION: **Motion** to approve and certify Resolution 2024-19 of the local 2024 general election results as tabulated by Wabasha County.	

SUMMARY

Minnesota State Statute(s) 206.87 and 204C.39 state that a municipal government must constitute a canvassing board and perform the duties as provided in section 204C.39 by canvassing the local election results; declare the results of the 2024 general election after inspection of the certified election results provided by the County's abstract of results.

The City shall notify the County by resolution of the results of the canvassing board. The resolution shall be passed by a simple majority via a roll call vote.

Respectfully Submitted,

David Todd, City Administrator

CITY OF PLAINVIEW
WABASHA COUNTY
STATE OF MINNESOTA

RESOLUTION 2024-19

BEING A RESOLUTION ACCEPTING THE RESULTS OF THE NOVEMBER 5, 2024, GENERAL ELECTION.

WHEREAS: THE GENERAL ELECTION WAS HELD ON NOVEMBER 5, 2024, AND

WHEREAS: THE CITY CLERK HAS PRESENTED THE RESULTS OF THE ELECTION CERTIFIED BY WABASHA COUNTY TO THE COUNCIL FOR CANVASSING AND APPROVAL.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLAINVIEW MINNESOTA: THAT THE ATTACHED RESULTS OF THE NOVEMBER 5, 2024, GENERAL ELECTION IS APPROVED.

ADOPTED THIS 12th DAY OF NOVEMBER 2024.

___________________________ ___________________________
AARON LUCKSTEIN, MAYOR CAROL KUJATH, CITY CLERK

MOTION: ______

SECOND: ______

	AYE	NAY	ABSTAIN	ABSENT
AARON LUCKSTEIN	_____	_____	______	______
HOLLY REEVE	_____	_____	______	______
BEN JACOBS	_____	_____	______	______
LINDSAY HAMMER BARTLEY	_____	_____	______	______
DON KUSCHEL	_____	_____	______	______

Abstract of Votes Cast
In the Precincts of the City of Plainview
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals
City of Plainview
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	2089
Number of persons registered on Election Day	167
Number of accepted regular, military, and overseas absentee ballots and mail ballots	266
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	1884

Summary of Totals
City of Plainview
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Plainview)

NP	WI
Keith Holm	WRITE-IN
1348	123

Council Member (Plainview) (Elect 2)

NP	NP	NP	NP	WI
Holly Reeve	Joe Burroughs	Brandon Bauman	Gregory Uecker	WRITE-IN
1188	526	650	375	28

Detail of Election Results
City of Plainview
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
79 0120 : PLAINVIEW P-1	1144	86	978
79 0125 : PLAINVIEW P-2	945	81	906
City of Plainview Total:	2089	167	1884

Detail of Election Results
City of Plainview
Tuesday, November 5, 2024 State General Election

Office Title: Mayor (Plainview)

Precinct	NP Keith Holm	WI WRITE-IN
79 0120 : PLAINVIEW P-1	693	72
79 0125 : PLAINVIEW P-2	655	51
Total:	**1348**	**123**

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

Precinct	NP Holly Reeve	NP Joe Burroughs	NP Brandon Bauman	NP Gregory Uecker	WI WRITE-IN
79 0120 : PLAINVIEW P-1	615	261	340	199	10
79 0125 : PLAINVIEW P-2	573	265	310	176	18
Total:	**1188**	**526**	**650**	**375**	**28**

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Plainview Clerk. Witness our official signature at ________________________________ in _________________________ County this _____________ day of ______________, 2024.

____
Member of canvassing board

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Member of canvassing board

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Member of canvassing board

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Member of canvassing board

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Member of canvassing board

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Member of canvassing board

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Member of canvassing board

State of Minnesota
City of Plainview

I, ____, Clerk of the City of Plainview do hereby certify the within and foregoing _________________ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Plainview State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this ________ day of _______________, 2024.

____

Plainview-Elgin Sanitary District
24934 - 530th Street
P.O. Box 416
Plainview, MN 55964
507-534-3891

October 16, 2024

Mayor Aaron Luckstein
City of Plainview
241 West Broadway
Plainview, Minnesota 55964

NOTICE RE: District Board Terms Expire

Dear Mayor Luckstein,

On December 31, 2024 the District's three year board terms for Merlin Bratberg (Representative of Plainview) will expire.

Please note that appointments to the Plainview-Elgin Sanitary District Board must be made in accordance to the Minnesota Statutes 442A.14, subdivision 3, which states, in part, that members of the District Board shall be elected for succeeding regular terms by the members of the related governing bodies in a joint session as soon as practicable after November 1, next preceding the beginning of the terms to be filled.

Please notify the District **by letter** on or before December 31, 2024 **of the appointments made to these positions**.

Sincerely,

Dave Vail
District Chairman

cc: City of Elgin
Mayor Tim Boardman