PLAINVIEW

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REGULAR CITY COUNCIL MEETING

AGENDA

Tuesday, October 8, 2019, at 6:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
   A. City Council Minutes – September 10, 2019 & September 17, 2019
   B. Bills
   C. Permits/Licenses/Donations (none)
   D. Department Head Reports and Board Minutes
   E. Census Complete Count Committee

5. **PUBLIC HEARINGS**

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

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**
   A. TAP Project Funding
   B. LELS Memorandum of Understanding
   C. Eckstein Field Contract
   D. County Snow Removal Contract
   E. Ash Tree Removal Quotes
   F. Public Works Truck
   G. Budget Requests
   H. Liquor Store Hires
   I. 2020 Street Projects

9. **INFORMATION ONLY DOCUMENTS**

10. **COUNCIL COMMENTS**

11. **ADJOURN**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM: Minutes	**AGENDA SECTION:** Consent
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO. 4.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cgh**
RECOMMENDED ACTION: **1. Motion** to approve Minutes of the September 10, 2019 Regular Meeting Proceedings. **2. Motion** to approve Minutes of the September 17, 2019 Special City Council Meeting proceedings.	

PLAINVIEW CITY COUNCIL MEETING
Tuesday, September 10, 2019, at 6:00 P.M.

1. **CALL TO ORDER-** Mayor Cuccio, called the Plainview City Council meeting to order on Tuesday September 10, 2019 at 6:00 p.m.

   Council Members in attendance: Cuccio, Daschner, Walkes, and Kuschel.
   Council Members absent: None.

   Department Heads in attendance: City Administrator Clarissa Hadler, Finance Director Vicki Axley, City Clerk MariClair Schneider, Public Works Director Shane Loftus, Library Director Alice Henderson, and Liquor Store Manager Alisha Mohs.

   Department Heads absent: Police Chief Tim Schneider, EDA Director Judith Jordan, and Fire Chief Ed Jacobs

   Guests in attendance: Richard Johnson, Roger Rettman, and Spencer Larson.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** Motion by Kuschel to approve the agenda. Second by Daschner. Motion passed unanimously.

4. **APPROVAL OF CONSENT AGENDA** – Motion by Daschner to approve the Consent Agenda. Second by Kuschel. Motion passed unanimously.

   A. City Council Minutes – August 13, 2019 and August 27, 2019.
   B. Bills
   C. Permits/Licenses/Donations
   D. Department Head Reports and Board Minutes

5. **PUBLIC HEARINGS – None**

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

   None.

7. **UNFINISHED BUSINESS –** None

8. **NEW BUSINESS**
   A. Sale of Forfeited Vehicle – The Plainview Police Department has had in their possession a DWI forfeited vehicle that has gone through the legal process and is now titled in the Police Department's name. Staff is seeking permission from the Council to sell the vehicle in accordance with State Statute 169A.63, Subd.10. The vehicle is a 2010 Kia Optima sedan with approximately 150,000 miles. Staff would like to advertise the vehicle is for sale by sealed bid.

   Motion by Daschner to approve the disposition of a Plainview Police Department titled DUI forfeited 2010 Kia Optima sedan by sealed bid. Second by Kuschel. Motion passed unanimously.

B. Police Department Part-time Hires – Plainview Police Department is requesting to fill 2 of the 3 available part-time positions within the Police Department. Walkes inquired why the Police Department needed two part-time hires. Hadler explained that this was to fill gaps in the full-time schedule and that it would not be adding more hours to police coverage. Cuccio asked for clarification that the requested officers would be on-call as needed. Hadler confirmed, that indeed the two requested individuals would be called in to fill spots as needed.

Motion by Daschner to approve the hiring of Aaron Stoning and Kalvin Koetz as part-time officers at $16.00 per hour, training wage contingent upon a satisfactory background investigation and required physical, psychological, and drug testing. Second by Kuschel. Motion passed unanimously.

C. 2020 Preliminary Levy – Hadler explained that staff has been working on the draft budget for several months and ongoing review of individual department's operating and capital budges will happen in the upcoming weeks. She also explained that staff was still waiting for the tax capacity numbers from the county and that she has spoken with them, and that they hope to have the numbers by the end of the week to the cities. She also explained that the preliminary levy can always be lowered before the final is due in December, but it cannot be raised. Hadler also explained the that the General Fund balance is lower than it should be and explained the choices Council had before them to remedy that issue. The State recommends that cities have 30% of their operating expenses in their General Fund, city policy states that the city should strive for 40%. The city currently has 7% of the general operating expenses in the General Fund. This is due lack of accounting for negative fund balances in different accounts in years past. During the 2018 audit, the city's auditors recommended transferring money from the General Fund to cover the negative fund balances and get things back to where they should be. Axley explained that this was always shown in past year's audit reports, but that past administration did not address the issue. Questions from Council were answered by staff.

Motion by Daschner to approve Resolution 2019-19 settling the proposed 2020 levy and setting the Truth in Taxation hearing date for December 10, 2019 at 6:00 p.m. at City Hall. Second by Kuschel. Motion passed unanimously.

D. New Hire - Bartender – Liquor Store Manager Mohs is requesting the hire of a part-time bartender due to increased business and prevent the current staff from suffering burn out. Walkes suggested tabling the hire. Hadler suggested giving Mohs the opportunity to explain the reason for the suggested hire. Mohs explained that with increased business, her current staff is having a hard time keeping up with demand and getting time off away from work. Hiring a part-time person would provide another individual to relieve the current staff. Mohs also explained that some of the people she had working over the summer, will not be able to work over the winter months. It was clarified that this would not be adding more hours to the schedule for more employees, but rather providing a larger pool of people to cover the existing hours. Mohs also expressed interest in reviewing the pay scale for part-time employees, but that at the current time, she was going off what was currently already in place. Discussion took place between the Council and Mohs.

Motion by Kuschel to approve the hire of Nicole Catlin for part-time bartender position at Step 1, at $14.78 per hour. Second by Daschner. Motion passed unanimously.

E. New Position- Bar back – Mohs explained the bar back position that she was requesting be added to the Liquor Store. The bar back position would consist of duties like ringing up sales, stocking shelves, clearing tables, assisting staff etc. This position would be a new position and could provide great value to the Liquor Store and its operations. Council asked questions of Mohs regarding the newly requested position and Mohs answered them.

Motion by Daschner to approve Liquor Clerk, bar back position. Second by Walkes. Motion passed unanimously.

Motion by Walkes to approve Liquor Clerk, bar back pay rate of $9.50 per hour. Second by Kuschel. Motion passed unanimously.

F. City Council Appointment – Due to the resignation of Mayor Ziebell and consequent appointment of Chip Cuccio to the Mayor seat, the Council must appoint a new member to fill the Council seat. The position was advertised in the Plainview News, as well as posted on the City website and Facebook page for 2 weeks. Four applications were received; Jennifer Schneider, Anthony McClellan, Roger Rettman, and Roger Durgin. The Council conducted interviews of the applicants Monday and Tuesday of this week. After Council discussion it was agreed that a Special Meeting should take place for deliberations of the candidates.

Motion by Kuschel to table the Council appointment to a Special City Council Meeting. Second by Dashner. Motion passed unanimously.

G. Ventrac Attachments – Public Works Director Loftus is seeking permission from the Council to bid on three different Ventrac Attachments during an upcoming online auction. The attachments would provide Public Works the ability to perform some services that they have had to previously contract out or rent equipment to perform the tasks, pointing out that the items would pay for themselves over a period of 2-3 years. The three items that Public Works would like to bid on are a Tiller attachment, Tough Cut Mower, and AERA-vator attachment. Loftus explained the uses of each one to the Council. Walkes questioned whether it would be fair for the city to bid against the taxpayers of the community. Loftus stated he understood that viewpoint, but also pointed out that by bidding at the auction, it would be saving the taxpayers of the community money because the city would have the opportunity to get the items for less than the State Bid amount would be. Walkes agreed he could see that point as well. Walkes repeatedly offered for the city to borrow his own equipment if they needed it. Cuccio respectfully commented for Walkes to stop referencing his own business at the meeting. Daschner asked Loftus to explain some of the functions of the items listed to bid on. Loftus did so. More discussion took place between the Council and staff. Daschner expressed his support in participating in the online auction for the attachments. Cuccio also expressed his support with the online auction bidding and added he felt it could potentially save money on renting equipment. Kuschel added he felt it would be good long-term investment.

Motion by Daschner to approve Public Works to bid on attachments on an online auction for Ventrac totaling no more than $10,000 to be paid out of the Capital Project and Equipment Fund. Second by Kuschel. Walkes abstained. Motion passed unanimously.

9. **INFORMATION ONLY DOCUMENTS-** None.

10. **COUNCIL COMMENTS-** None.

11. **ADJOURN-** Motion by Kuschel to adjourn the Plainview City Council Meeting. Second by Daschner. Motion passed unanimously. Meeting adjourned at 6:50 p.m.

Chip Cuccio/Mayor	MariClair Schneider/City Clerk

SPECIAL PLAINVIEW CITY COUNCIL MEETING
Tuesday, September 17, 2019, at 5:30 P.M.

1. **CALL TO ORDER-** Mayor Cuccio called the Plainview City Council meeting to order on Tuesday, September 17, 2019 at 5:30 p.m.

   Council Members in attendance: Cuccio, Walkes, Daschner, and Kuschel.
   Council Members absent: None.

   Department Heads in attendance: Finance Director Vicki Axley,

   Department Heads absent: City Administrator Clarissa Hadler, City Clerk MariClair Schneider, Public Works Director Shane Loftus, Police Chief Tim Schneider, Library Director Alice Henderson. Liquor Store Manager Alisha Mohs, and Fire Chief Ed Jacobs.

   Guests in attendance: Richard Johnson.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** Motion by Kuschel to approve the agenda. Second by Walkes. Motion passed unanimously.

4. **UNFINISHED BUSINESS –**
   A. Council Seat Deliberations – Discussion was held regarding the 4 applicants for the open City Council Seat. Motion by Kuschel to appoint Roger Rettmann to the open City Council Position until December 31, 2020 effective immediately. Second by Walkes. Motion passed unanimously.

5. **NEW BUSINESS- None**

6. **ADJOURN-** Motion by Kuschel to adjourn the Special City Council Meeting. Second by Daschner. Meeting adjourned at 5:45 p.m.

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Emilio “Chip” Cuccio/Mayor

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Vicky Axley/Finance Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
09/20/2019	246312-0	1	Invoice	OFFICE SUPPLIES POLICE	09/19/2019	09/25/2019	102.58	101-42100-221
Total 263 1 SOURCE:							102.58	
416 AFLAC								
09/16/2019	408279	1	Invoice	EMPLOYEE INS.	09/12/2019	09/25/2019	1,155.73	101-21705
Total 416 AFLAC:							1,155.73	
751 ANCOM COMMUNICATIONS								
09/23/2019	90319	1	Invoice	RADIO REPAIR FIRE DEPT.	09/11/2019	09/25/2019	365.50	101-42200-221
09/23/2019	90319	2	Invoice	RADIO REPAIR FIRE DEPT.	09/11/2019	09/25/2019	365.50	245-42200-221
Total 751 ANCOM COMMUNICATIONS:							731.00	
104716 BAKER & TAYLOR								
09/19/2019	2034724457	1	Invoice	BOOKS/LIBRARY	08/12/2019	09/11/2019	44.57	211-45500-592
09/19/2019	2034736651	1	Invoice	BOOKS/LIBRARY	08/19/2019	09/18/2019	301.37	211-45500-592
09/19/2019	2034740551	1	Invoice	BOOKS/LIBRARY	08/20/2019	09/19/2019	32.43	211-45500-592
Total 104716 BAKER & TAYLOR:							378.37	
31 BENNETT & SONS SAND & GRAVEL								
09/23/2019	34806	1	Invoice	GRADING 4TH STREET SE	08/31/2019	09/25/2019	4,530.00	404-41500-310
09/20/2019	35207	1	Invoice	STREETS	08/31/2019	09/25/2019	251.50	101-43100-224
09/20/2019	35207	2	Invoice	WATER CURB STOP JOB	08/31/2019	09/25/2019	363.72	601-49400-228
09/20/2019	35207	3	Invoice	PEA ROCK ICE RINK WALL	08/31/2019	09/25/2019	322.15	225-45127-217
Total 31 BENNETT & SONS SAND & GRAVEL:							5,467.37	
106463 BOLTON & MENK, INC.								
09/17/2019	0232170	2	Invoice	TAP LIGHT & SURFACE IMPRV	04/26/2019	05/29/2019	19,883.85-	101-43100-590
09/17/2019	0232170	3	Invoice	TAP LIGHT & SURFACE IMPRV	04/26/2019	05/29/2019	19,883.85	416-43100-303
09/17/2019	0233534	2	Invoice	TAP LIGHT & SURFACE IMPRV	05/28/2019	06/12/2019	9,313.83-	101-43100-590
09/17/2019	0233534	3	Invoice	TAP LIGHT & SURFACE IMPRV	05/28/2019	06/12/2019	9,313.83	416-43100-303
09/17/2019	0234823	2	Invoice	TAP LIGHT & SURFACE IMPRV	06/20/2019	06/26/2019	2,716.50-	101-43100-590
09/17/2019	0234823	3	Invoice	TAP LIGHT & SURFACE IMPRV	06/20/2019	06/26/2019	2,716.50	416-43100-303
09/17/2019	0236470	2	Invoice	TAP LIGHT & SURFACE IMPRV	07/22/2019	08/14/2019	7,755.00-	101-43100-590
09/17/2019	0236470	3	Invoice	TAP LIGHT & SURFACE IMPRV	07/22/2019	08/14/2019	7,755.00	416-43100-303
09/17/2019	0237886	2	Invoice	TAP LIGHT & SURFACE IMPRV	08/21/2019	09/11/2019	1,435.00-	101-43100-590

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
09/17/2019	0237886	3	Invoice	TAP LIGHT & SURFACE IMPRV	08/21/2019	09/11/2019	1,435.00	416-43100-303
09/23/2019	0239321	1	Invoice	CATCH BASIN ENGINEERING FEES	09/19/2019	09/25/2019	225.00	101-43100-303
09/23/2019	0239321	2	Invoice	SIDEWALK MAPPING	09/19/2019	09/25/2019	337.50	101-43100-303
09/23/2019	0239322	1	Invoice	STUDY BROADWAY CORRIDOR	09/19/2019	09/25/2019	3,450.00	101-41110-303
09/23/2019	0239323	1	Invoice	EAST WINDS SECOND SUBDIVISION	09/19/2019	09/25/2019	660.00	101-41500-303
09/23/2019	0239323	2	Invoice	POND CONTRUCTIONS ENGINEERING FEES	09/19/2019	09/25/2019	2,377.50	101-43100-303
09/23/2019	0239324	1	Invoice	TAP LIGHT & SURFACE IMPRV	09/19/2019	09/25/2019	3,489.50	416-43100-303
09/23/2019	0239325	1	Invoice	WELL #3 REHAB ENGINEERING FEES	09/19/2019	09/25/2019	460.00	601-49400-303
	Total 106463 BOLTON & MENK, INC.:						10,999.50	
107 BREAKTHRU BEVERAGE								
09/13/2019	1081027583	1	Invoice	LIQUOR	09/12/2019	09/25/2019	2,283.23	609-49750-251
	Total 107 BREAKTHRU BEVERAGE:						2,283.23	
774 BRIGGS AND MORGAN, P.A.								
09/23/2019	641442	1	Invoice	DEV. AGREEM PK MEYER BLDERS	09/11/2019	09/25/2019	1,500.00	505-46500-310
	Total 774 BRIGGS AND MORGAN, P.A.:						1,500.00	
104828 CENTER POINT LARGE PRINT								
09/19/2019	1716203	1	Invoice	LG PRT BOOKS/LIBRARY	08/06/2019	09/25/2019	68.25	211-45500-592
	Total 104828 CENTER POINT LARGE PRINT:						68.25	
572 CENTURYLINK/PHOENIX								
09/19/2019	313054219	5	Invoice	PHONE POOL	08/24/2011	08/24/2011	55.12	225-45128-321
09/19/2019	313539040	5	Invoice	PHONE PARK BOARD	08/24/2011	08/24/2011	55.01	225-45200-321
	Total 572 CENTURYLINK/PHOENIX:						110.13	
106428 DATA SMART COMPUTERS INC.								
09/23/2019	61606	1	Invoice	ANTI VIRUS NODE/ADM	09/01/2019	09/25/2019	16.00	101-41500-309
09/23/2019	61745	1	Invoice	OFFICE 365 FEES	09/03/2019	09/25/2019	145.00	101-41500-309
09/23/2019	61773	1	Invoice	LABOR ADM	09/05/2019	09/25/2019	62.50	101-41500-309
	Total 106428 DATA SMART COMPUTERS INC.:						223.50	
105564 DEARBORN LIFE INS CO.								
09/20/2019	F017376-1 O	1	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	139.33	101-41500-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
09/20/2019	F017376-1 O	2	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	280.97	101-42100-131
09/20/2019	F017376-1 O	3	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	72.38	101-43100-131
09/20/2019	F017376-1 O	4	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	37.51	211-45500-131
09/20/2019	F017376-1 O	5	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	28.71	601-49400-131
09/20/2019	F017376-1 O	6	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	30.38	602-49450-131
09/20/2019	F017376-1 O	7	Invoice	EMPLOYEE INS.	09/13/2019	10/01/2019	58.32	609-49750-131
Total 105564 DEARBORN LIFE INS CO.:							647.60	
105433 DELTA DENTAL OF MINNESOTA								
09/20/2019	7765423	1	Invoice	EMPLOYEE DENTAL	09/15/2019	10/01/2019	457.80	101-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							457.80	
105414 DYNAMIC LIFECYCLE INNOVATIONS								
09/18/2019	L-39169	2	Invoice	SPRING CLEAN-UP	05/21/2019	06/12/2019	2,121.23-	101-41500-437
09/18/2019	L-39169	3	Invoice	SPRING CLEAN-UP	05/21/2019	06/12/2019	2,121.23	101-41110-440
Total 105414 DYNAMIC LIFECYCLE INNOVATIONS:							.00	
498 EMERGENCY APPARATUS MAINTENANC								
09/23/2019	107536	1	Invoice	REPAIRS F-72	08/05/2019	09/25/2019	758.47	245-42200-221
09/23/2019	107537	1	Invoice	TELE-SQURT F71/FIRE	08/05/2019	09/25/2019	1,744.53	101-42200-221
Total 498 EMERGENCY APPARATUS MAINTENANC:							2,503.00	
106517 FIRE HOUSE PIZZA								
09/24/2019	16381	1	Invoice	PIZZAS/LIQUOR STORE	09/17/2019	09/25/2019	229.35	609-49750-259
Total 106517 FIRE HOUSE PIZZA:							229.35	
105806 FLAHERTY & HOOD, P.A.								
09/23/2019	13509	1	Invoice	GENERAL LEGAL ADM	09/03/2019	09/25/2019	3,927.78	101-41500-304
09/23/2019	13559	1	Invoice	LABOR & EMPLOY CONSULTATION	09/03/2019	09/25/2019	452.10	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							4,379.88	
97 GALLS, LLC								
09/20/2019	013631554	1	Invoice	GENERAL UNIFORM POLICE	09/05/2019	10/05/2019	35.95	101-42100-417
09/20/2019	013642897	1	Invoice	GENERAL UNIFORM POLICE	09/06/2019	10/06/2019	7.99	101-42100-417

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 97 GALLS, LLC:							43.94	
106032 GRUBB REFRIGERATION & AC								
09/24/2019	27388	1	Invoice	REPAIRS/LIQUOR STORE	09/08/2019	09/25/2019	317.50	609-49750-221
Total 106032 GRUBB REFRIGERATION & AC:							317.50	
106564 HAWKINS, INC.								
09/23/2019	4542950	1	Invoice	CHEMICALS POOL	07/18/2019	09/25/2019	1,130.06	225-45128-217
09/23/2019	4542952	1	Invoice	CHEMICALS POOL	07/18/2019	09/25/2019	543.73	225-45128-217
Total 106564 HAWKINS, INC.:							1,673.79	
105808 HBC, INC.								
09/18/2019	78487	14	Invoice	PHONE INTERNET/ADM	06/02/2019	08/20/2019	474.16-	101-41500-32105
09/18/2019	78487	15	Invoice	PHONE INTERNET/ADM	06/02/2019	08/20/2019	474.16	101-41500-321
09/18/2019	78487	16	Invoice	PHONE INTERNET/ADM	06/02/2019	08/20/2019	435.32-	101-41500-32105
09/18/2019	78487	17	Invoice	PHONE INTERNET/ADM	06/02/2019	08/20/2019	435.32	101-41500-321
09/18/2019	78487 APRIL	4	Invoice	PHONE INTERNET/ADM	04/02/2019	04/20/2019	435.32-	101-41500-32105
09/18/2019	78487 APRIL	5	Invoice	PHONE INTERNET/ADM	04/02/2019	04/20/2019	435.32	101-41500-321
09/18/2019	78487 FEB.	4	Invoice	PHONE INTERNET/ADM	02/02/2019	02/20/2019	431.15-	101-41500-32105
09/18/2019	78487 FEB.	5	Invoice	PHONE INTERNET/ADM	02/02/2019	02/20/2019	431.15	101-41500-321
09/18/2019	78487 JAN. 2	4	Invoice	PHONE INTERNET/ADM	01/02/2019	01/20/2019	431.15-	101-41500-32105
09/18/2019	78487 JAN. 2	5	Invoice	PHONE INTERNET/ADM	01/02/2019	01/20/2019	431.15	101-41500-321
09/18/2019	78487 JUNE	4	Invoice	PHONE INTERNET/ADM	07/02/2019	07/10/2019	521.92-	101-41500-32105
09/18/2019	78487 JUNE	5	Invoice	PHONE INTERNET/ADM	07/02/2019	07/10/2019	521.92	101-41500-321
09/18/2019	78487 MAR.	4	Invoice	PHONE INTERNET/ADM	03/02/2019	03/20/2019	437.04-	101-41500-32105
09/18/2019	78487 MAR.	5	Invoice	PHONE INTERNET/ADM	03/02/2019	03/20/2019	437.04	101-41500-321
Total 105808 HBC, INC.:							.00	
106655 HEINS, DOUGLASS								
09/23/2019	PL19-51	1	Invoice	REFUND PERMIT DEPOSIT	09/23/2019	09/25/2019	100.00	101-41500-32210
Total 106655 HEINS, DOUGLASS:							100.00	
105810 HOFSCHULTE WELL & PUMP SERVICE								
09/23/2019	10274	1	Invoice	SW WATER REPAIR	09/19/2019	09/25/2019	2,667.50	601-49400-228

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							2,667.50	
384 JACK NEUMANN TRUCKING								
09/24/2019	23659	1	Invoice	LIQUOR FREIGHT	09/12/2019	09/25/2019	76.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							76.00	
348 JOHN DEERE FINANCIAL								
09/19/2019	IP90755	1	Invoice	FILTER FOR SNOW	08/29/2019	09/25/2019	40.62	101-43125-221
09/19/2019	IP90759	1	Invoice	SEPARATOR FOR SNOW	09/04/2019	09/25/2019	82.88	101-43125-221
09/19/2019	IP91084	1	Invoice	CREDIT SNOW	09/09/2019	09/25/2019	41.88-	101-43125-221
Total 348 JOHN DEERE FINANCIAL:							81.62	
134 JOHNSON BROS-ST. PAUL								
09/24/2019	1384031	1	Invoice	LIQUOR	09/11/2019	09/25/2019	1,358.85	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							1,358.85	
105877 JOHNSON CONTROLS SECURITY SOLUTIONS								
09/24/2019	33130130	1	Invoice	SECURITY/LIQUOR ST.	09/07/2019	10/01/2019	134.11	609-49750-201
Total 105877 JOHNSON CONTROLS SECURITY SOLUTIONS:							134.11	
104873 KREOFSKY BUILDING SYSTEMS								
09/23/2019	19-200	1	Invoice	LABOR MAT. CONCRETE WORK CITY HALL	08/05/2019	09/25/2019	2,400.00	101-41500-590
Total 104873 KREOFSKY BUILDING SYSTEMS:							2,400.00	
173 METRO SALES INC.								
09/19/2019	1420071	1	Invoice	COPIER USAGE LIBRARY	09/06/2019	09/25/2019	108.30	211-45500-201
09/19/2019	1425518	1	Invoice	COPIER USAGE CITY HALL	09/13/2019	09/25/2019	355.58	101-41500-401
Total 173 METRO SALES INC.:							463.88	
223 MN ENERGY RESOURCES CORP.								
09/19/2019	0503494971-	6	Invoice	GAS UTIL/CITY PARK	03/29/2017	04/19/2017	26.99-	225-45200-383
09/19/2019	0503494971-	7	Invoice	GAS UTIL/CITY PARK/ICE RINK	03/29/2017	04/19/2017	26.99	225-45127-383
09/19/2019	0503494971-	8	Invoice	GAS UTIL/CITY PARK	03/29/2017	04/19/2017	21.15-	225-45200-383
09/19/2019	0503494971-	9	Invoice	GAS UTIL/CITY PARK/ICE RINK	03/29/2017	04/19/2017	21.15	225-45127-383

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
09/19/2019	0503494971-	10	Invoice	GAS UTIL/CITY PARK	03/29/2017	04/19/2017	19.95-	225-45200-383
09/19/2019	0503494971-	11	Invoice	GAS UTIL/CITY PARK/ICE RINK	03/29/2017	04/19/2017	19.95	225-45127-383
09/19/2019	0503494971-	12	Invoice	GAS UTIL/CITY PARK	03/29/2017	04/19/2017	19.86-	225-45200-383
09/19/2019	0503494971-	13	Invoice	GAS UTIL/CITY PARK/ICE RINK	03/29/2017	04/19/2017	19.86	225-45127-383
09/18/2019	0503494971	2	Invoice	GAS UTIL/CITY PARK	01/03/2019	01/25/2019	77.75-	225-45200-383
09/18/2019	0503494971	3	Invoice	GAS UTIL/CITY PARK/ICE RINK	01/03/2019	01/25/2019	77.75	225-45127-383
09/19/2019	0503494971-	3	Invoice	GAS UTIL/CITY PARK	05/01/2017	05/09/2017	51.85-	225-45200-383
09/19/2019	0503494971-	4	Invoice	GAS UTIL/CITY PARK/ICE RINK	05/01/2017	05/09/2017	51.85	225-45127-383
09/18/2019	5034949710	2	Invoice	GAS UTIL/CITY PARK	02/01/2019	02/25/2019	135.08-	225-45200-383
09/18/2019	5034949710	3	Invoice	GAS UTIL/CITY PARK/ICE RINK	02/01/2019	02/25/2019	135.08	225-45127-383
09/18/2019	FEB0503494	2	Invoice	GAS UTIL/CITY PARK	03/04/2019	03/26/2019	186.65-	225-45200-383
09/18/2019	FEB0503494	3	Invoice	GAS UTIL/CITY PARK/ICE RINK	03/04/2019	03/26/2019	186.65	225-45127-383
09/18/2019	MARCH0503	2	Invoice	GAS UTIL/CITY PARK	04/02/2019	04/24/2019	84.06-	225-45200-383
09/18/2019	MARCH0503	3	Invoice	GAS UTIL/CITY PARK/ICE RINK	04/02/2019	04/24/2019	84.06	225-45127-383
Total 223 MN ENERGY RESOURCES CORP.:							.00	
106651 MN PEACE CORPS LEGACY ASSN								
09/16/2019	09162019	1	Invoice	CLOSE OUT FUNDS TO MN PEACE CORPS LEGAC	09/16/2019	09/16/2019	2,797.00	204-49010-437
09/16/2019	09162019	2	Invoice	CLOSE OUT FUNDS TO MN PEACE CORPS LEGAC	09/16/2019	09/16/2019	2,084.70	205-49010-437
Total 106651 MN PEACE CORPS LEGACY ASSN:							4,881.70	
104458 NEWMAN SIGNS								
09/23/2019	TRFINV0152	1	Invoice	SIGNS/STREETS	09/18/2019	09/25/2019	861.43	101-43100-217
Total 104458 NEWMAN SIGNS:							861.43	
376 NORTHERN BEVERAGE DISTB.								
09/13/2019	548238	1	Invoice	BEER/LIQUOR STORE	09/12/2019	09/25/2019	488.25	609-49750-252
09/24/2019	551352	1	Invoice	BEER/LIQUOR STORE	09/19/2019	09/25/2019	1,836.70	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							2,324.95	
106458 NORTHLAND BUSINESS SYSTEMS								
09/16/2019	91408	1	Invoice	ANNUAL POLICE SOFTWARE	06/28/2019	09/25/2019	351.62	101-42100-221
Total 106458 NORTHLAND BUSINESS SYSTEMS:							351.62	
106654 NORTON, JOSH								
09/23/2019	PL19-40	1	Invoice	REFUND PERMIT DEPOSIT	09/23/2019	09/25/2019	100.00	101-41500-32210

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106654 NORTON, JOSH:							100.00	
106085 ON-SITE COMPUTERS, INC.								
09/19/2019	CW64840	1	Invoice	COMPUTER SERVICE/POLICE	09/12/2019	09/25/2019	305.94	101-42100-221
Total 106085 ON-SITE COMPUTERS, INC.:							305.94	
205 ORION DISTRIBUTING LLC								
09/24/2019	09192019	1	Invoice	SNACKS/LIQUOR ST.	09/19/2019	09/25/2019	26.00	609-49750-259
Total 205 ORION DISTRIBUTING LLC:							26.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
09/23/2019	2747700 AU	1	Invoice	ELEC SW SIREN	09/05/2019	09/25/2019	1.00	101-42500-381
09/23/2019	3036800	3	Invoice	ELEC FIRE HALL	08/09/2016	09/01/2016	229.00	101-42200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							230.00	
212 PEPSI COLA OF ROCHESTER								
09/24/2019	9377914	1	Invoice	POP/LIQUOR STORE	09/16/2019	09/25/2019	57.42	609-49750-214
Total 212 PEPSI COLA OF ROCHESTER:							57.42	
217 PHILLIPS ST. PAUL.								
09/24/2019	2620434	1	Invoice	LIQUOR	09/11/2019	09/25/2019	2,875.84	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							2,875.84	
104365 PLAINVIEW LIONS CLUB								
09/16/2019	AUG-2019	1	Invoice	2019 DUES	08/01/2019	09/25/2019	70.00	101-41500-433
Total 104365 PLAINVIEW LIONS CLUB:							70.00	
106649 PRO-STALL AUTO GLASS								
09/16/2019	17732	1	Invoice	REPAIRS STREETS	09/05/2019	09/25/2019	364.13	101-43100-221
Total 106649 PRO-STALL AUTO GLASS:							364.13	
245 RANDY'S FOODS LLC								
09/24/2019	09162019	1	Invoice	SNACKS/LIQUOR ST.	09/16/2019	09/25/2019	93.50	609-49750-259

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
09/24/2019	09232019	1	Invoice	SNACKS/LIQUOR ST.	09/23/2019	09/25/2019	113.50	609-49750-259
Total 245 RANDY'S FOODS LLC:							207.00	
390 RITEWAY BUSINESS FORMS								
09/19/2019	19-32936	1	Invoice	UTILITY BILL FORMS SEWER	09/17/2019	09/25/2019	359.57	602-49450-201
09/19/2019	19-32936	2	Invoice	UTILITY BILL FORMS WATER	09/17/2019	09/25/2019	359.58	601-49400-201
Total 390 RITEWAY BUSINESS FORMS:							719.15	
264 SCHOTT DISTRIBUTING CO INC								
09/24/2019	356276	1	Invoice	BEER/LIQUOR STORE	09/18/2019	09/25/2019	7,005.88	609-49750-252
09/24/2019	366154	1	Invoice	BEER/LIQUOR STORE	09/11/2019	09/25/2019	9,074.80	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							16,080.68	
268 SELCO								
09/19/2019	046758	1	Invoice	SUPPLIES LIBRARY	08/26/2019	09/25/2019	100.30	211-45500-201
09/19/2019	046792	1	Invoice	FEES, MAILS/LIBRARY	09/04/2019	09/25/2019	836.51	211-45500-418
09/19/2019	046841	1	Invoice	WORKSHOP M.CURTISS	09/13/2019	09/25/2019	7.00	211-45500-331
Total 268 SELCO:							943.81	
106650 SOUTH COUNTRY HEALTH ALLIANCE								
09/16/2019	1730249020	1	Invoice	OVERPAYMENT FOR AMBULANCE	09/12/2019	09/25/2019	392.36	230-49020-229
Total 106650 SOUTH COUNTRY HEALTH ALLIANCE:							392.36	
106587 SPAETH, FRANK								
09/13/2019	2019-003	1	Invoice	OUTREACH COORDINATOR	08/12/2019	09/25/2019	1,162.50	101-46700-310
Total 106587 SPAETH, FRANK:							1,162.50	
106282 STEVEN C. NORTON PH.D. LP								
09/24/2019	SEPT. 2019	1	Invoice	SERVICE/POLICE	09/23/2019	09/25/2019	500.00	101-42100-310
Total 106282 STEVEN C. NORTON PH.D. LP:							500.00	
104755 TOWNSQUARE MEDIA-ROCHESTER								
09/13/2019	1169177A-1	1	Invoice	ADVERTISE/LIQUOR ST.	08/31/2019	09/25/2019	270.00	609-49750-343
09/13/2019	1169177B-2	1	Invoice	ADVERTISE/LIQUOR ST.	08/31/2019	09/25/2019	45.00	609-49750-343

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104755 TOWNSQUARE MEDIA-ROCHESTER:							315.00	
105796 U.S. BANK EQUIPMENT FINANCE								
09/23/2019	395107691	1	Invoice	COPIER/CITYHALL	09/16/2019	09/25/2019	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
168 VISA								
09/19/2019	0165 AUG. 2	1	Invoice	BOOKS & DVD'S LIBRARY	09/02/2019	09/27/2019	288.11	211-45500-592
09/13/2019	6121 AUG. 2	1	Invoice	FUEL POLICE DEPT.	09/02/2019	09/27/2019	53.20	101-42100-212
09/13/2019	6121 AUG. 2	2	Invoice	PHONE POLICE	09/02/2019	09/27/2019	9.98	101-42100-321
09/13/2019	6139 AUG. 2	1	Invoice	SUPPLIES POLICE DEPT.	09/02/2019	09/27/2019	172.01	101-42100-221
09/16/2019	6188 AUG. 2	1	Invoice	REPAIRS FOR 2010 FIRE TANKER	09/02/2019	09/27/2019	658.39	101-42200-221
09/16/2019	6196 AUG. 2	3	Invoice	POSTAGE WATER	09/02/2019	09/27/2019	7.35	601-49400-201
09/13/2019	6360 AUG. 2	1	Invoice	SUPPLIES POLICE DEPT.	09/02/2019	09/27/2019	348.48	101-42100-221
09/16/2019	6469 AUG. 2	1	Invoice	DEHUMIDIFIER AMB BLDG.	09/02/2019	09/27/2019	614.00	230-49020-223
09/16/2019	6469 AUG. 2	2	Invoice	DEHUMIDIFIER PULIC WORKS	09/02/2019	09/27/2019	614.00	101-43100-217
09/16/2019	6469 AUG. 2	3	Invoice	ADMINISTRATION	09/02/2019	09/27/2019	16.00	101-41500-437
09/16/2019	6469 AUG. 2	4	Invoice	COUNCIL	09/02/2019	09/27/2019	473.05	101-41110-344
09/13/2019	6592 AUG. 2	1	Invoice	UNFORM K.DOUGLAS POLICE	09/02/2019	09/27/2019	69.99	101-42100-417
09/13/2019	6592 AUG. 2	2	Invoice	MEALS POLICE DEPT.	09/02/2019	09/27/2019	33.05	101-42100-331
09/13/2019	6592 AUG. 2	3	Invoice	FUEL POLICE DEPT.	09/02/2019	09/27/2019	39.67	101-42100-212
09/13/2019	6592 AUG. 2	4	Invoice	ICLOUD STORAGE POLICE	09/02/2019	09/27/2019	.99	101-42100-321
Total 168 VISA:							3,398.27	
104731 WABASHA COUNTY SHERIFFS OFFICE								
09/18/2019	2019-WCSO-	2	Invoice	CITRIX ANNUAL MAINT. POLICE	07/24/2019	08/14/2019	393.57-	101-42100-228
09/18/2019	2019-WCSO-	3	Invoice	CITRIX ANNUAL MAINT. POLICE	07/24/2019	08/14/2019	393.57	101-42100-309
Total 104731 WABASHA COUNTY SHERIFFS OFFICE:							.00	
106468 WABASHA RUBBISH REMOVAL LLC								
09/18/2019	112845	2	Invoice	SPRING CLEAN UP	05/22/2019	06/12/2019	1,390.50-	101-41500-437
09/18/2019	112845	3	Invoice	SPRING CLEAN UP	05/22/2019	06/12/2019	1,390.50	101-41110-440
Total 106468 WABASHA RUBBISH REMOVAL LLC:							.00	
106653 WILTSE, KEVIN								
09/23/2019	PL19-36	1	Invoice	REFUND PERMIT DEPOSIT	09/23/2019	09/25/2019	100.00	101-41500-32210

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106653 WILTSE, KEVIN:							100.00	
106652 WORK RESOLVE MEDIATION LLC								
09/23/2019	2019	1	Invoice	BURGDORF/CITY OF PLAINVIEW	09/13/2019	09/27/2019	1,500.00	101-41500-304
Total 106652 WORK RESOLVE MEDIATION LLC:							1,500.00	
414 ZIEBELLS HIAWATHA FOODS INC								
09/24/2019	253502	1	Invoice	SUPPLIES LIQUOR ST.	09/16/2019	09/25/2019	227.07	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							227.07	
Grand Totals:							78,767.36	

Report GL Period Summary

GL Period	Amount
02/19	.00
03/19	.00
04/19	.00
05/19	.00
06/19	.00
07/19	.00
08/19	.00
09/19	78,767.36
01/19	.00
Grand Totals:	78,767.36

Vendor number hash:	5840933
Vendor number hash - split:	8494341
Total number of invoices:	103
Total number of transactions:	151

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	78,767.36	.00	78,767.36
Grand Totals:	78,767.36	.00	78,767.36

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM:	Dept. Head Reports & Board Minutes	**AGENDA SECTION:** Consent
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO. 4.D.**
ATTACHMENTS: Department Head Reports		**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to accept Department reports.		

CITY ADMINISTRATOR UPDATE

October 3, 2019

Ongoing Projects / Activities:

- **Budget Process –** Budgeting continues. I sent out a link to expense details last week to Council. I would again encourage Council members to ask questions and to share ideas for cost savings and expectations at any time with department heads. We finally received the Adjusted Assessment from the County and verified that process with the Department of Revenue. We are currently at an 11.35% increase in taxable net tax capacity, so with only a 6% increase in the levy, we will see a decrease in our tax rate. The new tax rate should be around 95.5%.
- **TAP Project –** Work on boring for the lighting pedestals began this week. The current circuits needed to be disconnected, so downtown could be without lights for up to a few months. Our exploration of temporary lighting yielded some very expensive solutions that we would only recommend if we had somewhere to put them after they were used for this project.
- **Holiday Lighting Contest –** The Lions Club is sponsoring a Holiday Lighting Contest. We will be promoting that contest (downtown especially, to help brighten up W. Broadway) and entering City Hall in the fun. If anyone has ideas or light contributions to make, let me know!
- **One Meeting – Plainview** –Judith Jordan and I are stepping in to finish this project. Given the amount of time needed for the project, I believe it would be appropriate to compensate Judith for the extra hours. We are also requesting an extension of the grant deadline from SMIF.
- **Development** – Staff is moving forward with the affordable housing concept we discussed with Council and EDA at the joint meeting in August. However, initial estimates for infrastructure costs are significantly higher than expected, so we're going to pick this apart quite a bit before making any further recommendations.
- **Blandin Community Leadership Program –** The final training took place again in September, and we will continue to network to deepen our ties to that group and share the concepts from the training in the community. Tim Penny, of the Southern MN Initiative Foundation, attended the graduation ceremony and discussed grant opportunities with the group.
- **Infrastructure Plan (Bolton & Menk) –** Discussion of the Infrastructure Plan took place at the October 3 Special Work Session. We also discussed the possibility of city-wide garbage hauler at that meeting and will be moving forward to explore that as an option.
- **Corridor Study / Downtown Master Plan –** Derek (Bolton & Menk) his work on the Corridor Study. We will be meeting w/ MnDOT next week to gather feedback from them on the initial plans.
- Discussions continue regarding the potential **land swap** with the PEM School District. The School District continues to explore the financial implications of the arrangement.
- **Other Regular Activities**
  - Council Requests & Meetings
  - Council Packet Items
  - Resident Concerns & Questions
  - Staff Questions & Mgmt.
  - Personnel Issues
  - IT Issues
  - Data Requests
  - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
  - Design and implement performance review system
  - Process Inventory and documentation
- **Meetings/Trainings Recently Attended:**
  Lions Club / City Admins Leadership Growth Group / City Council / Wabasha County & Wabasha City Administrators
- **There is always LOTS going on, so if you have any questions on anything not listed here, don't hesitate to ask**!

BUILDING PERMIT REPORT
October 2019

Permit Number & Applicant

Permit Number & Applicant	Address/Description		
PL19-72-Larry B. Olson-	235 East Broadway-Reside, Remodel, Windows	**Value:**	$17,000
		Total Fee:	**$192.81**
		Permit Fee:	$111.70
		Plan Review:	$72.61
		State Surcharge:	$8.50
PL19-73-Larry B. Olson	235 East Broadway-Detached Garage	**Value:**	$10,000
		Total Fee:	**$224.63**
		Permit Fee:	$72.50
		Plan Review:	$47.13
		State Surcharge:	$5.00
		Refundable Dep:	$100.00
PL19-69-Janneu Passow	440 West Broadway-Moving in Existing Garage	**Value:**	$5,509.50
		Total Fee:	**$115.67**
		Permit Fee:	$79.10
		Plan Review:	$32.57
		State Surcharge:	$4.00
PL19-77 Kwik Trip Inc	95 4th Ave SE-Kitchen Remodel	**Value:**	$30,000
		Total Fee:	**$336.56**
		Permit Fee:	$176.70
		Plan Review:	$114.86
		State Surcharge:	$15.00
		Mechanical:	$30.00
PL19-79-All Craft Exteriors(G.Taubel)	235 1st Ave NE-Reroof	**Value:**	$8000
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-80-All Craft Exteriors (B.Haley)	515 4th Ave NE-Reroof	**Value:**	$9600
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-81-C.L.McCaleb Builders (S.Bennett)	430 1st Ave SE-Reroof	**Value:**	$10,000
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00

BUILDING PERMIT REPORT
October 2019

PL19-82-Harris (J.Mussell)	240 2nd Ave SE-Water Heater	**Value:**	$90.00
		Total Fee:	**$30.00**
		Permit Fee:	$29.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-84-All Craft Exteriors (M.Schneider)	355 5th Ave SE-Reroof	**Value:**	$12,400
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-85-MN 1st Choice (M.McMullen)	215 2nd Ave NW-Reroof	**Value:**	Not Given
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-86-Nicholas Swanson	415 3rd St SW-Reroof	**Value:**	Not Given
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-MISC-Todd Gander	555 4th Ave SW-Concrete Patio	**Value:**	$800
		Total Fee:	**$20.00**
		Permit Fee:	$20.00
		Plan Review:	N/A
		State Surcharge:	N/A
PL19-89-Brian Ties	245 6th St SW-Reroof Partial	**Value:**	$550
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-87-Priority Construction Services (D.Miller)	130 8th Ave NW-Reroof	**Value:**	$8500
		Total Fee:	**$55.00**
		Permit Fee:	$54.00
		Plan Review:	N/A
		State Surcharge:	$1.00
PL19-83-Brian Chladek (Whitewater Tax)	205 West Broadway	**Value:**	$20,000
		Total Fee:	**$222.03**
		Permit Fee:	$128.50
		Plan Review:	$83.53
		State Surcharge:	$10.00

MONTHLY REPORT OF FINANCE DIRECTOR
September, 2019

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Provide financial information and assistance as needed to departments/liquor store
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Bank recs and account reconciliations/fund cash balances and cash allocations
- Fire Department Equipment Donations, Gambling Funds

Activities

- On-going work on credit card system/online pymt system
- Ambulance Claims/Payments-Expert T Billing
- BCBS Health insurance/Delta Dental rate changes for Oct. 1
- Finished preliminary 2020 budget work for all departments.
- Certify 2020 preliminary levy to Wabasha County
- Certify 2020 Debt Levy Schedule to Wabasha County
- Journal entries for a/p adjustments/coding issues/set-up some new g/l accounts
- Researched some payroll liability account issues. Found some pay codes in payroll that had initially been set up incorrectly in the system. Corrected payroll liability set-ups/did journal entries to correct account balances.
- Closed Peace Corps/Civil War Marker funds and sent balance of funds to Ken Flies per his request.

Projects

- Continued work on these on-going projects:
    - Continue updating financial processes and procedures and setting up functions in the software system that previously weren't being done, to ensure we are using it to its full capabilities and making things more efficient.
    - File/Organize Financial/Personnel Records
    - Project Work: Tap Grant Downtown Project, East Winds TIF
- Upcoming projects:
    - Work on 2019 financials now that the audit is finally complete
    - Update Chart of Accounts to match MN State guidelines
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
    - Review bank accounts/rates at People's State Bank/Foresight

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report

Training

Meetings

- Dept. head meetings
- Admin meetings
- Council meetings/Work Sessions
    - Clerked special meeting on Sept. 17
- Met with Mike Buban - Financing Downtown Project
- Met with Ken Flies - Civil War Marker/Peace Corps money & financials

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	1,925.00	13,300.00	11,375.00
101-41110-122	FICA	147.26	1,017.00	869.74
101-41110-151	Worker s Comp Insurance Prem	79.00	75.00	4.00-
101-41110-201	Office Supplies(paper-pens-et)	198.86	500.00	301.14
101-41110-303	Engineering Fees	3,620.00	.00	3,620.00-
101-41110-310	Other Professional Services	25,802.33	5,000.00	20,802.33-
101-41110-331	Meetings-Conferences (mtgs/mi)	570.05	1,000.00	429.95
101-41110-344	Community Engagement	486.15	2,000.00	1,513.85
101-41110-362	Property - Casualty Ins (Auto)	5,682.41	5,800.00	117.59
101-41110-381	Electric Utilities	1,175.66	1,500.00	324.34
101-41110-383	Gas Utilities	558.91	1,000.00	441.09
101-41110-401	Contractual Services	1,703.88	3,000.00	1,296.12
101-41110-433	Dues and Subscriptions	3,860.00	10,850.00	6,990.00
101-41110-437	Miscellaneous	24.50	100.00	75.50
101-41110-440	City Cleanup	3,511.73	6,600.00	3,088.27
101-41110-489	Grant Opport/Matching Funds	.00	3,000.00	3,000.00
101-41110-590	Capital Outlay	1,543.20	.00	1,543.20-
Total Council:		50,888.94	54,742.00	3,853.06
Elections				
101-41410-309	Software and Design	270.00	775.00	505.00
101-41410-437	Miscellaneous	455.00	1,000.00	545.00
Total Elections:		725.00	1,775.00	1,050.00
Administration				
101-41500-101	Full-Time Employees Regular	198,183.10	259,779.00	61,595.90
101-41500-102	Full-Time Employees Overtime	212.63	5,000.00	4,787.37
101-41500-121	PERA	14,879.69	19,520.00	4,640.31
101-41500-122	FICA	16,855.17	19,528.00	2,672.83
101-41500-131	Employer Paid Health	42,367.57	57,628.00	15,260.43
101-41500-151	Worker s Comp Insurance Prem	1,519.00	2,560.00	1,041.00
101-41500-201	Office Supplies(paper-pens-et)	4,408.33	6,000.00	1,591.67
101-41500-211	Operating Supplies - Cleaning	368.29	850.00	481.71
101-41500-217	Other Operating Supplies	645.24	1,000.00	354.76
101-41500-221	Repair/Maint - Equipment	179.82	1,000.00	820.18
101-41500-223	Repair/Maintain - Building	836.37	4,000.00	3,163.63
101-41500-301	Auditing and Acct g Services	26,200.00	28,000.00	1,800.00
101-41500-303	Engineering Fees	18,113.75	5,000.00	13,113.75-
101-41500-304	Legal Fees	40,249.31	30,000.00	10,249.31-
101-41500-309	Software and Design	9,477.48	10,000.00	522.52
101-41500-310	Other Professional Services	8,112.76	5,000.00	3,112.76-
101-41500-312	CITY WEBSITE	.00	500.00	500.00
101-41500-316	Building Inspections	13,241.13	25,000.00	11,758.87
101-41500-317	Dial A Ride Bus	5,249.00	8,000.00	2,751.00
101-41500-321	Communications	4,118.08	6,500.00	2,381.92
101-41500-331	Meetings-Conferences (mtgs/mi)	1,953.78	4,500.00	2,546.22
101-41500-343	Advertising	1,969.23	2,500.00	530.77
101-41500-362	Property - Casualty Ins (Auto)	2,743.23	2,800.00	56.77
101-41500-381	Electric Utilities	1,259.02	1,800.00	540.98
101-41500-383	Gas Utilities	504.19	1,200.00	695.81
101-41500-401	Contractual Services	8,170.65	7,000.00	1,170.65-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
101-41500-406	Safety	.00	750.00	750.00
101-41500-417	Uniforms	755.90	1,800.00	1,044.10
101-41500-433	Dues and Subscriptions	824.12	1,500.00	675.88
101-41500-434	Sales Tax Paid	13.00	.00	13.00-
101-41500-437	Miscellaneous	361.80	1,000.00	638.20
101-41500-442	Bank Service Charges	.00	5,400.00	5,400.00
101-41500-443	Credit Card Merchant Fees	.00	3,600.00	3,600.00
101-41500-445	Legal Settlements	2,500.00	.00	2,500.00-
101-41500-560	Furniture & Fixtures	3,407.39	.00	3,407.39-
101-41500-580	Computers & Technology	400.03	34,000.00	33,599.97
101-41500-590	Capital Outlay	13,165.99	55,000.00	41,834.01
Total Administration:		443,245.05	617,715.00	174,469.95
Police				
101-42100-101	Full-Time Employees Regular	383,838.16	512,745.00	128,906.84
101-42100-102	Full-Time Employees Overtime	15,263.27	18,000.00	2,736.73
101-42100-103	Part-Time Employees	32,828.15	50,000.00	17,171.85
101-42100-121	PERA	65,325.21	93,616.00	28,290.79
101-42100-122	FICA	8,678.37	11,683.00	3,004.63
101-42100-131	Employer Paid Health	29,890.61	44,782.00	14,891.39
101-42100-151	Worker s Comp Insurance Prem	23,640.00	22,958.00	682.00-
101-42100-201	Office Supplies(paper-pens-et)	2,224.41	5,000.00	2,775.59
101-42100-212	Motor Fuels-Gas	9,116.36	13,000.00	3,883.64
101-42100-221	Repair/Maint - Equipment	10,509.53	13,000.00	2,490.47
101-42100-228	Repair/Maintain Other	3,822.88	.00	3,822.88-
101-42100-304	Legal Fees	16,200.00	21,600.00	5,400.00
101-42100-309	Software and Design	393.57	5,000.00	4,606.43
101-42100-310	Other Professional Services	3,865.00	4,800.00	935.00
101-42100-313	Task Force	7,426.30	7,450.00	23.70
101-42100-318	Animal Control	521.20	2,000.00	1,478.80
101-42100-319	Forfeitures	28.60	1,500.00	1,471.40
101-42100-321	Communications	11,290.78	14,000.00	2,709.22
101-42100-331	Meetings-Conferences (mtgs/mi)	5,180.33	7,500.00	2,319.67
101-42100-362	Property - Casualty Ins (Auto)	4,408.77	4,500.00	91.23
101-42100-381	Electric Utilities	3,743.88	1,800.00	1,943.88-
101-42100-383	Gas Utilities	615.66	900.00	284.34
101-42100-401	Contractual Services	2,730.53	2,800.00	69.47
101-42100-406	Safety	.00	1,000.00	1,000.00
101-42100-417	Uniforms	6,595.00	10,000.00	3,405.00
101-42100-418	Range/Ammo	6,307.90	7,000.00	692.10
101-42100-433	Dues and Subscriptions	264.00	1,000.00	736.00
101-42100-436	Towing Charges	40.00	250.00	210.00
101-42100-437	Miscellaneous	831.29	3,500.00	2,668.71
101-42100-438	Police - DARE Prog	4,124.87	5,000.00	875.13
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-560	Furniture & Fixtures	2,464.83	.00	2,464.83-
101-42100-590	Capital Outlay	34,560.07	43,500.00	8,939.93
Total Police:		697,729.53	930,884.00	233,154.47
City Fire				
101-42200-103	Part-Time Employees	.00	20,000.00	20,000.00
101-42200-122	FICA	.00	1,530.00	1,530.00
101-42200-151	Worker s Comp Insurance Prem	4,204.00	4,405.00	201.00
101-42200-201	Office Supplies(paper-pens-et)	543.90	600.00	56.10

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
101-42200-207	Fire Prevention Instruct Supps	1,210.00	1,200.00	10.00-
101-42200-212	Motor Fuels-Gas	216.56	1,000.00	783.44
101-42200-217	Other Operating Supplies	143.96	100.00	43.96-
101-42200-221	Repair/Maint - Equipment	12,213.50	50,000.00	37,786.50
101-42200-223	Repair/Maintain - Building	8,482.22	3,000.00	5,482.22-
101-42200-226	Foam	.00	2,500.00	2,500.00
101-42200-228	Repair/Maintain - Other	1,487.97	2,000.00	512.03
101-42200-310	Other Professional Services	.00	1,000.00	1,000.00
101-42200-315	Jaws of Life	.00	1,000.00	1,000.00
101-42200-321	Communications	1,275.24	2,200.00	924.76
101-42200-331	Meetings-Conferences (mtgs/mi)	240.00	3,000.00	2,760.00
101-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,800.00	97.31
101-42200-381	Electric Utilities	1,686.00	2,400.00	714.00
101-42200-383	Gas Utilities	2,621.07	3,500.00	878.93
101-42200-401	Contractual Services	.00	1,500.00	1,500.00
101-42200-406	Safety	.00	1,000.00	1,000.00
101-42200-417	Uniforms/Fire Equip	29,347.36	2,000.00	27,347.36-
101-42200-433	Dues and Subscriptions	276.50	1,000.00	723.50
101-42200-437	Miscellaneous	25.97	.00	25.97-
Total City Fire:		68,676.94	109,735.00	41,058.06
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	76.00	76.00
101-42500-221	Repair/Maint - Equipment	281.10	1,000.00	718.90
101-42500-310	Other Professional Services	660.00	.00	660.00-
101-42500-381	Electric Utilities	427.00	700.00	273.00
Total Emergency Management:		1,368.10	2,776.00	1,407.90
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	84,288.44	124,492.00	40,203.56
101-43100-102	Full-Time Employees Overtime	4,467.63	5,250.00	782.37
101-43100-121	PERA	5,215.26	9,805.00	4,589.74
101-43100-122	FICA	6,708.80	9,730.00	3,021.20
101-43100-131	Employer Paid Health	12,881.66	29,893.00	17,011.34
101-43100-151	Worker s Comp Insurance Prem	21,029.00	23,202.00	2,173.00
101-43100-201	Office Supplies(paper-pens-et)	450.66	200.00	250.66-
101-43100-211	Operating Supplies - Cleaning	64.20	.00	64.20-
101-43100-212	Motor Fuels-Gas	3,747.29	6,000.00	2,252.71
101-43100-217	Other Operating Supplies	12,643.81	15,000.00	2,356.19
101-43100-221	Repair/Maint - Equipment	17,143.24	20,000.00	2,856.76
101-43100-222	Tree trimming	.00	20,000.00	20,000.00
101-43100-223	Repair/Maintain - Building	10,330.12	4,000.00	6,330.12-
101-43100-224	Repair/Maintain - Streets	23,300.44	20,000.00	3,300.44-
101-43100-225	Landscaping Det Ponds -	.00	20,000.00	20,000.00
101-43100-226	Sidewalk Repairs	30.00	40,000.00	39,970.00
101-43100-228	Repair/Maintain - Other	490.75	2,500.00	2,009.25
101-43100-303	Engineering Fees	26,175.50	30,000.00	3,824.50
101-43100-310	Other Professional Services	25,804.44	7,000.00	18,804.44-
101-43100-321	Communications	3,662.94	4,400.00	737.06
101-43100-331	Meetings-Conferences (mtgs/mi)	14.00	400.00	386.00
101-43100-343	Advertising	318.20	.00	318.20-
101-43100-362	Property - Casualty Ins (Auto)	12,246.58	12,500.00	253.42
101-43100-381	Electric Utilities	25,226.00	32,000.00	6,774.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
101-43100-383	Gas Utilities	4,155.23	4,000.00	155.23-
101-43100-401	Contractual Services	902.96	.00	902.96-
101-43100-406	Safety	859.23	1,000.00	140.77
101-43100-417	Uniforms	234.83	1,200.00	965.17
101-43100-418	Rentals	891.35	500.00	391.35-
101-43100-437	Miscellaneous	500.00	.00	500.00-
101-43100-590	Capital Outlay	11,448.69	85,000.00	73,551.31
	Total Public Works (GENERAL):	315,231.25	528,072.00	212,840.75
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	16,054.94	23,712.00	7,657.06
101-43125-102	Full-Time Employees Overtime	850.95	1,000.00	149.05
101-43125-121	PERA	993.33	1,853.00	859.67
101-43125-122	FICA	1,277.92	1,890.00	612.08
101-43125-131	Employer Paid Health	3,142.14	5,526.00	2,383.86
101-43125-212	Motor Fuels-Gas	6,454.37	8,000.00	1,545.63
101-43125-217	Other Operating Supplies	9,947.32	12,000.00	2,052.68
101-43125-221	Repair/Maint - Equipment	7,170.49	5,000.00	2,170.49-
101-43125-310	Other Professional Services	32,406.50	25,000.00	7,406.50-
101-43125-590	Capital Outlay	22,793.21	.00	22,793.21-
	Total Ice & Snow Removal:	101,091.17	83,981.00	17,110.17-
Economic Development				
101-46500-491	EDA Contributions	41,250.16	55,000.00	13,749.84
	Total Economic Development:	41,250.16	55,000.00	13,749.84
One-Meeting Community Planning				
101-46700-310	Other Professional Services	3,212.50	13,150.00	9,937.50
101-46700-331	Meetings-Conferences (mtgs/mi)	137.25	.00	137.25-
101-46700-437	Miscellaneous Expenses	.00	1,100.00	1,100.00
	Total One-Meeting Community Planning:	3,349.75	14,250.00	10,900.25
Other Finanacing Uses/Contrib				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Plainview Community Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
	Total Other Finanacing Uses/Contrib:	13,800.00	13,800.00	.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
REVOLVING LOAN/ROCH SALES TAX				
REVOLVING LOAN/ROCH SALES TAX				
203-46600-460	LOANS MADE	120,000.00	.00	120,000.00-
	Total REVOLVING LOAN/ROCH SALES TAX:	120,000.00	.00	120,000.00-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
CIVIL WAR HISTORICAL MARKER				
DEPARTMENT: 49010				
204-49010-437	Miscellaneous	2,797.00	.00	2,797.00-
Total DEPARTMENT: 49010:		2,797.00	.00	2,797.00-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
PIONEER PEACE CORPS MARKER				
DEPARTMENT: 49010				
205-49010-310	Other Professional Services	275.00	.00	275.00-
205-49010-437	Miscellaneous	2,084.70	.00	2,084.70-
Total DEPARTMENT: 49010:		2,359.70	.00	2,359.70-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	52,116.40	65,398.00	13,281.60
211-45500-103	Part-Time Employees	45,599.41	64,820.00	19,220.59
211-45500-121	PERA	7,205.18	9,768.00	2,562.82
211-45500-122	FICA	7,475.17	9,963.00	2,487.83
211-45500-131	Employer Paid Health	6,812.91	8,937.00	2,124.09
211-45500-142	UNEMPLOYMENT BENEFITS PAYMEN	2,349.79	.00	2,349.79-
211-45500-151	Worker s Comp Insurance Prem	681.00	744.00	63.00
211-45500-201	Office Supplies(paper-pens-et)	2,899.55	4,000.00	1,100.45
211-45500-221	Repair/Maint - Equipment	4,129.24	5,500.00	1,370.76
211-45500-223	Repair/Maintain - Building	575.66	4,500.00	3,924.34
211-45500-310	Other Professional Services	34.75	.00	34.75-
211-45500-321	Communications	542.80	1,550.00	1,007.20
211-45500-331	Meetings-Conferences (mtgs/mi)	167.30	2,000.00	1,832.70
211-45500-362	Property - Casualty Ins (Auto)	3,918.91	4,000.00	81.09
211-45500-381	Electric Utilities	2,752.00	3,400.00	648.00
211-45500-383	Gas Utilities	1,181.54	2,000.00	818.46
211-45500-401	Contractual Services	7,140.00	11,990.00	4,850.00
211-45500-406	Safety	.00	500.00	500.00
211-45500-418	Rentals	8,376.74	13,500.00	5,123.26
211-45500-434	Sales Tax Paid	122.00	130.00	8.00
211-45500-437	Miscellaneous	4,609.18	1,500.00	3,109.18-
211-45500-590	Capital Outlay	11,171.30	.00	11,171.30-
211-45500-592	Books/Periodicals	16,849.23	31,500.00	14,650.77
	Total Libraries (GENERAL):	186,710.06	245,700.00	58,989.94

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
PARKS				
ICE RINK				
225-45127-217	Other Operating Supplies	322.15	1,500.00	1,177.85
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	925.10	2,000.00	1,074.90
225-45127-381	Electric Utilities	274.00	400.00	126.00
225-45127-383	Gas Utilities	623.34	800.00	176.66
Total ICE RINK:		2,144.59	4,950.00	2,805.41
POOL				
225-45128-103	Part-Time Employees	67,983.52	72,000.00	4,016.48
225-45128-121	PERA	563.40	489.00	74.40-
225-45128-122	FICA	5,200.68	5,508.00	307.32
225-45128-151	Worker s Comp Insurance Prem	3,890.00	3,329.00	561.00-
225-45128-211	Operating Supplies - Cleaning	278.70	.00	278.70-
225-45128-217	Other Operating Supplies	7,749.00	9,000.00	1,251.00
225-45128-221	Repair/Maint - Equipment	4,145.29	2,500.00	1,645.29-
225-45128-223	Repair/Maintain - Building	520.91	500.00	20.91-
225-45128-228	Repair/Maintain - Other	2,500.00	.00	2,500.00-
225-45128-259	Merchandise For Resale - Other	7,448.07	5,000.00	2,448.07-
225-45128-310	Other Professional Services	2,788.25	3,000.00	211.75
225-45128-321	Communications	411.37	800.00	388.63
225-45128-331	Meetings-Conferences (mtgs/mi)	1,944.14	3,000.00	1,055.86
225-45128-343	Advertising	195.42	400.00	204.58
225-45128-362	Property - Casualty Ins (Auto)	10,287.13	10,500.00	212.87
225-45128-381	Electric Utilities	5,796.00	6,500.00	704.00
225-45128-383	Gas Utilities	3,676.89	7,500.00	3,823.11
225-45128-417	UNIFORMS	3,979.56	2,200.00	1,779.56-
225-45128-418	Rentals	.00	150.00	150.00
225-45128-433	Dues and Subscriptions	1,320.00	1,220.00	100.00-
225-45128-434	Sales Tax Paid	3,579.00	5,000.00	1,421.00
225-45128-437	Miscellaneous	276.92	700.00	423.08
225-45128-590	Capital Outlay	1,461.20	.00	1,461.20-
Total POOL:		135,995.45	139,296.00	3,300.55
PARKS				
225-45200-101	Full-Time Employees Regular	38,611.37	58,091.00	19,479.63
225-45200-102	Full-Time Employees Overtime	3,746.14	4,000.00	253.86
225-45200-103	Part-Time Employees	17,317.33	16,000.00	1,317.33-
225-45200-121	PERA	3,124.87	4,500.00	1,375.13
225-45200-122	FICA	4,565.12	5,943.00	1,377.88
225-45200-131	Employer Paid Health	11,361.06	16,389.00	5,027.94
225-45200-151	Worker s Comp Insurance Prem	2,574.00	2,706.00	132.00
225-45200-201	Office Supplies(paper-pens-et)	77.16	100.00	22.84
225-45200-212	Motor Fuels-Gas	2,537.15	3,200.00	662.85
225-45200-217	Other Operating Supplies	1,344.68	7,500.00	6,155.32
225-45200-221	Repair/Maint - Equipment	2,575.17	8,000.00	5,424.83
225-45200-223	Repair/Maintain - Building	999.19	10,000.00	9,000.81
225-45200-228	Repair/Maintain - Other	1,613.00	5,000.00	3,387.00
225-45200-303	Engineering Fees	.00	1,000.00	1,000.00
225-45200-310	Other Professional Services	1,232.75	600.00	632.75-
225-45200-321	Communications	498.97	900.00	401.03
225-45200-331	Meetings-Conferences (mtgs/mi)	20.00	100.00	80.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
225-45200-343	Advertising	148.80	250.00	101.20
225-45200-362	Property - Casualty Ins (Auto)	13,716.17	14,000.00	283.83
225-45200-381	Electric Utilities	1,716.62	3,500.00	1,783.38
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	436.14	600.00	163.86
225-45200-418	Rentals	1,185.00	1,000.00	185.00-
225-45200-434	Sales Tax Paid	52.00	100.00	48.00
225-45200-590	Capital Outlay	47,275.79	40,000.00	7,275.79-
Total PARKS:		156,728.48	203,679.00	46,950.52

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	5,020.76	.00	5,020.76-
230-49020-102	Full-Time Employees OT	3,721.49	.00	3,721.49-
230-49020-103	Part-Time Employees	5,650.15	.00	5,650.15-
230-49020-121	PERA	436.96	4,400.00	3,963.04
230-49020-122	FICA	1,099.71	.00	1,099.71-
230-49020-131	Employer Paid Health	105.46-	.00	105.46
230-49020-135	Employer Paid Deferred Comp	4,274.20	.00	4,274.20-
230-49020-142	Unemployment Benefit Payments	6,888.62	5,000.00	1,888.62-
230-49020-151	Worker s Comp Insurance Prem	1,480.00	.00	1,480.00-
230-49020-211	Operating Supplies - Cleaning	40.69	.00	40.69-
230-49020-212	Motor Fuels-Gas	461.28	.00	461.28-
230-49020-223	Repair/Maintain - Building	16,085.85	5,000.00	11,085.85-
230-49020-229	Reimburse Homeowner	455.33	.00	455.33-
230-49020-310	Other Professional Services	717.82	.00	717.82-
230-49020-321	Communications	130.58	.00	130.58-
230-49020-362	Property - Casualty Ins (Auto)	4,898.63	5,000.00	101.37
230-49020-384	Garbage Service	32.29	.00	32.29-
230-49020-401	Contractual Services	754.00	25,000.00	24,246.00
230-49020-434	Sales Tax Paid	550.00	.00	550.00-
Total Ambulance:		52,592.90	44,400.00	8,192.90-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
CEMETERY				
Cemetery				
235-49010-217	Other Operating Supplies	1,004.31	2,500.00	1,495.69
235-49010-221	Repair/Maint - Equipment	179.00	.00	179.00-
235-49010-223	Repair/Maintain - Building	56.82	600.00	543.18
235-49010-228	Repair/Maintain - Other	712.79	.00	712.79-
235-49010-310	Other Professional Services	.00	2,500.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	2,547.29	2,600.00	52.71
235-49010-381	Electric Utilities	241.00	350.00	109.00
235-49010-401	Contractual Services	17,755.00	32,000.00	14,245.00
235-49010-590	Capital Outlay	.00	15,000.00	15,000.00
Total Cemetery:		22,496.21	55,550.00	33,053.79

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
RURAL FIRE				
Rural Fire				
245-42200-103	Part-Time Employees	.00	12,000.00	12,000.00
245-42200-122	FICA	.00	918.00	918.00
245-42200-151	Worker s Comp Insurance Prem	4,204.00	4,405.00	201.00
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	328.99	1,500.00	1,171.01
245-42200-217	Other Operating Supplies	.00	175.00	175.00
245-42200-221	Repair/Maint - Equipment	5,113.89	10,000.00	4,886.11
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	1,500.00	12.03
245-42200-310	Other Professional Services	.00	1,000.00	1,000.00
245-42200-315	Jaws of Life	.00	375.00	375.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	200.00	200.00
245-42200-362	Property - Casualty Ins (Auto)	4,702.69	4,800.00	97.31
245-42200-417	Uniform	107.00	300.00	193.00
245-42200-433	Dues and Subscriptions	276.50	850.00	573.50
245-42200-437	Miscellaneous	.00	500.00	500.00
Total Rural Fire:		16,221.04	40,673.00	24,451.96

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

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
DEBT SERVICE FUND				
Debt Service				
300-47000-601	Bond Principal Pymt	73,000.00	92,000.00	19,000.00
300-47000-611	Bond Interest Payment	30,566.25	31,297.00	730.75
300-47000-620	Fiscal Agent Fees	.00	450.00	450.00
Total Debt Service:		103,566.25	123,747.00	20,180.75

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
STREET PROJECT FUND				
STREET PROJECT FUND				
325-43100-601	Debt Srv Bond Principal	120,000.00	120,000.00	.00
325-43100-611	Bond Interest	29,918.76	26,856.00	3,062.76-
325-43100-620	Fiscal Agent s Fees	.00	500.00	500.00
	Total STREET PROJECT FUND:	149,918.76	147,356.00	2,562.76-

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

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
STORMWATER PROJECTS				
Administration				
404-41500-310	Other Professional Services	4,530.00	.00	4,530.00-
Total Administration:		4,530.00	.00	4,530.00-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
2019 DOWNTOWN PROJECT				
DEPARTMENT: 43100				
416-43100-303	Engineering Fees	124,215.65	187,000.00	62,784.35
416-43100-510	Capital Outlay - Land	2,000.00	.00	2,000.00-
416-43100-530	Capital Outlay-Street Improve	.00	867,100.00	867,100.00
Total DEPARTMENT: 43100:		126,215.65	1,054,100.00	927,884.35

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
TIF 1-9 LEVAN				
TIF 1-9 LEVAN				
505-46500-310	Other Professional Services	3,000.00	.00	3,000.00-
505-46500-439	TIF Payments	48,509.00	85,760.00	37,251.00
Total TIF 1-9 LEVAN:		51,509.00	85,760.00	34,251.00

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
TIF DOWNTOWN REDEVELOPMENT				
DEPARTMENT: 46500				
506-46500-439	TIF Payments	3,689.00	.00	3,689.00-
Total DEPARTMENT: 46500:		3,689.00	.00	3,689.00-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	42,799.12	58,238.00	15,438.88
601-49400-102	Full-Time Employees Overtime	4,939.30	6,000.00	1,060.70
601-49400-121	PERA	3,161.34	4,914.00	1,752.66
601-49400-122	FICA	3,651.97	4,817.00	1,165.03
601-49400-131	Employer Paid Health	11,370.58	16,390.00	5,019.42
601-49400-151	Worker s Comp Insurance Prem	1,213.00	1,517.00	304.00
601-49400-201	Office Supplies(paper-pens-et)	2,625.05	3,500.00	874.95
601-49400-212	Motor Fuels-Gas	154.36	750.00	595.64
601-49400-217	Other Operating Supplies	5,947.91	7,800.00	1,852.09
601-49400-221	Repair/Maint -WELLS	12,119.14	30,000.00	17,880.86
601-49400-223	Repair/Maintain - Building	5.99	500.00	494.01
601-49400-228	Repair-Water Main Repairs	21,584.10	30,000.00	8,415.90
601-49400-229	Refunds	76.17	100.00	23.83
601-49400-303	Engineering Fees	7,910.00	25,000.00	17,090.00
601-49400-309	Software and Design	53.16	.00	53.16-
601-49400-310	Other Professional Services	7,936.95	10,000.00	2,063.05
601-49400-331	Meetings-Conferences (mtgs/mi)	591.40	1,500.00	908.60
601-49400-343	Advertising	84.50	600.00	515.50
601-49400-362	Property - Casualty Ins (Auto)	5,388.50	5,500.00	111.50
601-49400-381	Electric Utilities	26,627.00	38,000.00	11,373.00
601-49400-401	Contractual Services	852.39	.00	852.39-
601-49400-406	SAFETY	.00	1,200.00	1,200.00
601-49400-417	Uniforms	892.86	600.00	292.86-
601-49400-420	Depreciation	.00	74,000.00	74,000.00
601-49400-433	Dues and Subscriptions	1,070.91	750.00	320.91-
601-49400-434	Sales Tax Paid	130.81-	.00	130.81
601-49400-437	Miscellaneous	8.76	.00	8.76-
601-49400-580	Computers & Technology	1,320.17	.00	1,320.17-
601-49400-590	Capital Outlay	151,635.00	.00	151,635.00-
601-49400-601	Debt Srv Bond Principal	76,000.00	62,000.00	14,000.00-
601-49400-611	Bond Interest	8,728.12	4,997.00	3,731.12-
Total Water Utilities (GENERAL):		398,616.94	388,673.00	9,943.94-

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	43,487.58	51,588.00	8,100.42
602-49450-102	Full-Time Employees Overtime	7,632.99	5,000.00	2,632.99-
602-49450-121	PERA	3,834.06	4,244.00	409.94
602-49450-122	FICA	3,910.73	4,328.00	417.27
602-49450-131	Employer Paid Health	11,426.12	16,314.00	4,887.88
602-49450-201	Office Supplies(paper-pens-et)	2,585.73	3,500.00	914.27
602-49450-212	Motor Fuels-Gas	105.20	250.00	144.80
602-49450-217	Other Operating Supplies	239.22	6,500.00	6,260.78
602-49450-221	Repair/Maint - Equipment	15,692.05	10,000.00	5,692.05-
602-49450-223	BUILDING REPAIR	.00	500.00	500.00
602-49450-228	Repair/Maintain - Other	.00	60,000.00	60,000.00
602-49450-229	Reimburse homeowner	.00	185.00	185.00
602-49450-303	Engineering Fees	442.50	4,000.00	3,557.50
602-49450-310	Other Professional Services	610.94	600.00	10.94-
602-49450-331	Meetings-Conferences (mtgs/mi)	445.00	1,700.00	1,255.00
602-49450-362	Property - Casualty Ins (Auto)	3,722.96	3,800.00	77.04
602-49450-381	Electric Utilities	6,090.00	7,800.00	1,710.00
602-49450-383	Gas Utilities	332.59	900.00	567.41
602-49450-385	Sewer Plv-Elgin Sewer District	393,424.81	800,000.00	406,575.19
602-49450-417	UNIFORM	184.99	600.00	415.01
602-49450-420	Depreciation	.00	13,000.00	13,000.00
602-49450-437	Miscellaneous	84.50	2,000.00	1,915.50
602-49450-570	Capital Outlay - Equipment	4,612.74	.00	4,612.74-
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	1,155.00	2,310.00	1,155.00
	Total Sewer (GENERAL):	500,019.71	1,039,119.00	539,099.29

Account Number	Account Title	2019-19 Current year Actual	2019-19 Current year Budget	2019-19 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	76,333.07	88,982.00	12,648.93
609-49750-102	Full-Time Employees Overtime	2,669.15	3,000.00	330.85
609-49750-103	Part-Time Employees	52,498.23	61,968.00	9,469.77
609-49750-121	PERA	9,600.12	11,425.00	1,824.88
609-49750-122	FICA	10,059.65	12,855.00	2,795.35
609-49750-131	Employer Paid Health	11,549.56	15,201.00	3,651.44
609-49750-151	Worker s Comp Insurance Prem	4,498.00	7,949.00	3,451.00
609-49750-201	Office Supplies(paper-pens-et)	1,577.18	1,000.00	577.18-
609-49750-211	Operating Supplies - Cleaning	737.03	1,000.00	262.97
609-49750-214	Liquor Store Bar Supply	12,925.87	11,000.00	1,925.87-
609-49750-217	Other Operating Supplies	2,411.30	.00	2,411.30-
609-49750-221	Repair/Maint - Equipment	1,417.13	1,000.00	417.13-
609-49750-223	Repair/Maintain - Building	7,356.95	6,000.00	1,356.95-
609-49750-251	Merchandise Resale - Liquor	143,968.25	120,000.00	23,968.25-
609-49750-252	Merchandise Resale - Beer	390,743.18	330,000.00	60,743.18-
609-49750-259	Merchandise For Resale - Other	10,918.12	10,000.00	918.12-
609-49750-269	Merch- On-Sale Other	172.81	.00	172.81-
609-49750-310	Other Professional Services	410.08	3,500.00	3,089.92
609-49750-311	Video Technology/Security	.00	540.00	540.00
609-49750-321	Communications	3,084.72	2,300.00	784.72-
609-49750-331	Meetings-Conferences (mtgs/mi)	723.95	800.00	76.05
609-49750-343	Advertising	4,197.39	5,000.00	802.61
609-49750-348	Program Expense	10,240.65	16,000.00	5,759.35
609-49750-362	Property - Casualty Ins (Auto)	3,429.04	3,500.00	70.96
609-49750-364	Dram Shop Ins	483.00	3,000.00	2,517.00
609-49750-381	Electric Utilities	7,865.29	9,000.00	1,134.71
609-49750-383	Gas Utilities	1,416.80	2,100.00	683.20
609-49750-384	Garbage Service	4,283.76	5,000.00	716.24
609-49750-401	Contractual Services	799.42	4,000.00	3,200.58
609-49750-406	Safety	.00	500.00	500.00
609-49750-420	Depreciation	.00	11,528.00	11,528.00
609-49750-433	Dues and Subscriptions	933.25	2,000.00	1,066.75
609-49750-434	Sales Tax Paid	15,124.19	15,000.00	124.19-
609-49750-437	Miscellaneous	295.84	500.00	204.16
609-49750-491	Contributions/Donations Expend	.00	800.00	800.00
609-49750-520	Capital Outlay-Bldg & Structur	11,655.00	.00	11,655.00-
609-49750-580	Computers & Technology	4,003.88	.00	4,003.88-
Total Liquor Store (GENERAL):		808,381.86	766,448.00	41,933.86-

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: October 8, 2019

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

Highlights of the month

1. September was a busy month of deep cleaning & catching up from the summer.
2. Since historically September bar events had low attendance, we opted out of meat raffles & entertainment for the month. Activities and daily specials have started back up as of Oct. 1st.
3. Heather and Alisha attended point-of-sale training and focused on programming our new bar system. Installation is Oct. 22nd. (We had pushed this back since our summer months were busier than originally anticipated.) We both feel we have a good handle on the new point of sale system to teach the team & run it. We will be able to accept credit cards on the bar side and offer a tip line.

Upcoming Events
Oct. 4 7-10 pm Free jukebox
Oct. 5 7-10 pm Craig Morton & Steve Flies
Oct. 26 1-3 pm Family halloween party
Oct. 26 8pm – Wicked Bash Halloween party with Wicked Sounds DJs
Dec. 7 8 pm DJ Doc

On Sale Revenue Comparison

	September 2018	September 2019	Comparison
Merchandise Sales	1,174.25	1,312.75	-138.50
Beer Sales	10,871.30	10,996.70	125.40
Liquor Sales	7,956.72	6,230.29	-1726.43
Cash Short/Over/Discounts	-34.08	222.22	N/A
Rents	1,686.29	1,984.62	298.33
Overall	21,654.48	20,746.58	907.90

On/Off Sale Combined

	2018	2019	Comparison
Sept Revenue	81,923.52	84,441.95	+2,5418.43
Sept Expenses	63,143.47	91,648.60	28,505.13
Sept Total Net Revenue	18,780.05	-7,206.65	-25,986.70
YTD Revenue	691,330.92	840,145.35	+148,814.43
YTD Expenses	645,687.91	808,381.86	162,693.95
YTD Net Comparison	45,643.01	31,763.49	-13,879.52

Items in the works

-wine tasting event
-ice bar for Olde Fashioned Christmas Dec. 7

Respectfully Submitted,
Alisha Mohs

Water

- Water reports were filled out for the month of September and sent to the MDH (Minnesota Department of Health). We averaged as a city 411,000 gallons per day.
- We had a watermain break September 4th. We lined everything up to repair the next morning. The residents that were going to be affected were notified they were going to be without water September 5th between 8:00 AM and 12:00 PM. The repair was made, and the water was back on to the residents by 11:00 AM.
- We received a call concerning water coming up from the boulevard September 28th. We sampled the water and it was positive for chlorine. We shut the curb stop off and the leak stopped which means it is on the homeowner's side.

Sewer

- We had a hole open in our street at the intersection of 8th St and 4th Ave NW. We had the sewer televised to see if it had collapsed or broke. It was determined that the sewer line was not the issue. We are still working on this issue.

Streets

- We had a large locate come in for the TAP project. Because the light bases are going to be seven feet deep, we were worried about the water lines coming into the businesses from the front. The water lines on Broadway don't have curb stops to locate like residential areas so we had to enter every business. This took an entire week of calling and lining up times that would work for individual businesses.
- We have started sidewalk replacement.
- Catch basin repairs that were bid out have been completed.
- We filled potholes.
- Noise violation signs that were ordered for the county roads entering the city have been installed. We now have both the county and the state roads posted.

Parks

- The ice-skating rink wall has been completed. We will have to let it sit a year before we can paint it.
- We have replaced the back board for the basketball court at Eastwood Park. The last backboard was plywood and had deteriorated to the point there was only half of it left. The new backboard is fiberglass and should last longer.
- The benches have all been painted at Eastwood Park.
- We have straightened the chain link fence around the tennis courts.

Pool

- We removed the sand from the filters.

Trees

- September 13th the tree that was damaged in a storm earlier in the year was removed from the boulevard on 5th ST SW.
- September 24th we had a storm go through and damage a bunch of trees. We had trees in power lines and light poles down. We had the on-call guy come in that night and assist the police, fire department, and the power company to clear the trees. We spent the entire next day on clean up of trees and debris.
- We cut more boulevard trees to keep them from hitting our equipment. This will continue as needed.

Buildings

- Using the cameras that were installed on the public works building, we were able to get a license plate number for the police officers to track down someone who had left garbage at the compost site.
- The new sign for the compost/brush site has been installed.
- We have been doing some work at City Hall installing some cabinets, countertops, shelves, cash drawer, and some new door locks.

Respectfully,
Shane Loftus
Public Works Director

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

MEMORANDUM

Date: October 4, 2019

To: Clarissa Hadler, City Administrator

From: Brian Malm, P.E., City Engineer
Derek Olinger, P.E., Assistant City Engineer

Subject: Current Projects Update
City of Plainview
Project No.: H19.117945

TAP Lighting, Sidewalk, and Bus Turnout Project

The Contractor began work this week on the project. Sidewalk removals for the light foundations and conduit boring are complete, and they are currently boring in electrical conduit. The contract completion date for the lighting is in mid-January, but actual completion of the lighting is dependent on delivery dates for the poles and fixtures, which is not known for sure yet.

East Wind 2nd Subdivision/Northeast Regional Pond Modifications

Construction of the subdivision improvements is nearly completed. We will work with the subdivision inspection engineer, WSE, to develop a punch list to be completed prior to city acceptance of the improvements. Pond construction is substantially completed, however there are a few punch list items left to complete.

Broadway Corridor Study

We are currently working to schedule a meeting date with MnDOT to review the draft layouts and discuss funding and timing for a potential project. Based on MnDOT's feedback and the feedback received from the public meeting, staff will recommend a preferred layout to Council.

Infrastructure Study/2020 Project

The infrastructure plan was presented at the 10/3 Council Workshop. The next step with the proposed 2020 project will be to select a project area/scope and authorize the feasibility report and topographic survey.

Catch Basin Repairs

Repairs are in progress and are nearly complete. A punch list is being prepared listing items to be completed prior to final acceptance and payment by the city.

Orchard Hills 7th

We met with staff, developer Pete Meyer, and his engineer on 9/12 to review preliminary layouts and discuss next steps for proceeding forward. The developer is considering completing rough grading yet this fall, with subdivision improvements occurring next year. We will continue to work with staff through the platting and plan approval process.

Plainview Public Library

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

Director's Report: October 2019

Building Renovation: The caulk work that was done the week of September 16th, was not satisfactory. Gingerich Construction is working on a plan to have it removed and reapplied.

Grant Submission: We are a grant partner with Riverside Concerts for the Artist in Libraries program that brings professional musicians to small and medium sized libraries in southeastern Minnesota. This year's grant to the Southern Minnesota Art Council was to bring the Tuvan throat singing group, Alash, to 5 qualifying libraries in March 2020.

Meetings/Trainings:
Library Board of Trustees Meeting - 9/17
SELCO Resource Sharing and Technology Committee Meeting - 9/19
Riverside Concerts Grant Collaboration - 9/20
Gingerich Construction Walkthrough - 9/25
Presentation to Wabasha County Commissioners - 10/1
City Department Head Meetings - 9/18, 9/25, 10/2

Upcoming Events:
How to Trace Your Family Tree with Rick Crume: Wednesday, 10/16, 6:00-7:00pm
Minnesota's Most Haunted Locations with Chad Lewis: Wednesday, 10/23, 6:00-7:00pm

Good "Librations":
A patron who lost a family member in a tragic manner recently asked us if we could help him to reach out to an author who had documented the story. The patron did not have access to the technology to do so, and we were able to facilitate that connection via social media. Both the patron and author were appreciative of the opportunity to connect.

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

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library Board of Trustees
Tuesday, July 16, 2019 7:00 PM

Members Present: Miranda Muller, Youlonda Loechler, Paul Eidenschink, Jeff Henry, Missy McRay, Amy Appel
Staff: Alice Henderson
City Council Liaison: None

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

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

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

- Board Minutes 7/16/19: With the addition of Missy McRay being in attendance
- Director's Report
- Children's Services Report
- Liaison Report
- Library Statistical Report
- Acknowledgement of Donations (Joyce Markus Memorial)

Payment of Bills
A motion was made by Amy and seconded by Miranda to approve the Payables by Payee with no changes. Motion Carried Unanimously.

Unfinished Business

- Budget is with the council and have not received any feedback.

New Business

- One more Bob Ross paint along left for the year, which we had received a grant for.

Next meeting is set for September 17, 2019.

Motion to adjourn was made by Youlonda and seconded by Amy at 7:10 PM. Motion Carried Unanimously.

Plainview Public Library
Monthly Statistics Report
September 2019

Circulation

Items Checked Out

Physical Materials	3402
Wi Fi	426
Public Computers	328
eBooks and Audiobooks	292
eMagazines	28
Total Items Checked Out	**4476**

Circulation by Material Type

Adult Items	2437
Children's Items	2039

County Circulation Breakdown

Wabasha	1485
Winona	200
Other	216
Total County Circulation	**1901**
County Percentage of Items Checked Out	**42%**

Total Circulation This Month	4476
Total Circulation 1 Year Ago	4317
Difference	**159**

Inter-Library Loan

Our items sent to other libraries	
Items brought in for our patrons	
Total Items Handled for ILL	**0**

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

Borrowers

New Borrowers

Adult	14
Children	19
Total New Borrowers:	**33**

New Borrowers by Location

City of Plainview	14
Wabasha County	16
Other	3

Programs

Number of Programs

Children's	9
Young Adult	0
Adult	3
Total Programs:	**12**

Number of Participants

Children's	215
Young Adult	0
Adult	20
Total Participants:	**235**

EDA

Economic Development Authority ***for the City of Plainview***

445 West Broadway
Plainview, MN 55964
(507) 421-6564
www.plainviewcvb.com

Special
Plainview City Council / EDA Board of Commissioners
MINUTES
Tuesday, August 20, 2019
6:30 p.m. City Hall, 241 West Broadway, Plainview

I. CALL TO ORDER

The special meeting of the EDA Board of Commissioners was called to order at 6:30 p.m. on Tuesday, August 20th, 2019 by Board President John Coons in the Council Chambers at the Plainview City Hall.

EDA members present: John Coons, Adam Daschner, Carrie Eversman, Will Harrington, Steve Sawyer and Marie Zabel Stelling; - *Quorum present*

City Council members present: Adam Daschner, Don Kuschell and Dave Walkes

City Council/EDA members absent: Chip Cuccio

City Staff / EDA Staff Present: Clarissa Hadler, City Administrator; and Judith Jordan, EDA Director

II. APPROVAL OF AUGUST 20, 2019 CITY COUNCIL/EDA BOARD MEETING AGENDA

The agenda of the August 20th, 2019 Special Plainview City Council/EDA Board of Commissioners meeting was approved with the following motion:

> **MOTION:** Carrie Eversman made a motion to approve the August 20th, 2019 Agenda for the Special City Council/EDA Board of Commissioners meeting as presented. Marie Zabel-Stelling seconded the motion, which was approved unanimously by a voice vote.

III. NEW BUSINESS

Housing Option Presentation & Discussion – As per Minnesota Statutes Chapter 13D.05 Subd. 3(c), the joint meeting of the City Council and EDA was closed to discuss housing options in LeVan Acres and a real estate opportunity between the city and school in the Eckstein Field area with the following motion:

> **MOTION:** Steve Sawyer made a motion to close the meeting to hold discussions involving real estate in Plainview. Adam Daschner seconded the motion, which passed unanimously on a voice vote.

The Council and EDA Board members discussed options. The Meeting was was reopened at 7:50 p.m.

IV. ADJOURNMENT – The meeting was adjourned at 8:00 p.m. with the following motion:

> **MOTION:** Carrie Eversman made a motion to adjourn the joint City Council / EDA Board of Commissioners meeting. Steve Sawyer seconded the motion, which passed unanimously on a voice vote.

Minutes respectfully submitted by Judith Jordan, EDA Director, on August 21st, 2019

REFERENCE

Minnesota Statute Chapter 13D.05- MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC

Subd. 3. What meetings may be closed.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

Executive Summary

City Council Regular Meeting: October 8, 2019

AGENDA ITEM:	Census Complete Count Committee	**AGENDA SECTION:** Consent
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO. 4.E.**
ATTACHMENTS:	Resolution	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve Resolution Creating a Census 2020 Complete Count Committee.		

BACKGROUND

I had a meeting with the local Census rep. a few weeks ago. He invited Plainview to create a Complete Count Committee (CCC). This committee will help spread the word about the Census and ask people to complete the survey. In addition, the committee may host a census application event for job seekers or connect regional Census staff with local organizations. The formal creation of a CCC also gives the city access to online resources to gauge participation in the Census.

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION 2019 - ____

CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE

WHEREAS, April 1, 2020 is Census Day for the United States of America pursuant to Article 1, Section 2 of the U.S. Constitution; and

WHEREAS, an accurate census is essential for the allocation of representatives with the legislative bodies of the U.S. House of Representatives, the Minnesota State Legislature and within Wabasha County; and

WHEREAS, correct apportionment of Federal dollars for health, education, transportation, child and elder care, emergency preparation and response, public and social support programs of all kinds depend on complete and accurate age, population and other ethnic and demographic information gathered every ten years; and

WHEREAS, accurate census information is critical to planning for future growth, development and social needs of the City of Plainview.

NOW, THEREFORE, BE IT RESOLVED that the City of Plainview does hereby desire to create the Census 2020 Complete County Committee for the purpose of planning and conducting local initiatives and promotional activities to increase community participation it he 2020 Census.

The Census 2020 Complete Count Committee Guidelines are as follows:

Section 1. Census 2020 Complete Count Committee. There is hereby created the City of Plainview Complete Count Committee, hereinafter referred to as the "Complete Count Committee" which shall consist of up to seven (7) members. The Complete Count Committee shall be appointed by the City Administrator and shall try to include representation from each of the following community groups; business, religious, education, community organizations, media, minority groups.

Section 2. Term of Service. The committee chairperson and the committee members shall be appointed to serve a term to continue through July 2020. For cause stated in writing, the City Council may remove a member of the Complete Count Committee.

Section 3. Duties and Powers. The Complete Count Committee shall be a working committee charged with the responsibility of planning and conducting local educational initiatives, as well as publicity and promotional activities to increase community participation in the Census. Activities may include, but are not limited to the following:

- Handle the creation, printing and distribution of posters, flyers, handouts and printed material for use by the media and others.
- Prepare the materials for public service announcements on radio and television.
- Speak at public forums and meetings, fraternal organizations, business organizations and schools for the purpose of promoting and informing people of the census.
- Create census messages in utility bills, grocery bags, monthly billing statements and payroll checks.

ADOPTED this 8th day of October, 2019 by the City of Plainview City Council.

____
Emilio "Chip" Cuccio, Mayor

ATTEST:

____
MariClair Schneider, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM:	TAP Project Financing	**AGENDA SECTION:** New Business
PREPARED BY:	Mike Bubany, David Drown & Associates	**AGENDA NO.** **8.A.**
ATTACHMENTS:	Memo & Supporting Documents	**APPROVED BY:** **cgh**

RECOMMENDED ACTION: Motion to approve a Resolution Setting Date for a Public Hearing on the Approval of a Tax Abatement for the Purpose of Financing Street Lighting Costs.

BACKGROUND

The City's financial advisor, Mike Bubany, will be at the meeting to give recommendations on financing the TAP Project.

DDA
David Drown Associates, Inc.
Public Finance Advisors

Spring Valley Office:
29359 County 38
Spring Valley, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375
www.daviddrown.com

September 17, 2019 **RECOMMENDATIONS**

VIA EMAIL

Chip Cuccio, Mayor
Clarissa Hadler, City Administrator
City of Plainview
241 West Broadway
Plainview, Minnesota

RE: General Obligation Tax Abatement Note 2019A via MN RURAL WATER ASSOCIATION

Honorable Mayor Cuccio, Members of the City Council and Ms. Hadler:

This letter outlines our recommendations for the structure and sale of General Obligation Bonds associated with the City's 2019 street lighting and sidewalk improvements.

Statutory Authority
The City is not utilizing special assessments for this project. Also, most, if not all, of the costs do not qualify for Street Reconstruction Authority. As such, I am recommending the City utilize Tax Abatement authority granted under Chapter 469. This requires a public hearing and the identification of enough tax parcels whose taxes equal the principal amount of the bonds over the life of the debt. Nothing untoward happens for these parcels; it is merely an exercise on paper to get the legal authority to issue the bonds. Tax abatement levies will be spread across the entire City like any other levy. The good news is that these types of bonds do NOT count against any statutory net debt limits and are not subject to protest petitions.

The City is able to reduce or eliminate tax levies for funds on hand as desired, such as Sewer and Water Fund reserves.

Overview of Project and Component Costs
The major component costs and sources of funds are detailed below:

Construction, Engineering, & Contingency	$1,681,000
Plus Issuance Expenses	18,090
Plus Capitalized Interest	24,985
Less Cash Contribution	(500,000)
Less Grant Funds	(424,000)
Surplus Funds	925
RECOMMENDED SIZE OF BOND ISSUE:	**$801,000**

Payment and Revenue Requirements
Prior planning envisioned a 10-year term for this borrowing. After grant funds and cash contributions, annual revenue requirements are anticipated to average just about $97,000. Pledged revenues will be made up of a blend of tax abatement and standard levies. However, as implied earlier, certified tax levies may be reduced for funds on hand on a year-to-year basis.

Original planning did not include a cash contribution. However, project costs are higher than planned. As such, $500,000 in cash from the City's Street Reconstruction Fund should be used to control the borrowing size. I discussed financing the entire project with cash with the City's Finance Director and we agree that a partial borrowing is in the City's best interests. Based on yields of current investments (1.5% to 2%), borrowed funds will be obtained at a very low net interest rate. Remaining funds in the Street Reconstruction Fund are to be used to pay down future debt that will likely be at higher interest rates than can be obtained in today's market.

It will require some time before we can lock in rates. During that time, if rates were to increase by ½ of a percentage point by the sale date, the average annual revenue requirement would increase by just under $2,200. It is safe to say this issue is somewhat sensitive to interest rate movement.

You will notice that we have calculated approximately $24,985 in capitalized interest. This is "extra" borrowing that is deposited into the City's debt service fund to help cover the first interest payment so the City has time to certify and collect tax abatements and levies which would not be received until mid-year 2021.

Please refer to attached exhibits for bond details.

$801,000 General Obligation Tax Abatement Note
If the Council chooses to finance this project, David Drown Associates, Inc. recommends the project costs be financed through the issuance of an $801,000 General Obligation Tax Abatement Note sold via MN Rural Water Association's MIDI Loan Program. This is a direct bank placement program that is a much quicker and easier method of sale compared to a publicly sold bond, yet results in comparable payments. It also comes with more flexible prepayment options. Key elements of this financing would be:

- Approximate 10-year term.
- Callable on payment dates, commencing with 2/2/2021. Small penalty applies to first few years.
- Sale of note via MN Rural Water's MIDI Loan Program.
- Non-rated.
- Continuing Disclosure: None – Audits upon request.

<u>Schedule and Issuance:</u>
The proposed schedule for putting the project financing in place is as follows:

October 8, 2019	Authorize MRWA application & Set Tax Abatement Hearing Resolution
November 12, 2019	Tax Abatement Hearing & Award Sale of Bond Issue
December 2, 2019	Closing

We recommend that the City Council approve the attached resolution setting the tax abatement hearing. I will be in attendance October 8th to answer questions regarding these recommendations. Thank you and we look forward to working with the City of Plainview on this project.

Yours truly,

Mike Bubany, Associate
David Drown Associates, Inc.

Enc. Initial bond report & comparison of public sale vs. MIDI Loan

cc Vicki Axley, Finance Director
Brian Malm, Bolton & Menk, City Engineer

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION 2019 - ____

RESOLUTION SETTING DATE FOR A PUBLIC HEARING ON THE APPROVAL OF A TAX ABATEMENT FOR THE PURPOSE OF FINANCING STREET LIGHTING COSTS

WHEREAS, the City of Plainview City (the "City") intends to issue bonds for the purpose of funding a street and sidewalk project (the "Project") utilizing property tax abatement authority granted under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Act"); and

WHEREAS, pursuant to the Act, prior to approving an abatement resolution and the use of tax abatement the City must hold a public hearing; and

WHEREAS, the Council has determined to hold the required public hearing and consider the terms of abatement.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Plainview:

1. Abatement Terms. The Council directs staff and consultants to determine the maximum amount of abatement and term of years, and to prepare an abatement resolution for the Project, for consideration by the Council at a public hearing on November 12, 2019.

2. Public Hearing. The City Council shall hold a public hearing on the use of tax abatement to finance a portion of the costs of the Project at 6:00 P.M. on Tuesday, November 12, 2019, at the City Hall of the City. The City Administrator is directed to publish a notice in the City's official newspaper announcing a public hearing before the City Council on the abatement resolution. The notice shall be published in the newspaper at least 11 days but less than 30 days prior to the public hearing and shall be in substantially the form attached as Exhibit A to this resolution, with dollar amounts and years filled in according to proposed terms provided by the City Administrator.

ADOPTED this 8th day of October, 2019.

____
Emilio "Chip" Cuccio, Mayor

ATTEST:

____
MariClair Schneider, City Clerk

Members Present:

Members Absent:

Motion by:

Seconded by:

Vote:

EXHIBIT A

CITY OF PLAINVIEW
WABASHA COUNTY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Plainview, Minnesota will hold a public hearing on Tuesday, November 12, 2019, at 6:00 p.m., at City Hall, 241 West Broadway, Plainview, Minnesota, relating to the use of property tax abatement pursuant to Minnesota Statutes, Section 469.1812 to 469.1815, inclusive, as amended. The City Council will consider an abatement resolution under which the City will abate the City's share of property taxes on certain parcels in order to finance a street and sidewalk project benefitting said properties. The abatement shall not exceed $801,000 spread over 10 years, commencing with taxes payable 2021. The following parcels of land are proposed to be included in the proposed tax abatement:

INSERT PARCEL NUMBERS HERE

Information concerning the proposed project, including a draft copy of the abatement resolution, will be on file at City Hall on and after the date of this notice. Any person wishing to express an opinion on the matters to be considered at the public hearing will be heard orally or in writing.

BY ORDER OF THE CITY COUNCIL

/s/ Clarissa Hadler
City Administrator

City of Plainview, Minnesota
Projects, Debt & Revenue Allocation Worksheet

2019 Original Capital Financial Plan

Baseline

	Cap. Outlay
Sewer Fund	10,000
Water Fund	30,000

100,000 Annual Street Maint from Street Reco Fund (2020+)

Graph Options

	yes	< prevent rate reductions? (yes,no)
	150,000	< value of "typical" homestead for impact
	5,000	< typical water usage per month
2019		
12%	3%	< market value inflation factor
2020	3%	< construction inflation factor
12%	3%	< Spending Increase % (GF, Water, Sewer,etc.)
	3%	< Tax Base Growth Assumption
	-	*Water Xfr to Streets*
	-	*Sewer Xfr to Streets*

5	Population Growth/Year
1.92	Households/Year
1.0%	Water 2020
1.0%	Water 2021+
1.0%	Sewer 2020
1.0%	Sewer 2021+
2%	**Sewer District Increases**

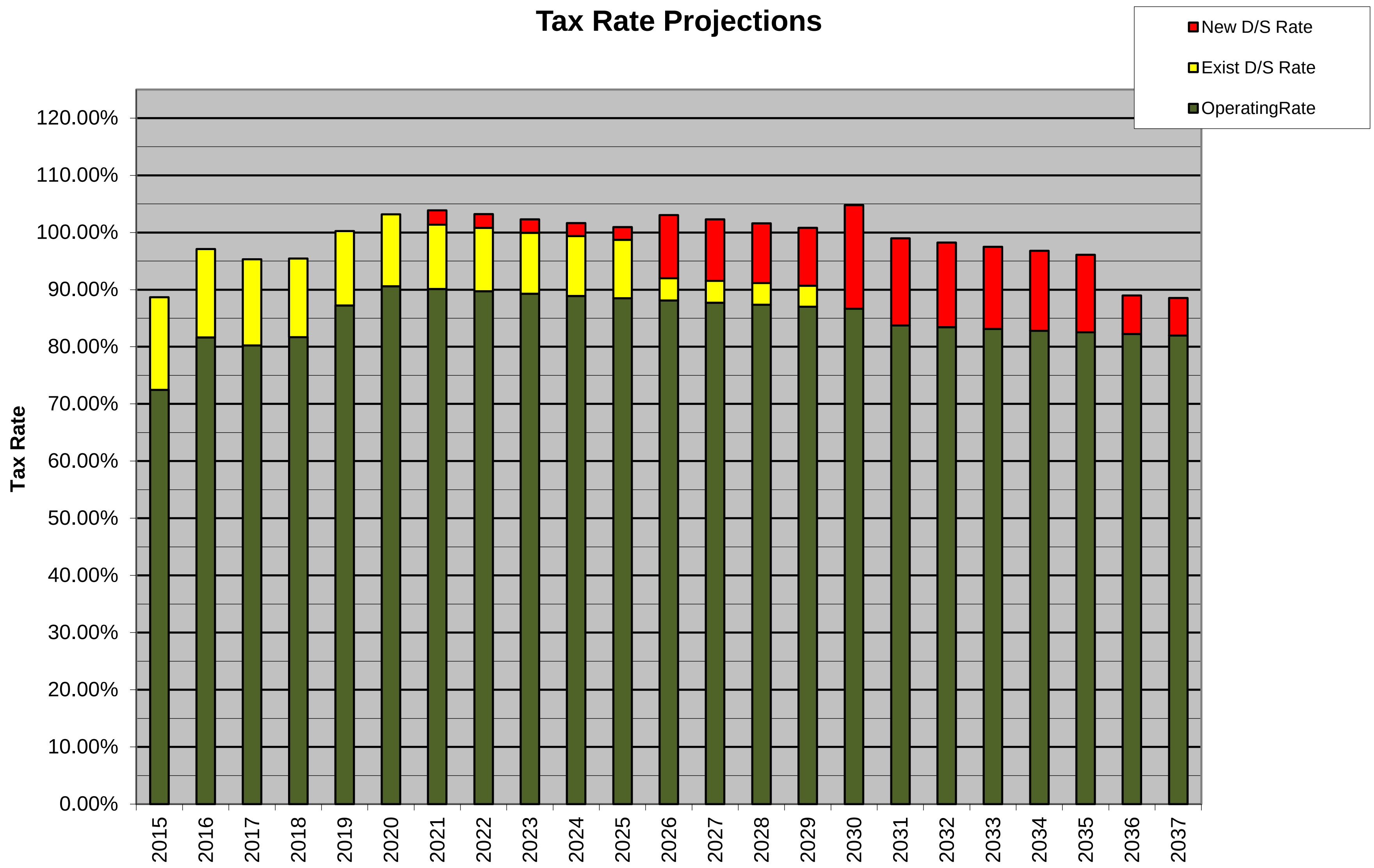
500,000	**2019 Tsfr Street to Cap Outlay**
-	LGA Cuts (increase) 2020+
-	Offsets
-	Net Increase in Levy
350,000	Capital Projects Fund 2020+
50%	% to Street Reco
50%	% to Cap Outlay

Projects & Debt

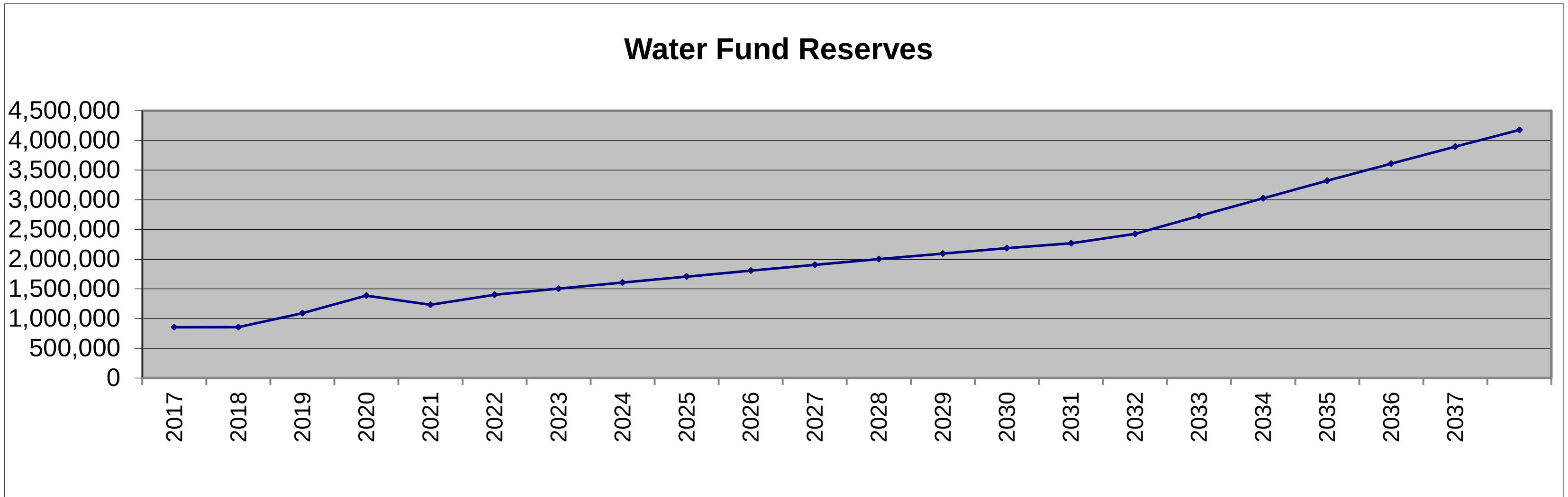
# Project	2019 Street Project	City Hall Roof	Streets	Streets	Streets	Ladder Truck	Library, Ambulance & City Hall Remodel	Streets
Est Year 2019 Cost	**1,725,000**	**200,000**	**2,000,000**	**2,500,000**	**2,500,000**	**900,000**	**325,000**	**2,000,000**
NET Financed (Inflation Less Cash)	801,000	-	1,260,000	1,985,131	2,959,791	477,000	-	2,121,800
GO Bond or Cash	GO	Cash	GO	GO	GO	GO	Cash	GO
Term	10	10	10	10	10	10	20	10
Rate	2.70%	4.00%	4.00%	4.00%	4.00%	4.00%	1.00%	4.00%
Bond Pymt	92,470	-	155,347	244,749	364,915	58,810	-	261,599
Yr Built	**2019**	**2021**	**2020**	**2025**	**2029**	**2020**	**2019**	**2021**
	2019	2021	2020	2025	2029	2020	2019	2021

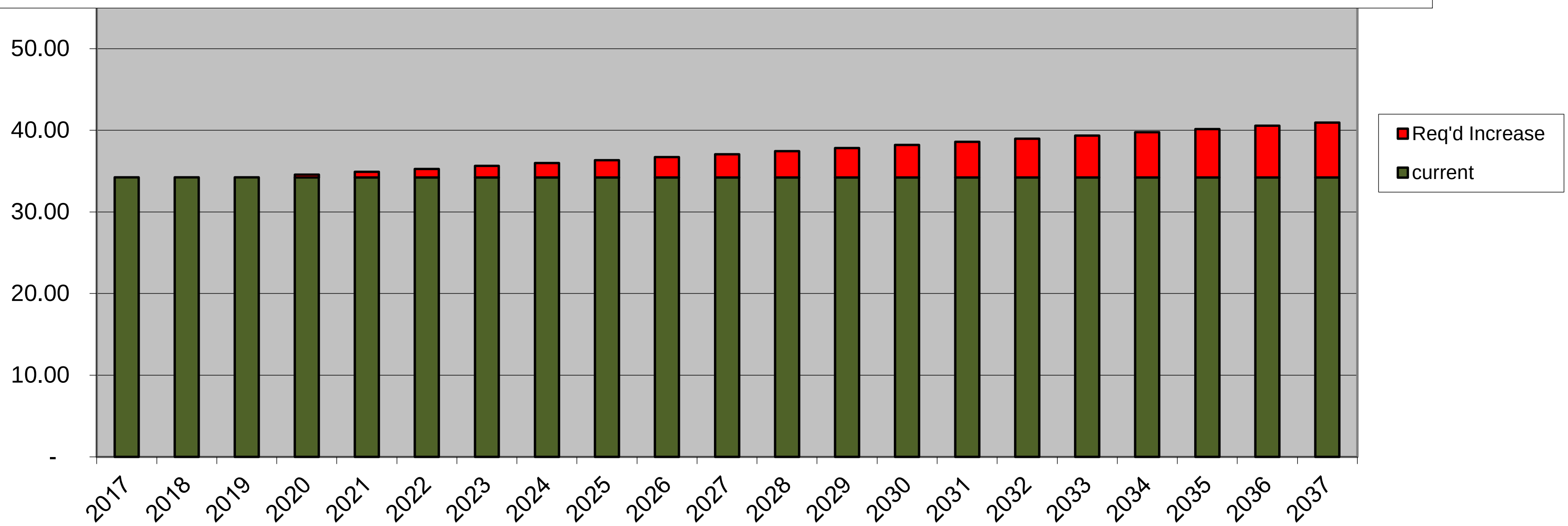
Repayment Sources

CASH	Street Reconstruction	500,000	-	-	1,000,000	400,000	-	-	-
	Capital Outlay Fund	-	212,180	-	-	-	-	325,000	-
	Grants / Other	424,000	-	-	-	-	450,000	-	-
	Water Fund	-	-	400,000	-	-	-	-	-
	Sewer Fund	-	-	400,000	-	-	-	-	-
DEBT	Other Revenues	0%	0%	0%	0%	0%	0%	0%	0%
	NET Assmts	0%	0%	0%	0%	0%	0%	0%	0%
	Electric Rates/Fees	0%	0%	0%	0%	0%	0%	0%	0%
	Storm Funds	0%	0%	0%	0%	0%	0%	0%	0%
	Sewer Rates/Fees	50%	0%	50%	0%	15%	0%	0%	50%
	Water Rates/Fees	50%	0%	50%	0%	15%	0%	0%	50%
	Tax Levies	0%	100%	0%	100%	70%	100%	100%	0%
		100%	100%	100%	100%	100%	100%	100%	100%

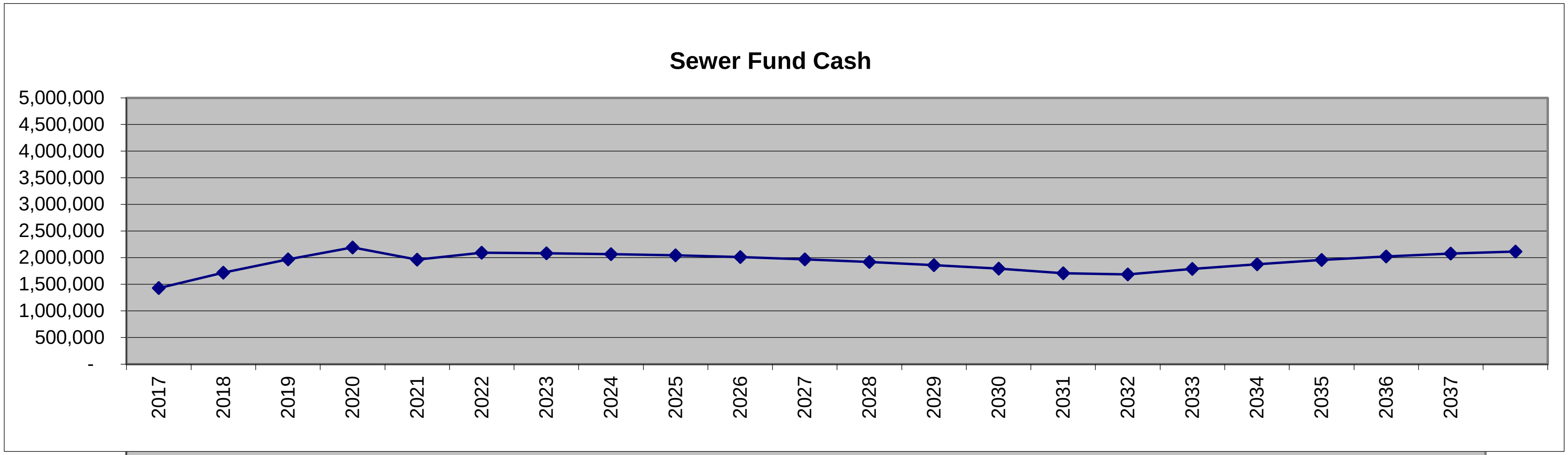

Tax Rate Projections
New D/S Rate
Exist D/S Rate
OperatingRate
Tax Rate
120.00%
110.00%
100.00%
90.00%
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037

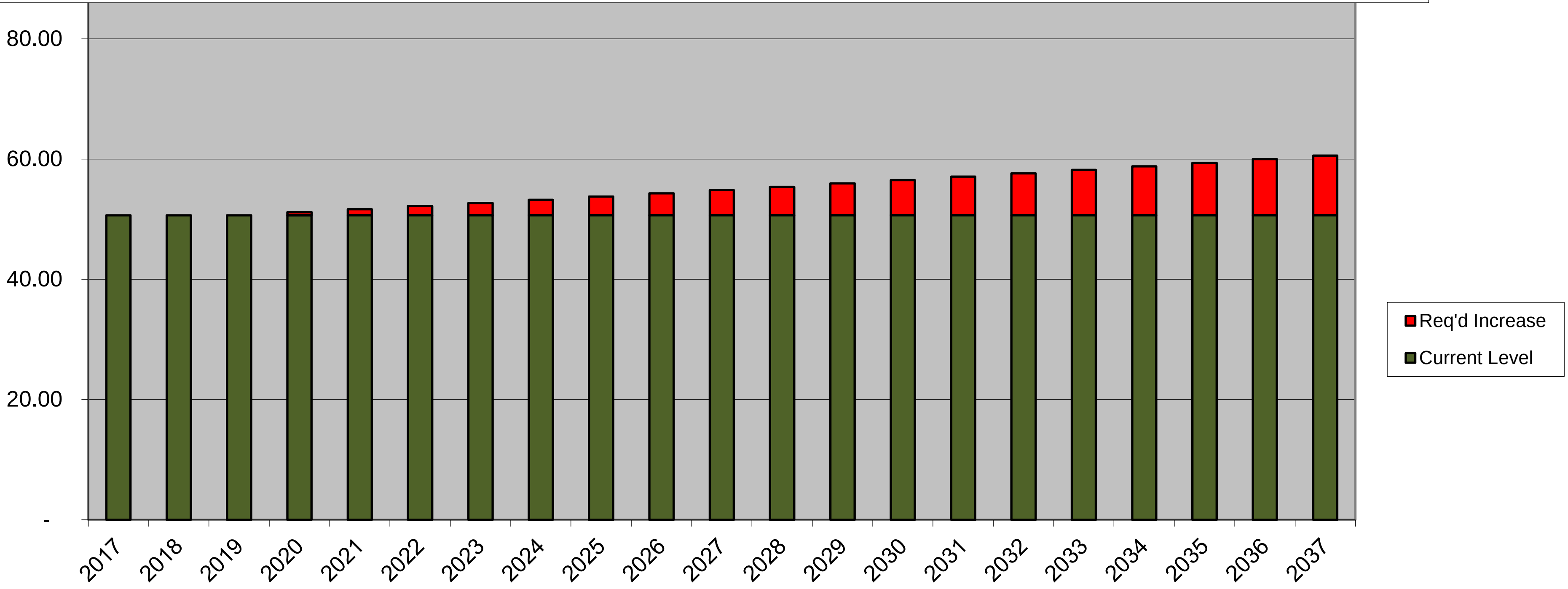
Monthly Water Bill ~ (5,000 gpm)



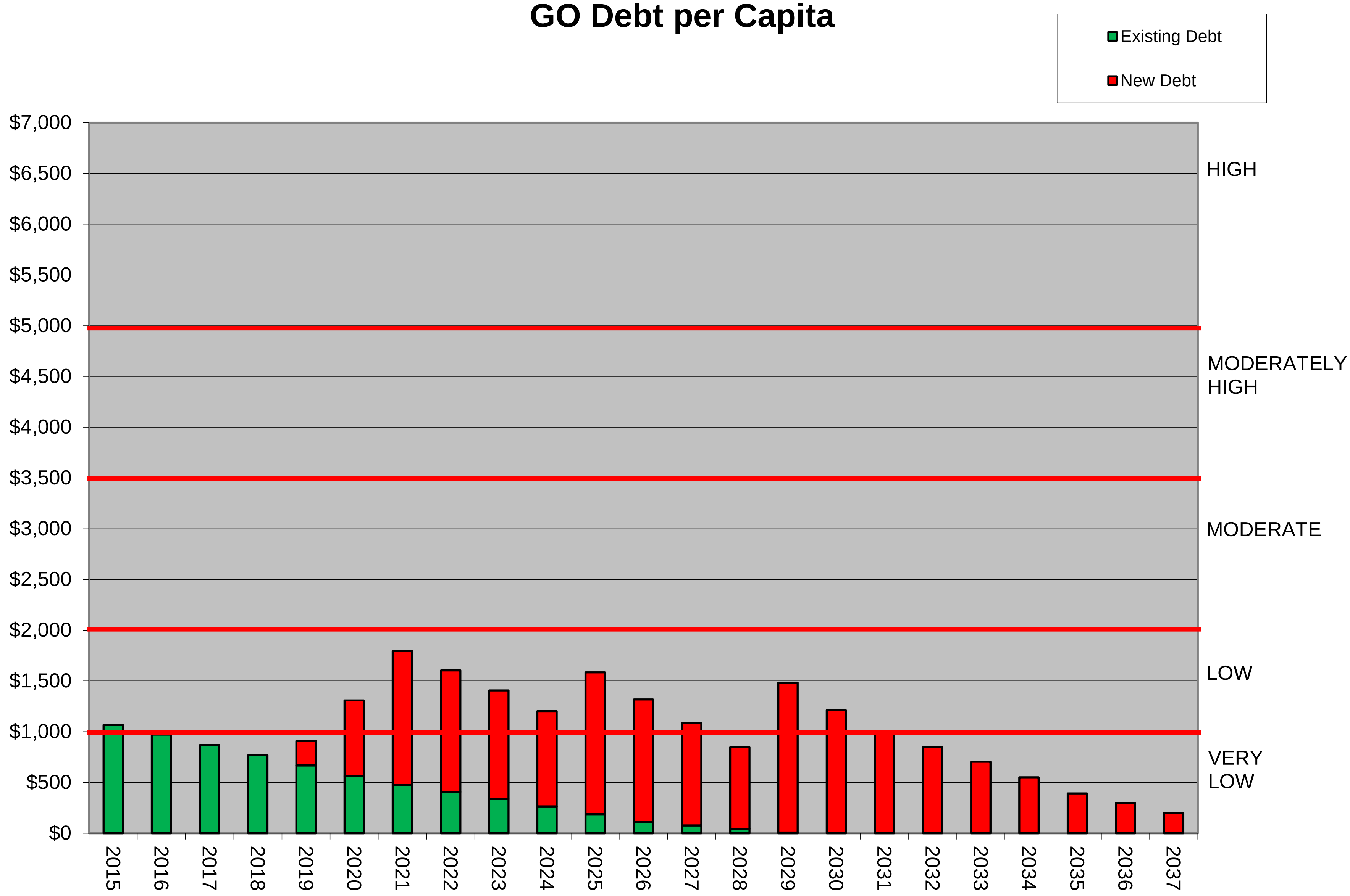


Monthly Sewer Bill ~ (5,000 gpm)

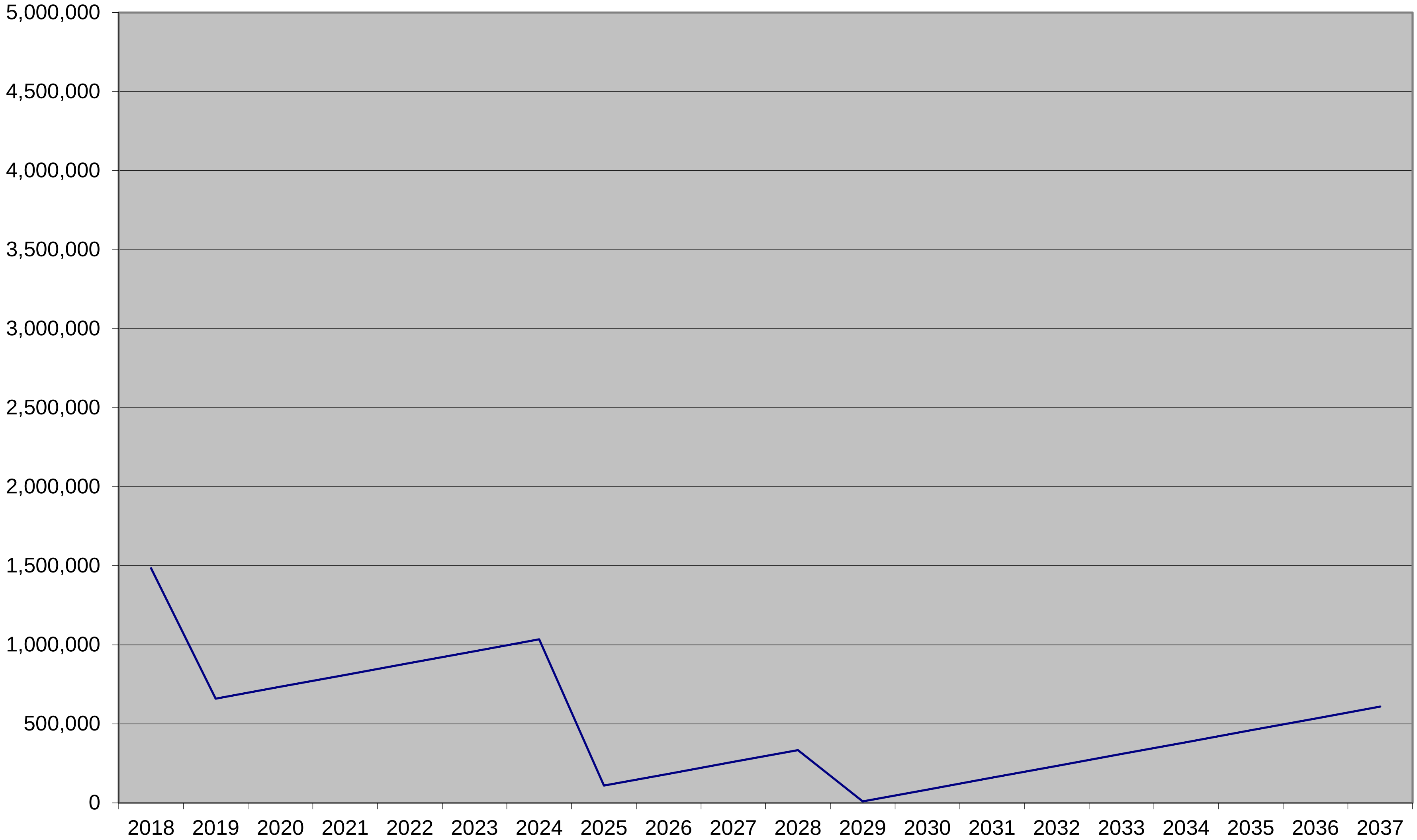


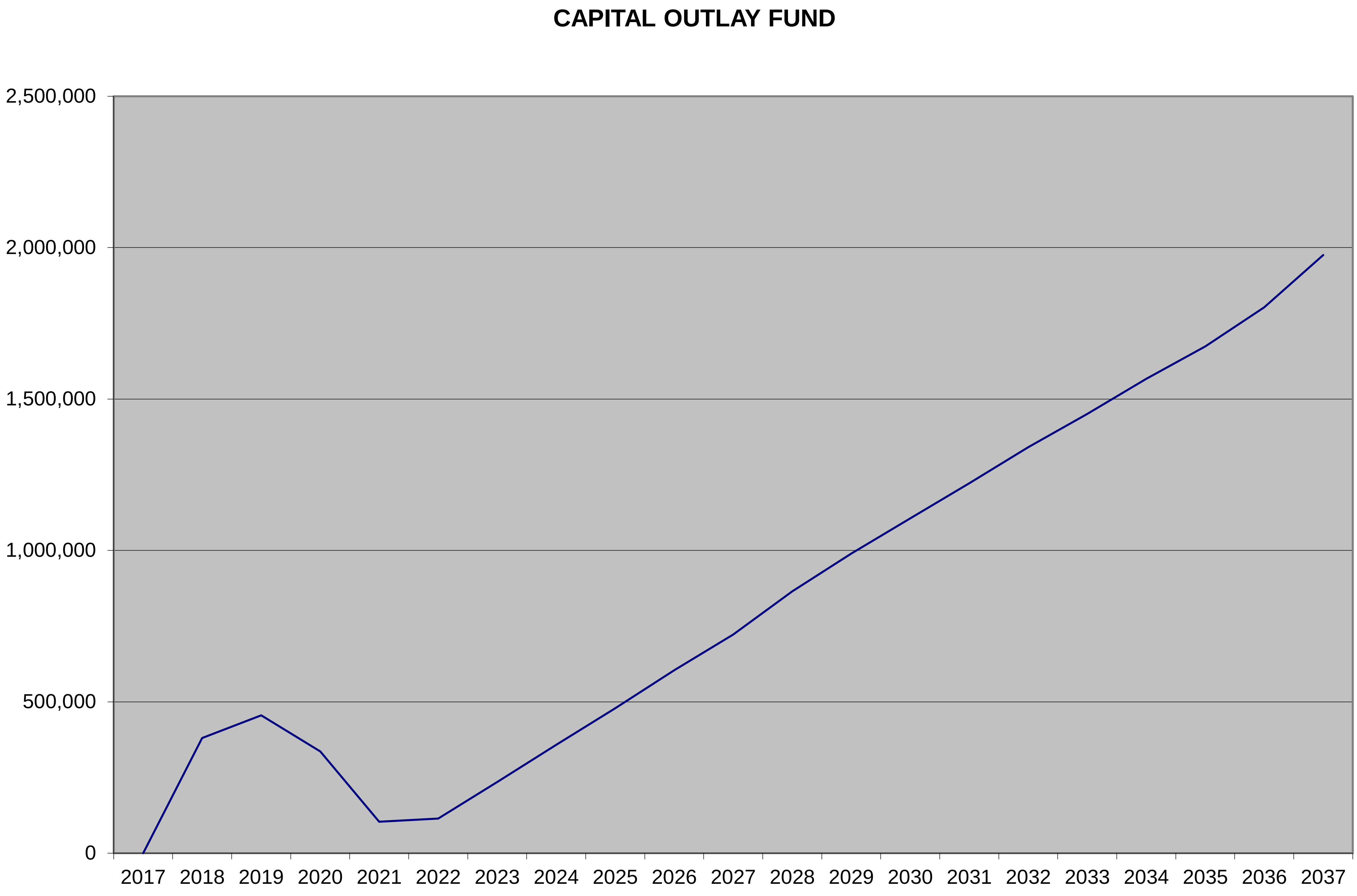


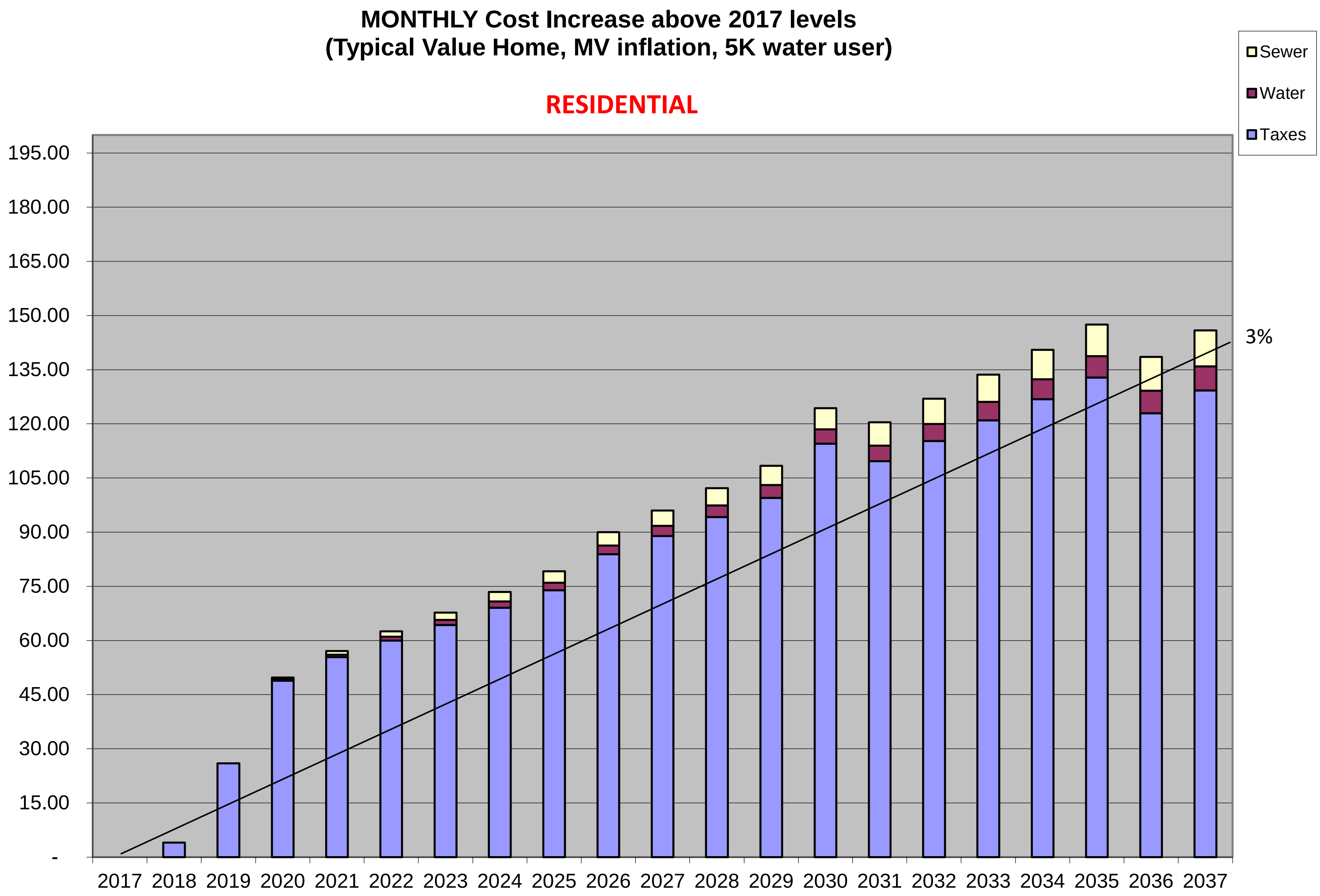
GO Debt per Capita



STREET RECONSTRUCTION FUND




CAPITAL OUTLAY FUND
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037


MONTHLY Cost Increase above 2017 levels
(Typical Value Home, MV inflation, 5K water user)
RESIDENTIAL
Sewer
Water
Taxes
3%
195.00
180.00
165.00
150.00
135.00
120.00
105.00
90.00
75.00
60.00
45.00
30.00
15.00
-
2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037

City of Plainview, Minnesota
Comparison of Conventional Sale vs MN Rural Water Association MIDI Loan

Conventional Rated Sale (A or A2)

1,681,000	Project Costs
10,250	Discount
12,000	Fiscal (includes tax abatement process)
7,500	Bond Atty
9,500	Rating
750	Pay Agent Setup
1,250	POS / Misc
20,528	Cap Interest
(500,000)	Less Cash
(424,000)	Less Grant
1,222	Rounding
820,000	BORROWING

	PRIN	RATE	INT	PMT	Pay Agent	TOTAL PMTS
12/2/2019	*Dated Date*					
2/1/2022	70,000	1.900%	38,166	108,166	495	108,661
2/1/2023	75,000	1.900%	16,308	91,308	495	91,803
2/1/2024	80,000	2.050%	14,883	94,883	495	95,378
2/1/2025	80,000	2.050%	13,243	93,243	495	93,738
2/1/2026	80,000	2.150%	11,603	91,603	495	92,098
2/1/2027	85,000	2.150%	9,883	94,883	495	95,378
2/1/2028	85,000	2.250%	8,055	93,055	495	93,550
2/1/2029	85,000	2.250%	6,143	91,143	495	91,638
2/1/2030	90,000	2.350%	4,230	94,230	495	94,725
2/1/2031	90,000	2.350%	2,115	92,115	0	92,115
	820,000		124,626	944,626	4,455	949,081
					Less Surplus Funds >>	(1,222)
					TOTAL NET PAYMENTS>>	**947,859**

Rates based on A2 ISD 544 in MN sold 9/16/2019

Standard Priced MIDI Loan (unrated)

1,681,000	Project Costs
-	Discount
13,050	Fiscal & Program Sponsorship Fees (includes tax abatement process)
4,100	Bond Atty
-	Rating
-	Pay Agent Setup
940	POS / Misc
24,985	Cap Interest
(500,000)	Less Cash
(424,000)	Less Grant
925	Rounding
801,000	BORROWING

	PRIN	RATE	INT	PMT	Pay Agent	TOTAL PMTS
12/2/2019	*Dated Date*					
2/1/2022	71,000	2.680%	46,452	117,452	0	117,452
2/1/2023	73,000	2.680%	19,564	92,564	0	92,564
2/1/2024	74,000	2.680%	17,608	91,608	0	91,608
2/1/2025	77,000	2.680%	15,624	92,624	0	92,624
2/1/2026	79,000	2.680%	13,561	92,561	0	92,561
2/1/2027	81,000	2.680%	11,444	92,444	0	92,444
2/1/2028	83,000	2.680%	9,273	92,273	0	92,273
2/1/2029	85,000	2.680%	7,048	92,048	0	92,048
2/1/2030	88,000	2.680%	4,770	92,770	0	92,770
2/1/2031	90,000	2.680%	2,412	92,412	0	92,412
	801,000		147,756	948,756	-	948,756
					Less Surplus Funds >>	(925)
					TOTAL NET PAYMENTS>>	**947,831**
					Diff>>	(28)

City of Plainview, Minnesota 9/17/2019

$801,000 **PRELIMINARY**

General Obligation Tax Abatement Note, Series 2019A

Minnesota Rural Water Association "MIDI-Loan"

Uses of Funds

Construction, Engineering, Contingency	1,681,000.00
Additional costs	-
Total Project Costs	**1,681,000.00**
MN Rural Water Loan Fee (incl. tax abatement processing)	18,090.00
Capitalized Interest	24,984.97
Rounding	925.03
	1,725,000.00

Sources of Funds

Bond Issue	**801,000.00**
Cash Contribution	500,000.00
Grant	424,000.00
	1,725,000.00

Closing Allocations

Purchaser		TBD
Proceeds wired to Issuer		
Construction Account (Net of Grants & Cash)	757,000.00	
Debt Service Account	25,910.00	
Total to Issuer >>		**782,910.00**
Checks Issued for Expenses		
David Drown Associates, Inc. (FA)	12,740.00	
Briggs & Morgan (Bond Counsel)	4,100.00	
Pay Agent (City Clerk)	-	
MN Rural Water Ass'n (Sponsor)	1,250.00	
Total for Expenses >>		**18,090.00**

Calendar

Application Received	pending
Sale Date	11/12/2019
Dated Date & Closing Date	12/2/2019
1st Interest Payment	8/1/2020
Proceeds spent by:	12/31/2020

Statistics

Purchase Price (Issue Price)	801,000.00
Net Interest Cost	147,755.77
Net Effective Rate	2.68000%
Average Coupon	2.68000%
IRS Yield	2.67938%
WAM (This Issue)	6.883
Call Option	Any pmt date beg. 2/1/2021 ($200 fee for partials) plus 1.0% thru 2/1/2025
Tax Status	Tax Exempt, Bank Qualified
Rebate	$5 million small issuer exemption
Continuing Disclosure	none -- audits upon request
Statutory Authority	M.S. Chapter 469, 475

How to make payments

Payments are made directly to ___________________________, Minnesota.

The lender will provide you with notice of pending payments due prior to each scheduled payment. Generally, you should mail payments at least 3 days early - wired funds can be transferred on the date payment is due. Questions? Contact _________________

Prepared by: David Drown Associates, Inc.
612-920-3320

City of Plainview, Minnesota

9/17/2019

$801,000

General Obligation Tax Abatement Note, Series 2019A

PRELIMINARY

PAYMENT SCHEDULE AND CASHFLOW

Note Payments									*Budget Revenues*		*D/S Fund Balance*	
Payment Date	Principal	Rate	Interest	**Payment Total**	Annual plus 5%	Pay Agent Servicing	TOTAL PAYMENTS	Budget Year	Tax Abatements	Tax Levies	Surplus (deficit)	Account Balance
12/2/2019	*Dated Date*									Deposit to Debt Service Account >		25,910
8/1/2020		2.680%	14,251.57	**14,251.57**								
2/1/2021	-	2.680%	10,733.40	**10,733.40**	24,985	-	24,985	2020	-	-	(24,985)	925
8/1/2021		2.680%	10,733.40	**10,733.40**								
2/1/2022	71,000	2.680%	10,733.40	**81,733.40**	97,090	-	97,090	2021	80,100	16,065	(925)	-
8/1/2022		2.680%	9,782.00	**9,782.00**								
2/1/2023	73,000	2.680%	9,782.00	**82,782.00**	97,192	-	97,192	2022	80,100	17,092	-	-
8/1/2023		2.680%	8,803.80	**8,803.80**								
2/1/2024	74,000	2.680%	8,803.80	**82,803.80**	96,188	-	96,188	2023	80,100	16,088	-	-
8/1/2024		2.680%	7,812.20	**7,812.20**								
2/1/2025	77,000	2.680%	7,812.20	**84,812.20**	97,256	-	97,256	2024	80,100	17,156	-	-
8/1/2025		2.680%	6,780.40	**6,780.40**								
2/1/2026	79,000	2.680%	6,780.40	**85,780.40**	97,189	-	97,189	2025	80,100	17,089	-	-
8/1/2026		2.680%	5,721.80	**5,721.80**								
2/1/2027	81,000	2.680%	5,721.80	**86,721.80**	97,066	-	97,066	2026	80,100	16,966	-	-
8/1/2027		2.680%	4,636.40	**4,636.40**								
2/1/2028	83,000	2.680%	4,636.40	**87,636.40**	96,886	-	96,886	2027	80,100	16,786	-	-
8/1/2028		2.680%	3,524.20	**3,524.20**								
2/1/2029	85,000	2.680%	3,524.20	**88,524.20**	96,651	-	96,651	2028	80,100	16,551	-	-
8/1/2029		2.680%	2,385.20	**2,385.20**								
2/1/2030	88,000	2.680%	2,385.20	**90,385.20**	97,409	-	97,409	2029	80,100	17,309	-	-
8/1/2030		2.680%	1,206.00	**1,206.00**								
2/1/2031	90,000	2.680%	1,206.00	**91,206.00**	97,033	-	97,033	2030	80,100	16,933	-	-
	801,000		147,755.77	**948,755.77**	994,944	-	994,944		801,000	168,034	(25,910)	

Minnesota Rural Water Association
Loan Application Form *v.5.7.2019*

PROGRAM CRITERIA

	Micro-Loan	*Midi-Loan*	*Mega-Loan*
Loan Amount	up to $250,000	up to $1,000,000	up to $3,000,000
Repayment Term	up to 7 years	up to 15 years	up to 20 years
Security	General Obligation	General Obligation	General Obligation
Borrower Population	200 persons	400 (200 if not declining)	600 Persons
Borrower Debt Levels	< $5,000 per capita	< $5,000 per capita	< $5,000 per capita
	<10% debt/market value	<10% debt/market value	<10% debt/market value

Additional Terms for Mega-Loans:
Maximum Average Life of 12 years
General Fund unassigned balance at least 35% of current year expenditures

PROGRAM FEES *(all inclusive*)*

Loan Amount	*Micro-Loan*	*Midi-Loan*	*Mega-Loan*
Under $50,000	$3,350	-	-
$50,001 to $100,000	$4,550	-	-
$101,001 to $250,000	$5,050	$9,290	-
$250,001 - $500,000	-	12,690	-
$500,001 – 750,000	-	14,840	-
$750,001 - $1 million	-	16,590	-
$500,000 - $1 million	-	-	17,575
$1 million - $2 million	-	-	21,475
$2 million - $3 million			24,475

** Additional fees may apply if applicant elects to use non-program lenders / bond counsels or for special exemptions. Loans may be subject to annual pay agent fees. All loans may be subject to additional fees if special statutory authority process is required. Contact David Drown Associates for exact fees at 612-920-3320, ext. 102.*

APPLICATION INFORMATION

(or simply apply on-line at www.daviddrown.com or www.mrwa.com)

TYPE OF LOAN: Micro-Loan _______ Midi-Loan ______ Mega-Loan ______

PROJECT: Please provide a brief description of the project:

____

____

Project cost: ____________________ Requested Repayment term: __________years

Loan Amount Request: _________________ Date Funds are Needed: __________________

BORROWER: ___________________________ Primary Contact: ________________________

Phone Number: _______________________ Contact email: __________________________

Mailing Address: ____

Office Hours: ________________________ Federal Tax ID Number: ___________________

APPROVAL: When will Council/Board meet to approve **final** loan documents? (allow 1 week to process)

Date:_________________________________ Time:___________________________________

Documents for agenda packets are needed by: ___________________________________

Regular Council/Board meetings are held (day of the week/time): ____________________________

OFFICIALS

Name	Office	Year Term Began	Year Term Ends
______________________	Mayor/ Chair	_______________	_______________
______________________	Member	_______________	_______________
______________________	Member	_______________	_______________
______________________	Member	_______________	_______________
______________________	Member	_______________	_______________
______________________	Clerk/Treasurer	_______________	_______________
______________________	Administrator	_______________	_______________

REQUIRED ATTACHMENTS

- ☐ *Electronic* copy of the borrower's most recent audited financial statement (3 years for Mega.)
- ☐ Provide a payment schedule for any debt obligations not shown in last audit. (None: ______)
- ☐ Provide a list of any capital projects/debt to be issued during the next 12 months. (None: ________)
- ☐ Mega borrowers will be required to provide additional information – we will advise what is needed.

CLOSING: Transfer of funds is normally accomplished by cashier or certified check mailed to the borrower on the date of closing. Midi- and Mega-Loan borrowers (not Micro-Loan) have the *option* of receiving funds by wire if wiring instructions are provided below (or attached):

Wiring Instructions:____

CERTIFICATIONS

- The Borrower is applying for a Micro-, Midi- or Mega-Loan. The final loan terms will be outlined in a resolution to be approved by the governing board at a future date.
- The Program Fees (outlined above) will be added to the requested loan amount and paid automatically at closing. Payment of the program fee is contingent upon Loan closing. Payment of the rating fee, if required, is the Borrower's responsibility if Loan is not closed.
- For all Loans, David Drown Associates, Inc. will be retained as your financial advisor. MSRB rules require municipal advisors to act in the Borrower's best interest. The Borrower does hereby certify it has read and accepted the terms outlined in the attached Standard Agreement and Engagement Letter.
- Fryberger, Buchanan, Smith & Frederick, P.A serves as the Program's standard bond counsel.
  - ☐ We wish to use the Program's bond counsel and hereby certify we have read and accepted the terms outlined in the Standard Bond Counsel Services Agreement. (document on file at www.MRWA.com).
  - ☐ We wish to use another bond counsel firm or lender (additional fees will apply).
    Name of firm and/or lender: ________________________________.
- When required, Northland Trust Services will be retained as the paying agent, registrar, transfer and fiscal agent for the Loan. The Borrower hereby certifies it has read and accept the terms outlined in the Standard Trust Services Agreement (document on file at www.MRWA.com).
- The Borrower does hereby certify that the project financed by the Loan will be owned, occupied, used and operated entirely/exclusively by the Borrower. No part of the project will be leased to, occupied by, or provide a special benefit to a non-governmental entity *(attach a note describing any exceptions).*
- The Borrower further certifies that there is no litigation threatened or pending that would question the Borrower's right to issue debt or impair the Borrower's ability to make payments on debt outstanding or contemplated *(attach a note describing any exceptions).*
- The Borrower has never defaulted in the payment of any indebtedness *(attach a note if exceptions).*

By our signatures below, the Borrower certifies that all the above information is true and accurate.

______________________________ ______________________________

Authorized Official Date

Please submit complete application to either of the following addresses. Allow at least one week for processing.

Lori Blair
Minnesota Rural Water Association
217 12th Avenue SE
Elbow Lake, MN 56531
Phone (218) 685-5197 | Fax (218) 685-5272
mrwa@mrwa.com

David Drown, President
David Drown Associates, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410
Phone (612) 920-3320 | Fax (612)-605-2375
david@daviddrown.com

STANDARD AGREEMENT & ENGAGEMENT LETTER FOR MUNCIPAL ADVISORY SERVICES

David Drown Associates, Inc, ("Municipal Advisor") has been selected to serve as the Municipal Advisor for Issuers participating in the Micro, Midi and Mega Loan programs (the "Program"). By submitting a signed Minnesota Rural Water Association Loan Application Form (the "Application") for a Program Loan and by approving a Resolution providing for the sale of Bonds through the Program, you are designating David Drown Associates, Inc. to serve as the Municipal Advisor for the loan. This document is our written arrangement on the role the Municipal Advisor will serve and responsibilities the Municipal Advisor will assume in connection with the issuance of general obligation bonds by the Issuer (the "Loan") as described in the Application completed by the Issuer and also the fees the Municipal Advisor will charge.

Section 1: Municipal Advisor Role. The Municipal Advisor is engaged as a recognized independent expert whose primary responsibility is to give objective fiscal advice on the structure and issuance of the Loan under state and federal securities law. We will provide some, or all, of the following services to determine suitability of the Loan for the applicant:

a. Evaluate legal options/alternatives for issuance of debt taking into account borrower's objectives, revenue availability and other factors.
b. Prepare preliminary financing schedules and options for review and consideration by the Borrower.
c. Evaluate the suitability of Program loans to meet borrower's objectives and advise the borrower of other suitable alternatives.
d. Upon receipt of a completed Application, the Municipal Advisor will prepare final payment and cashflow schedules and related offering documents.
e. For certain Mega loans, prepare application materials and assist the borrower in securing a bond rating.
f. Secure a binding commitment for the sale/placement of the loan with pre-screened program lenders and/or other underwriters or lenders as necessary.
g. Work with bond counsel to prepare a Resolution and other documents necessary to finalize and close the loan.
h. Provide assistance in coordinating closing and transfer of funds.
i. Draft a closing letter summarizing the transaction and providing guidance in accounting for loan proceeds and budgeting for future payments.

Section 2: Engagement Letter & Disclosure of Conflicts of Interest. Rules established by the Municipal Securities Rulemaking Board ("MRSB") and the Securities Exchange Commission ("SEC") requires the registered Municipal Advisor tasked with administering the various low cost loan programs offered via MN Rural Water Association ("MRWA"), to provide a written description of its advisory relationship and to make certain other disclosures in regards to potential conflicts of interest. The applicant recognizes that by submitting the attached application that it has requested and approved David Drown Associates, Inc. ("DDA") to act as Municipal Advisor to the community on this particular engagement. This means that DDA is to be held to the very highest standard of loyalty and care with an ***explicit fiduciary duty*** to act in your community's best interests. This means several important things:

- DDA has a duty to exercise due care in performing municipal advisory activities.
- DDA has a duty of loyalty, requiring us to act in your best interest without regard to our own financial or other interests.
- DDA must have the knowledge and expertise needed to provide you with informed advice.
- DDA has a duty understand you and your specific situation and to follow your directions, so our advice is suitable for you.
- DDA is required to make reasonably inquiries and investigations as to the facts supporting our recommendations and work products.
- DDA has a duty to discuss with you material risks, benefits, and alternatives considered that might serve your interests better.

Disclosure of Conflicts of Interest: A municipal advisor may not undertake an engagement without disclosing in writing how *potential* conflicts of interest will be managed and mitigated. There are several potential conflicts of interest that may apply to our engagement with you:

Compensation Conflicts of Interest.

- Fixed Fees or "Lump Sum". This form of compensation represents a potential conflict of interest because if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives.

- Fee Based upon Principal Amount. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

- Contingent Fee. This form of compensation presents a potential conflict of interest because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances.

Our plan to mitigate conflicts of interest regarding compensation is to assure the program standard fee schedule reasonably reflects the expected costs of standard services.

MN Rural Water Association Conflicts of Interest. David Drown Associates, Inc. serves as the financial advisor for MRWA's MEGA, MIDI, MICRO and Interim Funding Programs. In that capacity, we process loan requests and serve as municipal advisor to borrowers seeking to utilize these funding programs. This relationship with MRWA represents a potential conflict of interest in that we have an incentive to recommend the use of these funding programs and to exclude due consideration of other options or alternatives. We have mitigated this conflict of interest by agreement with MRWA that we will not process loans where other financing mechanisms are clearly superior, and we maintain internal procedures that explicitly include a review of other funding options before acting upon a loan request.

Section 3: Term of Engagement. Upon closing and delivery of closing, our responsibilities as Municipal Advisor will be concluded with respect to this financing and we do not undertake (unless separately engaged) to provide continuing advice to you or any other party.

Section 4: Fees & Expenses. The Municipal Advisor's fees will be incorporated into and paid from the Program Fee shown on the Application Form. Our fee shall be contingent upon successful sale and closing of a Loan (see disclosure of conflicts of interest above). In the event we are asked to provide additional services outside the scope of Program activities, we will notify you of these services and costs in advance.

CERTIFICATION OF ENGAGEMENT

By submitting a signed application, the applicant hereby certifies that David Drown Associates, Inc. is hereby engaged to serve as our community's Municipal Advisor associated with the attached loan application. It is further certified that DDA has fully and completely disclosed all potential conflicts of interest and the plans to mitigate such conflicts. We understand that DDA will investigate our financial position to determine the suitability of the loan programs for our project. We understand and accept any findings that determine the loan programs may be unsuitable for our community or if more beneficial financing alternatives may be suggested.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM: LELS Memo. of Understanding	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 8.B.**
ATTACHMENTS: Draft MOU	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to Approve City of Plainview and the Law Enforcement Labor Services Collective Bargaining Agreement Memorandum of Understanding.	

BACKGROUND

Investigator Ken Douglas was temporarily appointed Chief Law Enforcement Officer and has been filling in some duties while Chief Schneider is on leave. It is normal and expected that a staff member who is performing higher lever duties receive appropriate compensation. I have recommended $3/hour in additional compensation and he and his union representative have agreed to these terms subject to Council approval.

CITY OF PLAINVIEW AND THE LAW ENFORCEMENT LABOR SERVICES
COLLECTIVE BARGAINING AGREEMENT
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the City of Plainview ("Employer") and Law Enforcement Labor Services, Inc. ("Union").

WHEREAS, the Union is the exclusive representative for the Collective Bargaining Agreement ("CBA");

WHEREAS, the Chief of Police is currently on leave and Employer wishes to assign some of those duties to other staff,

Now, therefore, all parties hereto, agree as follows;

In addition to his position as Investigator, Ken Douglas is hereby named as Interim Chief Law Enforcement Officer ("CLEO"), effective September 4, 2019, until such time as the current Chief of Police returns or the position is otherwise filled, or until the Employer ends the temporary assignment at its sole discretion.

Investigator Douglas shall receive an additional $3.00 per hour while he holds the position of Interim CLEO. This wage shall apply to all hours that he would collect his regular hourly wage, including overtime and call back time. All other terms and conditions of employment set forth in the Labor Agreement will remain applicable to Investigator Douglas for the duration of the temporary assignment.

Upon completion of the temporary assignment, Investigator Douglas will resume his position as a Police Investigator without loss of pay or seniority as set forth in the Labor Agreement.

This Memorandum of Understanding represents the complete and total agreement of the parties as it relates to this matter.

IN WITNESS HEREOF, the parties hereto have made this MOU on the latest date affixed to the signatures below.

CITY OF PLAINVIEW	LAW ENFORCEMENT LABOR SERVICES, INC.
Clarissa Hadler, City Administrator	Renee Zachman, LELS Business Agent
Chip Cuccio, Mayor	Ken Douglas, Union Steward
Date	Date

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8th, 2019

AGENDA ITEM: Eckstein Contract	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, Public Works Director	**AGENDA NO.** 8.C.
ATTACHMENTS: Draft Contract	**APPROVED BY:** cgh
RECOMMENDED ACTION: **Motion** to approve contract between the city and the school.	

SUMMARY

This contract is for the maintenance/use of Eckstein Field, which is owned by the City but used almost exclusively by the School District. There is a recommended 3% increase over last year's contract.

2019-2020 CITY/PLAINVIEW-ELGIN-MILLVILLE SCHOOL DISTRICT #2899 FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is made this 8th day of October, 2019 by and between the City of Plainview, Minnesota, Municipal Corporation (hereinafter the "City"), and the Plainview-Elgin-Millville School District, (hereinafter the "School District"), collectively referred to as the "parties."

WHEREAS, the City and the School District have a mutual interest in sharing use of the City owned area known as Eckstein Field for the purpose of providing recreation programs to the general public;

WHEREAS, the City wishes to license to the School District the use of Eckstein Field for recreational purposes; and

WHEREAS, the School District and City wish to mutually share maintenance obligations of Eckstein Field as set forth in this Agreement; and

NOW, THEREFORE, the City and the School District agree as follows:

1. License Term, Termination, and Renewal: The City shall license to the School District the public area known as Eckstein Field for the period of July 1, 2019 to June 30, 2020, retroactive to July 1, 2019. The license fee shall be $1 for the year payable on April 1, 2019. This Agreement shall automatically renew for successive one-year terms unless a written notice to terminate the agreement delivered to the signatories of this Agreement, or their successors, not later than June 1 of each respective calendar year of the Agreement. Unless terminated by June 1 of a particular calendar year, or otherwise terminated pursuant to this paragraph, the terms of this Agreement remain in effect.

This Agreement may be terminated based on a breach of a term of this Agreement.

Termination pursuant to this paragraph must be in writing and delivered to the signatories of this agreement or their successors.

2. City Maintenance Responsibility: During the rental period the City will be responsible for performing the maintenance tasks listed in this paragraph. In addition to the rent outlined in paragraph 1 of this Agreement, the School District will pay to the City the Total Maintenance Fee that is listed in this paragraph.

1. Mow Eckstein Field for the Baseball and Soccer Seasons.	$1,268.00
2. Do daily clean-up of litter during the Baseball and Soccer Seasons.	$1,246.00
3. Measure and paint the field for soccer.	$1,630.00
4. Trim Eckstein Field for the Baseball and Soccer Seasons.	$665.00
5. Pay for electricity for the Baseball and Soccer Seasons.	$794.00
6. Fertilize and weed control.	$764.00
7. Set up baseball fence and move bleachers. The school must give reasonable advance notice of when the fence is needed.	$983.00
Total Maintenance Fee:	***$7,350.00***

The height of the grass to be cut at is 3" unless directed by the Activities Director. The lowest cut allowed is 2 1/2". If lines are cut in the baseball field, the lowest that they can be cut is 2 1/2".

3. School District Responsibility: The School District will be responsible for performing the following maintenance tasks at their own expense.

1. Drag lime and paint baseball field for games and practices.
2. Set up markers for the soccer games.
3. Provide port-potties for restroom facilities that meet the needs of the participants and spectators.
4. Pick-up litter for events that are held on Friday, Saturday, Sunday, and Holidays.
5. Provide to the City, a paint machine and paint to mark soccer lines. Paint machine is to be in excellent working order.

4. Ownership: The parties acknowledge that the City owns the following equipment and is obligated to maintain the same: baseball scoreboard, baseball press box, baseball P.A., baseball fence, bases, field lights, and batting cage.

The parties acknowledge that the School District owns the following equipment and is responsible for maintaining the same: bleachers, soccer scoreboard, soccer P.A., paint machine, lime machine, soccer press-box, ticket booth, soccer goals, and pitching machine.

The parties further acknowledge that for the term of this Agreement, the equipment listed in this paragraph may be used by either party, but such use is contingent upon providing advanced notice to the other parties designated representative and obtaining approval from that person for such use, which may not be unreasonably withheld. The City's designated representative is the City Public Works Director. (hereinafter "Designated Representative")

5. Use of Licensed Premises. The licensed premises shall be all areas commonly referred to as Eckstein Field, as shown in Exhibit A. The license granted to the School District is for the use of Eckstein Field for the purpose of conducting recreation activities, including but not limited to, baseball, softball, soccer, and other intramural sports and physical activities conducted by the School District. The use of Eckstein Field shall not be for any commercial purposes, other than the sale of concessions at sporting events, and the use, sale, and consumption of alcohol is expressly prohibited.

6. Building Use: The School District will have the right to use the concession stand and the ticket sales area at any time during the agreement period. The City shall furnish keys to these buildings to the School District's Activities Director. The School District shall be responsible for cleaning these facilities during the agreement period.

7. Trash Removal: The parties shall mutually share the obligation for trash and litter removal at Eckstein Field by assigning those duties to each party on different days of the week. The party that is responsible for trash and litter removal must keep Eckstein Field completely clear of trash and **litter** by collecting the same and placing it in the dumpster located thereon. Costs associated with emptying the dumpster shall be borne by the School District and the dumpster must be emptied not less than once per week. The City shall assume responsibility for litter and trash removal Monday through Thursday. The School District shall assume that responsibility on Friday, Saturday, Sunday, and Holidays.

8. Equipment Set Up: Any equipment set up shall be responsibility of the School District for School District events and the City for City events.

9. Reservations: Reservation for use of the facilities at Eckstein Field shall be on a first-come first-served basis, with the exception of the School District's regularly scheduled events, (hereinafter "Regular Events"). The School District's Designated Representative shall have the option to deliver to the City's Designated Representative a schedule of Regular Events no later than August 1, 2019 for fall sports, February 15, 2020 for spring sports, and April 15, 2020 for summer sports. The School District shall have a superior right, over all other members of the public, to use the facilities at Eckstein Field for the dates on the schedule. For any date not listed on the schedule of Regular Events, either Party's Designated Representative shall be allowed to make a reservation by sending an email to the other Designated Representative notifying him or her of the reservation. Each party's Designated Representative shall maintain a schedule of use of the facilities at Eckstein Field.

10. Emergencies: In the event of a medical situation, the Mayo Medical Center shall have use of Eckstein Field as an emergency landing pad.

11. Indemnification: School District shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys' fees, and costs of alternative dispute resolution, which may arise out of or be caused by School District or its agents, employees, students, patrons, invitees, attendees, volunteers, or contractors, with respect to School District's use, operation or maintenance of the Licensed Premises. School District shall defend City against the foregoing, or litigation in connection with the foregoing, at School District's expense, with counsel reasonably acceptable to City. City, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Paragraph shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of City. All indemnification obligations shall survive termination of this License, provided that the incident giving rise to the indemnification obligation must have occurred during the term of this Agreement.

12. Insurance: School District shall, at School District's expense, maintain in effect bodily injury liability insurance and property damage insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04, as amended. School District shall provide the City with evidence of such insurance in the form of a certificate of insurance no later than ten days after executing this Agreement and annually thereafter. The City shall be an additional insured on such policy and all certificates shall contain a provision that the insurance shall not be cancelled unless prior written notice thereof is given to the City not less than 30 days prior to the effective date of such cancellation. Notwithstanding any provision of this Agreement, if the School District fails to maintain a policy of insurance as required by the City for the term of this Agreement, the City may immediately revoke this License.

13. Assignment: Neither party shall assign or transfer its interest in this agreement without the express written consent of the other party.

14. Severability: The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be valid.

15. Merger Clause: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification of change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement. The City and the School District, by the signature below of their authorized representatives, hereby acknowledges that they have read this agreement, understand it and agree to be bound by its terms and conditions.

IN WITNESS WHEREOF, the respective parties hereto have caused this Agreement to be duly executed on the day and year first above written.

CITY OF PLAINVIEW, MN **A MUNICIPAL CORPORATION**	**PLAINVIEW-ELGIN-MILLVILLE** **SCHOOL DISTRICT**
______________________________ Chip Cuccio, Mayor	______________________________ Bill Ihrke, Superintendent
______________________________ MariClair Schneider, City Clerk	

EXHIBIT A

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM:	2019-2020 Wabasha County Snow Removal Contract	**AGENDA SECTION:** New Business
PREPARED BY:	Shane Loftus PW Director	**AGENDA NO.** **8.D.**
ATTACHMENTS:	Contract	**APPROVED BY:** **cgh**
RECOMMENDED ACTION: **Motion** to approve the 2019-2020 contract between the City of Plainview and Wabasha County for the removal of snow on county roads within city limits.		

SUMMARY

We contract every year with the county to remove snow on county roads within city limits. This allows us to plow these streets at the same time as we are plowing the rest of the community. This is the most efficient way to plow. The rates they are reimbursing the city mirrors what they are reimbursing other cities with the same situation.

Maintenance Agreement
Between Wabasha County and the City of Plainview

WHEREAS, Wabasha County State Aid Highways 56 and 57 are within the City of Plainview; and

WHEREAS, Wabasha County is obliged to maintain these roads; and

WHEREAS, It is beneficial for the citizens of the City of Plainview and Wabasha County to have the City of Plainview perform the following maintenance activities on the listed road segments:

Sweeping and removal of debris.
Snow and ice control including applying salt and/or abrasives and removal by the method shown in the table below

Road	Termini	Snow/Ice Removal Method	Length (miles)	Annual Payment Rate ($/mile)	Amount
CSAH 56 (3rd St SW)	TH 42 - 2nd Ave SW	Plowing	0.32	1,875	600.00
CSAH 56 (3rd St SW)	2nd Ave SW - W Broadway	Plowing and Hauling	0.14	4,688	656.32
CSAH 57 (9th and 10th St SW)	TH 42 - W Broadway	Plowing	0.49	1,875	918.75
				Total Annual Amount =	**$2,175.07**

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:
That Wabasha County agrees to pay the City of Plainview for performing the above described maintenance activities on the listed roads from January 1, 2020 through December 31, 2020 in one annual payment having a total amount of $2175.07.

The City of Plainview agrees to indemnify and hold harmless Wabasha County from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to the activities conducted by the City of Plainview under this Agreement. The City of Plainview will be solely responsible for its own employees for any Workers Compensation claims.

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

City of Plainview, Minnesota

APPROVED:

City Mayor Date

ATTEST:

City Clerk Date

County of Wabasha

APPROVED:

County Board Chair Date

ATTEST:

County Administrator Date

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8th, 2019

AGENDA ITEM: Ash tree removal	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus PW Director	**AGENDA NO. 8.E.**
ATTACHMENTS: Quotes	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve Carr's Tree Service to remove 29 Ash trees along the walking trail for $6,100.	

SUMMARY

Carr's Tree Service was the least expensive of three bids I received at $6,100. This comes to an average of $210.35 per tree. It includes the following:

- Felling the tree.
- Removal of the tree.
- Grinding of the stumps.

Public works would be responsible for the cleanup of the stumpage (the stump grindings), filling the hole back in, and seeding.

Company	Total Quote	Average Per Tree
Carr's Tree Service	$6,100.00	$210.35
Wabasha Tree Service	$11,194.00	$386.00
Maier Tree and Lawn	$24,266.76	$836.78

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM: Replace Public Works Pick-up	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus PW Director	**AGENDA NO. 8.F.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve the purchase of a Ford F-250 from Sugarloaf Ford in the amount of $27,215 after trade-in and authorize the City Administrator to approve payment of the invoice for the above purchase.	

SUMMARY
I am requesting approval to order a 2020 Ford F-250 Super Duty Super Cab. This truck will be taking the place of the 2007 Chevy single cab. The purchase price for this vehicle is $ 32,302.00 less the $5,177.00 trade in for the 2007 Chevy for a net total of $27,125.00. The reason I am coming to you for this approval is the 2007 Chevy has 70,000 miles on it. Though this may seem low these are 98% in town miles. The lower miles are the only reason we are seeing any trade value. It is at the point where putting any money in it would be a loss to the city. There are multiple repairs that have been done and we are at the point of needing to do more.

Repairs needed:
- Front brakes need replacing.
- Tires need replacing.
- The gear shifter is hanging.
- Both rear wheel wells are rusted through.
- Door handle is broken for the 3rd time.
- It uses oil terribly.
- Running boards are rusted though.

With the purchase of the 2020 F-250 we would eligible to trade each year going forward for no cost to the city. This program that I am trying to get the city on has been available to municipalities for over 10 years. There is no guarantee this program will continue for perpetuity but if the program ends in 10 years from now, we are receiving 10 years of no maintenance and starting with new trucks. The reason this program works, and they don't see it ending any time soon is this stimulates lightly used vehicle purchasing. We buy the truck at state bid price for $32,000, put very few miles on it and turn around and sell the truck for the same or more than we paid for it. This makes them more on the truck than if they would have only sold it once. The City of St. Charles has their entire fleet on this program and after speaking with their city administrator and hearing the eventual cost savings, I think this would be a great way for the city to save money. Eventually I would like to work our whole fleet into this program. We would have zero maintenance on these trucks, as they would always be under warranty.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM: Budget Requests	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO.** 8.G.
ATTACHMENTS:	**APPROVED BY:** cgh

RECOMMENDED ACTION:

1. **Motion** to approve EDA Budget Request of $55,000 for 2020 and pay out 1/12 of that amount monthly in 2020.
2. **Discussion/Direction** regarding the Community Center request.

BACKGROUND

We have received two budget requests from outside organizations.

The EDA approved their budget last month and sent it to the City. They are requesting $55,000 in City funds for EDA activities in 2020. This is the same as 2019 funding. While we have had the amount in our preliminary budget documents, a formal approval of this amount is recommended at this time.

In addition, the City received a request from the Plainview Community Center to increase their funding from $8,500 to $10,000. Staff does not currently have the additional amount planned for in the preliminary budgets and requests Council direction.

Plainview Economic Development Authority

2020 Budget - EDA program and Plainview Business Center

2020 EDA request - $55,000

ACT NO.	***REVENUE***	Budget	Explanatory Notes
	Starting Balance - EDA Gen Ops Fund	$3,000	The EDA anticipates starting 2020 with a working balance of $3,000 in General Checking if we make repairs to the front of the building in 2019 to include: secondary entrance cement work [remove pad outside secondary door & remove fill down to frost lne, install barrier, new fill, new concrete; add eyebrow on front and reroof "valley" where buildings meet = $15,000; and remodel old parts room for new tenant- $9,500. The EDA will also move $15,000 accumulated through a variety of funding streams (city contribution & profit from building) to a maintenance line item or account to cover cost of bathrooms if EDA loses access to facilities in other building or major equipment failure (heating/AC units) .
90001	Pass through	$0	
90003	Rent - 2019/2020 Leases	$39,456	Dependent on maintaining all tenants currently in the building
36230	City Contributions - Property Taxes	$0	
36230	Other Local Contributions	$55,000	
36210	Interest Earnings	$85	
36250	Contract Payments (refunds & reimbursements)	$0	
	Total Revenue	**$97,541**	

ACT NO.	***PROGRAM EXPENSES***	Budget	Explanatory Notes
901	Pass-through	**$0**	
201	Office supplies (includes web subscriptions/software)	$1,200	
309	Hardware and software updates	$350	
304	Legal and Professional	$5,000	Eversman Accounting services; legal for loan programs & TIF district services from D.Drown & Assocs.
331	Travel and Training	$250	mileage reimbursement
343	Marketing and Advertising	$2,500	Marketing - Annual guide? Or project specific/ grant funded activity
401	Business Development/Outreach	$6,500	Reserved for matching funds for grants or direct investment in Business Development activities/opportunities
401	Staffing	$41,148	As per contract; it is anticipated that staff hours in 2020 will go into Business Center/program management, housing and support for other city programs.
433	Dues and Subscriptions	$250	
401	Office Storage - $30/month	$360	EDA Director leases office in Center; chgs. EDA fee for storing materials
321	Telephone ($50/month x 12 months)	$600	
321	Internet [$60/mo x 12 months - HBC - business rate*]	$720	
	Total EDA Program Operation Cost	**$58,878**	

ACT NO.	***PLAINVIEW BUSINESS CENTER EXPENSES***	Budget	Explanatory Notes
362	Insurance	$2,300	
905	Real Estate Taxes	$8,500	2019 taxes were $7,748 at a valuation of $225,000. The proposed 2020 valuation on the Business Center is $237,000
220	Cleaning Supplies	$250	
400	Maintenance/Snow removal	$5,000	
380	Utilities (water, garbage, gas & electric)	$8,500	
223	Building Improvements	$3,500	Eyebrow or portico may need to be built in 2020 due to scarcity of contractors; need to get cement work at secondary entrance fixed in 2019; egress issue
	Incubator Expenses	**$28,050**	
	Total EDA Expenses (program operation and Business Center)	**$86,928**	
	Net Income (2020 Income - 2020 expenses)	**$10,613**	

Plainview Area Community & Youth Center Inc.
346 W Broadway
Plainview MN 55964
Phone 507-534-3802

September 18, 2019

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

Dear Honorable Mayor Cuccio & City Council Members:

On behalf of the Plainview Area Community & Youth Center Board, we would like to extend our heartfelt thanks for the many years of generous donations you have granted to the Community Center. This funding to the Community Center was started when Hi-Neighbors could no longer meet at the Library. The City pledged to give money to the Community Center as long as the Center provided a place for our senior citizens to meet. The Center is available for all ages to utilize. You have, through the years, been very generous in your donation of $8500.00 to the Community Center to keep the Center up-to-date and assisting with the day-to-day operational costs. As the cost of maintaining the Center increases, we would like to ask consideration for an additional $1500.00 this year. Our monthly utilities and insurance costs are well over $900.00. Thank you for your consideration and willingness to help keep the Community Center functional and operational. We strongly feel that the Community Center is a vital part of downtown Plainview. We sincerely hope we can count on your continued support of the Community Center.

Thank you for your time and consideration. Please feel free to stop by and see what all we do here. It's a great facility for a wide variety of functions!!!

Sincerely,

PACY Board
Roger Rettmann, President
Dianne Ford, Treasurer
Georgean Wood
Ben Nauman, Secretary
Belinda Strain

PLAINVIEW
CITY COUNCIL ACTION

AGENDA ITEM: Liquor Store Hires	**AGENDA SECTION:** New Business
PREPARED BY: Alisha Mohs, Liquor Manager	**AGENDA NO.** **8.H.**
ATTACHMENTS: None	**APPROVED BY:** **cgh**

RECOMMENDED ACTION:
1. **Motion** to approve hire of Richard Fenton for part-time bartender position at step 1.
2. **Motion** to approve hire of Riley Winger for part-time barback/liquor clerk position at $9.86/hour.

Summary

Since the majority of our staff is part-time with limited availability, we need to keep solid bartenders on staff. Richard Fenton has bartending experience and can be on call during rain days and is laid off in the winter with open availability. (The winter is our busiest time, so this is great for us.) He worked previously at Whiskey Bones in Rochester. His full-time job is at Merit Contracting as a lead journeyman.

Riley is the only applicant we've had so far for the barback position. He is eager to get to work. He is excited to help the Muni. He is available every evening after 6 pm Monday – Thursday + Sat/Sundays during the fall and will have more availability in the winter-summer.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: October 8, 2019

AGENDA ITEM:	2020 Street Projects	**AGENDA SECTION:** New Business
PREPARED BY:	Derek Olinger, Bolton & Menk Shane Loftus, PW Director Clarissa Hadler, City Administrator	**AGENDA NO. 8.I.**
ATTACHMENTS:		**APPROVED BY: cgh**
RECOMMENDED ACTION: TBD		

BACKGROUND

As discussed at the Work Session on Thursday, October 3, 2019, Bolton & Menk staff will be bringing work orders for the potential implementation of street projects in 2020, based on the review of the Infrastructure Management Plan.

After a bit more discussion, staff has asked that BMI provide two options; a) the 2 reconstruction projects discussed and b) 1 reconstruction and the majority of the recommended Mill & Overlay.

Staff will forward the information via email as soon as it is available.