



**REGULAR CITY COUNCIL MEETING
AGENDA**

Tuesday, February 10, 2026, at 6:00 P.M.

**Location: City Hall
241 West Broadway
Plainview, MN 55964**

Broadcast of the City Council Meeting will be posted on FaceBook: <https://www.facebook.com/plainviewmn/>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

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

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

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

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

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

4. APPROVAL OF AGENDA

5. APPROVAL OF CONSENT AGENDA

- A. City Council Minutes- January 13, 2026
- B. Bills
- C. Permits/Licenses/Donations
- D. Department Head Reports and Board Minutes

6. UNFINISHED BUSINESS - none

7. NEW BUSINESS

- A. City of Plainview's Small Cities Development Program Policies and Procedures
- B. Part-Time Police Officer Hire

8. INFORMATION ONLY DOCUMENTS

9. COUNCIL COMMENT

10. ADJOURN

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 10, 2026

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 5.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the January 13, 2026, Regular Meeting Proceedings.	

REGULAR PLAINVIEW CITY COUNCIL MEETING

Tuesday January 13, 2026, at 6:00 P.M.

1. CALL TO ORDER – Mayor Holm called the Regular Plainview City Council meeting to order on Tuesday January 13, 2026, at 6:00 p.m.

Council Members in attendance: Keith Holm, Holly Reeve, Lindsay Hammer Bartley, Brandon Bauman, and Don Kuschel.

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Public Works Director Shane Loftus.

Department Heads absent: Finance Director Vicki Axley, Fire Chief Mike Lyons, Library Director Alice Henderson, and Police Chief Jason Timm.

Guests in attendance: Brian Malm with Bolton & Menk, Seamus Johnston, Jae Gourley, Tim Scanlon, Deb Bigelow, and one unidentified individual.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENTS – None.

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

Motion carried unanimously.

5. APPROVAL OF CONSENT AGENDA – Motion by Bauman, second by Reeve to approve the Consent Agenda.

Motion carried unanimously.

A. City Council Minutes – December 9, 2025, and December 17, 2025

B. Bills

C. Permits/Licenses/Donations –

1. 2:00 AM Liquor License – Walkes Enterprises dba Kim's Saloon & Grill
2. Gambling Permit – Bulldog Youth Baseball
3. Chicken Permit Renewal – Derrick and Shanna Hoffman
4. Chicken Permit Renewal – Heidi Loftus

D. Department Head Reports and Board Minutes –

E. Meeting Schedule for 2026 –

Regular City Council meetings will be held on the second Tuesday of each month at 6:00 p.m. at City Hall. The August Council meeting will be held Tuesday, August 4, 2026, due to the State Primary Election scheduled for Tuesday, August 11, 2026.

F. Official Designations for 2026 –

Designation of Banks and Investment Institutions – Peoples State Bank, Foresight Bank, Edward Jones, and 4M Fund.

Authorization of Official Signatories – Keith Holm (Mayor), Vicki Axley (Finance Director), David Todd (City Administrator), Carol Kujath (City Clerk), and Kayla Hall (Deputy Clerk).

Authorization of Facsimile Signatures: Keith Holm (Mayor) and Vicki Axley (Finance Director).

Designation of Official Newspaper – Plainview News.

Designation of Auditor – Hawkins Ash CPA, LLP.

Designation of Engineer – Brian Malm Bolton & Menk, Inc.

Designation of Treasurer – Vicki Axley (Finance Director).

Designation of City Attorneys – Mike Flaherty - Flaherty & Hood (Civil Attorney), Brandon Fitzsimmons – Flaherty & Hood (Personnel Attorney), and Wabasha County Attorney (Criminal Attorney)

G. 2025 Annual Planning Commission Report to Council –

The Planning Commission held two meetings in 2025. The February 4, 2025, meeting which officers were appointed to Chair and Vice Chair of the Planning Commission for 2025. The July 17, 2025, meeting which included a public hearing for the Preliminary Plat and Rezone application for Rolling Plains Business Park.

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

A. 2026 Fee Schedule – Ordinance 2026-01 and Resolution 2026-01 –

Each year the City Council reviews and amends the fees set forth for City services and utilities. Administrator Todd stated the changes to the fee schedule for 2026.

Motion made by Reeve, second by Hammer Bartley to approve Ordinance 2026-01, an Ordinance of the City of Plainview, Minnesota amending the City Fees and Charges.

Aye: Holm, Reeve, Bauman, Hammer Bartley, and Kuschel

Nay: None

Motion carried unanimously.

Motion by Hammer Bartley, second by Bauman to approve Resolution 2026-01 allowing for Summary Publication of Ordinance amending the City Fees and Charges.

Motion carried unanimously.

2026 Fee Schedule can be viewed at City Hall or on the City of Plainview's website

B. National Services Park Project –

The Peace Corp came to the city several years ago with a vision of doing a National Service Park project. The project would be to construct improvements to the park honoring national governmental entities, based on significant community historical and service precedents including but not limited to the Peace Corps, all branches of the military, and AmeriCorps at the Great River Trail Park. City Council explicitly stated that the city would not be funding the project and recommended that the Peace Corp work with the Parks and Trails Commission and the Plainview American Legion as they currently have monuments in the park honoring those who served in the military. A Memorandum of Understanding (MOU) between the City of Plainview and Peace Corp Legacy Association was agreed upon which identified the general terms of a proposed lease agreement under which the City would lease the PCLA the area currently known as the Great River Ridge Trailhead park and referred to in the memorandum as the National Service Park. For several years, the PCLA and the American Legion could not come to an understanding on how to move this project forward. The City recommended that they work together and enter into a MOU to ensure that all parties are in agreement and to memorialize a working agreement

between them. In December 2025, the PCLA and the Legion entered into a MOU. This matter was put before the Plainview Parks and Trails Commission for a recommendation to the City Council. As part of the agreed upon MOU, NSPA (National Service Park Association) will form a board to oversee this project. The board will be made up of Plainview's Public Works Director, members of the Legion, and members of the Peace Corp Legacy Association, as well as other pertinent members who will be identified later. The Parks and Trails Commission recommended the City Council approve this project.

Motion by Kuschel, second by Reeve to approve the Cooperative Memorandum of Understanding between the Peace Corp Legacy Association and Legion for the National Services Park project, as it relates to the agreement between the City of Plainview and Peace Corps Legacy Association.

Motion carried unanimously.

C. 2026 Pool Staff Wages –

Michelle Olig is a seasonal employee who manages the swimming pool each year. This is Olig's 12th season as the Pool Manager. Olig typically works from January-August. The request is a salary be set at \$13,905 for the 2026 season plus \$21.22 per hour for training hours which reflects a 3% COLA increase. For the 2026 season staff are requesting an increase in wages of 1.5%. It was noted that once the hiring process is complete, the employee list will be brought to the Council for approval.

Motion by Kuschel, second by Bauman to approve the salary for Michelle Olig, Pool Manager, for the 2026 pool season at \$13,905 for the season, plus \$21.22 per hour for lifeguard training hours.

Motion carried unanimously.

Motion by Reeve, second by Kuschel to approve the 2026 wage scale for pool staff as listed below.

Lifeguard - \$15.00

WSI Guard - \$16.07

Headguard - \$17.84

Desk Attendant - \$13.40

Water Aerobics Instructor - \$15.00

Pool Manager - \$13,905 for the season, plus \$21.22 an hour for lifeguard training.

Motion carried unanimously.

D. 2026 Public Works Seasonal Wages–

The City hires seasonal help each summer to assist with mowing, trimming, watering flowers, cleaning parks, and other tasks as needed for the Public Works Department.

The seasonal hires also help with weekend duties, to help keep overtime expenses for full-time employees lower. The pay scale for the 2026 seasonal hires for the Public Works Department are "Mower" \$16.07 and "Trimmer" \$15.00. It was noted that once the hiring process is complete, the employee list will be brought to the Council for approval.

Motion by Hammer Bartley second by Reeve to approve the 2026 wage scale for the Public Works seasonal employees as listed below.

Mower – \$16.07

Trimmer – \$15.00

Motion carried unanimously.

E. Immanuel Lutheran School Crosswalk Request –

The City received a request from the Immanuel Lutheran School Principal, Billy Zuelsdorff, to place a lighted crosswalk on West Broadway Ave. at 1st Street NW, across from the Church. Principal Zuelsdorff indicated that he had been approached by families asking for a lighted crosswalk to benefit children crossing Broadway Ave from the north. At the October 2025 City Council meeting, council authorized staff to conduct and research the feasibility of and petition MnDOT for authorization to place lighted crossing flashers at this location. City Engineer Brian Malm spoke with David Tsang at MnDOT, who said he would be supportive of the installation, but would require some additional information before approving it.

- Pedestrian volumes: Counts during specific times (e.g., 30 children crossing between 7:30–8:00 a.m. and again between 3:00–3:30 p.m.).

- Age ranges: General categories such as elementary or middle school students.

- Current crossing controls: Whether crossing guards are present.

Funding: MnDOT will not provide direct funding unless the flashers are a part of a MnDOT construction project where a safety issue has been identified. MnDOT has not identified a near term construction project along TH 247, therefore, the installation would need to be locally or grant funded. Estimated cost is approximately \$50,000 for full installation, plus engineering costs.

Technical Comments: The type of crossing flashers would be Rectangular Rapid Flashing Beacons (RRFB's), similar to those installed near the PEM School building at the west end of TH 247 and those on TH 42 near Kwik Trip and the City Pool. Solar-powered units are required, as MnDOT's approved products list does not currently include hard-wired flashers. This location will be a challenging installation due to several factors, including shade from the church building, light pole locations, and other factors, but should be able to be accomplished.

Next Steps:

- Determine whether the city wishes to pursue installation of crossing flashers.

- Conduct a pedestrian count on a school day in early spring when walking conditions are favorable. Volunteers or school staff could assist, and Bolton & Menk can provide instructions.

- Determine funding strategy and whether to pursue grant applications. Completing the pedestrian count first will strengthen any application, so that should be completed prior to applications.

Potential Grant Programs:

- State-Funded Safe Routes to School (SRTS) Infrastructure Grants: Good program to consider. Application will be stronger if the project is in an existing SRTS plan.

Requires County sponsorship for funding. Could fund 100% of construction costs; City would be required to cover engineering. Next solicitation is expected early 2026.

- MnDOT Local Partnership Program (LPP): Worth discussing with Craig Lenz (MnDOT District 6). Could fund 100% of construction costs; City would be required to cover engineering. Next solicitation is likely November 2026.

- Transportation Alternatives Program (TAP): Federal funding with a 20% local match and a requirement to perform an environmental review. Not recommended due to Federal requirements.

Motion by Hammer Bartley, second by Reeve to authorize Bolton & Menk to work with Immanuel Lutheran School Staff to conduct pedestrian crossing counts at the

crossing location and to submit grant applications to the Safe Routes to School (SRTS) and Local Partnership Program (LPP) to cover the cost of installation of the crossing flashers.

Motion carried unanimously.

F. 3rd Ave NE Watermain Relocation – Pay Estimate No. 2 –

Brian Malm presented Bolton & Menk's Pay Estimate No. 2 in the amount of \$20,109.57 for the 3rd Ave NE Watermain Relocation project. Malm stated that the project is mostly complete other than turf next spring. Mayor Holm asked if this project is still in budget. Malm stated that it was.

Motion by Hammer Bartley, second by Reeve to approve Pay Estimate No. 2 from Bolton & Menk to Danckwart Companies LLC in the amount of \$20,109.57 for the 3rd Ave NE Watermain Relocation Project.

Motion carried unanimously.

G. 2026 Lead Service Line Replacement Work Order Agreement with Bolton & Menk –

City staff have been working with Bolton & Menk for a couple of years getting inventory of the service lines in the community. So far, it has been determined that there are 15 non-acceptable service lines in Plainview per the Minnesota Department of Health (MDH). The Minnesota Public Facilities Authority (PFA) provides funding through the Lead Service Line Replacement Program to replace non-compliant services lines. It was noted that individual residents cannot apply for this funding; it is only available for projects administered by the Public Water System. While funds remain available, the program offers 100% reimbursement for eligible project costs, including construction, engineering, and contingency. Plainview has been approved to replace 10 service lines this year with a total funding allocation of \$250,000. There is no cost to homeowners or the City for these replacements. Upfront expenses for Bolton & Menk's services will be covered by the water fund and reimbursed through the grant. The plan is to complete 10 service line replacements this year and reapply for funding next year.

Motion by Bauman, second by Reeve to approve entering an agreement with Bolton & Menk for the Lead Service Line Replacement Grant, with the scope of work not to exceed \$25,750.00.

9. INFORMATION ONLY DOCUMENTS – None.

10. COUNCIL COMMENT

-Reeve – Congratulated Michael Burgdorf who retired from the Plainview Fire Department after 40 years of service to the Plainview Community.

11. ADJOURN –

Motion by Kuschel, second by Bauman to adjourn the Plainview City Council meeting.

Motion carried. Meeting adjourned at 6:31 p.m.

Keith Holm, Mayor

Carol Kujath, City Clerk

January 13, 2026, City Council Meeting Minutes

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 10, 2026

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

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[Report].GL Account = {<>} "10121709"
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Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106617 AT&T MOBILITY								
01/22/2026	2872969810	1	Invoice	PHONES & IPADS/FIRE DEPT	01/11/2026	01/22/2026	154.92	101-42200-321
Total 106617 AT&T MOBILITY:							154.92	
329 BECKLEYS OFFICE PRODUCTS								
01/14/2026	120480	1	Invoice	paper shred	01/05/2026	01/15/2026	49.50	101-41500-401
02/04/2026	121406	1	Invoice	paper shred	02/03/2026	02/05/2026	49.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							99.00	
106023 BECKLUND'S AUTO REPAIR & TOWING								
01/28/2026	6864	1	Invoice	TOWING/POLICE	12/29/2025	01/28/2026	125.00	101-42100-436
Total 106023 BECKLUND'S AUTO REPAIR & TOWING:							125.00	
31 BENNETT & SONS SAND & GRAVEL								
01/27/2026	42737	1	Invoice	FLOW LOT & PILE SNOW	12/31/2025	01/28/2026	3,237.50	101-43125-310
01/27/2026	42774	1	Invoice	SCREENED SAND DELIVERED/SNOW	12/31/2025	01/28/2026	1,275.00	101-43125-217
Total 31 BENNETT & SONS SAND & GRAVEL:							4,512.50	
154 BENNETT'S FOOD CENTER								
02/04/2026	81850	1	Invoice	TOILET PAPER, MULTI SURFACE CLEANER/L	01/14/2026	02/05/2026	11.48	211-45500-217
Total 154 BENNETT'S FOOD CENTER:							11.48	
106219 BRAUN, DAVID								
01/22/2026	463947	1	Invoice	SUPPLIES/SNOW	01/16/2026	01/22/2026	37.00	101-43125-221
01/28/2026	463966	1	Invoice	SUPPLIES/PW	01/25/2026	01/28/2026	118.00	101-43100-217
Total 106219 BRAUN, DAVID:							155.00	
106834 CANON FINANCIAL SERVICES, INC.								
01/26/2026	42469271	1	Invoice	COPIER/LIBRARY	01/12/2026	01/28/2026	66.80	211-45500-401
01/21/2026	42469272	1	Invoice	COPIER LEASE AGREEMENT/ADMIN	01/12/2026	01/21/2026	169.36	101-41500-401
Total 106834 CANON FINANCIAL SERVICES, INC.:							236.16	
106997 CARRIE EVERSMAH LLC								
01/09/2026	JAN 26	1	Invoice	PROPERTY MANAGEMENT-EDA BUILDING	01/08/2026	01/09/2026	300.00	101-46500-401
Total 106997 CARRIE EVERSMAH LLC:							300.00	
107069 CENGAGE LEARNING, INC								
02/04/2026	9991019748	1	Invoice	BOOKS/LIBRARY	01/16/2026	02/05/2026	174.38	211-45500-592
Total 107069 CENGAGE LEARNING, INC:							174.38	
104828 CENTER POINT LARGE PRINT								
01/12/2026	2218939	1	Invoice	LG PRT BOOKS/LIBRARY	12/08/2025	01/13/2026	25.50	211-45500-592
01/28/2026	2222032	1	Invoice	LG PRT BOOKS/LIBRARY	01/02/2026	01/28/2026	27.97	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							53.47	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106449 CINTAS CORPORATION								
01/21/2026	4249392916	1	Invoice	MATS & SCRAPER/PW	11/11/2025	01/21/2026	50.00	101-43100-310
02/04/2026	4255334159	1	Invoice	MOPS&TOWELS/CITYHALL	01/06/2026	02/05/2026	51.88	101-41500-310
02/04/2026	4255334463	1	Invoice	MATS & SCRAPER/PW	01/06/2026	02/05/2026	50.00	101-43100-310
02/04/2026	4256088147	1	Invoice	MATS & SCRAPER/PW	01/13/2026	02/05/2026	50.00	101-43100-310
02/04/2026	4256846391	1	Invoice	MATS & SCRAPER/PW	01/20/2026	02/05/2026	50.00	101-43100-310
02/04/2026	4257579305	1	Invoice	MATS & SCRAPER/PW	01/27/2026	02/05/2026	50.00	101-43100-310
Total 106449 CINTAS CORPORATION:							301.88	
106862 CivicPlus, LLC								
01/14/2026	355685	1	Invoice	SOCIAL MEDIA ARCHIVE SUBSCRIPTION	01/01/2026	01/14/2026	4,397.40	101-41500-309
Total 106862 CivicPlus, LLC:							4,397.40	
106052 CJ SIGNAGE LLC								
02/04/2026	1099	1	Invoice	REFLECTIVE STREET SIGN, VINYL DECAL/P	01/20/2026	02/05/2026	213.18	101-43100-310
Total 106052 CJ SIGNAGE LLC:							213.18	
106984 COMMUNITY & ECONOMIC DEVELOPMENT ASSOCIA								
01/14/2026	1ST QTR 26	1	Invoice	QTR EDA DIRECTOR SERVICES	01/03/2026	01/15/2026	13,763.25	101-46500-401
Total 106984 COMMUNITY & ECONOMIC DEVELOPMENT ASSOCIA:							13,763.25	
105887 COMPUTER INFORMATION SYSTEMS,								
01/21/2026	IN-00733	1	Invoice	SOFTWARE/POLICE	09/22/2025	01/21/2026	3,025.00	101-42100-590
Total 105887 COMPUTER INFORMATION SYSTEMS,:							3,025.00	
106422 CORE & MAIN, LP								
01/22/2026	Y219278	1	Invoice	HYDRANT WRENCH/WATER	01/07/2026	01/22/2026	391.40	601-49400-217
01/26/2026	Y346346	1	Invoice	SUPPLIES/WATER	01/13/2026	01/28/2026	726.08	601-49400-217
Total 106422 CORE & MAIN, LP:							1,117.48	
106562 COSTCO MEMBERSHIP								
01/22/2026	MARCH 202	1	Invoice	RENEWAL MEMBERSHIP	01/15/2026	01/22/2026	130.00	101-41500-433
Total 106562 COSTCO MEMBERSHIP:							130.00	
106428 DATA SMART COMPUTERS INC.								
01/22/2026	96605	1	Invoice	DATTO BACKUP/ADMIN	01/01/2026	01/22/2026	179.00	101-41500-309
01/22/2026	96606	1	Invoice	SENTINELONE SECURITY/ADMIN	01/01/2026	01/22/2026	212.50	101-41500-309
01/22/2026	96607	1	Invoice	MONTHLY CLOUD BACKUP	01/01/2026	01/22/2026	14.00	101-41500-309
01/22/2026	96608	1	Invoice	SENTINELONE SECURITY/FIRE DEPT	01/01/2026	01/22/2026	17.00	101-42200-309
01/22/2026	96888	1	Invoice	MICROSOFT MONTHLY LICENSES	01/15/2026	01/22/2026	258.17	101-41500-309
01/26/2026	97016	1	Invoice	FORTINET RENEWAL	01/26/2026	01/28/2026	235.99	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							916.66	
105564 DEARBORN LIFE INS CO.								
01/26/2026	FEBRUARY	1	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	178.75	101-41500-131
01/26/2026	FEBRUARY	2	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	373.88	101-42100-131
01/26/2026	FEBRUARY	3	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	84.83	101-43100-131
01/26/2026	FEBRUARY	4	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	81.83	211-45500-131
01/26/2026	FEBRUARY	5	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	31.38	225-45200-131
01/26/2026	FEBRUARY	6	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	36.27	601-49400-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/26/2026	FEBRUARY	7	Invoice	EMPLOYEE INS.	01/13/2026	01/26/2026	36.76	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							823.70	
68 DEMCO								
01/26/2026	7749533	1	Invoice	LABELS/LIBRARY	01/12/2026	01/28/2026	137.67	211-45500-201
Total 68 DEMCO:							137.67	
498 EMERGENCY APPARATUS MAINTENANC								
01/12/2026	138466	1	Invoice	AERIAL 1 REPAIR FOAM DRAFT PLUMBING,	12/30/2025	01/13/2026	1,781.74	101-42200-221
01/21/2026	138467	1	Invoice	ENGINE F72 REPAIR FOAM POWERFILL LEA	12/31/2025	01/21/2026	2,310.11	245-42200-221
Total 498 EMERGENCY APPARATUS MAINTENANC:							4,091.85	
105806 FLAHERTY & HOOD, P.A.								
01/12/2026	24325	1	Invoice	DECEMBER LABOR & EMPLOYMENT LEGAL	01/02/2026	01/13/2026	42.50	101-41500-304
01/12/2026	24397	1	Invoice	DECEMBER GENERAL LEGAL FEES	01/02/2026	01/13/2026	1,937.50	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							1,980.00	
104 GOPHER STATE ONE CALL								
02/04/2026	6010691	1	Invoice	LOCATES/WATER	01/31/2026	02/05/2026	26.35	601-49400-310
02/04/2026	6010691	2	Invoice	LOCATES/SEWER	01/31/2026	02/05/2026	26.35	602-49450-310
Total 104 GOPHER STATE ONE CALL:							52.70	
106564 HAWKINS, INC.								
01/22/2026	7299066	1	Invoice	Water Supplies	01/05/2026	01/22/2026	787.30	601-49400-217
Total 106564 HAWKINS, INC.:							787.30	
105808 HBC, INC.								
01/14/2026	105099 JAN.	1	Invoice	PHONE&INTERNET/FIRE DEPT.	01/02/2026	01/14/2026	196.96	101-42200-321
01/14/2026	1277099 - JA	1	Invoice	PHONE & INTERNET/POOL	01/02/2026	01/14/2026	155.40	225-45128-321
01/14/2026	71466 JAN. 2	1	Invoice	PHONE&INTERN/LIBRARY	01/02/2026	01/14/2026	56.40	211-45500-321
01/14/2026	78487 JAN. 2	1	Invoice	PHONE INTERNET/ADMIN	01/02/2026	01/14/2026	481.60	101-41500-321
01/14/2026	78487 JAN. 2	2	Invoice	PHONE INTERNET/POLICE	01/02/2026	01/14/2026	355.70	101-42100-321
01/14/2026	78487 JAN. 2	3	Invoice	PHONE INTERNET/PUBLIC WORKS	01/02/2026	01/14/2026	318.91	101-43100-321
Total 105808 HBC, INC.:							1,564.97	
116 HIGH PLAINS								
01/28/2026	10504	1	Invoice	FUEL/SNOW	12/10/2025	01/28/2026	88.55	101-43125-212
01/28/2026	10847	1	Invoice	FUEL/SNOW	12/11/2025	01/28/2026	123.71	101-43125-212
01/28/2026	13804	1	Invoice	FUEL/SNOW	12/22/2025	01/28/2026	18.80	101-43125-212
01/28/2026	13807	1	Invoice	FUEL/SNOW	12/22/2025	01/28/2026	61.51	101-43125-212
01/28/2026	15364	1	Invoice	FUEL/SNOW	12/29/2025	01/28/2026	141.33	101-43125-212
01/28/2026	15368	1	Invoice	FUEL/SNOW	12/29/2025	01/28/2026	90.02	101-43125-212
01/28/2026	15690	1	Invoice	FUEL/SNOW	12/30/2025	01/28/2026	19.20	101-43125-212
01/28/2026	18255	1	Invoice	FUEL/SNOW	12/01/2025	01/28/2026	87.36	101-43125-212
01/28/2026	18528	1	Invoice	FUEL/PW	12/02/2025	01/28/2026	46.08	101-43100-212
01/28/2026	18907	1	Invoice	FUEL/FIRE DEPT	12/03/2025	01/28/2026	142.81	101-42200-212
01/28/2026	19334	1	Invoice	FUEL/SNOW	12/05/2025	01/28/2026	27.77	101-43125-212
01/28/2026	21014	1	Invoice	FUEL/SNOW	12/17/2025	01/28/2026	14.66	101-43125-212
01/28/2026	21641	1	Invoice	FUEL/SNOW	12/22/2025	01/28/2026	51.38	101-43125-212
01/28/2026	21857	1	Invoice	FUEL/PW	12/23/2025	01/28/2026	39.44	101-43100-212
01/28/2026	22784	1	Invoice	FUEL/SNOW	12/31/2025	01/28/2026	113.02	101-43125-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/28/2026	22803	1	Invoice	FUEL/SNOW	12/31/2025	01/28/2026	90.33	101-43125-212
01/28/2026	22840	1	Invoice	FUEL/SNOW	12/31/2025	01/28/2026	17.42	101-43125-212
01/28/2026	22874	1	Invoice	FUEL/SNOW	12/31/2025	01/28/2026	90.87	101-43125-212
01/28/2026	28690	1	Invoice	FUEL/SNOW	12/03/2025	01/28/2026	52.79	101-43125-212
01/28/2026	29598	1	Invoice	FUEL/SNOW	12/08/2025	01/28/2026	37.93	101-43125-212
01/28/2026	29734	1	Invoice	FUEL/SNOW	12/09/2025	01/28/2026	31.30	101-43125-212
01/28/2026	29766	1	Invoice	FUEL/SNOW	12/09/2025	01/28/2026	105.98	101-43125-212
Total 116 HIGH PLAINS:							1,492.26	
107068 HOLIDAY OUTDOOR DECOR								
01/22/2026	INV23135	1	Invoice	18" RED BOWS/PW	01/06/2026	01/22/2026	262.00	101-43100-217
Total 107068 HOLIDAY OUTDOOR DECOR:							262.00	
105641 HORIZON COMMERCIAL POOL SUPPLY								
01/22/2026	INV126004	1	Invoice	FOAM LANDING PAD/POOL	12/31/2025	01/22/2026	2,811.25	225-45128-221
Total 105641 HORIZON COMMERCIAL POOL SUPPLY:							2,811.25	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
02/04/2026	MARCH 202	1	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	5,025.00	101-41500-131
02/04/2026	MARCH 202	2	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,675.00	101-42100-131
02/04/2026	MARCH 202	3	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,407.00	101-43100-131
02/04/2026	MARCH 202	4	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	268.00	101-43125-131
02/04/2026	MARCH 202	5	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,675.00	225-45200-131
02/04/2026	MARCH 202	6	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,675.00	601-49400-131
02/04/2026	MARCH 202	7	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,675.00	602-49450-131
02/04/2026	MARCH 202	1	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,907.00	101-41500-131
02/04/2026	MARCH 202	2	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	15,256.00	101-42100-131
02/04/2026	MARCH 202	3	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	1,601.88	101-43100-131
02/04/2026	MARCH 202	4	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	305.12	101-43125-131
02/04/2026	MARCH 202	5	Invoice	EMPLOYEE HEALTH INSURANCE-MARCH 20	02/04/2026	02/05/2026	3,814.00	211-45500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:							36,284.00	
106340 IDENTISYS								
01/22/2026	750937	1	Invoice	SELF-ADHESIVE OVERLAY/PD	01/16/2026	01/22/2026	412.19	101-42100-228
Total 106340 IDENTISYS:							412.19	
107055 INGRAM LIBRARY SERVICES, LLC								
01/15/2026	93451098	1	Invoice	BOOKS/LIBRARY	01/06/2026	01/15/2026	250.69	211-45500-592
01/15/2026	93451098	2	Adjustmen	BOOKS/LIBRARY	01/06/2026	01/15/2026	250.69	211-45500-592
01/15/2026	93451098 1/	1	Invoice	BOOKS/LIBRARY	01/06/2026	01/15/2026	513.47	211-45500-592
01/14/2026	93467959	1	Invoice	BOOKS/LIBRARY	01/06/2026	01/15/2026	250.69	211-45500-592
01/15/2026	93467959	2	Adjustmen	BOOKS/LIBRARY	01/06/2026	01/15/2026	250.69	211-45500-592
01/15/2026	93467959 1/	1	Invoice	BOOKS/LIBRARY	01/06/2026	01/15/2026	250.69	211-45500-592
01/26/2026	93694524	1	Invoice	BOOKS/LIBRARY	01/14/2026	01/28/2026	226.96	211-45500-592
01/26/2026	93694525	1	Invoice	BOOKS/LIBRARY	01/14/2026	01/28/2026	447.73	211-45500-592
01/28/2026	93861480	1	Invoice	BOOKS/LIBRARY	01/21/2026	01/28/2026	258.22	211-45500-592
Total 107055 INGRAM LIBRARY SERVICES, LLC:							1,697.07	
348 JOHN DEERE FINANCIAL								
01/14/2026	10756887	1	Invoice	MIDWEST MACHINERY CO-HYD. QUICK/SNO	01/06/2026	01/15/2026	291.74	101-43125-221
01/22/2026	10759069	1	Invoice	MIDWEST MACHINERY CO-RINGS/PARKS	01/08/2026	01/22/2026	9.72	225-45200-221
01/22/2026	10761276	1	Invoice	MIDWEST MACHINERY CO-V BELTS/PARKS	01/13/2026	01/22/2026	165.96	225-45200-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/22/2026	10761961	1	Invoice	MIDWEST MACHINERY CO-FILTERS, OIL/PW	01/14/2026	01/22/2026	341.26	101-43100-221
Total 348 JOHN DEERE FINANCIAL:							808.68	
106520 KENNY SYLVESTER CONSTRUCTION								
01/21/2026	DEC 11-JAN	1	Invoice	CLEANING CITY HALL/COUNCIL	01/15/2026	01/21/2026	600.00	101-41110-401
01/21/2026	DEC 11-JAN	2	Invoice	CLEANING CITY HALL/ADMIN	01/15/2026	01/21/2026	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
106329 LAKE CITY RECYCLING & DISPOSAL								
01/21/2026	1/02/2026 ST	1	Invoice	GARBAGE/CEMETERY	01/02/2026	01/21/2026	72.54	235-49010-384
01/21/2026	1/02/2026 ST	2	Invoice	GARBAGE/PARKS	01/02/2026	01/21/2026	72.54	225-45200-384
01/21/2026	1/02/2026 ST	3	Invoice	GARBAGE/PARKS	01/02/2026	01/21/2026	72.54	225-45200-384
01/21/2026	1/02/2026 ST	4	Invoice	GARBAGE/STREETS	01/02/2026	01/21/2026	50.25	101-43100-384
01/21/2026	1/02/2026 ST	5	Invoice	GARBAGE/PW	01/02/2026	01/21/2026	72.54	101-43100-384
01/21/2026	1/02/2026 ST	6	Invoice	GARBAGE/FIRE HALL	01/02/2026	01/21/2026	54.76	101-42200-384
01/21/2026	1/02/2026 ST	7	Invoice	DEMO LOAD-SPRINKLER HIT/FIRE HALL	01/02/2026	01/21/2026	35.00	101-42200-384
01/21/2026	1/02/2026 ST	8	Invoice	MN SOLID WASTE TAX	01/02/2026	01/21/2026	5.95	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							436.12	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
01/21/2026	441096	1	Invoice	PATROL SUBSCRIPTION/PD	01/02/2026	01/21/2026	810.00	101-42100-433
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							810.00	
106197 LEXIPOL LLC								
01/12/2026	11262535	1	Invoice	LAW ENFORCE POLICY/POLICE	12/01/2025	01/13/2026	4,685.57	101-42100-433
Total 106197 LEXIPOL LLC:							4,685.57	
107067 LIBRARY IDEAS, LLC								
01/12/2026	121984	1	Invoice	BOOKS/LIBRARY	12/29/2025	01/13/2026	293.65	211-45500-592
Total 107067 LIBRARY IDEAS, LLC:							293.65	
106720 LOFFLER COMPANIES INC.								
01/21/2026	5228534	1	Invoice	COPIES/LIBRARY	01/02/2026	01/21/2026	39.28	211-45500-401
02/04/2026	5257175	1	Invoice	COPIER CHARGES/ADMIN	02/02/2026	02/05/2026	81.01	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							120.29	
160 LYONS OIL MINI MART								
01/15/2026	12/31/2025 S	1	Invoice	CREDIT/DISCOUNT DECEMBER 2025	12/31/2025	01/15/2026	4.39-	101-43100-212
01/15/2026	12/31/2025 S	2	Invoice	CREDIT/DISCOUNT DECEMBER 2025	12/31/2025	01/15/2026	14.91-	101-43125-212
01/15/2026	5155107	1	Invoice	FUEL/PW	12/18/2025	01/15/2026	54.84	101-43100-212
01/15/2026	5155151	1	Invoice	FUEL/PW	12/22/2025	01/15/2026	73.98	101-43100-212
01/15/2026	5155195	1	Invoice	FUEL/SNOW	12/26/2025	01/15/2026	148.70	101-43125-212
01/15/2026	5156105	1	Invoice	FUEL/SNOW	12/05/2025	01/15/2026	40.48	101-43125-212
01/15/2026	5156107	1	Invoice	FUEL/PW	12/05/2025	01/15/2026	50.75	101-43100-212
01/15/2026	5156116	1	Invoice	FUEL/SNOW	12/05/2025	01/15/2026	4.60	101-43125-212
01/15/2026	5156146	1	Invoice	FUEL/SNOW	12/08/2025	01/15/2026	16.60	101-43125-212
01/15/2026	5156164	1	Invoice	FUEL/SNOW	12/10/2025	01/15/2026	18.65	101-43125-212
01/15/2026	5156173	1	Invoice	FUEL/SNOW	12/10/2025	01/15/2026	166.05	101-43125-212
01/15/2026	5156178	1	Invoice	FUEL/SNOW	12/10/2025	01/15/2026	17.98	101-43125-212
01/15/2026	5156192	1	Invoice	FUEL/SNOW	12/11/2025	01/15/2026	42.96	101-43125-212
01/15/2026	5755615	1	Invoice	FUEL/SNOW	12/12/2025	01/15/2026	13.67	101-43125-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/15/2026	5755617	1	Invoice	BAG ICE/PW	12/12/2025	01/15/2026	5.29	101-43100-217
01/15/2026	5755649	1	Invoice	FUEL/SNOW	12/15/2025	01/15/2026	10.88	101-43125-212
01/15/2026	5755685	1	Invoice	FUEL/SNOW	12/17/2025	01/15/2026	47.38	101-43125-212
01/15/2026	5755928	1	Invoice	CAR WASHES/PD	12/31/2025	01/15/2026	10.73	101-42100-221
01/15/2026	5756110	1	Invoice	FUEL/SNOW	12/01/2025	01/15/2026	63.73	101-43125-212
01/15/2026	5756114	1	Invoice	FUEL/SNOW	12/01/2025	01/15/2026	19.97	101-43125-212
01/15/2026	5756116	1	Invoice	FUEL/SNOW	12/01/2025	01/15/2026	74.46	101-43125-212
01/15/2026	5756166	1	Invoice	FUEL/SNOW	12/03/2025	01/15/2026	18.60	101-43125-212
01/15/2026	5756177	1	Invoice	FUEL/PW	12/02/2025	01/15/2026	60.86	101-43100-212
01/15/2026	5756178	1	Invoice	FUEL/SNOW	12/02/2025	01/15/2026	16.53	101-43125-212
01/15/2026	5756179	1	Invoice	FUEL/SNOW	12/02/2025	01/15/2026	47.72	101-43125-212
01/15/2026	5756215	1	Invoice	FUEL/SNOW	12/29/2025	01/15/2026	19.09	101-43125-212
01/15/2026	5756222	1	Invoice	FUEL/SNOW	12/29/2025	01/15/2026	102.23	101-43125-212
01/15/2026	5756246	1	Invoice	FUEL/SNOW	12/30/2025	01/15/2026	50.78	101-43125-212
01/15/2026	5756268	1	Invoice	FUEL/SNOW	12/31/2025	01/15/2026	167.42	101-43125-212
Total 160 LYONS OIL MINI MART:							1,345.63	
106053 M&M CONSTRUCTION & CLEANING INC.								
02/04/2026	1964	1	Invoice	HAUL OUT SNOW	01/21/2026	02/05/2026	1,860.00	101-43125-310
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							1,860.00	
175 MICHAEL'S TIRE & AUTO								
01/13/2026	141839	1	Invoice	DURANGO CHANGE & BALANCE SNOW TIR	12/09/2025	01/13/2026	95.00	101-42100-221
01/13/2026	141845	1	Invoice	211 OIL CHANGE, CHECK FLUIDS, ANTIFRE	12/10/2025	01/13/2026	64.30	101-42100-221
01/13/2026	141893	1	Invoice	231 OIL CHANGE, CHECK FLUIDS, WASHER	12/17/2025	01/13/2026	63.80	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							223.10	
184 MINNESOTA MAYOR ASSOCIATION								
01/14/2026	JAN 2026	1	Invoice	MEMBERSHIP	01/12/2026	01/14/2026	30.00	101-41110-433
Total 184 MINNESOTA MAYOR ASSOCIATION:							30.00	
104891 MN CHIEFS OF POLICE ASSN.								
01/14/2026	22221	1	Invoice	MEMBERSHIPS	01/01/2026	01/14/2026	380.00	101-42100-433
Total 104891 MN CHIEFS OF POLICE ASSN.:							380.00	
106430 MN DEPT. OF NATURAL RESOURCES								
01/21/2026	1980-5091/2	1	Invoice	WATER PERMIT INVOICE	01/20/2026	01/21/2026	1,904.61	601-49400-310
Total 106430 MN DEPT. OF NATURAL RESOURCES:							1,904.61	
223 MN ENERGY RESOURCES CORP.								
01/14/2026	0502616026	1	Invoice	GAS UTILITY/POOL - CREDIT FOR OVERCHA	01/07/2026	07/01/2026	926.73-	225-45128-383
01/14/2026	0503043614	1	Invoice	GAS UTILITY/SEWER	12/31/2025	01/14/2026	28.53	602-49450-383
01/14/2026	0503078391	1	Invoice	GAS UTILITY/FIRE DEPT.	12/31/2025	01/14/2026	624.27	101-42200-383
01/14/2026	0503494971	1	Invoice	GAS UTILITY/ICE RINK	01/05/2026	01/14/2026	171.17	225-45127-383
01/14/2026	0505377887	1	Invoice	GAS UTILITY/COUNCIL	12/31/2025	01/14/2026	154.32	101-41110-383
01/14/2026	0505377887	2	Invoice	GAS UTILITY/ADMIN	12/31/2025	01/14/2026	154.32	101-41500-383
01/14/2026	0505377887	3	Invoice	GAS UTILITY/PD	12/31/2025	01/14/2026	154.32	101-42100-383
01/14/2026	0506816622	1	Invoice	GAS UTILITY/SEWER	01/05/2026	01/14/2026	15.80	602-49450-383
01/14/2026	0506912263	1	Invoice	GAS UTILITY/PW	12/31/2025	01/14/2026	722.02	101-43100-383
01/14/2026	0506912263-	1	Invoice	GAS UTILITY/WELL #2 GENERATOR	12/31/2025	01/14/2026	60.15	601-49400-383
01/14/2026	0507609025	1	Invoice	GAS UTILITY/LIBRARY	12/31/2025	01/14/2026	379.92	211-45500-383

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Total 223 MN ENERGY RESOURCES CORP.:							1,538.09	
105220 MN PUBLIC FACILITIES AUTHORITY								
01/21/2026	FEB. 26	1	Invoice	MPFA-11-0036-R-FY12 INTEREST PAYMENT	01/15/2026	01/21/2026	891.41	601-49400-611
Total 105220 MN PUBLIC FACILITIES AUTHORITY:							891.41	
105217 MN SECRETARY OF STATE								
01/28/2026	NOTARY - A	1	Invoice	NOTARY A. HENDERSON	01/27/2026	01/28/2026	120.00	211-45500-437
Total 105217 MN SECRETARY OF STATE:							120.00	
201 OLMSTED COUNTY PUBLIC HEALTH SERVICES								
02/04/2026	1087	1	Invoice	WATER FEES	01/29/2026	02/05/2026	270.00	601-49400-310
Total 201 OLMSTED COUNTY PUBLIC HEALTH SERVICES:							270.00	
106085 ON-SITE COMPUTERS, INC.								
01/22/2026	CW105120	1	Invoice	REMOTE SUPPORT-KEY FOR PORTAL/PD	12/23/2025	01/22/2026	40.92	101-42100-310
01/22/2026	CW105183	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	01/02/2026	01/22/2026	98.00	101-42100-310
01/22/2026	CW105512	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	01/06/2026	01/22/2026	170.23	101-42100-310
Total 106085 ON-SITE COMPUTERS, INC.:							309.15	
106434 PENWORTHY COMPANY								
01/26/2026	0614318-IN	1	Invoice	BOOKS/LIBRARY	01/14/2026	01/28/2026	550.01	211-45500-592
Total 106434 PENWORTHY COMPANY:							550.01	
106161 PEOPLE'S ENERGY COOPERATIVE								
01/21/2026	2643900 JAN	1	Invoice	ELEC WELL #3	01/06/2026	01/21/2026	543.00	601-49400-381
01/21/2026	2647400 JAN	1	Invoice	ELEC ICE RINK	01/06/2026	01/21/2026	128.00	225-45127-381
01/21/2026	2658900 JAN	1	Invoice	ELEC POOL	01/06/2026	01/21/2026	175.00	225-45128-381
01/21/2026	2706100 JAN	1	Invoice	ELEC NE LIFT STATION	01/06/2026	01/21/2026	321.00	602-49450-381
01/21/2026	2709900 JAN	1	Invoice	ELEC WEST BROADWAY	01/06/2026	01/21/2026	11.00	101-42500-381
01/21/2026	2714900 JAN	1	Invoice	ELEC STREET LIGHTS	01/06/2026	01/21/2026	3,141.00	101-43100-381
01/21/2026	2738000 JAN	1	Invoice	ELEC WELL #2	01/06/2026	01/21/2026	2,693.00	601-49400-381
01/21/2026	2739100 JAN	1	Invoice	ELEC PW BUILDING	01/06/2026	01/21/2026	409.00	101-43100-381
01/21/2026	2747700 JAN	1	Invoice	ELEC SW SIREN	01/06/2026	01/21/2026	83.00	101-42500-381
01/21/2026	2764400 JAN	1	Invoice	ELEC NW LIFT STATION	01/06/2026	01/21/2026	510.00	602-49450-381
01/21/2026	2767800 JAN	1	Invoice	ELEC CEMETERY FLAG LIGHT	01/06/2026	01/21/2026	63.00	235-49010-381
01/21/2026	2777600 JAN	1	Invoice	ELEC LIBRARY	01/06/2026	01/21/2026	350.00	211-45500-381
01/21/2026	3036800 JAN	1	Invoice	ELEC FIRE HALL	01/06/2026	01/21/2026	234.00	101-42200-381
01/21/2026	3038100 JAN	1	Invoice	ELEC CITY HALL/COUNCIL	01/06/2026	01/21/2026	163.67	101-41110-381
01/21/2026	3038100 JAN	2	Invoice	ELEC CITY HALL/ADMIN	01/06/2026	01/21/2026	163.67	101-41500-381
01/21/2026	3038100 JAN	3	Invoice	ELEC CITY HALL/PD	01/06/2026	01/21/2026	163.66	101-42100-381
01/21/2026	3041300 JAN	1	Invoice	ELEC WEDGEWOOD PARK	01/06/2026	01/21/2026	114.00	225-45200-381
01/21/2026	3042300 JAN	1	Invoice	ELEC WATER TOWER	01/06/2026	01/21/2026	362.00	601-49400-381
01/21/2026	3043900 JAN	1	Invoice	ELEC BIKE TRAIL	01/06/2026	01/21/2026	77.00	225-45200-381
01/21/2026	3274000 JAN	1	Invoice	ELEC 6TH ST SW LIGHTS	01/06/2026	01/21/2026	133.94	101-43100-381
01/21/2026	3274100 JAN	1	Invoice	ELEC 4TH ST SW LIGHTS	01/06/2026	01/21/2026	161.39	101-43100-381
01/21/2026	3274200 JAN	1	Invoice	ELEC 2ND ST SW LIGHTS	01/06/2026	01/21/2026	136.09	101-43100-381
01/21/2026	3274300 JAN	1	Invoice	ELEC 1ST ST SW LIGHTS	01/06/2026	01/21/2026	109.47	101-43100-381
01/21/2026	3333200 JAN	1	Invoice	ELEC ECKSTEIN TENNIS COURT	01/06/2026	01/21/2026	78.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							10,323.89	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
651 PITNEY BOWES GLOBAL FINANCIAL SERV.								
01/14/2026	3107587254	1	Invoice	LEASE POSTAGE MACHINE	12/28/2025	01/14/2026	159.57	101-41500-401
Total 651 PITNEY BOWES GLOBAL FINANCIAL SERV.:							159.57	
240 PLAINVIEW POSTMASTER								
01/13/2026	2026 PRESO	1	Invoice	2026 PRESORT	12/20/2025	01/14/2026	370.00	601-49400-322
02/04/2026	FEBRUARY	1	Invoice	UTILITY BILLING	02/04/2026	02/04/2026	268.17	601-49400-322
02/04/2026	FEBRUARY	2	Invoice	UTILITY BILLING	02/04/2026	02/04/2026	268.16	602-49450-322
Total 240 PLAINVIEW POSTMASTER:							906.33	
106901 PLAINVIEW TOWNSHIP								
01/22/2026	11326	1	Invoice	530TH ST MAINTENANCE	01/13/2026	01/22/2026	663.31	101-43125-310
Total 106901 PLAINVIEW TOWNSHIP:							663.31	
231 PLAINVIEW-ELGIN SANITARY DISTRICT								
01/26/2026	4TH QTR 25	1	Invoice	SEWER CHARGES-4TH QTR 2025	01/23/2026	01/26/2026	190,790.62	602-49450-385
Total 231 PLAINVIEW-ELGIN SANITARY DISTRICT:							190,790.62	
107064 PLAYAWAY PRODUCTS LLC								
01/28/2026	522624	1	Invoice	BOOKS, USB CORD/LIBRARY	01/20/2026	01/28/2026	341.94	211-45500-592
Total 107064 PLAYAWAY PRODUCTS LLC:							341.94	
106442 PRESTIGE PLUMBING LLC								
01/22/2026	2600012	1	Invoice	SUPPLY PVC PIPE AND FITTINGS/FIRE DEP	01/12/2026	01/22/2026	2,240.13	101-42200-223
Total 106442 PRESTIGE PLUMBING LLC:							2,240.13	
107038 PRIETO, JAVIER								
01/12/2026	7132 DEC. 2	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT	12/07/2025	01/13/2026	50.00	101-42100-305
01/12/2026	7132 NOV. 2	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT	11/07/2025	01/13/2026	50.00	101-42100-305
01/12/2026	7132 OCT. 2	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT	10/07/2025	01/13/2026	50.00	101-42100-305
Total 107038 PRIETO, JAVIER:							150.00	
105152 PURCHASE POWER								
01/21/2026	0602-5906 1/	1	Invoice	POSTAGE REFILL	01/11/2026	01/21/2026	83.05	101-41500-322
Total 105152 PURCHASE POWER:							83.05	
741 QUILL CORPORATION								
01/22/2026	47231913	1	Invoice	PAPER CLIPS, ENVELOPES/ADMIN	01/06/2026	01/22/2026	94.40	101-41500-201
01/22/2026	47258458	1	Invoice	FILE FOLDERS/ADMIN	01/07/2026	01/22/2026	83.37	101-41500-201
01/22/2026	47296230	1	Invoice	PLAQUE FOR M. BURGDORF-FIRE DEPT.	01/09/2026	01/22/2026	166.72	101-41500-437
Total 741 QUILL CORPORATION:							344.49	
105845 RAHMAN HEATING, AC &								
01/27/2026	I-26248-14	1	Invoice	COMFORT CLUB JAN 2026/PW	01/19/2026	01/28/2026	49.00	101-43100-223
01/27/2026	I-26248-14	2	Invoice	COMFORT CLUB JAN 2026/CITY HALL	01/19/2026	01/28/2026	28.00	101-41500-223
01/27/2026	I-26248-14	3	Invoice	COMFORT CLUB JAN 2026/POOL	01/19/2026	01/28/2026	28.00	225-45128-223
01/27/2026	I-26248-14	4	Invoice	COMFORT CLUB JAN 2026/EASTWOOD PAR	01/19/2026	01/28/2026	7.00	225-45200-223
01/27/2026	I-26248-14	5	Invoice	COMFORT CLUB JAN 2026/FIRE HALL	01/19/2026	01/28/2026	42.00	101-42200-223
01/27/2026	I-26248-14	6	Invoice	COMFORT CLUB JAN 2026/MAYO AMBULAN	01/19/2026	01/28/2026	35.00	101-41500-227

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/27/2026	I-26248-14	7	Invoice	COMFORT CLUB JAN 2026/LIBRARY	01/19/2026	01/28/2026	42.00	211-45500-223
Total 105845 RAHMAN HEATING, AC &:							231.00	
106390 RYAN'S PAINTING, LLC								
01/26/2026	1404	1	Invoice	PAINT COUNCIL CHAMBERS	01/21/2026	01/26/2026	1,000.00	101-41500-223
01/26/2026	1405	1	Invoice	PAINT HALLWAY AT CITY HALL	01/26/2026	01/26/2026	910.00	101-41500-223
Total 106390 RYAN'S PAINTING, LLC:							1,910.00	
106438 SAND CREEK EAP, LLC								
01/14/2026	SDC-IN-1014	1	Invoice	EMPLOYEE ASSISTANCE	01/01/2026	01/15/2026	510.00	101-41500-401
Total 106438 SAND CREEK EAP, LLC:							510.00	
268 SELCO								
01/21/2026	54022	1	Invoice	OVERDRIVE 2026/LIBRARY	01/08/2026	01/21/2026	1,912.05	211-45500-592
Total 268 SELCO:							1,912.05	
106621 SHERWIN WILLIAMS CO.								
01/22/2026	49851108610	1	Invoice	PAINT FOR COUNCIL CHAMBERS	01/13/2026	01/22/2026	27.05	101-41500-223
01/22/2026	5096812779	1	Invoice	PAINT FOR COUNCIL CHAMBERS	01/15/2026	01/22/2026	259.70	101-41500-223
01/27/2026	51651127790	1	Invoice	PAINT FOR CITY HALL	01/21/2026	01/28/2026	155.82	101-41500-223
01/27/2026	9530010856	1	Invoice	PAINT FOR CITY HALL	01/20/2026	01/28/2026	155.82	101-41500-223
Total 106621 SHERWIN WILLIAMS CO.:							598.39	
106770 SZYMANSKI, LOGAN								
01/12/2026	DEC. PAYME	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT/PD	12/03/2025	01/13/2026	32.21	101-42100-305
01/12/2026	NOV. PAYME	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT/PD	11/03/2025	01/13/2026	32.21	101-42100-305
01/12/2026	OCT. PAYME	1	Invoice	GYM MEMBERSHIP REIMBURSEMENT/PD	10/03/2025	01/13/2026	32.21	101-42100-305
Total 106770 SZYMANSKI, LOGAN:							96.63	
716 THREE RIVERS COMMUNITY ACTION								
02/03/2026	222026	1	Invoice	TRANSIT BUS TOKENS	02/02/2026	02/03/2026	1,250.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							1,250.00	
104900 TOMS LAWN & CLEANING SERVICE								
01/12/2026	808	1	Invoice	CLEANING/LIBRARY	12/31/2025	01/13/2026	770.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							770.00	
106086 ULINE								
01/26/2026	202616571	1	Invoice	DIE CUT HANDLE BAGS/LIBRARY	01/08/2026	01/28/2026	258.27	211-45500-217
Total 106086 ULINE:							258.27	
105461 VISA/TCM BANK N.A.								
01/15/2026	#0165 JAN. 2	1	Invoice	AMAZON-BATTERIES, STICKY NOTES, PENC	01/02/2026	01/15/2026	38.45	211-45500-201
01/15/2026	#0165 JAN. 2	2	Invoice	AMAZON-RETURN BATTERIES, STICKY NOT	01/02/2026	01/15/2026	38.45	211-45500-201
01/15/2026	#0165 JAN. 2	3	Invoice	AMAZON-BOOKS/LIBRARY	01/02/2026	01/15/2026	223.86	211-45500-592
01/15/2026	#0165 JAN. 2	4	Invoice	AMAZON-BOOKS/LIBRARY	01/02/2026	01/15/2026	76.73	211-45500-592
01/15/2026	#0165 JAN. 2	5	Invoice	AMAZON-CLOROX WIPES/LIBRARY	01/02/2026	01/15/2026	16.62	211-45500-217
01/15/2026	#0165 JAN. 2	6	Invoice	AMAZON-POST-IT NOTES, BATTERIES/LIBR	01/02/2026	01/15/2026	40.94	211-45500-201
01/15/2026	#0165 JAN. 2	7	Invoice	STAPLES.COM-ENVELOPES/LIBRARY	01/02/2026	01/15/2026	145.28	211-45500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/15/2026	#6188 JAN. 2	1	Invoice	AMAZON-DESK CALENDAR/PW	01/02/2026	01/16/2026	20.69	101-43100-217
01/15/2026	#6188 JAN. 2	2	Invoice	USPS-CERTIFIED MAIL FOR SNOW REMOVA	01/02/2026	01/16/2026	10.48	101-41500-322
01/15/2026	#6188 JAN. 2	3	Invoice	EFURNITURE MAX-OFFICE CHAIR/PW	01/02/2026	01/16/2026	591.63	101-43100-217
01/15/2026	#6188 JAN. 2	4	Invoice	AMAZON-UNIFORM PANTS S. LOFTUS	01/02/2026	01/16/2026	64.95	101-43100-417
01/15/2026	#6188 JAN. 2	5	Invoice	AMAZON-WATER PUMP PLIERS/PW	01/02/2026	01/16/2026	142.39	101-43100-217
01/15/2026	#6196 JAN. 2	1	Invoice	MENARDS-BRAKE PARTS CLEANER/PW	01/02/2026	01/16/2026	17.45	101-43100-217
01/15/2026	#6196 JAN. 2	2	Invoice	MENARDS-PAPER TOWELS, DISH SOAP, CL	01/02/2026	01/16/2026	74.24	101-43100-211
01/15/2026	#6196 JAN. 2	3	Invoice	MENARDS-METAL CUTOFF WHEEL, DIAMON	01/02/2026	01/16/2026	93.96	101-42200-223
01/15/2026	#6196 JAN. 2	4	Invoice	USPS-POSTAGE/WATER	01/02/2026	01/16/2026	8.85	601-49400-322
01/16/2026	#6634 JAN. 2	1	Invoice	HOLLOWSOCKS.COM-UNIFORM SOCKS B. F	01/02/2026	01/16/2026	144.47	601-49400-417
01/16/2026	#6634 JAN. 2	2	Invoice	IUOE LOCAL 49-UNIFORM SWEATSHIRT B. F	01/02/2026	01/16/2026	56.95	601-49400-417
01/16/2026	#6840 JAN. 2	1	Invoice	ADOBE-C. KUJATH	01/02/2026	01/16/2026	21.46	101-41500-433
01/16/2026	#6923 JAN. 2	1	Invoice	AMAZON-DISPOSABLE FOOD CONTAINERS/	01/02/2026	01/16/2026	28.09	101-41500-217
01/15/2026	#6931 JAN. 2	1	Invoice	USPS-CERTIFIED MAIL FOR SNOW REMOVA	01/02/2026	01/16/2026	10.48	101-41500-322
01/15/2026	#6931 JAN. 2	2	Invoice	USPS-CERTIFIED MAIL PUSHING SNOW ON	01/02/2026	01/16/2026	28.96	101-41500-322
01/15/2026	#6998 JAN. 2	1	Invoice	LYONS OIL-POP/PD	01/02/2026	01/15/2026	20.38	101-42100-331
01/15/2026	#6998 JAN. 2	2	Invoice	KIM'S SALOON-PIZZA/PD	01/02/2026	01/15/2026	38.81	101-42100-331
01/15/2026	#7228 JAN. 2	1	Invoice	AMAZON-SHIPPING DELAY REFUND/ADMIN	01/02/2026	01/16/2026	6.99	101-41500-201
01/15/2026	#7798 JAN. 2	1	Invoice	EXPERTVOICE-PANTS B.MILLER/PD	01/02/2026	01/15/2026	116.00	101-42100-417
01/15/2026	#7798 JAN. 2	2	Invoice	APPLE.COM/PD	01/02/2026	01/15/2026	.99	101-42100-321
01/15/2026	#7798 JAN. 2	3	Invoice	ARROWHEAD FORENSICS-SPIT SOCK HOO	01/02/2026	01/15/2026	94.31	101-42100-228
01/15/2026	#7798 JAN. 2	4	Invoice	BENNETT'S FOOD CENTER-BATTERIES/PD	01/02/2026	01/15/2026	18.98	101-42100-228
01/15/2026	#7798 JAN. 2	5	Invoice	AMAZON-UNIFORM SHIRT AND PANTS A. M	01/02/2026	01/15/2026	28.97	101-42100-417
01/15/2026	#7798 JAN. 2	6	Invoice	HOSTGATOR-WEEBLY RENEWAL/PD	01/02/2026	01/15/2026	8.99	101-42100-321
01/15/2026	#7798 JAN. 2	7	Invoice	ZAGG-UPGRADE FEE/PD	01/02/2026	01/15/2026	16.10	101-42100-228
01/15/2026	#7798 JAN. 2	8	Invoice	AMAZON-MN ROAD IMPROVEMENT & FEED	01/02/2026	01/15/2026	.50	101-42100-437
01/15/2026	#7798 JAN. 2	9	Invoice	ADOBE-ACROBAT PRO/PD	01/02/2026	01/15/2026	21.46	101-42100-309
01/15/2026	#7798 JAN. 2	10	Invoice	BCA TRAINING-A. FERGUSON DMT-G RECE	01/02/2026	01/15/2026	75.00	101-42100-331
01/15/2026	#7798 JAN. 2	11	Invoice	US FLEET TRACKING-MONTHLY SERVICE X	01/02/2026	01/15/2026	89.85	101-42100-309
01/15/2026	#8291 JAN. 2	1	Invoice	LACROSSE FOOTWEAR-UNIFORM BOOTS T.	01/02/2026	01/16/2026	263.59	101-43100-417
Total 105461 VISA/TCM BANK N.A.:							2,605.42	
307 WABASHA COUNTY AUDITOR/TREAS.								
01/22/2026	091-0112202	1	Invoice	JANUARY 2026 LEGAL SERVICES CONTRAC	01/12/2026	01/22/2026	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							1,800.00	
106337 WABASHA COUNTY HERALD								
01/21/2026	PLAINVIEW	1	Invoice	RENEWAL/LIBRARY	01/01/2026	01/21/2026	58.00	211-45500-592
Total 106337 WABASHA COUNTY HERALD:							58.00	
105600 WEX BANK								
01/09/2026	109689365	2	Adjustmen	FUEL/POLICE DEPT.	12/31/2025	01/07/2026	1,515.23	101-42100-212
01/09/2026	109689365	1	Invoice	FUEL/POLICE DEPT.	12/31/2025	01/09/2026	1,515.33	101-42100-212
02/03/2026	110351858	1	Invoice	FUEL/POLICE DEPT.	01/31/2026	02/05/2026	1,296.91	101-42100-212
Total 105600 WEX BANK:							1,297.01	
107056 WHITEWATER WOODWORKING LLC								
01/22/2026	1143	1	Invoice	REMAINING BALANCE FOR DIAS FOR COUN	01/13/2026	01/22/2026	2,832.00	101-41110-590
Total 107056 WHITEWATER WOODWORKING LLC:							2,832.00	
Grand Totals:							321,992.13	

GL Period	Amount
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GL Period	Amount
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12/25	216,144.46
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02/26	42,331.37
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01/26	63,516.30
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Grand Totals:	321,992.13
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Vendor number hash: 12977754

Vendor number hash - split: 19535155

Total number of invoices: 210

Total number of transactions: 277

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	321,992.13	.00	321,992.13
Grand Totals:	321,992.13	.00	321,992.13

Report Criteria:

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

Permit Number	Issued Date	Valuation	Fees Paid	Address	Permit Type	Owner Name	Notes
25PV-00096	1/7/2026		\$323.50	620 5TH ST NE	Mechanical	DPK LLC	mechanical for modular home installation with garage
25PV-00159	1/5/2026		\$76.00	735 2ND AVE SW	Mechanical: Replacement of Single Appliance	BERNARD A FEILS	replace furnace
26PV-00001	1/8/2026		\$69.00	135 2ND AVE SE	Re-Window/Exterior Door (Same Opening Size)	ROBERT J KLEES	Installing (6) acclaim series full frame replacement windows into existing openings
26PV-00003	1/8/2026		\$81.00	520 2ND AVE NW	Plumbing	CHAD M & ALICIA A ZIEBELL	new bathroom fixtures in basement
26PV-00004	1/23/2026	\$50,000.00	\$708.93	310 3RD AVE SE	Basement Finish	BRETT A FORD	Finish basement, framing already in place.
26PV-00006	1/22/2026		\$81.00	235 5TH ST NW	Plumbing	LEE C & DONNA M IHRKE	Move toilet over, take bathroom from 1 sink to double sinks.
26PV-00007	1/27/2026	\$2,821.35	\$74.00	515 6TH ST SW	Re-Window/Exterior Door	STEPHEN & MARIETTA FREIN	Remove and replace 3 windows like for like.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 10, 2026

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

MONTHLY REPORT OF FINANCE DIRECTOR

January, 2026

Routine Work/General Items

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

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Industrial Sewer Billing, Meter Issues
- Work on cleaning up some old meter issues.
- Budget – Completed and submitted the City Summary Budget Report to the MN State Auditor's office. Created required budget publication report for the newspaper.
- SRO Contract Invoice to PEM for July-Dec. 25
- 2026 First Payroll Changes, New Tax Rates, Pay Increases, Union Dues, FSA Accts, Leave Balances, CPF and MSRS Contribution Rate changes, etc.
- Set 2026 pool staff and seasonal public works employees wage scale
- Review compensation study information prepared to date and meet with Flaherty & Hood. This will be ongoing until the compensation study is completed.
- One Big Beautiful Bill Act changes implemented by the federal government for OT changes and required reporting changes. Some of the issues are still being worked out for the law that went into effect retroactively back to January 1, 2025.
- Feb. 2026 Debt Payments
- 2025 W2's and 1099's prepared and submitted to employees, vendors as well as the IRS, SSA and MN Dept. of Revenue
- 2025 audit field work is scheduled for April 20-22, 2026. Year-end financial work and audit preparation will be on-going for the next several months.

Projects

- Continued water meter changeout program started in March, 2021—coordinating with Public Works. Project will continue over multiple years. We will be running two software systems for meter reading & billing until the entire city is converted to the new meters. By the end of December 2025, 1029 new meters have been installed and there are 280 old meters left to replace.

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- 4th Qtr 2025 Payroll Reports
- 2026 State Budget Report-MN State Auditor
- Annual Outstanding Debt Report
- FEMA GO Semi-Annual Reports-Fire Dept Grant Funds

Training/Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues
- Meet with Flaherty & Hood – Compensation Study
- Meeting for BA Holdings Development

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-122	FICA	1,017.45	1,017.00	.00	1,017.00
101-41110-151	Worker s Comp Insurance Prem	74.12	78.00	.00	78.00
101-41110-152	MN Paid Leave Premium	.00	59.00	.00	59.00
101-41110-201	Office Supplies(paper-pens-et)	27.93	100.00	.00	100.00
101-41110-217	Other Operating Supplies	309.00	.00	.00	.00
101-41110-310	Other Professional Services	.00	1,000.00	.00	1,000.00
101-41110-322	Postage	12.44	.00	.00	.00
101-41110-331	Meetings-Conferences (mtgs/mi)	198.00	2,500.00	.00	2,500.00
101-41110-343	Advertising	720.00	500.00	.00	500.00
101-41110-362	Property - Casualty Ins (Auto)	6,433.53	7,054.00	.00	7,054.00
101-41110-381	Electric Utilities	1,656.33	1,845.00	163.67	1,681.33
101-41110-383	Gas Utilities	746.67	960.00	154.32	805.68
101-41110-401	Contractual Services	7,200.00	7,200.00	600.00	6,600.00
101-41110-433	Dues and Subscriptions	11,253.00	11,713.00	30.00	11,683.00
101-41110-437	Miscellaneous	.00	300.00	.00	300.00
101-41110-440	City Cleanup	8,834.44	6,800.00	.00	6,800.00
101-41110-590	Capital Outlay	6,026.07	.00	2,832.00	2,832.00-
Total Council:		57,808.98	54,426.00	3,779.99	50,646.01
Elections					
101-41410-103	Part-Time Employees	.00	6,000.00	.00	6,000.00
101-41410-217	Other Operating Supplies	.00	4,500.00	.00	4,500.00
101-41410-331	Meetings-Conferences (mtgs/mi)	.00	750.00	.00	750.00
101-41410-437	Miscellaneous	1,200.00	2,000.00	.00	2,000.00
Total Elections:		1,200.00	13,250.00	.00	13,250.00
Administration					
101-41500-101	Full-Time Employees Regular	334,872.82	346,750.00	26,107.62	320,642.38
101-41500-102	Full-Time Employees Overtime	15,148.75	17,500.00	1,062.11	16,437.89
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	230.40	2,769.60
101-41500-121	PERA	25,650.01	26,719.00	2,033.98	24,685.02
101-41500-122	FICA	26,455.32	27,586.00	2,045.83	25,540.17
101-41500-131	Employer Paid Health	79,389.08	82,719.00	6,645.75	76,073.25
101-41500-151	Worker s Comp Insurance Prem	2,684.25	2,818.00	.00	2,818.00
101-41500-152	MN Paid Leave Premium	.00	1,475.00	57.33	1,417.67
101-41500-201	Office Supplies	3,616.53	4,250.00	177.77	4,072.23
101-41500-211	Operating Supplies - Cleaning	416.73	750.00	.00	750.00
101-41500-217	Other Operating Supplies	1,278.38	1,200.00	.00	1,200.00
101-41500-221	Repair/Maint - Equipment	.00	250.00	.00	250.00
101-41500-223	Repair/Maintain - Building	2,043.52	3,000.00	2,536.39	463.61
101-41500-227	Repair/Maintain - Amb Building	978.40	2,000.00	35.00	1,965.00
101-41500-301	Auditing and Acct g Services	34,500.00	35,500.00	.00	35,500.00
101-41500-303	Engineering Fees	23,572.00	40,000.00	.00	40,000.00
101-41500-304	Legal Fees	34,570.80	30,000.00	.00	30,000.00
101-41500-309	Software and Design	33,680.91	28,000.00	5,297.06	22,702.94
101-41500-310	Other Professional Services	30,754.90	25,000.00	.00	25,000.00
101-41500-312	CITY WEBSITE	7,000.87	7,000.00	.00	7,000.00
101-41500-314	Nuisance Abatements	.00	15,000.00	.00	15,000.00
101-41500-316	Building Inspections	26,923.08	30,000.00	.00	30,000.00
101-41500-317	Dial A Ride Bus	5,951.50	8,800.00	.00	8,800.00
101-41500-321	Communications	5,751.81	6,000.00	481.60	5,518.40
101-41500-322	Postage	3,509.15	3,500.00	.00	3,500.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
101-41500-331	Meetings-Conferences (mtgs/mi)	924.54	3,500.00	.00	3,500.00
101-41500-343	Advertising	2,310.13	3,500.00	.00	3,500.00
101-41500-362	Property - Casualty Ins (Auto)	4,664.17	4,898.00	.00	4,898.00
101-41500-381	Electric Utilities	1,656.33	2,000.00	163.67	1,836.33
101-41500-383	Gas Utilities	746.68	1,200.00	154.32	1,045.68
101-41500-401	Contractual Services	13,132.25	16,500.00	1,538.66	14,961.34
101-41500-417	Uniforms	1,803.50	1,986.00	.00	1,986.00
101-41500-433	Dues and Subscriptions	2,384.14	2,700.00	130.00	2,570.00
101-41500-434	Sales Tax Paid	9.00	20.00	.00	20.00
101-41500-437	Miscellaneous	953.64	1,000.00	166.72	833.28
101-41500-442	Bank Service Charges	3,034.76	3,200.00	.00	3,200.00
101-41500-443	Credit Card Merchant Fees	3,979.77	3,500.00	.00	3,500.00
101-41500-444	XPRESS Bill Pay Fees	8,049.40	6,500.00	.00	6,500.00
101-41500-560	Furniture & Fixtures	.00	1,000.00	.00	1,000.00
101-41500-570	Office Equipment & Furnishings	.00	1,000.00	.00	1,000.00
101-41500-580	Computers & Technology	1,139.47	5,000.00	.00	5,000.00
101-41500-590	Capital Outlay	.00	30,000.00	.00	30,000.00
Total Administration:		746,531.79	836,321.00	48,864.21	787,456.79
Police					
101-42100-101	Full-Time Employees Regular	721,163.25	727,909.00	53,667.59	674,241.41
101-42100-102	Full-Time Employees Overtime	43,609.29	40,000.00	4,078.83	35,921.17
101-42100-103	Part-Time Employees	1,358.28	3,000.00	84.78	2,915.22
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
101-42100-121	PERA	122,207.01	129,046.00	9,681.34	119,364.66
101-42100-122	FICA	15,132.83	15,680.00	1,145.83	14,534.17
101-42100-131	Employer Paid Health	192,568.56	224,731.00	16,114.88	208,616.12
101-42100-151	Worker s Comp Insurance Prem	33,289.82	34,954.00	.00	34,954.00
101-42100-152	MN Paid Leave Premium	.00	3,278.00	130.27	3,147.73
101-42100-201	Office Supplies(paper-pens-et)	2,182.06	3,000.00	.00	3,000.00
101-42100-212	Motor Fuels-Gas	18,393.19	20,000.00	.00	20,000.00
101-42100-217	Other Operating Supplies	416.01	500.00	.00	500.00
101-42100-221	Repair/Maint - Equipment	13,052.88	16,000.00	.00	16,000.00
101-42100-228	Repair/Maintain Other	2,501.87	3,500.00	412.19	3,087.81
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	.00	6,500.00
101-42100-304	Legal Fees	21,600.00	21,600.00	1,800.00	19,800.00
101-42100-305	Employee Wellness Program	3,356.52	10,000.00	.00	10,000.00
101-42100-309	Software and Design	9,519.53	13,000.00	.00	13,000.00
101-42100-310	Other Professional Services	4,984.90	10,000.00	309.15	9,690.85
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,000.00	.00	1,000.00
101-42100-321	Communications	12,765.93	15,000.00	355.70	14,644.30
101-42100-322	Postage	197.72	200.00	.00	200.00
101-42100-331	Meetings-Conferences (mtgs/mi)	5,788.62	9,000.00	.00	9,000.00
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,174.01	5,432.00	.00	5,432.00
101-42100-381	Electric Utilities	1,656.34	2,000.00	163.66	1,836.34
101-42100-383	Gas Utilities	746.64	1,300.00	154.32	1,145.68
101-42100-406	Safety	208.36	1,000.00	.00	1,000.00
101-42100-417	Uniforms	9,729.17	12,000.00	.00	12,000.00
101-42100-418	Range/Ammo	7,980.45	10,000.00	.00	10,000.00
101-42100-433	Dues and Subscriptions	6,513.57	3,500.00	1,190.00	2,310.00
101-42100-436	Towing Charges	225.00	500.00	.00	500.00
101-42100-437	Miscellaneous	1,356.20	3,000.00	.00	3,000.00
101-42100-438	Police - DARE Prog	603.93	2,500.00	.00	2,500.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
101-42100-446	NSF Checks	.00	250.00	.00	250.00
101-42100-491	Contributions/Donations Expend	.00	500.00	.00	500.00
101-42100-560	Furniture & Fixtures	1,183.25	.00	.00	.00
101-42100-580	Computers & Technology	.00	8,000.00	.00	8,000.00
101-42100-590	Capital Outlay	106,156.47	62,500.00	.00	62,500.00
Total Police:		1,372,900.05	1,422,380.00	89,365.34	1,333,014.66
City Fire					
101-42200-103	Part-Time Employees	23,023.08	30,000.00	60.00	29,940.00
101-42200-122	FICA	1,761.27	2,295.00	4.59	2,290.41
101-42200-151	Worker s Comp Insurance Prem	3,081.88	3,236.00	.00	3,236.00
101-42200-152	MN Paid Leave Premium	.00	146.00	.00	146.00
101-42200-201	Office Supplies(paper-pens-et)	132.16	1,000.00	.00	1,000.00
101-42200-207	Fire Prevention Instruct Supps	.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	.00	100.00	.00	100.00
101-42200-212	Motor Fuels-Gas	571.40	1,500.00	.00	1,500.00
101-42200-217	Other Operating Supplies	316.41	1,500.00	.00	1,500.00
101-42200-221	Repair/Maint - Equipment	78,024.83	30,000.00	.00	30,000.00
101-42200-223	Repair/Maintain - Building	1,734.43	10,000.00	2,282.13	7,717.87
101-42200-226	Foam	.00	2,500.00	.00	2,500.00
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	204.00	204.00	17.00	187.00
101-42200-310	Other Professional Services	.00	2,500.00	.00	2,500.00
101-42200-321	Communications	4,059.25	3,500.00	351.88	3,148.12
101-42200-331	Meetings-Conferences (mtgs/mi)	7,531.15	3,000.00	.00	3,000.00
101-42200-343	Advertising	.00	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	5,677.45	6,225.00	.00	6,225.00
101-42200-381	Electric Utilities	2,196.00	2,000.00	234.00	1,766.00
101-42200-383	Gas Utilities	2,246.24	5,000.00	624.27	4,375.73
101-42200-384	Garbage Service	657.12	700.00	95.71	604.29
101-42200-417	Uniforms/Fire Gear	.00	20,000.00	.00	20,000.00
101-42200-433	Dues and Subscriptions	.00	1,200.00	.00	1,200.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-590	Capital Outlay	175,928.00	.00	.00	.00
101-42200-602	Other LT Obligation Principal	.00	44,768.00	.00	44,768.00
101-42200-612	Other Long-Term Obligation Int	18,796.00	17,918.00	.00	17,918.00
Total City Fire:		325,940.67	192,892.00	3,669.58	189,222.42
Emergency Management					
101-42500-103	Part-Time Employees	1,353.47	2,385.00	.00	2,385.00
101-42500-122	FICA	103.54	182.00	.00	182.00
101-42500-221	Repair/Maint - Equipment	.00	4,000.00	.00	4,000.00
101-42500-310	Other Professional Services	1,116.00	1,300.00	.00	1,300.00
101-42500-381	Electric Utilities	1,029.00	1,000.00	94.00	906.00
Total Emergency Management:		3,602.01	8,867.00	94.00	8,773.00
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	130,692.06	131,582.00	10,382.92	121,199.08
101-43100-102	Full-Time Employees Overtime	938.99	2,000.00	.00	2,000.00
101-43100-120	CENTRAL PENSION FUND	677.46	840.00	64.52	775.48
101-43100-121	PERA	9,432.92	10,019.00	775.26	9,243.74
101-43100-122	FICA	10,030.55	10,219.00	790.77	9,428.23
101-43100-131	Employer Paid Health	31,800.51	35,901.00	2,887.91	33,013.09

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
101-43100-151	Worker s Comp Insurance Prem	18,253.95	19,167.00	.00	19,167.00
101-43100-152	MN Paid Leave Premium	.00	729.00	22.27	706.73
101-43100-201	Office Supplies(paper-pens-et)	156.49	250.00	.00	250.00
101-43100-211	Operating Supplies - Cleaning	224.91	200.00	.00	200.00
101-43100-212	Motor Fuels-Gas	8,823.79	8,000.00	.00	8,000.00
101-43100-217	Other Operating Supplies	15,477.96	14,000.00	380.00	13,620.00
101-43100-221	Repair/Maint - Equipment	16,944.01	25,000.00	341.26	24,658.74
101-43100-222	Tree trimming	9,853.00	18,500.00	.00	18,500.00
101-43100-223	Repair/Maintain - Building	8,849.44	7,500.00	49.00	7,451.00
101-43100-224	Repair/Maintain - Streets	95,623.50	100,000.00	.00	100,000.00
101-43100-225	Repair/Maint - Detention Ponds	41,620.00	50,000.00	.00	50,000.00
101-43100-226	Sidewalk Repairs	72,418.55	55,000.00	.00	55,000.00
101-43100-303	Engineering Fees	5,103.00	15,000.00	.00	15,000.00
101-43100-309	Software and Design	1,081.20	1,135.00	.00	1,135.00
101-43100-310	Other Professional Services	23,529.27	30,000.00	.00	30,000.00
101-43100-321	Communications	3,819.93	4,000.00	318.91	3,681.09
101-43100-331	Meetings-Conferences (mtgs/mi)	78.36	300.00	.00	300.00
101-43100-343	Advertising	552.00	600.00	.00	600.00
101-43100-362	Property - Casualty Ins (Auto)	14,369.20	15,088.00	.00	15,088.00
101-43100-381	Electric Utilities	44,664.82	49,000.00	4,090.89	44,909.11
101-43100-383	Gas Utilities	2,671.54	4,000.00	722.02	3,277.98
101-43100-384	Garbage Service	1,473.48	1,500.00	122.79	1,377.21
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	861.31	1,000.00	.00	1,000.00
101-43100-417	Uniforms	1,298.03	1,324.00	.00	1,324.00
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	109.59	200.00	.00	200.00
101-43100-590	Capital Outlay	.00	5,000.00	.00	5,000.00
Total Public Works (GENERAL):		571,429.82	618,904.00	20,948.52	597,955.48
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	24,893.72	25,063.00	1,977.69	23,085.31
101-43125-102	Full-Time Employees Overtime	178.85	500.00	.00	500.00
101-43125-120	CENTRAL PENSION FUND	128.94	160.00	12.28	147.72
101-43125-121	PERA	1,796.78	1,917.00	147.66	1,769.34
101-43125-122	FICA	1,910.57	1,955.00	150.61	1,804.39
101-43125-131	Employer Paid Health	5,877.44	6,838.00	533.92	6,304.08
101-43125-152	MN Paid Leave Premium	.00	.00	4.24	4.24
101-43125-212	Motor Fuels-Gas	5,349.48	8,000.00	.00	8,000.00
101-43125-217	Other Operating Supplies	15,373.21	15,000.00	.00	15,000.00
101-43125-221	Repair/Maint - Equipment	10,426.50	15,000.00	328.74	14,671.26
101-43125-310	Other Professional Services	21,503.25	30,000.00	663.31	29,336.69
101-43125-343	Advertising	78.00	200.00	.00	200.00
Total Ice & Snow Removal:		87,516.74	104,633.00	3,818.45	100,814.55
Economic Development					
101-46500-331	Meetings-Conferences (mtgs/mi)	404.75	.00	.00	.00
101-46500-401	Contractual Services	61,618.13	58,653.00	14,063.25	44,589.75
101-46500-489	EDA Matching Grant Funds	5,000.00	10,000.00	.00	10,000.00
Total Economic Development:		67,022.88	68,653.00	14,063.25	54,589.75
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	350.00	.00	350.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	.00	12,500.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00	1,000.00
Total Other Finanacing Uses/Contrib:		17,800.00	17,850.00	.00	17,850.00
Net Total GENERAL FUND:		3,251,752.94-	3,338,176.00-	184,603.34-	3,153,572.66-

Libraries (GENERAL)

211-45500-101	Full-Time Employees Regular	145,806.27	149,490.00	11,499.20	137,990.80
211-45500-103	Part-Time Employees	26,836.85	42,290.00	1,909.43	40,380.57
211-45500-121	PERA	12,771.78	14,191.00	988.71	13,202.29
211-45500-122	FICA	13,077.05	14,671.00	1,015.65	13,655.35
211-45500-131	Employer Paid Health	43,329.96	45,498.00	3,625.83	41,872.17
211-45500-151	Worker s Comp Insurance Prem	766.22	805.00	.00	805.00
211-45500-152	MN Paid Leave Premium	.00	755.00	29.28	725.72
211-45500-201	Office Supplies(paper-pens-et)	1,764.86	1,000.00	137.67	862.33
211-45500-217	Other Operating Supplies	2,846.52	3,000.00	258.27	2,741.73
211-45500-221	Repair/Maint - Equipment	2,211.07	2,400.00	.00	2,400.00
211-45500-223	Repair/Maintain - Building	7,819.70	3,500.00	42.00	3,458.00
211-45500-310	Other Professional Services	6,452.24	7,530.00	464.15	7,065.85
211-45500-321	Communications	689.61	700.00	56.40	643.60
211-45500-322	Postage	146.00	200.00	.00	200.00
211-45500-331	Meetings-Conferences (mtgs/mi)	274.00	825.00	.00	825.00
211-45500-362	Property - Casualty Ins (Auto)	5,009.84	5,265.00	.00	5,265.00
211-45500-381	Electric Utilities	3,979.00	4,000.00	350.00	3,650.00
211-45500-383	Gas Utilities	1,703.76	2,000.00	379.92	1,620.08
211-45500-401	Contractual Services	12,135.96	11,520.00	106.08	11,413.92
211-45500-434	Sales Tax Paid	232.00	250.00	17.00	233.00
211-45500-437	Miscellaneous	58.00	.00	120.00	120.00-
211-45500-590	Capital Outlay	.00	200,000.00	.00	200,000.00
211-45500-592	Books/Periodicals	41,883.20	36,750.00	4,587.04	32,162.96
Total Libraries (GENERAL):		329,793.89	546,640.00	25,586.63	521,053.37
Net Total LIBRARY:		329,793.89-	546,640.00-	25,586.63-	521,053.37-

ICE RINK

225-45127-212	Motor Fuels-Gas	228.61	500.00	.00	500.00
225-45127-217	Other Operating Supplies	536.99	1,500.00	.00	1,500.00
225-45127-221	Repair/Maint - Equipment	84.56	500.00	.00	500.00
225-45127-223	Repair/Maintain - Building	49.96	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,276.00	1,300.00	128.00	1,172.00
225-45127-383	Gas Utilities	663.70	1,300.00	171.17	1,128.83
Total ICE RINK:		2,839.82	6,100.00	299.17	5,800.83

POOL

225-45128-103	Part-Time Employees	121,726.31	128,500.00	.00	128,500.00
225-45128-121	PERA	1,049.22	1,200.00	.00	1,200.00
225-45128-122	FICA	9,312.03	9,500.00	.00	9,500.00
225-45128-151	Worker s Comp Insurance Prem	3,587.69	3,767.00	.00	3,767.00
225-45128-152	MN Paid Leave Premium	.00	535.00	.00	535.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
225-45128-211	Operating Supplies - Cleaning	149.60	500.00	.00	500.00
225-45128-217	Other Operating Supplies	13,041.38	12,500.00	.00	12,500.00
225-45128-221	Repair/Maint - Equipment	867.97	7,500.00	2,811.25	4,688.75
225-45128-223	Repair/Maintain - Building	6,089.47	5,000.00	28.00	4,972.00
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	8,274.25	7,500.00	.00	7,500.00
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	.00	3,450.00
225-45128-310	Other Professional Services	3,462.50	4,000.00	.00	4,000.00
225-45128-321	Communications	1,896.43	2,000.00	155.40	1,844.60
225-45128-322	Postage	.00	50.00	.00	50.00
225-45128-331	Meetings-Conferences (mtgs/mi)	3,702.00	5,000.00	.00	5,000.00
225-45128-343	Advertising	276.00	300.00	.00	300.00
225-45128-362	Property - Casualty Ins (Auto)	12,417.43	13,038.00	.00	13,038.00
225-45128-381	Electric Utilities	8,232.00	8,000.00	175.00	7,825.00
225-45128-383	Gas Utilities	10,016.53	8,000.00	926.73-	8,926.73
225-45128-417	UNIFORMS	2,415.82	3,000.00	.00	3,000.00
225-45128-433	Dues and Subscriptions	.00	670.00	995.00	325.00-
225-45128-434	Sales Tax Paid	5,014.00	4,000.00	.00	4,000.00
225-45128-437	Miscellaneous	50.00	200.00	.00	200.00
225-45128-443	Credit Card Merchant Fees	1,685.33	2,000.00	.00	2,000.00
Total POOL:		216,560.96	231,210.00	3,237.92	227,972.08
PARKS					
225-45200-101	Full-Time Employees Regular	58,095.26	58,032.00	4,489.01	53,542.99
225-45200-102	Full-Time Employees Overtime	434.56	3,000.00	.00	3,000.00
225-45200-103	Part-Time Employees	18,814.39	20,000.00	.00	20,000.00
225-45200-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
225-45200-121	PERA	4,334.64	4,669.00	334.80	4,334.20
225-45200-122	FICA	5,814.29	6,199.00	330.02	5,868.98
225-45200-131	Employer Paid Health	19,066.56	19,990.00	1,596.38	18,393.62
225-45200-142	Unemployment Benefit Payments	7,242.45	.00	.00	.00
225-45200-151	Worker s Comp Insurance Prem	2,646.19	2,778.00	.00	2,778.00
225-45200-152	MN Paid Leave Premium	.00	344.00	9.82	334.18
225-45200-212	Motor Fuels-Gas	3,296.38	4,000.00	.00	4,000.00
225-45200-217	Other Operating Supplies	2,644.66	4,000.00	.00	4,000.00
225-45200-221	Repair/Maint - Equipment	12,652.54	8,000.00	175.68	7,824.32
225-45200-223	Repair/Maintain - Building	9,338.87	10,000.00	7.00	9,993.00
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-303	Engineering Fees	26,393.50	.00	.00	.00
225-45200-310	Other Professional Services	1,533.92	2,000.00	.00	2,000.00
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	.00	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	16,555.36	17,383.00	.00	17,383.00
225-45200-381	Electric Utilities	10,834.00	7,000.00	269.00	6,731.00
225-45200-384	Garbage Service	1,740.96	1,900.00	145.08	1,754.92
225-45200-417	Uniforms	591.69	662.00	.00	662.00
225-45200-418	Rentals	519.49	1,000.00	.00	1,000.00
225-45200-434	Sales Tax Paid	78.00	50.00	.00	50.00
225-45200-590	Capital Outlay	167,460.30	.00	.00	.00
Total PARKS:		371,086.41	172,657.00	7,433.59	165,223.41
Net Total PARKS/REC:		590,487.19-	409,967.00-	10,970.68-	398,996.32-

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
Cemetery					
235-49010-217	Other Operating Supplies	51.70	1,500.00	.00	1,500.00
235-49010-221	Repair/Maint - Equipment	24.19	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	.00	500.00	.00	500.00
235-49010-258	Columbarium Plaques	343.57	2,000.00	.00	2,000.00
235-49010-309	Software & Design	1,686.39	1,030.00	.00	1,030.00
235-49010-310	Other Professional Services	2,140.32	2,500.00	.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	3,133.77	3,290.00	.00	3,290.00
235-49010-381	Electric Utilities	710.00	785.00	63.00	722.00
235-49010-384	Garbage Service	870.48	1,000.00	72.54	927.46
235-49010-401	Contractual Services	35,570.00	35,000.00	.00	35,000.00
235-49010-418	Rental	.00	200.00	.00	200.00
235-49010-590	Capital Outlay	6,907.00	.00	.00	.00
Total Cemetery:		51,437.42	48,305.00	135.54	48,169.46
Net Total CEMETERY:		51,437.42-	48,305.00-	135.54-	48,169.46-
RURAL FIRE					
245-42200-103	Part-Time Employees	12,728.08	11,000.00	40.00	10,960.00
245-42200-122	FICA	973.69	842.00	3.06	838.94
245-42200-151	Worker s Comp Insurance Prem	3,018.78	3,170.00	.00	3,170.00
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,322.67	2,500.00	.00	2,500.00
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	10,511.47	7,500.00	.00	7,500.00
245-42200-226	Foam	.00	2,500.00	.00	2,500.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	5,677.45	5,961.00	.00	5,961.00
245-42200-417	Uniform	.00	3,000.00	.00	3,000.00
245-42200-433	Dues and Subscriptions	.00	1,000.00	.00	1,000.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
Total RURAL FIRE:		34,232.14	39,673.00	43.06	39,629.94
Net Total RURAL FIRE:		34,232.14-	39,673.00-	43.06-	39,629.94-
Fire Relief					
250-42300-124	Fire Relief Pension-State Aid	66,483.38	62,483.00	.00	62,483.00
250-42300-490	City Cont- Fire Relief Retire	22,000.00	22,000.00	.00	22,000.00
Total Fire Relief:		88,483.38	84,483.00	.00	84,483.00
Net Total FIRE RELIEF:		88,483.38-	84,483.00-	.00	84,483.00-
Debt Service					
300-47000-601	Bond Principal Pymt	681,000.00	706,000.00	706,000.00	.00
300-47000-611	Bond Interest Payment	188,595.50	168,337.00	89,337.25	78,999.75
300-47000-620	Fiscal Agent Fees	495.00	495.00	.00	495.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
Total Debt Service:		870,090.50	874,832.00	795,337.25	79,494.75
Net Total DEBT SERVICE FUND:		870,090.50-	874,832.00-	795,337.25-	79,494.75-
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	207,869.00	297,500.00	.00	297,500.00
Total CAPITAL IMPROVEMENT FUND:		207,869.00	297,500.00	.00	297,500.00
Net Total CAPITAL IMPROVEMENT FUND:		207,869.00-	297,500.00-	.00	297,500.00-
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	19,418.00	.00	.00	.00
418-48000-530	Capital-Other Improvements	120,479.94	.00	.00	.00
418-48000-700	Transfers Out	114,207.42	.00	.00	.00
Total 2023 STREET/UTIL IMPROVE PROJ:		254,105.36	.00	.00	.00
Net Total 2023 STREET/UTIL IMPROVE PROJ:		254,105.36-	.00	.00	.00
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
505-46500-439	TIF Payments	34,655.00	35,000.00	.00	35,000.00
Total TIF 1-9 LEVAN:		35,655.00	36,000.00	.00	36,000.00
Net Total TIF 1-9 LEVAN:		35,655.00-	36,000.00-	.00	36,000.00-
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
506-46500-439	TIF Payments	5,987.00	6,500.00	.00	6,500.00
Total TIF DOWNTOWN REDEVELOPMENT:		6,987.00	7,500.00	.00	7,500.00
Net Total TIF DOWNTOWN REDEVELOPMENT:		6,987.00-	7,500.00-	.00	7,500.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	67,226.90	65,060.00	5,322.60	59,737.40
601-49400-102	Full-Time Employees Overtime	3,361.74	5,000.00	1,031.08	3,968.92
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
601-49400-121	PERA	5,271.64	5,255.00	474.65	4,780.35
601-49400-122	FICA	5,377.12	5,360.00	484.14	4,875.86
601-49400-131	Employer Paid Health	19,125.24	19,990.00	1,601.27	18,388.73
601-49400-151	Worker s Comp Insurance Prem	1,326.10	1,392.00	.00	1,392.00
601-49400-152	MN Paid Leave Premium	.00	297.00	13.78	283.22
601-49400-201	Office Supplies(paper-pens-et)	585.01	1,000.00	.00	1,000.00
601-49400-212	Motor Fuels-Gas	321.73	750.00	.00	750.00
601-49400-217	Other Operating Supplies	10,149.77	10,000.00	1,904.78	8,095.22
601-49400-221	Repair/Maint -WELLS	969.43	30,000.00	.00	30,000.00
601-49400-223	Repair/Maintain - Building	44.33	2,000.00	.00	2,000.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
601-49400-228	Repair-Water Main Repairs	30,346.94	30,000.00	.00	30,000.00
601-49400-229	Refunds	1,045.32	3,000.00	.00	3,000.00
601-49400-303	Engineering Fees	255,888.50	496,350.00	.00	496,350.00
601-49400-309	Software and Design	5,046.63	10,000.00	.00	10,000.00
601-49400-310	Other Professional Services	21,817.12	25,155.00	1,904.61	23,250.39
601-49400-321	Communications	14,215.95	9,500.00	.00	9,500.00
601-49400-322	Postage	3,238.56	3,500.00	639.10	2,860.90
601-49400-331	Meetings-Conferences (mtgs/mi)	218.00	1,000.00	.00	1,000.00
601-49400-343	Advertising	902.14	200.00	.00	200.00
601-49400-362	Property - Casualty Ins (Auto)	6,330.47	6,647.00	.00	6,647.00
601-49400-381	Electric Utilities	38,688.00	43,000.00	3,598.00	39,402.00
601-49400-383	Gas Utilities	571.27	2,500.00	60.15	2,439.85
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	.00	1,000.00	.00	1,000.00
601-49400-417	Uniforms	1,024.46	662.00	201.42	460.58
601-49400-420	Depreciation	.00	160,000.00	.00	160,000.00
601-49400-433	Dues and Subscriptions	425.00	1,000.00	.00	1,000.00
601-49400-434	Sales Tax Paid	.42	.00	.00	.00
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-520	Capital Outlay-Bldg & Structur	.00	3,553,650.00	.00	3,553,650.00
601-49400-550	WA Meter Replacement Program	34,781.56	.00	.00	.00
601-49400-590	Capital Outlay	35,294.76	.00	.00	.00
601-49400-611	Bond Interest	2,072.18	1,783.00	891.41	891.59
601-49400-700	Transfers Out	321,736.20	323,321.00	.00	323,321.00
Total Water Utilities (GENERAL):		888,400.89	4,821,072.00	18,203.79	4,802,868.21
Net Total WATER FUND:		888,400.89-	4,821,072.00-	18,203.79-	4,802,868.21-
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	72,562.24	67,746.00	5,712.22	62,033.78
602-49450-102	Full-Time Employees Overtime	7,988.03	7,000.00	1,180.66	5,819.34
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	76.80	923.20
602-49450-121	PERA	5,829.05	5,155.00	515.09	4,639.91
602-49450-122	FICA	6,139.15	5,718.00	525.39	5,192.61
602-49450-131	Employer Paid Health	19,131.12	19,990.00	1,601.76	18,388.24
602-49450-152	MN Paid Leave Premium	.00	305.00	16.89	288.11
602-49450-201	Office Supplies(paper-pens-et)	585.00	1,000.00	.00	1,000.00
602-49450-212	Motor Fuels-Gas	82.91	250.00	.00	250.00
602-49450-217	Other Operating Supplies	398.09	2,000.00	.00	2,000.00
602-49450-221	Repair/Maint - Equipment	126,281.11	20,000.00	.00	20,000.00
602-49450-223	BUILDING REPAIR	10.56	500.00	.00	500.00
602-49450-229	Refunds	1,000.00	2,500.00	.00	2,500.00
602-49450-310	Other Professional Services	297.70	1,000.00	.00	1,000.00
602-49450-322	Postage	3,129.40	2,880.00	269.10	2,610.90
602-49450-331	Meetings-Conferences (mtgs/mi)	2,221.43	1,000.00	.00	1,000.00
602-49450-343	Advertising	.00	500.00	.00	500.00
602-49450-362	Property - Casualty Ins (Auto)	4,372.32	4,591.00	.00	4,591.00
602-49450-381	Electric Utilities	7,810.00	9,500.00	831.00	8,669.00
602-49450-383	Gas Utilities	469.08	1,000.00	44.33	955.67
602-49450-385	Sewer Plv-Elgin Sewer District	755,706.39	792,714.00	.00	792,714.00
602-49450-417	UNIFORM	642.50	662.00	.00	662.00
602-49450-420	Depreciation	.00	35,000.00	.00	35,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	457,604.30	459,982.00	.00	459,982.00

Account Number	Account Title	2025 Prior year PRELIM ACTUAL	2026 Current year Budget	2026 Current year Actual	2026 Current Year Budget Remaining
	Total Sewer (GENERAL):	1,473,258.78	1,442,493.00	10,773.24	1,431,719.76
	Net Total SEWER FUND:	1,473,258.78-	1,442,493.00-	10,773.24-	1,431,719.76-
	Net Grand Totals:	8,082,553.49-	11,946,641.00-	1,045,653.53-	10,900,987.47-



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Meeting: February 10, 2026

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

SUMMARY

**The following is a summary of the highlights for January.*

Meeting/Training

- Staff recertified in the ARIDE course, which is needed to participate in the Towards Zero Deaths enforcement.
- Annual use of force training scheduled for February.

Misc. Activity

- Staff ticketed 21 vehicles for snow ordinance violations during the January 21st snowfall. This was an unusually high amount, especially for this time of year.
- We investigated a threat of violence towards the P.E.M school district. We interviewed many people and determined that the threats were never made.
- We investigated a suspicious death.

Citations issued: 25

January Call Activity	2026
9-11 Hang-Ups	1
Alarms	4
All other*	1
Animal Complaints	9
Assault	0
Assist Other Department	15
Attempt to Locate	0
ATV Violations	0
Burglary	0
Child Abuse/Custody Exchange	0
Civil Matter	0
Contempt/Curfew Violation	0
Damage to Property	2
DANCO Violation	0
Disorderly Conduct/Disturb.	1
Domestics	2
Driving Complaints	1
Driving Under the Influence	1
Drugs All Types	0
Fire Calls	2
Flock Camera	2
Found Property	1
Fraud	1
Funeral Assist	2
Harassment/Threats	0
Littering	0
Lost Property	0
Medical Calls	28
Misc. Information	2
Motorist Assists	10
Noise Complaints	0
OFP/HRO Violation	0
Ordinance Complaint/Violation	22
Parking Complaints/Violations	11
POR Predatory Offender Reg.	0
Public Assists	11
School Bus/Incident & Tobacco	1
Security Check	4
Sex Offense	0
Snow Removal	0
Sudden Death	1
Suspicious Activity	9
Theft Offenses	0
Traffic Crashes/Violations/VOR	103
Trespassing	1
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0
Welfare Checks	2

Worthless Checks	0
TOTAL CALLS	239

*Includes calls without an activity listed

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of January. We as a city averaged 227,354 gallons per day. The highest being 344,000 gallons and the lowest being 115,000 gallons. We pumped 7,048,000 gallons for the month.
- Water meters were read on the 2nd of the month.
- Water meter replacement is ongoing.
- We had 4 locates for Gopher State One Call.
- We replaced a water meter that froze at a resident's home.

Streets

- We took Christmas decorations down.
- We scraped the South side of Broadway parking lane as it does not see any sunlight.

Snow

- We had several snow events that required us to plow or treat surfaces.

Parks

- Both ice rinks are open and have been used quite a bit.

Trees

- We have been trimming trees that hit our trucks and equipment. This will continue as needed.

Buildings

- We have been working at City Hall to redo the council chambers. This should be done in February.
- We made some repairs at the fire hall on a pipe that was hit.

Daily Tasks

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

**Respectfully,
Shane Loftus
Public Works Director**



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MEMORANDUM

Date: February 4, 2026
To: David Todd, City Administrator
From: Drew Weber, P.E.
Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: 25X.137377

3rd Ave NE Watermain

The contractor, Danckwart Companies, has completed all underground utility work. They plan to complete the final grading and turf establishment in the spring. During the March meeting, we will begin the easement vacation process of the existing utility easement.

Orchard Hills 7th and 8th Subdivisions

No update since the last meeting. Developers and contractors for both subdivisions have made progress with the remaining items on the punchlists and within the development agreements. We will continue coordination with city staff and the city attorney.

Well No. 3 Air Entrainment – Water Tower & Existing Tower Rehab

We are currently in the contract and submittal review process and will continue this effort over the next several months. Construction is anticipated to begin on both projects in spring 2026. Preconstruction meetings are tentatively scheduled for late February or early March.

Water Service Line Inventory & Replacement

We have been coordinating with Public Works staff to determine the project scope. Plans and specifications will be submitted in March to Minnesota Department of Health for certification. Based on the typical certification and funding application process, we anticipate construction to begin in late summer or fall of 2026.

Rolling Plains Business Park & Utility Extension

We are continuing to work with city staff and the city attorney on the development agreement. We are also assisting with design questions from the developer's engineer. We are also working with the PESSD to obtain an easement for the sewer connection.

Skye View Development

No update since the last meeting. We are working with city staff and the developer to determine a path for this project to move forward.

Name: Current Project Update

Date: 2/4/26

Page: 2

2025 Trail Improvements

No update since the last meeting. Elcor Construction and subcontractors have completed the trail paving, concrete work, grading and turf establishment. We will continue to work with the contractor to complete the final punchlist items in the spring.

Miscellaneous

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

- Local Road Improvement Program Grant Application (2nd Ave SW)
- 2026 Street Maintenance
- 2026 Pond Maintenance

Director's Report: February 2026

Library Assistant Hire: We are pleased to announce that we are refilling our morning Library Assistant position. The Library Assistant ensures an effective library experience by circulating library materials, assisting patrons in the use of library services, and maintaining a welcoming environment. More information regarding the position and application process can be found on the library's website or by contacting Alice Henderson.

January Quick Stats:



3571 Items Circulated



16 New Patrons



141 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library



Plainview Public Library Board of Trustees

Tuesday, November 18, 2025, 7:00 PM

Members Present: Adam Feils, Ian McDonald, Mary Schneider, Nicholas Ozment, Gary Melbostad, Carla Tentis

Member Not Present: Chad Gelner

Staff: Alice Henderson

Approval of Agenda: A motion was made by Carla and seconded by Ian to approve the agenda. Motion carried unanimously.

Public Comments: No comments

Consent Agenda: A motion was made by Adam and seconded by Gary to approve the Consent Agenda including board minutes, payables reports, reports from staff and SELCO representatives and an acknowledgement of donations. Motion carried unanimously.

Unfinished business: None

New Business:

- A. **Trustee Recommendations:** A motion was made by Nick and seconded by Carla to recommend appointment of Annie Jurrens, Beckie Kronebusch, and Gary Melbostad as 2026-2028 Library Trustees. Motion carried unanimously.
- B. **Goal Setting for 2026:** There was a general discussion of overall goals for 2026. The Library Board's portion will include a review of library policies and the performance review process for the Library Director.
- C. **Payscale 2026:** A motion was made by Mary and seconded by Adam to approve the 2026 payscale. Motion carried unanimously.
- D. **Budget 2026:** A motion was made by Adam and seconded by Ian to approve the 2026 budget. Motion carried unanimously.
- E. **Wonderbooks Purchase:** A motion was made by Ian and seconded by Gary to purchase and submit invoices for Wonderbooks with the total not to exceed \$7100. Motion carried unanimously.
- F. **Vox Books Purchase:** A motion was made by Mary and seconded by Adam to purchase and submit invoices for Wonderbooks with the total not to exceed \$3100. Motion carried unanimously.
- G. **Pillar Booth:** There was a general discussion of the need for private meeting space within the library. Pillar Booth was presented as an option that would fit in an unutilized space in the children's room.

Announcements

- A. **Trustee or Staff Comments:** No comments
- B. **Next Regular Meeting** set for 12/16/2025.

The meeting adjourned at 7:39 PM.

Respectfully submitted,
Ian McDonald
Secretary, Plainview Library Board of Trustees
Transcribed by Alice Henderson
Director, Plainview Public Library



Plainview Public Library Board of Trustees

Tuesday, December 16, 2025, 7:00 PM

Members Present: Adam Feils, Gary Melbostad, Chad Gelner, Nicholas Ozment, Mary Schneider and Carla Tentis

Members Absent: Ian McDonald

Staff present: Alice Henderson

Guests in Attendance: Annie Jurrens and Beckie Kronebusch

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

A motion was made by Chad and seconded by Carla to approve Mary as the temporary secretary for this meeting. The motion was carried unanimously.

A motion was made by Carla and seconded by Mary to approve the agenda. The motion was carried unanimously.

Public Comments: None

A motion was made by Mary and seconded by Alex to approve the Consent Agenda including reports from staff. The motion was carried unanimously.

Unfinished business:

Alice asked for direction regarding the possibility of the purchase of a privacy booth for the library. Tentative companies are Pillar Booth, Poppin Pod and Tuesday+. Alice was given direction to research each company with the possibility of a task force to be created in 2026. Funding for this project will come from donations given to the library.

New Business:

1. A motion was made by Gary and seconded by Chad to approve the 2026 cleaning contract for Tom's Lawn & Cleaning Service. Two per week, with supplies provided by Tom. The last increase for this service was in 2023.
2. Books - Alice commented that grants for \$7,000.00 were used to purchase 130 Wonder Books. Each book includes a recording of the story.
3. Fee schedule: The schedule was approved with the revision of a bulk rate for color copies.

Announcements:

Trustees Adam Feils and Carla Tentis were thanked for their years of service to the Plainview Public Library. Their contributions are greatly appreciated.

Next Regular Meeting set for January 20, 2026.

The meeting adjourned at 7:27 PM.

Respectfully submitted,
Mary Schneider

Plainview Fire Relief Association Monthly Report

February 2026

Calls: 4

- 1-CO2 Alarm
- 1-Fire Call – Remove smoke
- 1-Car Accident
- 1-Lift Assist

Other:

- Advertised for new membership.
- Held a Christmas party for active and retired fire fighters.

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



Economic Development – February 2026 Update

Update:

- The January 2026 EDA meeting was held on Tuesday, January 19th, at 6:00 p.m., with the following EDA board members in attendance
 - Aaron Luckstein, Lindsay Hammer Bartley, Will Harrington, Keith Holm, Carrie Eversman, and Xander Henderson.
 - The February EDA meeting will be conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, which will help to define the EDA Goals and Priorities for the upcoming year and beyond.
- Envision Plainview's January meeting was cancelled due to sickness and will be held on Tuesday, February 17th.
 - The next meeting will be a vision mapping session, where we see the next steps (where we want to go now and into the future).
- The next Plainview EDA (6 pm) and Envision Plainview (5 pm) Meetings will be held on Tuesday, February 17th, at the Plainview City Hall for those who would like to attend.
- I have recently updated the financial documents on the [EDA webpage](#) and have added a news update for those wanting to add/or update their information in the EDA Business Directory.
- The Plainview Business Center (445 W Broadway) currently has rental space available. Interested parties can contact Carrie Eversman at 507-534-9200.

Ongoing projects:

- Continued updates to the EDA website
- Continued work on the Envision Plainview Toolkit

Respectfully,

Trisha Hess

EDA Director – Plainview / CEDA Representative

Trisha.Hess@cedausa.com

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: February 10, 2026

AGENDA ITEM:	City of Plainview's Small Cities Development Program Policies and Procedures	AGENDA SECTION: New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO. 7.A.
ATTACHMENTS:	Administrative Contract Packet, Resolution 2026-02, Resolution 2026-03, Resolution 2026-04, and Resolution 2026-05	APPROVED BY: dt
RECOMMENDED ACTION: Motion to approve the Administrative Contract and Resolution 2026-02 for the City of Plainview's Small Cities Development Program. Motion to approve Excessive Force (Civil Rights) Policy Resolution 2026-03. Motion to approve the Residential Anti-displacement and Relocation Assistance Plan Resolution 2026-04. Motion to approve the Authorization of the Release of Funds Resolution 2026-05. Motion to approve the HUD-50070 Drugfree Workplace. Motion to approve the Fair Housing Plan. Motion to approve the Program & Local Income Plan. Motion to approve the Section 3 Plan. Motion to approve the 2025 SCDP Rehabilitations Standards. Motion to approve the Owner-Occupied Housing Rehabilitation Policies and Procedures. Motion to approve the SEMMCHRA Walk Away Policy. Motion to approve the Post Grant SEMMCHRA Administration Contract.		

SUMMARY

In December 2024, SEMMCHRA briefed the Plainview City Council regarding the Small Cities Development Program Grant sponsored through the Minnesota Department of Employment and Economic Development (DEED). The grant would provide funds to assist residents of low to moderate income facilitate improvements to their homes. The city has been awarded \$599,982 in grant funding to assist with completing 21 projects in Plainview. The grant is administered through Southeast Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA).

One of the next steps towards receiving the Authority to Use funds for the City of Plainview's Small Cities Development Program grant is to have the Policies and Procedures accepted and approved by the City Council.

I have attached these Policies and Procedures for the City's review. Since each of these documents requires a different action, the table below lists the document and the action needed from Council.

**CITY OF PLAINVIEW SCDP
ITEMS NEEDED FROM CITY COUNCIL**

<u>ITEM</u>	<u>ACTION NEEDED</u>	<u>PAGE NUMBER</u>
1. GRANT CONTRACT	NO ACTION NEEDED	Page 2 – 15
2. ADMINISTRATIVE CONTRACT	MOTION / SIGNATURE	Page 16 – 20
a. ADMIN CONTRACT RESOLUTION	RESOLUTION / SIGNATURE	Page 21
3. EXCESSIVE FORCE (CIVIL RIGHTS)	RESOLUTION / SIGNATURE	Page 22
4. ANTI-DISPLACEMENT	RESOLUTION / SIGNATURE	Page 23 – 24
5. AUTHORIZATION/RELEASE FUNDS	RESOLUTION / SIGNATURE	Page 25
6. HUD-50070 DRUGFREE WORKPLACE	MOTION / SIGNATURE	Page 26 - 27
7. FAIR HOUSING PLAN	MOTION / SIGNATURE	Page 28 – 29
8. PROGRAM INCOME	MOTION / SIGNATURE	Page 30 – 31
9. SECTION 3 PLAN	MOTION	Page 32
10. REHABILITATION STANDARDS	MOTION	Page 33 – 39
11. POLICIES & PROCEDURES		
a. OWNER-OCCUPIED HSG. REHAB.	MOTION	Page 40 – 53
12. WALK AWAY POLICY	MOTION	Page 54 – 55
13. GRANTEE SUMMARY SHEET	NO ACTION NEEDED	Page 56 – 57
14. GANT CHART	NO ACTION NEEDED	Page 58
15. TIMELINE	NO ACTION NEEDED	Page 59
16. POST GRANT ADMIN. CONTRACT	MOTION/SIGNATURE	Page 60 – 64

Respectfully Submitted,

David Todd
City Administrator

CITY OF PLAINVIEW SCDP ITEMS NEEDED FROM CITY COUNCIL

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STATE OF MINNESOTA
UEI NO. FFKFBWSX12E6
GRANT CONTRACT AGREEMENT NO. CDAP-24-0048-O-FY25

This Grant Contract Agreement is between the State of Minnesota, acting through the Department of Employment and Economic Development ("State") and City of Plainview, 241 W Broadway, Plainview, MN 55964, Federal Tax ID # 41-6005463 ("Grantee").

Recitals

1. Under Minn. Stat. 116J.401 the State is empowered to enter into this Grant Contract Agreement.
2. The State is in need of local governments to administer projects in accordance with the Small Cities Development Program (SCDP), Minnesota Rules, Chapter 4300.
3. Funds are intended to provide grant funds for eligible SCDP activities.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective date:

October 8, 2025, or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later.

Per [Minnesota Statutes §16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes §16B.98 Subd. 7](#), no payments will be made to the Grantee until this grant contract agreement is fully executed. Per 24 CFR 570.489 the Grantee may receive reimbursement for eligible expenses that occurred prior to the execution of this grant contract agreement.

1.2 Expiration date:

September 30, 2028, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms.

The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; Data Disclosure; Assessments; and Program Income.

2 Specifications, Duties, and Scope of Work

The Grantee will comply with required grants management policies and procedures set forth through [Minn. Stat. §16B.97](#), Subd. 4 (a) (1).

The Grantee has made application to the State for the purpose of administering a SCDP project in the manner described in Grantee's "Application," which is incorporated into this grant contract agreement by

reference.

The Grantee is awarded funds to provide financial assistance to address the need for decent, safe, affordable housing, economic development and public facility needs, and provide a suitable living environment by expanding economic opportunities, principally benefiting low to moderate income households. The activities may include: Housing Rehabilitation – (This includes owner-occupied and single family, duplex and multi-family rental units), Commercial Rehabilitation and Public Facility Improvements: (i.e., construction or improvements to water and wastewater systems, etc.).

Specific grantee activity will be detailed and set forth in Clause 4.1 Compensation.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

4.1 Compensation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$599,982.00. Eligible costs include the costs identified in the table below that are incurred during the contract period and are also eligible for the CDBG program.

Fed. Obj.	Activity Code	Activity Title	Unit Goal	Number of households /persons served	Number of LMI households /persons served	SCDP Funds	Other Funds	Total
LMH	14A	Res. Owner Rehab.	21	21	21	\$521,682.00	\$15,000.00	\$536,682.00
	21A	Administration				\$ 78,300.00		\$ 78,300.00
		Totals				\$599,982.00	\$15,000.00	\$614,982.00

4.2 Administrative Costs

Grantee administrative costs must be necessary and reasonable. Grantees may incur administrative costs prior to the fully executed Grant Contract Agreement. This would include work on the environmental clearance, producing rehabilitation policies and procedures, and costs associated with attending SCDP implementation training.

4.3 Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee because of this Grant Contract Agreement will not exceed \$0.00. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

4.4 Invoices

Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule:

Payment requests will be processed on a bi-weekly calendar basis with the calendar being provided by the State. The total amount of grant funds requested must be two thousand dollars (\$2,000) or more in each payment request. The final payment request, and payment requests made in the two-week periods prior to June 30 and September 30 of each year, may be under \$2,000.

The State has authority to withhold payment of administrative funds if adequate progress on contractual goals is not being met.

4.5 Federal Funds

- A. Payments will be sub awarded to the Grantee from federal funds obtained by the State through CFDA number 14.228, Title 1 of the Housing and Urban Development Act of 1974. Federal Award number B-25-DC-27-0001.
- B. The Grantee is responsible for its compliance with all applicable federal requirements imposed on these funds. The Grantee accepts full financial responsibility for any requirements imposed by the Grantee's noncompliance.
- C. Funds made available pursuant to this Grant Contract Agreement shall be used only for expenses incurred in performing and accomplishing such purposes and activities during the grant period described above. Notwithstanding all other provisions of this grant contract agreement, it is understood that any reduction or cancellation of Housing and Urban Development funds provided to the State may result in a reduction to the Grantee.
- D. Where provisions of the Grantee's Application are inconsistent with other provisions of this Grant Contract Agreement, the other provisions of this Grant Contract Agreement shall take precedence over the provisions of the Application.

4.6 Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

6 Contracting and Bidding Requirements

The Grantee is required to comply with Minnesota Statutes § 471.345, Uniform Municipal Contracting Law.

- 6.1 The Grantee and any subrecipients must comply with federal and/or prevailing wage rules per Minnesota Statutes §§ 177.41 through 177.50, as applicable.
- 6.2 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement.
- 6.3 The grantee must maintain written standard of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representative

- 7.1 The State's Authorized Representative is Zachary Klehr, Small Cities Grants Specialist, zachary.klehr@state.mn.us, Great Northern Building, 12th Floor, 180 East Fifth Street, St. Paul, MN 55101-1351, (651) 259-7460, or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- 7.2 The Grantee's Authorized Representative is The Honorable Keith Holm, Mayor of City of Plainview, k.holm@plainviewmn.com, 241 W Broadway, Plainview, MN 55964, (507) 534-2229, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the State.

8 Assignment, Amendments, Waiver, and Contract Complete

- 8.1 **Assignment**
The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior written consent of the State and a fully executed agreement, executed and approve by the authorized parties or their successors.
- 8.2 **Amendments**
Any amendments to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement or their successors.
- 8.3 **Waiver**
If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Agreement Complete

This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

- 9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.
- 9.2 The Grantee must include in any subagreement, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and subrecipients to comply with applicable state and federal laws. Along with such provisions, the Grantee must require that contractors performing work covered by this grant be in compliance with all applicable OSHA regulations, especially the federal Hazardous Waste Operations and Emergency Response Standards (29 CFR 1910.120 and 29 CFR 1926.65).
- 9.3 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, Minnesota Statutes § 16B.97, Subd.4 (a) (1) and other relevant statutes and regulations; and that subaward performance goals are achieved.
- 9.4 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 9.5 No subagreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 9.6 The Grantee must pay any subrecipient in accordance with Minnesota Statutes § 16A.1245.
- 9.7 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.
- 9.8 Job Listing Agreements. Minn Stat. § 116L.66, subd.1, requires a business or private enterprise to list any vacant or new positions with the state workforce center if it receives \$200,000 or more a year in grants from the State. If applicable, the business or private enterprise shall list any job vacancy in its personnel complement with MinnesotaWorks.net at www.minnesotaworks.net as soon as it occurs.

10 Liability

The Grantee must indemnify, save and hold the State, its agents and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Contract Agreement by the Grantee or the Grantee's agents, employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

11 Audits

Under Minnesota Statutes § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

Accounting methods must be in accordance with generally accepted accounting principles. The Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156). When a Grantee expends over \$1,000,000 in federal funds during their fiscal year, a single audit is required to be submitted for that year.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 Intellectual Property Rights

The Grantee represents and warrants that Grantee's intellectual property used in the performance of this grant contract agreement does not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 10, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of Grantee's intellectual property used in the performance of this grant contract agreement infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing intellectual property as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with Minnesota Statutes § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Governing Law, Jurisdiction and Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 Termination by the State

A. Without Cause

The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. With Cause

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by the Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally cancel the Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

15.4 In the Event of Cancellation

In the event of any cancellation under this provision, the Grantee shall cooperate fully with the State and help facilitate any transition for the provision of services by a different vendor. Failure to

cooperate with or withholding any information or records requested by the State or a different vendor that impairs in any way the transition of the provision of services shall constitute a material breach of this grant contract agreement, subjecting Grantee to liability for all damages incurred by the State resulting from such breach.

16 Publicity and Endorsement

16.1 Publicity

Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared by or for the Grantee or its employees individually or jointly with others, or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee's website when practicable.

16.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

17 Data Disclosure

Under Minnesota Statutes § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Reporting Requirements

Grantee shall submit reports annually during the grant period to the State by October 15, or the date designated by the State. Progress Reports will be submitted quarterly and include reporting on outcomes. All other reports must be in accordance with the reporting requirements set forth in Minnesota Rule 4300.3200. Grantee shall use the reporting forms provided by the State.

19 Monitoring and Corrective Action

The State shall monitor grantee performance as outlined in its Action Plan to HUD. The Grantee will make all books, records, documents, and accounting procedures and practices accessible for any monitoring.

Monitoring will be based on forms provided by the State. The monitor may be in person or a request for information at any time during the grant and any time after grant closeout as needed.

The grantee will monitor the activities of the sub-recipient according to 2 CFR §200.303 and 2 CFR §200.331 as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Sub-award; and that sub-award performance goals are achieved. Pass-through entity monitoring of the sub-recipient must include:

- (a) Reviewing financial and programmatic reports required by the pass-through entity.
- (b) Following-up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means.

- (c) Issuing a management decision for audit findings pertaining to the Federal award provided to the sub-recipient 2 CFR §200.332 from the pass-through entity as required by 2 CFR §200.521 management decision.

20 Conflicts of Interest

The State will take steps to prevent individual and organizational conflicts of interest in reference to Grantees per Minn.Stat. §16B.98 and Department of Administration, Office of Grants Management, Policy Number 08-01 Conflict of Interest Policy for State Grant-Making (Current Policies tab). When a conflict of interest concerning State grant-making is suspected, disclosed or discovered, transparency shall be the guiding principle in addressing it.

In cases where a potential or actual individual or organizational conflict of interest is suspected, disclosed, or discovered by the Grantee throughout the life of the grant contract agreement, they must immediately notify the State for appropriate action steps to be taken, as defined above.

The Grantee must complete a Conflict-of-Interest Disclosure Form.

21 Uniform Relocation Assistance and Real Property Acquisition Policies Act

Permanent easements of land required for any public facilities improvement made using SCDP funds, or in conjunction with SCDP activities, must be acquired in conformance with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR 24). Budget modification, if necessary to achieve compliance, must be approved in writing by the State.

Unless otherwise approved in writing by State, use of SCDP funds to purchase real property is limited to the value established by appraisal(s) conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Reuse of real property that is acquired with SCDP funds must be approved by the State.

22 Assessments

Grantee will not assess the SCDP funds share of any public facilities project.

23 Debarment and Suspension Certification

(If applicable) The Grantee agrees to follow the President's Executive Order 12549 and the implementing regulation "Non-procurement Debarment and Suspension: Notice and Final Rule and Interim Final Rule," found at 53 FR 19189, May 26, 1988, as amended at 60 FR 33041, June 26, 1995, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions;" unless excluded by law or regulation. Evidence that contractors are not debarred will be maintained over the life of the grant.

Eligible Contractors: All Grantees are required to verify that all contractors, subcontractors and sub-recipients are not listed on the Federal publication that lists debarred, suspended and ineligible contractors. Evidence of this determination must be readily available to the State throughout the life of the project:
<https://sam.gov/>

24 Conflict of Interest Screening

The Grantee must comply with the Conflict of Interest provisions of Minn. Stat. § 471.87 – 471.88 and Subpart K of 24 CFR, Part 570.611 of the Code of Federal Regulations. Grantee will screen for conflicts of interest in any activity that involves individual assistance and exceptions for participation for individual assistance must be approved by DEED.

25 Federal Environmental Standards

Unless the State indicates otherwise and prior to release of funds, the Grantee is required to conduct an environmental review on project activities to comply with the National Environmental Policy Act of 1969 (NEPA), as amended. Disbursement of funds from the State will not occur until State has issued an environmental clearance to the Grantee.

Grantee must maintain environmental review documentation and records and make them available to the public.

26 Drug-free Workplace/Drug-Free Workplace Awareness Program

The Grantee agrees to provide a drug free workplace by notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying actions that will be taken against employees for violation of such prohibition. The Grantee must have an Awareness Program, or establish a drug free workplace awareness program to inform employees about the dangers of drug abuse, the availability of drug counseling and penalties for violations of the drug free workplace policy. Prior to release of funds, Grantee will provide evidence of a drug-free workplace to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

27 Prohibition of Excessive Force Policy

The Grantee agrees to adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations (P.L. 101-144, Section 519). Prior to release of funds, Grantee will provide evidence of a Prohibition of Excessive Force Policy to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

28 Residential Anti-displacement and Relocation Assistance Plan

The Grantee agrees to adopt, make public and follow a "residential anti-displacement and relocation assistance plan" in accordance with Section 104(d) of the Housing and Community Development Act of 1974, as amended. This plan must include steps to minimize displacement of residents caused by project activities. Prior to release of funds, Grantee will provide evidence of a Residential Anti-displacement and Relocation Assistance Plan to the State. If applicable, all secondary communities involved with this project will adhere to this condition.

29 Fair Housing

Grantee agrees to adopt a Fair Housing plan and abide by and promote all Fair Housing Regulations during the grant period, including conducting at least one unique activity to affirmatively further fair housing each year that the grant remains open. Activities must be reported via the State's Annual Report each year.

30 Policies and Procedures

Where applicable and prior to release of funds, Grantee must approve and maintain policies and procedures which are consistent with the Application and consistent with current SCDP guidance and policy. All policies and procedures must adhere to federal and/or state requirements.

31 Federal Labor Standards

When applicable, Grantee must comply with all federal Davis Bacon and Related Act requirements (DBRA). Grantee must follow DEED's "12 Step Instructions" that are available on the SCDP portion of the DEED website in order to comply with DBRA. Grantee must submit the DEED "Notice of Contract Award" to DEED staff within 14 days of each contract award where DBRA applies and before using grant funds to pay

contractors or subcontractors. For projects involving a public facility or rental rehabilitation of eight or more units, copies of the first payroll for each contractor and/or subcontractor working on the project will be provided to DEED staff for review before any cash disbursements for the activity are issued by the State.

32 Use of Out of State Contractors

The Grantee must comply with Minnesota Statutes, Section 290.9705 by either:

- a) Depositing with the State, eight percent of every payment made to non-Minnesota construction contractors, where the contract exceeds \$50,000; or
- b) Receiving an exemption from this requirement from the Minnesota Department of Revenue.

33 Program Income

Program Income is defined as any income equal to or exceeding \$35,000 in a federal fiscal year (October 1-September 30) received by the Grantee from repayments on deferred or installment loans made from SCDP grants. Any income received from these SCDP loans that total less than \$35,000 in a federal fiscal year, is not Program Income, but must be reused for an SCDP approved purpose. Total Program Income expenditures for the year must be reported on the expenditures section of the annual report. Program Income must all be used before SCDP will provide a payment request form, if applicable.

Grantee agrees to have a "SCDP Income Reuse Plan" on file that states how Program Income and other funds generated from the grant will be reused. This plan should prescribe that funds will be reused for an approved SCDP purpose and be consistent with the Grantee's Application. If the funds received by the Grantee cannot be utilized by the Grantee within a reasonable amount of time, the State may ask for the funds.

Annual Post Closeout Program Income Reporting: Following grant closeout, the Grantee must report Program Income to the state by October 15 of each year. Reporting must include Program Income:

- Funds received during the federal fiscal year,
- Expended during the federal fiscal year, and the funds
- Balance at the end of the federal fiscal year.

This reporting will be completed online using the "[Post Closeout Online Reporting](#)" and if applicable the "Post Closeout Program Income Expenditure Reporting Form" located on the DEED/SCDP website. These forms can be found on this webpage: <http://mn.gov/deed/government/financial-assistance/community-funding/>.

Grantees should track Program Income (\$35,000 or more received in a fiscal year) and other income from SCDP loans (under \$35,000 in a year) with separate accounts. These funds do not include Minnesota Investment Funds.

Refer to SCDP A-Z Reference Guide for additional information.

34 Procurement

The Grantee must maintain documentation that shows that professional services were procured in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Services obtained from an HRA, RDC, or nonprofit organization do not have to be procured by competitive negotiation if exemption has been requested and approved by DEED, but contracts for these services must only be on a cost reimbursement basis, accounted for in accordance with 2 CFR Part 200.

35 Equal Employment & Section 3

Grantee must adhere to the Subparts A, C and D of the Section 3 regulations at 24 CFR 75 if the financial assistance provided to the project exceeds a threshold of \$200,000 in HUD program funding. If the project is found to be a Section 3 project, requirements at 24 CFR 75.19 must be followed. The Grantee will report labor hours in the Annual Report as described in 24 CFR 75.25(a), provide the qualitative efforts to assist low and very low-income persons described at 24 CFR 75.25(b) if reporting benchmarks are not met, must include Section 3 requirements and language in bidding documents and contracts, and retain necessary Section 3 documentation as described in 24 CFR 75.31. Additionally, the Grantee will include The Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246, as amended) in the bidding and contract documents. Grantees will adopt an "Affirmative Contractor Outreach Plan – Section 3, MBE and WBE" which will outline how the Grantee will adhere to Section 3 requirements and will promote the use of Section 3 business concerns and Women- or Minority-Owned Businesses. The plan will include a requirement that contractors and subcontractors will complete the Section 3 and Women- or Minority-Owned Business Certification form.

36 Public Hearing

The Grantee will hold a second public hearing (first was held for submission of Application) that includes a citizen participation opportunity midway through the implementation period to solicit public feedback on grant progress and results. The public hearing must be publicly advertised and minutes from the hearing and evidence that the hearing was publicly advertised will be provided to the State, if requested. Documentation that the second public hearing was held will be made on the final report to DEED.

37 Bid Specifications

For projects that involve construction of public facilities, conversion for new housing, or rehabilitation of 8 housing units or more under 1 site: Grantee will provide State with bid specifications (not maps or architectural drawings) for review and approval.

38 Rental Development Agreement

When applicable and prior to release of funds, the Grantee will provide the State with a development agreement between the Grantee and developer and, if applicable, the management company who will manage the building(s). The agreement(s) will include provisions to ensure that rents and utility costs charged for housing units meet current DEED standards and incomes of tenants are within the current HUD section 8 limits. If applicable, the agreement would also ensure against the economic displacement (rents and utilities raised to above 30% of a household's gross, monthly income) of any current housing tenants.

39 National Objectives

All activities outlined in the Grantee Application and table contained in 4.1 shall meet a National Objective as outlined by the CDBG program. In the event that any facility used for multi-family rental housing no longer meets the Benefit to Low and Moderate Income People National Objective, the SCDP construction funds used to construct or renovate the facility will be returned to the State within a reasonable time frame. This provision will expire five years after the closeout date associated with the final Grant Adjustment Notice, unless a different time period is contained in the Application.

40 Lead Based Paint

For activities that involve the rehabilitation of housing, the Grantee will follow the DEED lead policy.

41 Equal Opportunity, Americans with Disabilities Act, and Minnesota Human Rights Act

The Grantee agrees to comply with all nondiscrimination assurances described in: Section 188 of the Workforce Innovation and Opportunity Act (WIOA); the Americans with Disabilities Act, as amended (ADA), Title I and Title II, as amended; and the Minnesota Human Rights Act.

42 Build America, Buy America Act (BABAA)

Domestic Preference Requirements for Federal Financial Assistance to Non-Federal Entities. Federal Financial Assistance to Non-Federal Entities, defined pursuant to 2 CFR 200.1, shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABAA), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 117-58. BABAA will apply to individual projects that include iron, steel, manufactured products, and construction materials and have a total financial assistance both federal and non-federal greater than \$250,000.

43 Verification System Requirements

The Grantee must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

Grant Contract Agreement Signature Page

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Print Name: Robin Culbertson

Signature: *Robin Culbertson*

Title: MA 3

Date: 11/04/25

SWIFT Contract/PO No(s): 278948 PR 98494 PO 3-626932

3. STATE OF MINNESOTA: DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

Print Name: _____
(WITH DELEGATED AUTHORITY)

Signature: _____

Title: _____

Date: _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) has executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Print Name: *KEITH HOLM*

Signature: *Keith Holm*

Title: MAYOR, CITY OF PLAINVIEW

Date: 11/05/2025

Print Name: *HOLLY REEVE*

Signature: *Holly Reeve*

Title: MAYOR PRO TEM, CITY OF PLAINVIEW

Date: 11/6/25

Distribution:

Agency

Grantee

State's Authorized Representative

Adopted – 02/10/2026 **ADMINISTRATION CONTRACT WITH
SOUTHEASTERN MINNESOTA MULTI-COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

This contract, for Administrative Services, is between the City of Plainview, (hereinafter referred to as the "City") and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (hereinafter referred to as the "HRA").

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the City and the HRA agree as follows:

1. The term of this contract is from October 8, 2025, until such date the program shall close.
2. In consideration of financial reimbursement to be made specifically described below and in accordance with the City of Plainview's 2025 Small Cities Development Program for Housing Rehabilitation, Grant Number CDAP-24-0048-O-FY25 attached hereto as Exhibit A, the HRA agrees to act as the Administering Agent for the City, which will receive monies from the Minnesota Department of Employment and Economic Development, (hereinafter referred to as the "DEED").
3. The City shall reimburse to the HRA an amount not to exceed \$614,982.00, which shall be federal funds appropriated to the State of Minnesota under the Community Development Block Grant Program to conduct a single purpose program. The HRA shall perform the activities that are specified under special conditions within the Grant Agreement during the period from February 10, 2026 through until such date the program shall close in accordance with all applicable provisions of Title One of the Housing and Community Development Act of 1974, as amended, its implementing regulation particularly federal statutes identified entitled twenty-four (24) of the Code of Federal Regulations, Part 570, again, "Implementation Manual" provided by DEED and all applicable state and federal laws. SEMMCHRA agrees that it will comply with all the terms and conditions of the State Contract (Exhibit A).
4. Project Planning. The HRA will coordinate the preparation of plans, specifications, contracts, budgets and other agreements in a consistent manner with applicable state and federal laws and regulations for all project activities.
5. Implementation. The HRA will implement programs authorized under the Small Cities Development Program Grant, within the respective limitations of the grant monies provided and/or in accordance with the state and federal requirements. The following activities include:
 - A. Single family and commercial rehabilitation. The HRA will develop rehabilitation program guidelines and implement them in accordance with federal and state standards. This would include, but not be limited to, environmental review, labor standards compliance, determination of eligibility, dwelling unit inspection, rehabilitation work write-up, assistance to property owners in obtaining bids, appraisals, inspections during construction, certification completion for contractor completion of work, and reporting.
 - B. Administration/Planning/Management. The HRA will be responsible for program accounting, environmental reviews, reporting and monitoring project progress.
6. Coordination of Other Rehabilitation Programs within the Project Area. The HRA will coordinate other applicable rehabilitation programs in the project area, such as the Minnesota Housing Finance Agency's Home Improvement Loan Program.

7. Financial Record Keeping and Control. The HRA will keep complete and accurate records of all claims and disbursements in accordance with the following procedures:
 - A. Program Status Reports. The HRA shall prepare and maintain program status reports, including records of individual activities and program recipients in the form and manner required by DEED.
 - B. Financial Status Reports. For all expenditures of funds made pursuant to this agreement, the HRA shall keep financial records, including properly executed payrolls, time records, invoices, contracts, receipts, vouchers and other documents sufficient to evidence in proper detail the nature and propriety of the expenditure. For all personnel compensated out of such funds, the HRA shall keep time distribution records which identify each individual compensated by name and indicate the calendar dates and number of hours each day for which the individual was compensated by the source of such compensation. These time records must be signed by both the individual and the supervisor. A written record shall also be maintained that clearly indicates the amount of vacation, personal leave and compensatory time earned and taken. For contracts with individual consultants, invoices for payments must state that the work performed and invoiced is in accordance with the terms of the Consultant Contract. Furthermore, these invoices must also state the calendar dates and number of hours of each day for which the consultant is requesting compensation. Accounting methods for this program will meet the standards set forth in Common Rule "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".
 - C. Reporting. The HRA shall submit program status reports and financial status reports to the City for each month of the term of this contract. A final program status report shall be submitted following the 90-day liquidation period. The HRA shall submit to the City, annually, a narrative progress report. This report will be received by the city on or before the last day of October, which follows a report period. A final project report will be submitted at the close-out of the grant. The HRA shall promptly submit other reports as the City shall reasonably request.
 - D. Audit and Inspection. The HRA shall furnish the City and DEED with an acceptable independent audit prepared in compliance with the Single Audit Act. The audit must be submitted within 30 days after the completion of the audit, but no later than one year after the end of the audit period.

Accounts and records related to the funds provided under this Agreement shall be accessible to authorized representatives of the Grantor for the purposes of examination and audit. In addition, Grantee will give the State of Minnesota, Minnesota Department of Employment and Economic Development, Legislative Auditors, State Auditor's Office and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.
 - E. Financial Closeout. Payments made under the terms of this Agreement shall not exceed the amount of funds awarded under the Grant Agreement. The HRA shall liquidate all unpaid obligations relating to the project which were incurred on or before the last day of the grant within 90 days immediately following the expiration of the grant period.
8. The HRA will perform all those tasks, which the city has agreed to perform in the SCDP Grant

Agreement, which is hereto attached as Exhibit B.

9. For the purposes of this contract, the HRA shall be deemed an independent contractor and not an employee of the City. Any and all employees of the HRA or other persons while engaged in the performance of any work or services required by the HRA under this contract, shall not be considered employees of the City; and any and all claims that may or might arise on behalf of said employees or the HRA shall in no way be the obligation or responsibility of the City.
10. It is further agreed that the HRA shall defend and save the City harmless from any claims, demands, actions, or causes of action arising out of any act or admission on the part of the HRA, its agents, servants, or employees in performance of, or with relation to, any of the work or services provided to be performed or furnished by the HRA under the terms of this contract.
11. The HRA shall not assign any interest in this contract and shall not transfer any interest in the same, whether by assignment, subcontract or novation, without the prior written consent of the City.
12. Any alteration, variation, modification or waiver of the provisions of this contract shall be valid only after it has been reduced in writing, duly signed by both parties and attached to the original of this contract.
13. The waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of the agreement are cumulative and not mutually exclusive.
14. This contract, as well as Exhibit A and B, which are attached hereto, and incorporated herein by reference, shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.
15. The City shall have full access to all records relating to the performance of this agreement.
16. In performing the provisions of this contract, the HRA agrees to comply with all Federal, and State Laws and all applicable rules, regulations or standards established by any agency of such governmental units, which are now or hereafter promulgated.
17. In consideration of the prompt and efficient carrying out of the above, DEED shall reimburse the HRA dollar for dollar, for its administrative and project related costs in carrying out the above activities up to an amount not to exceed the maximum amount allowable as specified by DEED during the term of the contract said monies to come solely from the \$614,982.00 totally available to the City of Plainview's 2025 Small Cities Development Program for Housing Rehabilitation and monies actually received by the City. Accurate records of administrative costs shall be kept by the HRA. For the purposes of this contract, administrative and project related costs are defined as follows:
 - A. Salary costs actually incurred by the HRA for time expended in all phases of the project.
 - B. Mileage, supplies, and publication costs.
 - C. Proportionate share of allowable overhead expenses figured on a time extended

basis, according to the HRA's approved indirect cost allocation plan.

- D. Costs incurred by the attendance at applicable Small Cities Development Conferences within the term of this contract, including registration fees and travel expenses. Conference attendance shall be for the purpose of gaining additional information on community development, regulations and program implementation.
 - E. The DEED shall disburse funds to the HRA pursuant to the Agreement, based upon a payment request submitted by the HRA and reviewed and approved by the DEED. Payment requests shall be reviewed and processed on a bi-monthly basis to DEED.
- 18. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of any federal or state laws or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid and that the remainder of this contract shall remain in full force and effect.
 - 19. Antitrust. Contractor (HRA) hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations, which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.
 - 20. The City reserves the right to terminate this contract if the HRA fails to perform any of the provisions hereof. Such termination shall occur thirty-(30) days after the HRA's receipt of written notice specifying the grounds thereof, unless, prior to the date, the HRA has cured the alleged non-performance of the provisions of this contract. In the event that the project is terminated or that the grant funds are withdrawn for any reason by the State, the City may terminate this contract without penalty or obligation upon giving thirty-(30) days written notice to the HRA.
 - 21. Special Administrative Provisions. All records pertaining to this Agreement shall be maintained by the HRA for a period of at least ten (10) years after the expiration of the term of this Agreement.

The HRA further understands and agrees that it shall be bound by Minnesota Statutes on data privacy with respect to "data on individuals" which collects, receives, stores, uses, creates or disseminates, pursuant to this Agreement.

NOTICE OF CONTRACTOR (HRA): You are required by Minnesota Statutes, 1982, Section 270.66 to provide your Social Security Number or Minnesota Tax Identification Number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Minnesota Tax ID: 8024648

Federal Tax ID: 41-6005463

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed.

**SOUTHEASTERN MINNESOTA MULTI-COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

Cheryl Keys, Executive Director

CITY OF PLAINVIEW, MINNESOTA

Keith Holm, Mayor

David Todd, City Administrator

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION NUMBER 2026-02

**A RESOLUTION TO ENTER INTO AN ADMINISTRATIVE CONTRACT WITH THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT
AUTHORITY**

WHEREAS the City of Plainview (hereinafter referred to as the "City"), has secured funding under Title I of the Housing and Community Development Act of 1974 through the Minnesota Department of Employment and Economic Development's (hereinafter referred to as "DEED"), Small Cities Development Program (SCDP); and

WHEREAS, the City has entered into a contract with DEED for the Project entitled City of Plainview Housing Rehabilitation Project, Grant Number CDAP-24-0048-O-FY25 dated October 8, 2025, through until such date the program shall close; and

WHEREAS the City does not currently have staff capability to perform all the requirements necessary for the delivery of the City of Plainview' 2025 Small Cities Development Program for Housing Rehabilitation and

WHEREAS the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (hereafter referred to as the "HRA") has the ability to perform all of the activities required under the contract entitled City of Plainview Housing Project, Grant Number CDAP-24-0048-O-FY25, dated October 8, 2025, through until such date the program shall close.

NOW THEREFORE BE IT RESOLVED that the Plainview City Council hereby agrees to enter into an Administrative Contract with the HRA, effective on February 10, 2026.

Motion Made By: _____

Seconded By: _____

Date: _____

By: Keith Holm, Mayor

ATTEST: _____
David Todd, City Administrator

I do hereby certify that at a regular meeting of the Plainview City Council on the 10th day of February 2026, at which a majority of all the members of said Council were present, the foregoing resolution was unanimously adopted.

(Seal)

David Todd, City Administrator

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION NUMBER 2026-03

A RESOLUTION ADOPTING A CIVIL RIGHTS (EXCESSIVE FORCE) POLICY

BE IT RESOLVED that the Plainview City Council does hereby adopt a Civil Rights Policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

The City of Plainview also will enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration with its jurisdiction.

Adopted by the City Council this 10th day of February, 2026.

By: Keith Holm, Mayor

ATTEST: _____
David Todd, City Administrator

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION NUMBER 2026-04

**A RESOLUTION ADOPTING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION
ASSISTANCE PLAN**

Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the Housing and Community Development Act of 1974, as Amended

City of Plainview, Minnesota

The City of Plainview anticipates participating in the Minnesota Small Cities Development Program. Through this participation, owner-occupied housing rehabilitation will occur. The consequence of the proposed activities is that the potential for displacement exists, although it is not anticipated. The purpose of the Residential Anti-displacement and Relocation Assistance Plan is to describe the steps the City of Plainview shall take to mitigate the adverse effects of displacement on low and moderate-income persons.

- I. The City of Plainview will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to use other than as low/moderate-income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, Part 570.606 and 24 CFR, Part 42. All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the City of Plainview to provide funds for an activity that will directly result in such demolition or conversion, the City of Plainview will make public and submit to the Minnesota Department of Employment and Economic Development the following information in writing:
 - A. A description of the proposed assisted activity.
 - B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activities.
 - C. A time schedule for the commencement and completion of the demolition or conversions.
 - D. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the City of Plainview will identify the general location on an area map and the approximate number of dwelling units by size and provide information identifying the specific location and number of dwelling units by size shall be submitted and disclosed to the public as soon as possible.
 - E. The source of funding and a time schedule for the provision of replacement dwelling units.
 - F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy.
 - G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of low and moderate-income households in the jurisdiction.

The City of Plainview may request the Minnesota Department of Employment and Economic Development to recommend that the U.S. Department of Housing and Urban Development approve an exception to required replacement housing if there is an adequate local supply of vacant low/moderate-income dwelling units in standard condition. Exceptions will be reviewed on a case-by-case basis as described in 24 CFR, Part 570.488(c)(1)(B).

- II. The City of Plainview will provide relocation assistance, as described in 24 CFR, Part 570.488(c)(2), to any lower-income person displaced by the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to another use in connection with an assisted activity.
- III. Consistent with the goals and objectives of activities assisted under the Act, the City of Plainview will take the following steps to minimize the displacement of persons from their homes:
 1. Only homes determined suitable for rehabilitation will be assisted.

2. Work items and hours will be planned to mitigate the need for individuals to relocate temporarily during construction. In the event that relocation is necessary, information referrals will be provided to the individual.

IV. Definitions for the purposes of this plan are as follows:

A "**low/moderate-income dwelling unit**" is a unit with a market rent, including utility costs, that does not exceed the applicable fair market rent for existing housing and moderate rehabilitation, as established under the HUD Section 8 existing housing program.

A "**vacant occupiable dwelling unit**" is a vacant unit that is in standard condition; or in substandard but suitable for rehabilitation condition; or in dilapidated condition and occupied less than three months from the date of the grantee agreement.

An "**Occupiable Dwelling Unit**" is a unit that is in standard condition or has been raised to a standard condition from a substandard condition, suitable for rehabilitation.

A "**Standard Condition**" dwelling unit is a unit which meets HUD Section 8 Housing Quality Standards (HQS) with no major defects in the structure and only minor maintenance is required. Such a dwelling will have the following characteristics: reliable roofs, sound foundations; adequate and stable floors, walls and ceilings; surfaces and woodwork that are not seriously damaged nor have paint deterioration; sound windows and doors; adequate heating, plumbing, and electrical systems adequate insulation; and adequate water and sewer systems, and not overcrowded (defined as more than one person per room).

A "**Substandard Condition**" dwelling unit is a unit if it does not meet HUD Section 8 Housing Quality Standards (HQS) which includes lacking the following: complete plumbing, complete kitchen facilities, efficient and environmentally sound sewage removal and water supply, and heating source. In addition, the dwelling may be overcrowded defined as more than one person per room).

A **"Substandard but Suitable for Rehabilitation Condition"** dwelling unit, at a minimum, is a dwelling unit that does not meet Housing Quality Standards (HQS) with some of the same features as a "substandard condition" dwelling unit. This unit is likely to have deferred maintenance and may have some structural damage such as a leaking roof, deteriorated interior surfaces, and inadequate insulation.

A "**substandard but suitable**" dwelling unit, however, has basic infrastructure (including systems for clean water and adequate waste disposal) that allows for economically and physically feasible improvements and upon completion of rehabilitation meets the definition of a "Standard" dwelling unit.

Adopted by the City Council of Plainview on the 10th day of February, 2026.

SIGNED:

WITNESSED:

Keith Holm, Mayor

Date _____

David Todd, City Administrator

Date _____

**CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA**

RESOLUTION 2026-05

**A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS ON BEHALF OF
THE CITY OF PLAINVIEW**

WHEREAS, the City of Plainview has entered into a grant agreement with the State of Minnesota, acting through the Department of Employment and Economic Development, Business and Community Development Division (DEED); and

WHEREAS, the City of Plainview has entered into an Administrative Contract with Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) for the administration of the DEED grant; and

THEREFORE, BE IT RESOLVED BY the City Council of the City of Plainview that the SEMMCHRA Comptroller, Accountant or Executive Director is authorized to sign the reimbursement payment request forms on behalf of the City.

Adopted by the City Council of Plainview on the 10th day of February 2026.

SIGNED:

Keith Holm
Mayor, City of Plainview

Date

WITNESSED:

David Todd
City Administrator, City of Plainview

Date

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Public reporting burden. Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. HUD is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Signature	Date
X	

Fair Housing Plan of Action

Minnesota Small Cities Development Program State of Minnesota

CDAP Grantee #: CDAP-24-0048-O-FY25

Date: February 10, 2026

Applicant Name: City of Plainview

The purpose of this plan is to formally declare the conviction and the intention of the City of Plainview to achieve the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development for the promotion and assurance of equal opportunity in housing with regard to race, color, religion, sex, handicap, familial status, national origin, or public assistance status.

For the purposes of this plan, the following definitions will apply.

1. Discriminatory housing practices mean any act that is unlawful under the Fair Housing Act.
2. Dwelling means any building, structure or portion thereof, which is occupied as, or designed or intended for occupancy as, a residence by one or more families.
3. Fair Housing Act means Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3600-3620).
4. Familial status means one or more individuals (who have not attained the age of 18 years) being domiciled with:
 - a. A parent or another person having legal custody; or
 - b. The designee of such parent or other person having such custody, with the written permission of such parent or other person.
5. Handicap means, with respect to a person, a physical or mental impairment, which substantially limits one or more major life activities.

It will be the plan of the City of Plainview to formally support equal opportunity for all residents or persons who wish to become residents of the City, and to ensure their rights to obtain decent, safe and sanitary housing. The City of Plainview will not tolerate discriminatory practices within its jurisdiction. The following practices have been declared to be discriminatory and unlawful under the Fair Housing Act:

1. To refuse to sell or rent or to negotiate for the sale or rental of any property based on race, creed, color, sex, religion, national origin, marital status, familial status, handicap, or in regard to public assistance.
2. Discrimination in terms, conditions, and privileges and in services and facilities.
3. Engage in any conduct, which makes dwellings unavailable or denies dwellings to persons.
4. Make, print, or publish or cause to make, print, or public discriminatory advertisements.
5. To represent that a dwelling unit is not for sale or rent when in fact it is.
6. To engage in blockbusting.
7. To deny access to or membership or participation in, or to discriminate against any person in his or her access to or membership or participation in, any multiple-listing service, real estate brokers association, or other service organization or facility relating to the business of selling or renting a dwelling or in the terms or conditions or membership or participation.

Proposed Fair Housing Activities

The following is a non-inclusive list of proposed Fair Housing activities that the City of Plainview will conduct on a yearly basis for each year that the grant is open. A different activity will be conducted each year in accordance with the Small Cities Development program requirements.

1. Hanging the Fair Housing poster at city hall.
2. Make Fair Housing brochures available at city hall.
3. Press release announcing the City as a Fair Housing City
4. Incorporating the Fair Housing logo on the Small Cities Development program application form.

When a complaint alleging a discriminatory housing practice is received within the jurisdiction of Plainview, the City of Plainview will assist households who may have been discriminated against by providing the following services:

1. The City of Plainview will post Fair Housing information in public places and will provide information in the preferred language of the complainant.
2. The City of Plainview will provide Fair Housing information (pamphlets) to all interested parties
3. The City of Plainview will provide referral information concerning the ability of alleged discriminated households to make formal complaints to the State of Minnesota Department of Human Rights or to the U.S. Department of Housing and Urban Development.
4. The City of Plainview will provide referral information enabling alleged discriminated households to contact Legal Services and the Minnesota Migrant Council.

This Fair Housing Plan is adopted by the Plainview City Council this 10th day of February, 2026.

BY: _____ ATTEST: _____
Keith Holm, Mayor David Todd, City Administrator

Program & Local Income Plan PLAINVIEW, MINNESOTA

Owner-Occupied Rehabilitation

Income may be generated from housing rehabilitations through the repayment agreements. The agreements will stipulate that if an applicant sells the dwelling within seven (7) years of receiving a rehabilitation deferred loan, they must repay all or a portion of the deferred amount. The repayment agreement will stipulate that after seven (7) years the amount will decrease 100% and be totally forgiven. Any property transfers within the first seven-(7) years shall be repaid at 100% of the deferred amount.

Income generated in this manner will be dedicated to a revolving loan fund set up by the City of Plainview. Funds repaid to the City must be used within the City of Plainview for community development-related activities that meet one of the three Federal Objectives. Program Income is defined as income of \$35,000 or more received during the Federal Fiscal Year. Local Income is defined as less than \$35,000 received during the Federal Fiscal Year. Reuse of all generated income, whether Program or Local, will follow SCDP program requirements.

The funds will be tracked by SEMMCHRA and reported to the City of Plainview for tracking in the City's accounting system, which will account grants, leveraged funds, separate payments and disbursements.

If the fund is established due to receipt of either Program or Local Income funds financial transactions will be recorded, and a financial statement created. All records will be available for an independent auditor to review and verify all transactions.

When there is an active grant, all Generated Income recaptured from grant inception due to a defaulted repayment agreement will be re-spent prior to any draw requests, per DEED's policies.

Revolving Loan Fund

Fund Established: Pursuant to the terms of the City's SCDP application and Grant Agreement, a rehabilitation revolving loan fund shall be established. This fund shall collect any repayments of SCDP funds. Such repayments shall be used for additional rehabilitation work at such time as they have sufficiently accumulated following close-out of the original SCDP grant. The revolving loan funds will be held in a separate account and will be made available to Applicants in the City of Plainview that have a need and qualify for rehabilitation assistance. Use of the revolving funds will be consistent with these guidelines.

Priority Projects: The Revolving Loan Fund shall give priority to those properties that were not previously assisted by the Program. The Revolving Loan Fund shall not be available for repeated use by an Applicant for making additional repairs to the same property. Any property assisted by the Small Cities Development Grant prior to its close-out shall not be eligible for assistance by the Revolving Loan Fund, unless specifically authorized by the City Council.

RLF Accounting: The Revolving Loan Fund will be accounted for by establishing a separate group of journal and ledger accounts, including a cash account and a program income account. Procedures included in the financial management of the Revolving Loan Fund include: a recipient loan register account to record the name of the recipient (borrower), the amount of the loan, the date approved, the terms of the loan, payments, and current balances; assurances that all funds received shall be accurately classified and coded to the accounts to be credited; and, assurances that funds are immediately deposited into the proper bank account. Prior to close-out of the grant, the above tasks shall be the responsibility of the Administrator. After close-out, the City may contract with SEMMCHRA for the administration of regenerated funds, or it may service the loans itself.

This Program and Local Income Plan is adopted by the Plainview City Council this 10th day of February, 2026.

BY: _____
Keith Holm, Mayor

ATTEST: _____
David Todd, City Administrator

City of Plainview Section 3 Plan

The City of Plainview, in conjunction with Small Cities Development Program Grant No. CDAP-24-0048-O-FY25, has the following plan to direct employment and other economic opportunities generated by U.S. Department of Housing and Urban Development (HUD) financial assistance for housing and community development programs, to the greatest extent feasible, towards low-and very low-income persons, particularly those who are recipients of government assistance for housing.

The plan outlines how the City of Plainview and its subrecipients, contractors and subcontractors will comply with HUD's Section 3 requirement, as applicable, in implementing, the City of Plainview's SCDP grant. To the greatest extent feasible, funded project work will be directed towards low- and very low-income persons and to Section 3 businesses. In addition, to the greatest extent feasible, work will also be directed towards women- or minority-owned businesses. Being a Section 3 business or woman- or minority-owned business is not required; however, preference is given to those businesses.

A business may be considered a Section 3 business if they meet one or more of the following criteria:

1. At least 51% of the business is owned and controlled by low- or very low-income persons; or
2. At least 51% of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
3. Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

Businesses may demonstrate Section 3 business eligibility by submitting the Section 3 and Women- or Minority-Owned Business Certification form. This form may also be used to demonstrate a business is a women- or minority-owned business. The City of Plainview will require all contractors and subcontractor to complete and submit the Section 3 and Women- or Minority-Owned Business Certification form prior to the start of the project.

The City of Plainview will attempt to recruit Section 3, women- or minority-owned businesses, or low- or very low-income workers through:

- Local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within Wabasha County in which the Section 3 covered program or project is located, or participate in the one of the HUD program or other program which promotes the training or employment of Section 3 residents, or will participate in a HUD program or other program which promotes the award of contracts to businesses which meet the definition of Section 3.

This Section 3 Plan is adopted by the Plainview City Council this 10th day of February 2026.

By: _____
Keith Holm, Mayor

Attest: _____
David Todd, City Administrator

THE CITY OF PLAINVIEW, MINNESOTA

2025 SCDP REHABILITATION STANDARDS

The City of Plainview, Minnesota SCDP Rehabilitation Program has been designed to provide rehabilitation assistance for residential property owners in the City of Plainview by combining funding resources, which will provide the maximum benefit to the participating residential property owner. These standards are provided to outline the anticipated condition of each dwelling upon completion of rehabilitation in light of the benefits received by the residential property owner.

It is the goal of this housing rehabilitation project to rehabilitate housing units to a point where they meet or surpass these standards. The following standards incorporate standards from the Section 8 Housing Quality Standards (HQS) and select items from the 1993 BOCA National Property Maintenance Code (PM). Furthermore, units will be upgraded to meet or exceed the Minnesota Energy Efficiency Standards for owner-occupied properties.

The primary focus of rehabilitation efforts will be to eliminate health, safety and structural violations or deficiencies in substandard dwellings. In all cases, any rehabilitation work done in dwellings will be done for functional, not cosmetic purposes.

1. Sanitary Facilities

a. Summary of Standards

- | | |
|--------|--|
| HQS1-1 | The bathroom must be located in a separate room and have a flush toilet in proper operating condition. |
| HQS1-2 | The unit must have a fixed basin with a sink trap and hot and cold running water in proper operating condition. |
| HQS1-3 | The unit must have a shower or a tub with hot and cold running water in proper operating condition. |
| HQS1-4 | The facilities must utilize an approval public or private disposal system, including a locally approvable septic system. |

PM-503.1 Dwelling Units - Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located.

PM-505.1 General - All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

PM-505.2 Fixture Clearances - Plumbing fixtures shall have adequate clearances for usage and cleaning.

PM-507.2 Maintenance - Every plumbing sack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

2. Food Preparation and Refuse Disposal

a. Summary of Standards

- HQS2-1 The unit must have a cooking stove or range and refrigerator of appropriate size for the unit (i.e. family), all in proper operating condition. This equipment may be supplied by either the owner or tenant.
- HQS2-2 The unit must have a kitchen sink in proper operating condition with a sink trap and hot and cold running water, which drains into an approvable public or private system.
- HQS2-3 The unit must provide space for the storage, preparation, and serving of food.
- HQS2-4 There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g. garbage containers).

3. Space and Security

a. Summary of Standards

- HQS3-1 The unit must have a minimum of a living room, kitchen area and bathroom.
- HQS3-2 The unit must contain at least one (1) sleeping or living/sleeping room for each two (2) persons.
- HQS3-3 The units windows, which are accessible from the outside such as basement, first floor and fire escape windows, must be lockable (e.g. window units with sash pins or sash locks and combination windows with latches). Windows, which are nailed shut are acceptable provided that they are not needed as an alternate means of exit in case of fire.
- HQS3-4 The units exterior doors (i.e. those that provide access to or egress from the unit) must be lockable.

PM-702.4 Arrangement - Exits from dwelling units, rooming units, guest rooms and dormitory units shall not lead through other such units or through toilet rooms or bathrooms.

PM-705.5 Smoke Detectors - In all residential occupancies, smoke detectors shall be required on every story of the dwelling unit including basements. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one (1) full story below the upper level.

PM705.5.1 Installation - When actuated, the smoke detectors shall provide an alarm suitable to warn the occupants within the individual room or dwelling unit.

PM705.5.2 Power Source - The power source for smoke detectors shall be either an AC primary power source or a motorized battery primary power source.

4. **Thermal Environment (Heating and Cooling Systems)**

a) Summary of Standards

- HQS4-1 The unit must contain a safe heating system (and safe cooling system, where present) which is in proper operating condition and can provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room in order to assure a health living environment appropriate to the climate.
- HQS4-2 The unit must not contain un-vented room heaters, which burn gas, oil or kerosene. (Electric heaters are acceptable.)

PM-602.2 Residential Buildings - Every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees F. (18 degrees C) in all habitable room, bathrooms and toilet rooms based on the outside design temperature required for locality.

PM-602.4 Room Temperature Measurement - The required room temperatures shall be measured at a point 3 feet (914 mm) above the floor and 3 feet (914 mm) from the exterior walls.

PM-603.1 Mechanical Equipment - All mechanical equipment fireplaces and solid fuel burning appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function.

PM-603.2 Cooking and Heating Equipment - All cooking and heating equipment, components and accessories in every heating, cooking and water heating device shall be maintained free from leaks and obstructions.

PM-603.3 Flue - All fuel burning equipment and appliances shall be connected to an approved chimney or vent.

Exception - Fuel burning equipment and appliances, which are labeled for un-vented operation.

PM-603.4 Clearances - All required clearances to combustible materials shall be maintained.

PM-603.5 Safety Controls - All safety controls for fuel burning equipment shall be maintained in effective operation.

PM-603.6 Combustion Air - A supply of air for complete combustion of the fuel and for ventilation of the space shall be provided for the fuel burning equipment.

5. **Illumination and Electricity**

a. Summary of standards

- HQS5-1 There must be at least one (1) window in the living room and in each sleeping room.
- HQS5-2 The kitchen area and the bathroom must have a permanent ceiling or wall type light fixture in working condition. The kitchen area must also have at least one (1) electrical outlet in operating condition.

HQS5-3 The living room and each bedroom must have at least two (2) electrical outlets in operating condition. Permanent overhead or wall mounted light fixtures may count as one of the required electrical outlets.

PM-604.2 Service - Every dwelling shall be served by a main service that is not less than sixty-(60) amperes, three (3) wires.

PM-604.3 Electrical System Hazards - Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

PM-605.1 Installation - All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner.

PM-605.2 Receptacles - Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets. Every laundry area shall contain at least one (1) grounded type receptacle. Every bathroom shall contain at least one (1) receptacle.

PM-605.3 Lighting Fixtures - Every public hall, interior stairway, water closet compartment, bathroom, laundry room and furnace room shall contain at least one (1) electric lighting fixture.

PM-403.1 Habitable Spaces - Every habitable space shall have at least one (1) window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable space shall be eight percent (8%) of the floor area of such room, except in kitchens where artificial light is provided in accordance with the provisions of the building code. Wherever walls or other portions of a structure face the windows of any room and such obstructions are located less than three (3) feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

6. Structure and Materials

a. Summary of Standards

HQS6-1 Ceilings, walls and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts or other serious damage.

HQS6-2 The roof must be structurally sound and weather tight.

HQS6-3 The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or effects that would result in air infiltration or vermin infestation.

HQS6-4 The condition and equipment of interior and exterior stairways, halls, porches, walkways, etc. must not present a danger of tripping and falling. Broken or missing steps and loose boards are examples of potential hazards.

HQS6-5 Elevators must be working and safe.

HQS6-6 Manufactured homes shall be equipped with at least one (1) smoke detector in working condition. Manufactured homes must be securely anchored by a tie-down device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding (unless the Field Office has approved a variation to the Acceptability Criteria because the units are in a low wind zone area.)

PM-304.3 Structural Members - All structural members shall be maintained free from deterioration and shall be capable of safely supporting the imposed dead and live loads.

PM-304.4 Foundation Walls - All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rats.

PM-304.5 Exterior Walls - All exterior walls shall be free from holes, breaks, loose or rotting materials and maintained weatherproof and properly surface coated where required to prevent deterioration.

PM-305.3 Interior Surfaces - All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

PM-304.6 Roofs and Drainage - The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof water shall not be discharged in a manner that creates a public nuisance.

PM-304.7 Decorative Features - All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

PM-304.8 Overhang Extensions - All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment.

PM-304.9 Chimneys and Towers - All chimneys, cooling towers, smokestacks and similar appurtenances shall be maintained structurally safe and sound and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment.

PM-304.10 Handrails and Guards - Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

PM-304.11 Window and Door Frames - Every window, door and frame shall be kept in sound condition, good repair and weather tight.

PM-304.11.1 Glazing - All glazing materials shall be maintained free from cracks and holes.

PM-304.11.2 Openable Windows - Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

7. Interior Air Quality

a. Summary of Standards

- HQS7-1 The unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust and other harmful pollutants.
- HQS7-2 The unit must have adequate air circulation.
- HQS7-3 Bathroom areas must have one (1) openable window or other adequate exhaust ventilation.
- HQS7-4 Any room used for sleeping must have at least one (1) openable window, if the window was so designed.

PM-404.2 Bathrooms and Toilet Rooms - Every bathroom and toilet room shall have at least one (1) openable window, except that a window shall not be required in spaces equipped with a mechanical ventilation system that complies with the following:

- 1) Air exhausted by a mechanical ventilation system from a bathroom within a dwelling unit shall be exhausted to the exterior and shall not be re-circulated to any space, including the space from which such air is withdrawn.

8. Water Supply

a. Summary of Standards

- HQS8-1 The unit must be served by an approvable public or private water supply, which is sanitary and free from contamination.

PM-506.1 General - Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixtures shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water.

PM-506.2 Contamination - The water supply shall be maintained free from contamination and all water inlets for plumbing fixtures shall be located above the flood level rim of the fixture. Shampoo basin faucets, janitor sink faucets and other hose bibs or faucets to which hoses are attached and left in place shall be protected by an approved atmospheric type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

PM-506.3 Supply - The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely and free from defects and leaks.

PM-506.4 Water Heating Facilities - Water heater facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110 degrees F (43 degrees C). A gas-burning water heater shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure relief valve and relief valve

discharge pipe shall be properly installed and maintained on water heaters.

9. **Lead Based Paint**

a. Summary of Standards

The regulation at 24 CFR Part 35, which implements the Lead Based Paint Poisoning Prevention Act, requires the following:

- HQS9-1 All interior surfaces must be either free of cracking, scaling, peeling, shipping, and loose paint or be adequately treated (as discussed in 3 below) to prevent the exposure of the occupants to such immediate hazards.
- HQS9-2 All exterior surfaces such as stairs, decks, porches, railings, windows and doors which are accessible to children under seven years of age must be free of cracking, scaling, peeling, chipping, and loose paint or be adequately treated (as discussed in 3 below) to prevent the exposure of such children to immediate hazards.
- HQS9-3 All surfaces to be *treated* must be thoroughly washed, sanded, scraped, wire brushed or otherwise properly cleaned to remove all immediate hazards on applicable surfaces before repainting with at least two (2) coats of a suitable non-lead paint or be covered with a suitable material such as gypsum wallboard, plywood, drywall, plaster, wallpaper or other suitable material. If the paint film integrity of the applicable surface cannot be maintained so that new paint or materials such as wallpaper will adhere, the old paint must be completely removed before any repainting or covering is undertaken. Simply painting over affected surfaces is not an acceptable means of compliance.

10. **Access**

a. Summary of Standards

- HQS10-1 The unit must be used and maintained without unauthorized use of other private properties.
- HQS10-2 The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

11. **Site and Neighborhood**

a. Summary of Standards

- HQS11-1 The site and neighborhood must be reasonably free of serious conditions, which would endanger the health and safety of resident.

12. **Sanitary Condition**

a. Summary of Standards

- HQS12-1 The unit and its equipment must be free of serious vermin and rodent infestation.

POLICIES AND PROCEDURES HANDBOOK
SMALL CITIES DEVELOPMENT PROGRAM
OWNER OCCUPIED HOUSING REHABILITATION
DEFERRED LOAN PROGRAM
CITY OF PLAINVIEW

Adopted – 02/10/2026

CITY OF PLAINVIEW OWNER-OCCUPIED REHABILITATION POLICIES AND PROCEDURAL GUIDE

It is the policy of this Housing Rehabilitation Program to work affirmatively to ensure that all persons regardless of race, color, creed, national origin, sex, religion, marital status, age, handicap, or reliance on public assistance, will be treated fairly and equally in their participation in the program.

The City of Plainview will be responsible for the promotion of the Program at the local level and shall exercise care in avoiding promotion methods which may exclude potentially eligible applicants. Access to program information and materials will not be denied to any person for any reason including race, color, creed, national origin, sex, religion, marital status, age, handicap, or reliance on public assistance. Affirmative promotion shall include efforts to reach those persons who traditionally may not have participated in similar programs.

In order to develop or maintain an effective affirmative promotion effort, the City shall review its promotion methods from time to time during the course of the Program to determine how the methods used can be improved to increase the participation of persons who otherwise might not apply for assistance under the Program, such as single female heads of households, racial minorities, or persons with handicaps or disabilities.

SECTION I. ELIGIBILITY REQUIREMENTS:

A. Location:

Residence must be within the City Limits as defined in the application for SCDP funds and shown on the attached map.

B. Conflict of Interest:

Federal regulations and Minnesota Statutes specify that elected officials, non-volunteer city employees, and administrators of the Small Cities Development Program have a conflict of interest. Those with a conflict may be able to secure an exception in order to participate in the program if they have no role in the approval of rehabilitation assistance and can meet with the approval of DEED.

C. Residency:

To receive SCDP funds applicants will be required to have year-round residency in the housing unit. Recipients must occupy or intend to occupy the selected property as their primary place of residence.

D. Ownership/Ineligible Types of Housing:

The applicant must have an ownership interest in the property to be rehabilitated such as: a title owner, a mortgagor, a contract for deed vendee. All contracts-for-deed shall be recorded. Contract vendors must sign repayment agreements along with contract vendee.

Single-wide mobile homes, even if the home is attached to a foundation or if it has additions, are

not eligible for rehabilitation with SCDP funds. Homes in a 100-year floodplain are not eligible unless they will soon be removed from the flood plain due to re-mapping. Evidence of the pending floodplain change must be provided.

MURL homes are not eligible for SCDP assistance.

E. Taxes/Insurance/Assessments/Liens:

All property taxes must be paid in full prior to application approval and property owners will be expected to carry insurance that, at a minimum, covers the costs of the rehabilitation work over the life of the SCDP loan. There should be no tax liens or past-due assessments or judgments on the property.

F. Asset Limitation:

There is no asset limit. However, income earned from assets must be counted as income.

G. Income:

The total income of the household must not exceed the most recent HUD Section 8 Moderate Income Limits at the time of the application. See attached limits. Income verification will follow HUD regulations and includes all of the following:

- Salaries; including tips, bonuses, commissions, overtime pay, pensions and annuities
- Public Assistance; including MFIP, SSI, MSA, Unemployment Compensation
- Social Security or Disability and Workers Compensation
- Estate/trust income, rental income, gain from the sale of property or securities, contracts for deed
- Interest earned
- Business profit

H. Substandard Housing:

The structure to be rehabilitated must be deficient in at least one of the following areas: structural soundness, living space or accessibility, water supply or sewage disposal, energy efficiency, heating system, plumbing or electrical system.

I. Nuisance Standard: The property where the house resides must conform to all local nuisance standards (weeds, junk, etc.). The exception would be items proposed for rehabilitation being alleviated through the program.

J. Homeowner Expectations: The property owner will receive, review, and understand copies of the “What Can a Homeowner Expect,” the “Homeowner Responsibilities and Expectations,” and the “Walk Away Policy”. Acknowledgement of this is as a condition of project approval.

SECTION II. TERMS OF ASSISTANCE

A. Maximum/Minimum SCDP Contribution:

The maximum SCDP contribution on any rehabilitation project shall not exceed \$25,000.

B. Deferred Loans:

Assistance provided with SCDP funds will be in the form of deferred payment loans. In order for this program to be as cost-effective as possible, applicants may be required to help finance a portion of their rehabilitation work. Other funding is available, usually in the form of reduced interest loans, to assist households to finance the remainder of their project. Households that qualify for 100% deferred payment loans through this program will also be expected to explore other funding options that may be available. The purpose of SCDP funds is to supplement other funding sources. Program staff will assist households in exploring other possible funding sources. An applicant may be eligible for SCDP funds if funding through other sources, including local financial institutions, has been denied. MHFA Rehabilitation Program loans, Greater Minnesota Housing Fund loans, Rural Development grants and loans, Weatherization Assistance, and other public/private sector funds may be used to help applicants finance rehabilitation. All LMI households unable to secure other resources may be assisted with SCDP funds not to exceed the maximum contribution. The most recent HUD Section 8 Income Limits by household size is shown in the following table:

Wabasha County 80% County Median Income	
Household Size	Income Limit
1	\$58,650
2	\$67,000
3	\$75,400
4	\$83,750
5	\$90,450
6	\$97,150
7	\$103,850
8	\$110,550

C. Previous SCDP Assistance: If a home received prior SCDP assistance, all SCDP loans must have expired for the home to be eligible.

SECTION III. DETERMINATION OF IMPROVEMENTS

A. Suitable for Rehabilitation:

The property must be determined to be feasible, both structurally and financially, after all eligible assistance is calculated. The work required to correct any lead-based paint hazards will be considered in the suitability for rehabilitation determination. The suitability will be determined by the Housing Inspector and/or the Project Director.

B. Basic and Necessary Repairs:

Each improvement must be a permanent general improvement. Only those repairs that are needed to bring the home up to the Program's Housing Quality Standards (HQS), which are based on HUD's Section 8 Housing Quality Standards, will be included in the rehabilitation project. Additionally, reasonable repairs that improve the structural integrity, livability and safety of the home could be included in the project at the discretion of the rehabilitation inspector. These could include weatherization measures, if vitally needed and weatherization sources of funds are not available. The priority of use of SCDP funds will be to correct deficiencies that affect the health, safety and welfare of the occupants, and to improve the energy efficiency of the units.

C. Housing Quality Standards:

Each improvement must be made in compliance with all applicable, health, fire prevention, building, housing and energy codes and standards. The property **must** comply with local nuisance standards and meet HQS after completion of the rehabilitation work. If funding sources will be inadequate for the home to meet HQS, the home will be deemed unsuitable for rehabilitation.

D. Ineligible Housing Rehabilitation Improvements

The following improvements are not eligible for financing with SCDP funds:

1. Detached garages, garage door openers, or any out-buildings (unless elements of the structure have been identified as a hazard in a lead-based paint risk assessment).
2. Fireplaces, central air-conditioning units, water softeners, or wood stoves.
3. Decks, patios, fencing, or landscaping beyond that which is necessary in connection with foundation and basement work. Reasonable work on decks might be allowed, if the deck also serves as an entrance to the house.
4. Driveways and sidewalks, unless health and safety dangers are present.
5. Kitchen appliances, plush carpeting, decorative work, or other improvements determined by the Housing Inspector to be "luxuries" or "frills" in nature.
6. 200 amp services, unless needed and justifiable.
7. Room additions. Exceptions to this rule may be granted by the Grant Administrator only under extraordinary circumstances and with approval of DEED. Where such an exception is granted, room additions shall only be allowed: (1) to accommodate the installation of a bathroom or kitchen if ones do not exist and current space will not allow, or (2) case by case situations discussed with DEED.
8. The use of materials that are deemed by SEMMCHRA to be beyond standard and beyond cost-effective for the program.
9. Tree trimming may be allowed under circumstances where tree limbs present an immediate hazard to the home.

E. Ineligible Improvements Allowable with Other Funds

The applicant may use bank loans, his/her own funds on hand, and other funds in order to finance those improvements which are not eligible for financing with SCDP funds. Such improvements shall be allowable as part of the "other source" participation and shall be separately identified on work write-ups and bid forms.

F. No funds for Assessments

SCDP funds shall not be used for the payment, wholly or in part of assessments for public improvements: provided, however, that such funds may be used for that portion of improvements located on the property which will bring an individual water supply system or sewage disposal system into compliance with local, state or federal environmental and sanitary standards.

G. No Funds for Refinancing Existing Debt

No SCDP funds shall be used in whole or in part for the purpose of refinancing or paying off existing indebtedness. All such funds must be used to finance improvements begun after application for such funds.

H. Historical Review

If the structure has been determined historically significant, plans for exterior improvements to the structure must be reviewed and commented on by the Minnesota Historical Society.

I. Lead Paint Policy: The City of Plainview and will follow the current policy outlined by the MN Department of Employment and Economic Development. As participation in the owner-occupied housing rehabilitation is a voluntary decision, the program will not pay for any temporary relocation that may be necessary due to interim controls related to lead-based paint.

J. Repayment Schedule for Deferred Payment Loans:

All SCDP funds will be secured with a lien against the property to be rehabilitated. Households will be required to repay all or some portion of their SCDP loan if the unit is sold within seven (7) years from the date that the loan is issued.

There will be no forgiveness of the deferred payment loan until 84 months after the issuance of the loan. With the completion of the 84th month, the outstanding principal balance will be entirely forgiven.

SECTION IV. MARKETING/APPLICATION SELECTION AND APPROVAL

Housing program staff will review and fund eligible applications. The following process will be utilized to promote the program to eligible applicants, and for applicant selection:

A. Outreach and Public Notices:

An extensive effort will be made to reach those property owners who would benefit from the program by conducting outreach and public notice activities which will include those who expressed interest as part of the application formation, ads in newspapers, newsletters, radio announcements, personal interviews and letters to homeowners. Various housing providers, disaster relief organizations and social service agencies will be notified of SCDP funding availability. Affirmative efforts will be undertaken to ensure that those who are minorities or have disabilities are made aware of the program.

B. Application Intake:

Applications will be accepted on a first come first serve basis throughout the entire length of the program or until funds are expended.

After a preliminary screening for eligibility, applicants will then receive an on-site visit by the Housing Inspector for an in-depth inspection. If the home was built prior to 1978, a Certified Lead Risk Assessor will also visit the property to conduct a lead risk assessment.

C. Procedural Guide:

A copy of the Procedural Guide will be given to applicants for review and discussion of content.

D. Notification:

Applicants with verified LMI incomes, houses that meet the definition of suitable for rehabilitation, and also meet the Eligibility Requirements outlined in Section 1 will be selected, if sufficient funds are available.

Letters will be sent to those selected as recipients, and also to those not selected, notifying them of the status of their application (accepted, rejected, or held for further consideration).

SECTION V. PROPERTY INSPECTIONS**A. Inspections**

Program staff will be responsible for carrying out a minimum of two inspections, an initial inspection to determine scope of work, and a final inspection, an interim inspection to monitor work may also be complete. The initial inspection will be done to determine that:

1. All necessary improvements are listed, including those required to eliminate lead-based paint hazards, and;
2. The structure upon completion of rehabilitation will meet, at a minimum; the Program's Housing Quality Standards and will be livable, safe, and energy efficient.

Work Write-Ups: Upon completion of the initial inspection, the Housing Inspector shall prepare a work write-up indicating the scope of work necessary to bring the property into compliance with the Program's HQS. Any improvements deemed necessary by the Housing Inspector for the property to conform to the Program's HQS and the general program eligible improvements requested by the property owner shall be included as part of the work write-up. The Housing Inspector shall specify improvements that qualify for SCDP funding.

Work items where lead-based paint hazards are present will be called-out in the work write up in a way that makes them stand out. A notation on those items that qualified contractor(s) are necessary to conduct the work will also be made. Ineligible improvements paid for with leveraged funds will be identified.

B. Risk Assessment for Lead

A Risk Assessment for Lead will be performed on homes built before 1978. If the Housing Inspector determines the project to be feasible, a detailed scope of work will be completed

following an inspection of the property. The homeowner will be notified of the eligibility or ineligibility, and terms of assistance to be provided. With homeowner approval of the proposed scope of work, the homeowner will receive a lead risk assessment notification and will sign the Walk Away policy indicating acceptance and responsibility. The Risk Assessment for Lead will be completed and a summary notice sent to the homeowner with a signed copy to be put on file. Lead Clearance will be performed at completion. The cost of the assessment can only be waived if contractor bids do not allow for cost-effective rehabilitation to occur.

C. Interim Inspections

Interim inspections will be completed before partial payments are made to ensure that specified improvements are completed. Interim inspections will be scheduled by the Housing Inspector to monitor work progress. Program staff reserves the right to inspect the property at any time upon reasonable request to applicant.

D. Final Inspection

Upon completion of work, an inspection will be made to determine that all work has been completed in a satisfactory manner and that the unit meets the Program's Housing Quality Standards. The final inspection shall certify that all lead-based paint hazards have been properly eliminated or treated. In the event of a dispute between the owner and the contractor concerning the completion of rehabilitation, the Housing Inspector shall work with both parties to negotiate a satisfactory solution. If such a solution cannot be found, the City's building official shall be the final authority on when the job has been satisfactorily completed. All disputes will be resolved by binding alternative dispute resolution.

SECTION VI. CONSTRUCTION AND CONTRACT PROCEDURES

A. Contractor List

A list of contractors will be established by advertising in area newspapers and radio. Women and minority contractors and business owners will be urged to bid.

B. General Contractors

All rehabilitation work must be performed by a fully licensed and insured general contractor. Contractors performing specified lead-based paint eradication must be certified in accordance with DEED lead policy.

C. Contractor Eligibility and Performance

Contractors shall not be debarred and shall have been determined capable based on past performance and ability to perform successfully. If applicable, contractors will carry at least the minimum amounts of liability insurance established by the State of Minnesota.

D. Bids/Cost Estimate (if applicable)

An attempt will be made to secure competitive bids from at least three general contractors, or two in areas of low contractor supply. If the project does not involve any general contractor work and it is more feasible to solicit bids from a specific trade, an attempt will be made to secure competitive bids from at least three contractors within that trade(s), or two in areas of low

supply. In the event that only one bid is received after bid solicitation, a cost estimate shall be prepared to justify the reasonableness of the sole bid.

E. Work Write-Up and Change Orders

All bids shall relate only to improvements designated by staff in the work write-up. Any changes made in the scope of work by the homeowner after the inspection and work write-up by the Housing Inspector on the scope of work will be **prohibited** and **ineligible** for SCDP program funds. **ALL CHANGE ORDERS NEED TO BE APPROVED BY THE Housing Inspector and, if applicable, Project Director. The homeowner will be responsible for all costs associated with any extra work done by the contractor that is not in the scope of work.**

F. Bid Awards

Contract will, generally, be awarded to the lowest responsible bidder complying with specifications. Owner may contract with non-low bidder when willing to pay the difference between selected contractor and lowest bidder.

G. Contractor Homeowner Warranty

ALL CONTRACT AGREEMENTS WILL BE BETWEEN CONTRACTOR AND OWNER. All contracts covering all or any portion of an improvement must contain an approval warranty of workmanship/materials as per a Contractor/Owner Warranty form.

H. Repayment Agreement:

A repayment agreement shall be signed by the property owner(s) before the Proceed to Work Order is issued. The repayment agreement will be filed/recorded either after the project costs are known to be at the SCDP maximum, or after the project is completed to account for any possible change orders that may occur.

I. Truth in Lending:

A signed truth in lending statement shall be secured from the homeowner(s) before the Proceed to Work Order is issued. The statement should be completed for installment (if applicable) and deferred loans as well, emphasizing that re-payment will be necessary if the period for forgiveness has not elapsed.

J. Right of Rescission:

A signed right of rescission form shall be secured from the homeowner(s) before the Proceed to Work Order is issued.

K. Limit for Housing Projects

Contractors will be limited to actively working on no more than three SCDP housing projects at any given time.

L. Contractor Requirements

Contractor shall be notified of requirements to comply with applicable federal/state laws. Building permit fees and any state inspection fees should be included in the contractor's bid.

M. Proceed To Work Order

Proceed to work orders will be issued after package approval and **must** be issued before work begins. A pre-construction conference may be conducted between the homeowner, contractor and Rehab Specialist prior to issuance of a notice to proceed with the work. The contractor must provide a copy of the building permit before work can proceed.

N. Inspections

Interim and final inspections shall be made by the Housing Inspector. Prior to the disbursement of funds, work shall be satisfactorily completed.

O. Release of Funds

Funds are released (partial funds may be released as partial work is completed) in issued checks as completed work is verified and payment is requested by invoice from the contractor.

P. Contractor Payments

Contractors will be required to provide a draw request for each partial payment. The draw request must be signed by the homeowner unless the homeowner has concerns that the Housing Inspector and Project Director have deemed as being unreasonable. Consultation with DEED as to what is unreasonable can occur. Upon completion of the rehabilitation construction, lien waivers and completion certificates will be executed by the homeowner, contractor, and Housing Inspector as necessary. On the homes that require lead reduction activities, final payment will not be made until after the Lead Clearance Test has been passed.

Q. Progress Payments

Progress payments shall be limited to two and may be subject to 10% retainage under terms specified in homeowner/contractor agreement.

R. Change Orders

Unforeseen construction problems will require a change order and all change orders will require signatures of both owner and contractor with approval by Program staff. Costs of changes must be included in change order. **Any work that is done and is not on the work write-up will not be paid for with SCDP funds. Any changes made by the homeowner after the inspection and work write-up by the Housing Inspector on the scope of work will be prohibited and ineligible for SCDP funds. ALL CHANGE ORDERS MUST BE APPROVED BY THE Housing Inspector and Project Director.**

S. Time for Completion

1. A maximum of 120 calendar days will be allowed for completion of contracted work on a house beginning as of the date of the Notice to Proceed. Failure to begin work by the completion date shall be grounds for termination of the contract.
2. This time period shall not be exceeded except by written Change Order, which shall outline the circumstances that require an extension of time and shall specify a revised completion date. In the absence of such a Change Order, failure to complete work on time shall be grounds for termination of the contract.
3. A waiver of this time period may be granted upon the homeowner's request to the Housing Inspector and/or Financial Analyst.

T. Termination of Contract

Rehabilitation contracts may be terminated for convenience or for cause. The provisions contained in Section XII. P. shall be a basis for termination for cause.

U. Termination of Rehabilitation

The Project Director can stop the rehabilitation process if the Homeowner Expectations in Section 1, item J are not met by the applicant/property owner.

V. Selection of Materials and Colors

Homeowner selects colors, style and pattern of any materials used in home improvements. These selections will fit the neighborhood and any judgment calls about what fits the neighborhood will be made collectively among the city, grant administrator and the homeowner. Costs and types will be deemed reasonable by the Housing Inspector and Project Director. Products come in three types, “economy”, “standard” and “deluxe”. We specify the “standard” items. The Housing Inspector will be the final decision maker as to whether or not a product is “standard.”

SECTION VII. GENERAL CONDITIONS**A. Leveraged Funds**

Each selected applicant will be evaluated on an individual basis to ascertain the most appropriate and effective source and method of funding available to leverage with SCDP funds. SCDP funds will be combined with Weatherization, MHFA Rehabilitation and Home Improvement loans, Rural Development Loans and Grants, Greater Minnesota Housing Fund loans, and other public/private funds to accomplish as much rehabilitation as possible within affordable costs.

B. Repayment Proceeds

Any proceeds received from the repayment of deferred loans originated with SCDP funds will be utilized by the City of Plainview in accordance with DEED approved policies for the use of program income.

C. Data Privacy

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the housing rehabilitation program about you and your household is considered private data.

Private data will only be used when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration.
- Auditors who perform required audits of this program.
- Authorized personnel from the Minnesota Department of Employment and Economic Development, the U. S. Department of Housing and Urban Development or other local, state and federal agencies providing funding assistance for your loan.
- Those persons who authorized to see it by the applicant.

- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

SECTION VIII. SUMMARY OF STAFF AND RESPONSIBILITIES

The City of Plainview has contracted with SEMMCHRA to administer the Project. SCDP funds will be requested through the City of Plainview. The City of Plainview will be responsible for the submission of Post Closeout Program Income reports and will consult with SEMMCHRA, if necessary, in order to complete the reports.

A. Project Director

The Project Director is responsible for coordinating all program activities and tasks. The Project Director coordinates payments of bills with the City. The Project Director also prepares and submits all required reports including the annual progress reports required by DEED. Clearance of any and all grant conditions, compliance with federal and state regulations and record keeping are also the responsibilities of the Project Director.

B. Housing Inspector

The Housing Inspector is responsible for implementing the rehabilitation activities including inspections and work write-ups, securing competitive bids, bid awards, overseeing the actual rehabilitation activities and inspections for payment.

SECTION VIII. APPLICATION APPROVAL/APPEALS PROCESS

A. Application Approval Process

All applications for assistance must be approved provided all eligibility criteria are met and resources are available. Applications are approved based upon the type of improvements and cost of rehabilitation being requested for the project.

B. Complaints and Disputes

Any person with a complaint concerning their project eligibility, terms of assistance or actual rehabilitation work will first take the complaint to the Project Director. Complaints shall be submitted in writing and shall be addressed to the Project Director. All complaints will receive a written response within thirty (30) days stating action taken regarding complaint.

If further action is required to resolve complaint, an appeal may be made in writing to the Executive Director.

C. Amendments

These policies may be amended from time to time by the Plainview City Council.

SECTION IX. AFTER THE LOAN

A. Reverse Mortgages – SCDP loan agreements must be repaid if homeowner takes out a reverse mortgage on the property.

B. Subordination – During the life of the SCDP loan, recipients may refinance to secure a lower interest rate on a mortgage, not exceeding a loan to value determined by local policy. SCDP grant recipients may use the cash equity to rehabilitate the property. Cash equity for all other uses are not allowed unless the SCDP loan is repaid in full. An exception may be granted based on special circumstances with prior approval from DEED. DEED does not process subordinations. Subordinations are to be reviewed and processed by each respective grantee.

SECTION XII. OUTLINE OF HOUSING REHABILITATION PROCESS

1. Interact with Interested Homeowner

- A. Fill out application for assistance.
- B. Discuss data privacy, get Privacy Warning release signed.
- C. Discuss lead-based paint poisoning notification (Renovate Right Brochure).
- D. Discuss fair housing pamphlet.
- E. Obtain authorization to take pictures of house.
- F. Secure conflict-screening form. If conflict, need to secure exception from the SCDP.
- G. If contract for deed, obtain consent from contract holder.
- H. Get authorization signed by homeowner to verify income, assets and credit (latter if applicable for other leverage programs).
- I. Secure homeowner signatures on “What Can a Homeowner Expect,” the “Homeowner Responsibilities,” and “Walk Away Policy” forms.

2. Verification of Eligibility

- A. Verify income with employer or other documentation.
- B. Verify interest earned or other income.
- C. Check assets at the bank.
- D. Verify that home is not a single-wide mobile home.
- E. Recorder’s Office – verify title and check for liens.
- F. Review Treasurer’s Office – verify that current taxes are paid.
- G. Review Auditor’s Office – verify that all back taxes are paid.
- H. Clearance with State Historical Preservation Officer and home not in 100-year flood plain.
- I. Verify home in city limits or target area (if applicable).
- J. Verify home not a duplex (eligible under SCDP rental rehabilitation)

3. Inspection, Bids, Loan, Authority to Start

- A. Inspector determines project to be feasible or not feasible.
- B. Inspector determines that property is compliant with local nuisance standards (junk, weeds, etc.)
- C. Homeowner notified of lead risk assessment.

- D. Inspection completed, and detailed specification prepared.
- E. Homeowner notified of eligibility or ineligibility, and if eligible the terms of assistance to be provided.
- F. Risk assessment for lead hazards completed. Summary Notice completed, copy provided to homeowner and signed copy in file.
- G. Homeowner approves specifications.
- H. Homeowner chooses contractors to bid on the rehabilitation project, two if low contractor supply in area.
- I. Bid package is provided to the selected contractors. If any of the contractors are not interested in bidding, the homeowner may select a replacement.
- J. Bids opened at pre-selected date. Homeowner chooses contractor to undertake the project. SCDP program funds their percentage of the lowest bid received.
- K. Applicants and projects must be determined as eligible before a commitment of SCDP funds is made.
- L. Homeowner is notified about approval of the scope of work associated with their project.
- M. If required, homeowner deposits "other" financing into rehabilitation escrow account.
- N. Homeowner signs repayment agreement as security for the city.
- O. Homeowner is presented with Right of Rescission form.
- P. Relocation Screening Sheet for Occupant Protection with Lead Hazard Reduction Activities completed and placed in file.
- Q. Notice to Proceed is issued to the contractor.

4. Rehabilitation Project

- A. Project change orders processed, if necessary.
- B. Mortgage amount filled in and is filed with County Recorder.
- C. Partial payments made if required after inspections are completed.
- D. Project completion certificate signed by contractor, homeowner, and Program staff representative.
- E. Lead Clearance completed.
- F. Lien Waivers obtained from contractor, subcontractors, and material suppliers.
- G. Final payment is made after lien waivers and Lead Clearance received.

5. Rehabilitation Project File Maintained

- A. A rehabilitation project file will be maintained on each application for funding, and will include all the appropriate photos, documentation and forms relating to the project.

Southeastern Minnesota Multi-County Housing & Redevelopment Authority
Community Development Department
Rehabilitation Programs – Walk Away Policy

This walk-away policy will be instituted by the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) staff for one or more of the following reasons.

1. When it is determined that it is not economically feasible or possible to bring the unit up to the Department of Housing and Urban Development's (HUD's) Housing Quality Standards (HQS) and Lead Based Paint standards. The purpose of the "walk-away" policy is to prevent investment in a home which is so deteriorated that compliance with the HQS and Lead Based Paint standards cannot be achieved within the maximum allowable funding level.
2. If a property is offered for bid on two separate occasions and no acceptable bid is received, or if the housing auditor confirms that the property cannot feasibly be rehabilitated to HQS and Lead Based Paint standards, within the maximum allowable funding level, SEMMCHRA may elect to "walk-away" from that property and take no further action regarding its renovation. The property owner will be notified in writing within two weeks of the determination to "walk-away".
3. If, in the opinion of the SEMMCHRA inspector, the current monetary value of property to be rehabilitated, together with the funds to be expended thru the Rehabilitation program, cannot bring the net monetary value up to at least the amount of the Rehabilitation funds expended, SEMMCHRA reserves the right to "walk- away" from that property and take no further action regarding its rehabilitation.
4. If the property to be rehabilitated is in an 'unkempt' state which could present Health or Safety hazards to SEMMCHRA personnel or a Rehabilitation Contractor who would be performing the work, the following will apply. "Unkempt" may include, but would not be limited to, general clutter or household garbage, either inside or outside of the property to be rehabilitated. If in the opinion of the SEMMCHRA rehabilitation specialist the property is in an "unkempt" state the property owner will be notified in writing and given thirty days to bring the property up to an acceptable standard of cleanliness as determined by the SEMMCHRA Inspector. If, within that thirty (30) day period, the property is not brought up to an acceptable standard, SEMMCHRA reserves the right to "walk away" from that property and take no further action regarding its rehabilitation. The property owner will be notified in writing within two weeks of this decision.
5. If it becomes apparent that the property owner, or tenants in the case of rental rehabilitation, at any phase of the project, are not willing to comply or accept standard practices of the rehabilitation program that are outlined in the "Steps for Single Family Rehabilitation" and "What to Expect and What Not to Expect" information sheets provided, or the Rehabilitation Policies and Procedures Guideline for the SEMMCHRA.

6. If the SEMMCHRA Staff or the Rehabilitation Contractor decides that continued presence on the job site may constitute a liability to their company due to the owner, or tenants, personal behavior or threatening manner.

If the project is cancelled due to items number 5 or 6, or the property owner chooses to withdraw from the program, after, either the initial inspection or lead risk assessment and inspection has been conducted, a fee of \$600.00 per inspection, up to \$1,200.00, will be charged to the owner of the property. If you continue with the home repairs the costs of the initial inspection will be charged to the program and the cost of the lead testing will be part of the program costs or loan, depending on the program.

Payments shall be made to the SEMMCHRA no later than thirty (30) days following the action that requires the repayment. If such payment is not made within 30 days, collection proceedings will begin to recapture these funds. Collection proceedings include submitting unpaid loan balance plus unpaid interest to Minnesota Department of Revenue Recapture Program.

Illustration 2
Grantee Summary Information Sheet
Small Cities Development Program
State of Minnesota

Grantee: City of Plainview Grant Number: CDAP-24-0048-O-FY25
 All grantees must complete sections 1-6. Grantees whose projects will be administered in whole or in part by other entities must complete section 7.

1. PROJECT DIRECTOR

Cheryl Key
 Name
Executive Director
 Title
S.E. Minnesota Multi-County HRA
 Agency
134 East Second Street
 Address
Wabasha MN 55981
 City State Zip Code
(651) 565-2638 202
 Phone: Area Code Number Extension

commissioner@semmchra.org

E-mail Address

Enter the name and address of Project Director. If Project Director is not an employee of the grantee, but is an employee of a separate implementing agency, please complete section 7.

2. AUTHORIZED OFFICIAL/ENVIRONMENTAL CERTIFYING OFFICER

Keith Holm
 Name
Mayor
 Title
City of Plainview
 Unit of Government
241 West Broadway
 Address
Plainview MN 55964
 City State Zip Code
(507) 534-2229
 Phone: Area Code Number Extension

E-mail Address k.holm@plainviewmn.com

Enter the name and address of the individual designated as authorized official on the grantee's Resolution of Sponsorship. This individual will also certify compliance with environmental laws and regulations.

3. FINANCIAL OFFICER

Ashely Jorgenson
 Name
Contracted Comptroller
 Title
S.E. Minnesota Multi-County HRA
 Agency
134 East Second Street
 Address
Wabasha MN 55981
 City State Zip Code
(952) 939-3213 202
 Phone: Area Code Number Extension

comptroller@semmchra.org

E-mail Address

Enter the name and address of the Financial Officer.

4. FH/EO OFFICER

Sara Fuher
 Name
Grant Administrator
 Title
S.E. Minnesota Multi-County HRA
 Agency
134 East Second Street
 Address
Wabasha MN 55981
 City State Zip Code
(651) 565-2638 221
 Phone: Area Code Number Extension

sara.fuher@semmchra.org

E-mail Address

Enter the name and address of the person designated as FHEO/CEO Officer

5. LABOR STANDARDS OFFICER

Sara Fuher
 Name
Grant Administrator
 Title
S.E. Minnesota Multi-County HRA
 Agency
134 East Second Street
 Address
Wabasha MN 55981
 City State Zip Code
(651) 565-2638 221
 Phone: Area Code Number Extension

sara.fuher@semmchra.org

Email Address

Enter the name and address of the person designated as Labor Standards Officer.

6. ENVIRONMENTAL COORDINATOR

Sara Fuher
 Name
Grant Administrator
 Title
S.E. Minnesota Multi-County HRA
 Agency
134 East Second Street
 Address
Wabasha MN 55981
 City State Zip Code
(651) 565-2638 221
 Phone: Area Code Number Extension

sara.fuher@semmchra.org

E-mail Address

Enter name and address of individual designated to coordinate the Environmental Review.

7. IMPLEMENTING AGENCY (other than Grantee)S.E Minnesota Multi-County HRA

Agency

134 East Second Street

Address

Wabasha MN 55981

City State Zip Code

(651) 565-2638 221

Phone: Area Code Number Extension

sara.fuher@semmchra.org

E-mail Address

Enter name and address of implementing agency if other than grantee.

8. REHABILITATION SPECIALISTJason Hall

Name

Rehabilitation Specialist

Title

S.E. Minnesota Multi-County HRA

Agency

134 East Second Street

Address

Wabasha MN 55981

City State Zip Code

(651) 565-2638 212

Phone: Area Code Number Extension

jhall@semmchra.org

E-mail Address

2026 CITY OF PLAINVIEW
OFFICIAL LISTING

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241 West Broadway
Plainview, MN 55964
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City Administrator:

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Finance Dept
Human Resources:

Vicki Axley
241 West Broadway
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Phone: (507)710-4417
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City Council:

Don Kuschel

Holly Reeve

Brandon Bauman

Lindsay Hammer-Bartley

**Project Title: CITY OF PLAINVIEW HOUSING
REHABILITATION PROGRAM**

Grant Number: CDAP-24-0048-O-FY25

Grant Timeline

Project Task	Anticipated Completion Date
Grant approval from DEED	April 2026 (release of funds obtained)
Last date for rehab applications to be received	March 30, 2028
Date of award of last rehab contracts	May 1, 2028
Estimated program completion date	September 30, 2028

**ADMINISTRATION CONTRACT
WITH
SOUTHEASTERN MINNESOTA MULTI-COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

This contract, for Administrative Services, is between the City of Plainview, (hereinafter referred to as the "Grantee") and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority, (hereinafter referred to as the "HRA").

WHEREAS: The Grantee has received a grant from the State of Minnesota to fund and administer the Small Cities Development Program (SCDP), Minnesota Rules chapter 4300, within the political jurisdiction of the Grantee; and

WHEREAS: The Grantee, which is a local unit of government and is not a state employee, is awarded funds to provide financial assistance to address the need for decent, safe, affordable housing, economic development and public facility needs, and provide a suitable living environment by expanding economic opportunities, principally benefitting low to moderate income households. The activities may include: Housing Rehabilitation – (This includes owner-occupied and single family, duplex and multi-family rental units), Commercial Rehabilitation, and Public Facility Improvements: (i.e. construction or improvements to water and wastewater systems, etc.); and

WHEREAS: The Grantee desires to have the assistance of the HRA, which is a multi-county political subdivision of the State of Minnesota, in the administration of the grant.

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the Grantee and the HRA agree as follows:

1. The term of this contract is from October 1, 2028, through September 30, 2029. This contract shall automatically renew annually and shall coincide with the Federal Fiscal Year.
2. In consideration of financial reimbursement to be made specifically described below and in accordance with the Grantee's Small Cities Development Program grant, the HRA agrees to act as the Administering Agent for the Grantee. As part of the post-grant administrative process, the Grantee may receive monies from borrowers, who have an obligation to repay funds in accordance with the terms of their Repayment Agreement and/or Program Mortgage. The grantee agrees to pay an administrative fee to the HRA during the Federal Fiscal Year in an amount not less than \$250 and not to exceed \$2,000 for administration. If funds are repaid by borrowers, then the administrative fee shall be collected from those repayment(s). The Grantee shall pay 15 percent of a project's total cost for administration of the re-use of funds in the form of a rehabilitation project. Costs, including attorneys' fees and court costs, incurred to collect a defaulted loan will be in addition to the above administrative fee and will be collected from funds collected from borrowers.
3. The HRA shall perform the activities in accordance with all applicable provisions of Title One of the Housing and Community Development Act of 1974, as amended, and its implementing regulation found in Volume 24 of Code of Federal Regulations, Part 570, and all applicable state and federal laws. The HRA shall perform its obligations and activities under this agreement consistent with and in compliance with the Grantee's obligations under the Small Cities Development Program Grant Agreement(s) entered into with the State of Minnesota including all amendments thereto. The grant agreement(s) are specifically identified in Appendix One.

4. **Project Planning.** The HRA will coordinate the preparation of plans, specifications, contracts, reports, budgets and other agreements in a consistent manner with applicable state and federal laws and regulations for all project activities, within the respective limitations of the funds collected on behalf of the Grantee and/or in accordance with the state and federal requirements for rehabilitation projects. Annually, the administrator will determine, based on the dollar amount of funds collected, how the funds will be administered and reported. In the next federal fiscal year, the HRA will allocate the funds for eligible project uses in accordance with the Small Cities Development Program. The HRA will report to the use of funds to the Grantee in a manner consistent with the original grant process.
5. **Borrower Servicing:** The HRA will maintain individual borrower information, based on that data of borrower payments provided monthly by the Grantee. The HRA will perform on the Grantee's behalf the annual 1098 reporting, subordinations and satisfactions. The HRA will follow the established guidelines approved by its board of commissioners. The HRA's board of commissioners will be reviewing and acting on subordinations on behalf of the Grantee. The HRA will follow-up with the borrowers on behalf of the Grantee.
6. **Financial Record Keeping and Control.** The HRA will keep complete and accurate records of all claims and disbursements in accordance with the following procedures:
 - A. **Annual Reports.** The HRA shall prepare and maintain annual post close out reports, including records of individual activities and program recipients in the form and manner required by DEED. At the time of annual reporting, the HRA will determine the type of funds to be reported and utilized in the next federal fiscal year.
 - B. **Financial Reporting and Collection of Funds.** For all collections of loan repayments made pursuant to this agreement, the HRA shall keep financial records to reconcile annually the bank account balance for individual loan payments from all grantees. This data will be provided to the Grantee by the 15th of January in the next calendar year for accounting purposes.
 - C. **Financial Reporting and Use of Funds.** For all expenditures of funds made pursuant to this agreement, the HRA shall keep financial records, including invoices, contracts, receipts, vouchers and other documents sufficient to evidence in proper detail the nature and propriety of the expenditure. For contracts with individual consultants, invoices for payments must state that the work performed and invoiced is in accordance with the terms of the Consultant Contract. Furthermore, these invoices must also state the calendar dates and number of hours of each day for which the consultant is requesting compensation. Accounting methods for this program will meet the standards set forth in Common Rule "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments". The annual uses of funds data will be provided to the Grantee by the 15th of January in the next calendar year for accounting purposes.
 - D. **Audit and Inspection.** Accounts and records related to the funds provided under this Agreement shall be accessible to authorized representatives of the State of Minnesota for the purposes of examination and audit. In addition, Grantee will give the State of Minnesota, Minnesota Department of Employment and Economic Development, Legislative Auditors, State Auditor's Office and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the funds.

7. For the purposes of this contract, the HRA shall be deemed an independent contractor and not an employee of the Grantee. Any and all employees of the HRA or other persons while engaged in the performance of any work or services required by the HRA under this contract, shall not be considered employees of the Grantee.
8. The HRA shall not assign any interest in this contract and shall not transfer any interest in the same, whether by assignment, subcontract or novation, without the prior written consent of the Grantee.
9. Any alteration, variation, modification or waiver of the provisions of this contract shall be valid only after it has been reduced in writing, duly signed by both parties and attached to the original of this contract.
10. The waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of the agreement are cumulative and not mutually exclusive.
11. This contract shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.
12. The Grantee shall have full access to all records relating to the performance of this agreement.
13. In performing the provisions of this contract, the HRA agrees to comply with all Federal, and State Laws and all applicable rules, regulations or standards established by any agency of such governmental units, which are now or hereafter promulgated.
14. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of any federal or state laws or to be otherwise invalid, both parties agree that only those provisions so adjudged shall be invalid and that the remainder of this contract shall remain in full force and effect.
15. The Grantee reserves the right to terminate this contract if the HRA fails to perform any of the provisions hereof. Such termination shall occur ninety (90) days after the HRA's receipt of written notice specifying the grounds thereof, unless, prior to the date, the HRA has cured the alleged non-performance of the provisions of this contract. In the event that the project is terminated or that the grant funds are withdrawn for any reason by the State, the Grantee may terminate this contract without penalty or obligation upon giving ninety (90) days written notice to the HRA.
16. Special Administrative Provisions. All records pertaining to this Agreement shall be maintained by the HRA for a period of at least seven (7) years after the expiration of the term of this Agreement.

The HRA further understands and agrees that it shall be bound by Minnesota Statutes on data privacy with respect to "data on individuals" which collects, receives, stores, uses, creates or disseminates, pursuant to this Agreement. The HRA is a governmental unit that is subject to the Minnesota Data Practices Act, and nothing under this contract can waive or modify its obligation to comply with that Act.

NOTICE OF CONTRACTOR (HRA): You are required by Minnesota Statutes, 1982, Section 270.66 to provide your Social Security Number or Minnesota Tax Identification Number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Minnesota Tax ID: 8024648

Federal Tax ID: 41-6005463

IN WITNESS WHEREOF, the parties hereto have caused this contract to be duly executed.

**SOUTHEASTERN MINNESOTA MULTI-COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

Cheryl Keys, Executive Director

CITY OF PLAINVIEW, MINNESOTA

Keith Holm, Mayor

David Todd, City Administrator

APPENDIX ONE

CDAP-24-0048-O-FY25



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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



Executive Summary

City Council Meeting: February 10, 2026

AGENDA ITEM: Part-Time Police Officer Hire	AGENDA SECTION: New Business
PREPARED BY: Jason Timm, Chief of Police	AGENDA NO. 7.B.
ATTACHMENTS:	APPROVED BY: jt
RECOMMENDED ACTION: Motion to approve the hire of Odessa Ward as a part-time police officer.	

SUMMARY

Our department continues to experience challenges covering shifts when staff take approved time off. At present, we have only one floating position available to cover all PTO and compensatory time requests. Collectively, staff currently have over 3,000 hours of accrued PTO and comp time, and we will also have an officer on maternity leave this spring.

These factors will further strain our ability to maintain adequate staffing levels. To address this ongoing issue, I am proposing the addition of a part-time police officer position.

Last week, we learned that Odessa Ward, who currently works part-time for the Wabasha County Sheriff's Office, is seeking additional part-time employment. Ms. Ward would be an efficient and cost-effective hire. She is already fully trained, possesses the required equipment, and has experience working in this area.

The current starting part-time wage is \$30.67 per hour, with no health benefits associated with the position. Adding a part-time officer at this rate would help alleviate staffing shortages, improve schedule flexibility, and reduce reliance on overtime while maintaining public safety services.