REGULAR CITY COUNCIL MEETING
AGENDA
Tuesday, April 8, 2025, at 6:00 P.M.
Location: Council Chamber at City Hall 241 W Broadway Plainview

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

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

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

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

4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT AGENDA**
   - A. City Council Minutes – March 11, 2025
   - B. Bills
   - C. Permits/Licenses/Donations
     - a. Loudspeaker Permit – Church of Christ – June 8, 2025
     - b. Loudspeaker Permit – Church of Christ – August 24, 2025
   - D. Department Head Reports and Board Minutes
6. **PUBLIC HEARING**
   - A. Council Approval of Citizen Participation Plan
   - B. Public Hearing – SEMMCHRA-Small Cities Development Program Grant Application
7. **NEW BUSINESS**
   - A. SEMMCHRA – Small Cities Development Program Grant – Resolution 2025-07
   - B. 2025 Summer Hires – Public Works
   - C. 2025 Brush Chipping
   - D. 2025 Chip Sealing
   - E. 2025 Dodge Durango Purchase
   - F. Motorola APX-6000 Portable Radio Purchase
   - G. Budget Amendments – Resolution 2025-06
8. **INFORMATION ONLY DOCUMENTS**
   - A. Spring Clean-Up – May 17, 2025
9. **COUNCIL COMMENT**
10. **ADJOURN**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8 , 2025

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 March11, 2025, Regular Meeting Proceedings.	

PLAINVIEW CITY COUNCIL
REGULAR MEETING
Tuesday March 11, 2025, at 6:00 P.M.

1. CALL TO ORDER- Mayor Holm called the Regular Plainview City Council meeting to order on Tuesday March 11, 2025, 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, Finance Director Vicki Axley, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, Police Chief Jason Timm, and Public Works Director Shane Loftus.

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

Guests in attendance: Chad Gelner, Jae Gourley, Sam Johnston, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENTS – None.

4. **APPROVAL OF AGENDA** – Motion by Reeve, second by Kuschel to approve the Agenda with the addition of 7.E. Summary Publication of Annexation Ordinance 2025-02.
Motion carried unanimously.

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

- **A.** City Council Minutes –February 11, 2025.
- **B.** Bills
- **C.** Permits/Licenses/Donations
  1. 3.2% Liquor License Renewal – Kwik Trip
  2. 3.2% Liquor License Renewal – BP Lyons Oil
  3. Gambling Permit – St. Joachim’s Fall Festival 2025
  4. Loudspeaker Permit – St. Joachim’s Fall Festival 2025
  5. Liquor Temporary On-Sale Permit – St. Joachim’s Fall Festival 2025
  6. Gambling Permit – Lions Club – American Legion – March 29, 2025
- **D.** Department Head Reports and Board Minutes
- **E.** Council Liaison Assignments – Updated

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS –

A. 2025 Pool Employee Hires –

The interview and hiring process for the 2025-pool season is complete for Water Aerobics, Headguard, Water Safety Instructor (WSI), Lifeguard, and Desk Attendant positions. Pool Manager Michelle Olig has provided a list of employees to be approved by Council. All hires are pending drug screens and background checks. Some hires are contingent on passing the Water Safety Instructor Course or Lifeguard Training.

Motion by Reeve, second by Bauman to approve the hiring of pool employees as listed for the 2025 pool season.

<u>Headguards/$17.58</u>
Ellie Eidenschink
Kadence Ihrke
Noah Eidenschink
Molly Eversman
Emma Tentis
Isabelle Loftus
Gavin Staudacher

<u>WSI/$15.83</u>
Presley Marshman
Maryn Kreofsky
Adyson Nielsen
Karly Peter
Delani Schweim
Lyllia Benike
Taylor Tentis
Olivia Benike
Lucille Doane
Danica Heppding
Cole Floeter
Landon Staudacher
Elizabeth Curtiss**
Anika Steel**
Brynlee Beauperlant**
Maura Marshman**
Paige Marshman**
Cate Rahman**
Sadie Schroeder**
Alyvial Engler**

<u>Lifeguards/$14.78</u>
Kayden Klavetter
Khloe Peter*
Collin Tentis*
Nora Henry*
Jocelyn Loya*
Reid Ihrke*
Mayah Ennis*
Josephine Schneider*
Laney Gusa*
Patrick Conway*

*Contingent on passing Lifeguard Training on May 25 and May 30, 2025

<u>Water Aerobics/$14.78</u>
Tamara Sawyer
Bonnie Bosma

<u>Desk Attendants/$13.20</u>
Teagan Loftus
Lauren Klavetter
Hazel Bartley
Mary Tienter
Ryla Meyer
Hallie Busby

**Contingent on passing the Water Safety Instructor Course on June 3 and 4, 2025.

Aye: Holm, Reeve, Bauman, and Kuschel.
Nay: None.
Abstain: Hammer Bartley.

B. Multiple Pet Permit – Maddie Streiff –

The City received a multiple pet permit for Maddie Streiff at 35 East Broadway. Streiff is requesting a multiple pet permit as she is a new resident to Plainview and was advised by Plainview Police Department that she needed to have a multiple pet permit to own/house three dogs at her residence. There will be three dogs in total in

the home. All dogs are current on vaccinations and all fees have been paid.
Motion by Hammer Bartley, second by Reeve to approve the permit application for multiple pets for Maddie Streiff.
Motion carried unanimously.

C. **County Hazard Mitigation Plan – Resolution 2025-04** –
The Wabasha County Hazard Mitigation Plan (HMP) is a multi-jurisdictional plan that covers Wabasha County, including all cities and townships within the county. The Wabasha County HMP also incorporates the concerns and needs of the school districts and related agencies, organizations, or businesses participating in the planning process. Hazard mitigation planning helps Wabasha County and other jurisdictions protect their residents. Collaborating with local communities through the process helps identify vulnerabilities and develop strategies to reduce or eliminate the effects of a potential hazard. In addition, increasing public awareness of natural disasters and encouraging personal preparedness helps to create a community that is resilient to disaster, and breaks the cycle of response and recovery. Updating the plan further allows Wabasha County and its jurisdictions to be eligible to apply for future FEMA Hazard Mitigation Assistance grant program funding for projects that help to reduce or eliminate the impacts of future natural hazard events. Links to the City of Planview Mitigation Action Chart and the Wabasha County HMP 2024 were given to the Council to review.
Motion by Bauman, second by Kuschel to approve Resolution 2025-04 adopting the 2024 Wabasha County Hazard Mitigation Plan.
Motion carried unanimously.

D. **Dump Box Purchase** –
The Public Works Director Shane Loftus brought the request to purchase a dump box for the 2000 Sterling Truck before the Council. The current dump box has become rusted and is failing. When Loftus researched repairing the current dump box, the cost was extensive and would only last a couple years. The Sterling truck is used for various tasks including hauling compost to the quarry, flushing sewers, hauling steel to recyclers, and hauling/plowing snow. The request for bids to purchase a new dump box was sent out. The following bids were received:

Crysteel	$25,985.00
Universal Truck	$38,550.00

Motion by Reeve, second by Kuschel to approve the purchase of a dump box from Crysteel for $25,985.00.
Motion carried unanimously.

E. **Summary Publication for Annexation – Resolution 2025-05** –
The City of Plainview passed Ordinance 2025-02, an ordinance annexing land located in Plainview Township into the city pursuant to MINN. STAT.§ 414.033, SUBD. 2(3), permitting annexation by ordinance. The Summary Publication will be sent to the Plainview News for publication in accordance with MINN. STAT§ 412.191, SUBD 4.
Motion by Reeve, second by Hammer Bartley to approve Resolution 2025-05 providing for Summary Publication of Annexation by Ordinance.
Motion carried unanimously.

9. INFORMATION ONLY DOCUMENTS –

A. **Open Book Appeal –** The Board of Appeal and Equalization for the City of

Plainview will be open from April 10, 2025, to May 16, 2025. Residents can contact the Assessor's Office for an appointment. This notice is posted at City Hall, the Plainview Post Office, the City's website, City's Facebook page, and in the Plainview News.

B. **Medallion Hunt – Sip and Shop Event March 14, 2025** – There will be a medallion hunt sponsored by WPVW during the Sip and Shop Event March 14, 2025.

10. COUNCIL COMMENT

-Hammer Bartley – Gave an update on the Envision Plainview Group, which will be hosting a daycare provider appreciation event Tuesday, March 18, 2025. Have been partnering with the City's CEDA representative Allison, who invited daycare providers in the area. This event is sponsored by Southern Minnesota Initiative Foundation (SMIF) along with donations from WPVW radio station, KBS, Foresight Bank, Peoples State Bank, Carrie Eversman, and the City of Plainview.
-Holm – Amended the liaison list, Reeve will be the Fire Department Liaison and Bauman will be the Public Works Department Liaison.
-Holm – Thanked the Councilmembers for their work at the February 27, 2025, meeting. Impressed with what the Councilmembers shared; it was a tough decision that was not made lightly. Appreciated that Councilmembers took the time and talked to people regarding the annexation.

11. ADJOURN –

Motion by Holm, second by Hammer Bartley to adjourn the Plainview City Council meeting.
Motion carried. Meeting adjourned at 6:21 p.m.

______________________________ ______________________________

Holly Reeve, Mayor Pro-Tempore Carol Kujath, City Clerk

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

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 the attached report.	

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105234 ABDO SPOTLIGHT-MAGIC WAGON								
03/19/2025	0062593	1	Invoice	BOOKS/LIBRARY	03/04/2025	03/19/2025	725.60	211-45500-592
Total 105234 ABDO SPOTLIGHT-MAGIC WAGON:							725.60	
524 ALEX AIR APPARATUS								
03/27/2025	INV-51802	1	Invoice	1" TUBULAR, RESCUE CARABINER TWISTL	03/03/2025	03/28/2025	515.11	101-42200-221
03/19/2025	INV-51823	1	Invoice	PS 7000 SPECTACLE KIT/FIRE DEPT	03/06/2025	03/19/2025	248.26	101-42200-221
03/19/2025	INV-51823	2	Invoice	PS 7000 SPECTACLE KIT/RURAL FIRE DEPT	03/06/2025	03/19/2025	248.26	245-42200-221
03/19/2025	INV-51873	1	Invoice	LOAD & LOCK WALKWAY BRACKETS/FIRE D	03/13/2025	03/19/2025	423.98	101-42200-221
Total 524 ALEX AIR APPARATUS:							1,435.61	
751 ANCOM COMMUNICATIONS								
03/28/2025	127031	1	Invoice	RADIO BATTERIES/FIRE DEPT	03/27/2025	03/28/2025	1,144.20	101-42200-221
Total 751 ANCOM COMMUNICATIONS:							1,144.20	
106617 AT&T MOBILITY								
03/12/2025	2872918546	1	Invoice	PHONES POLICE	02/25/2025	03/12/2025	685.51	101-42100-321
03/26/2025	2872969810	1	Invoice	PHONES & IPADS/FIRE DEPT	03/11/2025	03/27/2025	152.92	101-42200-321
Total 106617 AT&T MOBILITY:							838.43	
106375 AXON ENTERPRISES, INC.								
03/24/2025	INUS331418	1	Invoice	TASER CERTIFICATION BUNDLE/PD	03/15/2025	03/24/2025	6,279.99	101-42100-240
Total 106375 AXON ENTERPRISES, INC.:							6,279.99	
104716 BAKER & TAYLOR								
03/19/2025	L2300462 M	1	Invoice	BOOKS/LIBRARY	02/25/2025	03/19/2025	1,319.65	211-45500-592
Total 104716 BAKER & TAYLOR:							1,319.65	
31 BENNETT & SONS SAND & GRAVEL								
03/21/2025	41878	1	Invoice	FIND WATER LEAK, HAUL OUT FILL, FILL SA	02/25/2025	03/21/2025	8,541.75	601-49400-228
03/21/2025	41883	1	Invoice	PILE SNOW, CLEAN LOT 2/10/25 & 2/15/25	02/28/2025	03/21/2025	866.25	101-43125-310
Total 31 BENNETT & SONS SAND & GRAVEL:							9,408.00	
106463 BOLTON & MENK, INC.								
03/13/2025	0357915	1	Invoice	2025 GENERAL ENGINEERING	02/28/2025	03/13/2025	400.00	101-41500-303
03/13/2025	0357915	2	Invoice	STREET MAINTENANCE	02/28/2025	03/13/2025	200.00	101-43100-303
03/13/2025	0357917	1	Invoice	3RD AVE NE WATERMAIN RELOCATION	02/28/2025	03/13/2025	1,307.00	601-49400-303
03/28/2025	0359179	1	Invoice	WELL #3 NEW WATER TOWER PROJECT	03/26/2025	03/26/2025	71,550.00	601-49400-303
Total 106463 BOLTON & MENK, INC.:							73,457.00	
106455 BRAUN INTERTEC CORPORATION								
03/13/2025	B419752	1	Invoice	GEOTECHNICAL EVALUATION-WATER TOW	02/25/2025	03/13/2025	4,400.00	601-49400-310
Total 106455 BRAUN INTERTEC CORPORATION:							4,400.00	
106834 CANON FINANCIAL SERVICES, INC.								
03/19/2025	39114571	1	Invoice	COPIER/LIBRARY	03/12/2025	03/19/2025	66.80	211-45500-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106834 CANON FINANCIAL SERVICES, INC.:							66.80	
106997 CARRIE EVERSMAN LLC								
03/27/2025	APRIL 2025	1	Invoice	PROPERTY MANAGEMENT-EDA BUILDING	03/27/2025	03/28/2025	300.00	101-46500-401
Total 106997 CARRIE EVERSMAN LLC:							300.00	
106453 CHERRY LAKE PUBLISHING								
03/19/2025	273369	1	Invoice	BOOKS/LIBRARY	02/21/2025	03/19/2025	86.05	211-45500-592
Total 106453 CHERRY LAKE PUBLISHING:							86.05	
106758 COMPASS MINERALS AMERICA INC.								
03/19/2025	1471196	1	Invoice	BULK COARSE LA- HWY	02/28/2025	03/19/2025	7,816.14	101-43125-217
Total 106758 COMPASS MINERALS AMERICA INC.:							7,816.14	
104935 CRABTREE PUBLISHING COMPANY								
03/19/2025	595852	1	Invoice	BOOKS/LIBRARY	02/19/2025	03/19/2025	91.80	211-45500-592
Total 104935 CRABTREE PUBLISHING COMPANY:							91.80	
106428 DATA SMART COMPUTERS INC.								
03/13/2025	91133	1	Invoice	BATTERY BACK UP SERVER/ADMIN	02/28/2025	03/13/2025	949.40	101-41500-580
03/13/2025	91473	1	Invoice	IT SUPPORT/ADMIN	03/11/2025	03/13/2025	72.50	101-41500-310
03/28/2025	91523	1	Invoice	MICROSOFT MONTHLY LICENSES	03/17/2025	03/28/2025	245.80	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							1,267.70	
105564 DEARBORN LIFE INS CO.								
03/27/2025	APRIL 2025	1	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	178.75	101-41500-131
03/27/2025	APRIL 2025	2	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	373.88	101-42100-131
03/27/2025	APRIL 2025	3	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	88.01	101-43100-131
03/27/2025	APRIL 2025	4	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	81.83	211-45500-131
03/27/2025	APRIL 2025	5	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	31.38	225-45200-131
03/27/2025	APRIL 2025	6	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	36.27	601-49400-131
03/27/2025	APRIL 2025	7	Invoice	EMPLOYEE INS.	03/13/2025	03/28/2025	36.76	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							826.88	
68 DEMCO								
03/19/2025	7613646	1	Invoice	BOOK TAPE/LIBRARY	03/06/2025	03/19/2025	207.78	211-45500-201
Total 68 DEMCO:							207.78	
105835 FARRELL EQUIP & SUPPLY								
03/13/2025	202666	1	Invoice	HEX BREAKER HAMMER/PW	02/21/2025	03/13/2025	1,599.99	101-43100-221
Total 105835 FARRELL EQUIP & SUPPLY:							1,599.99	
105049 FIRE SAFETY USA, INC.								
03/19/2025	198834	1	Invoice	F-72 NOZZLE/RURAL FIRE DEPT	03/12/2025	03/19/2025	545.74	245-42200-221
Total 105049 FIRE SAFETY USA, INC.:							545.74	
105806 FLAHERTY & HOOD, P.A.								
03/13/2025	22709	1	Invoice	FEBRUARY LABOR LEGAL FEES	03/05/2025	03/13/2025	240.00	101-41500-304

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/13/2025	22797	1	Invoice	FEBRUARY GENERAL LEGAL FEES	03/05/2025	03/13/2025	2,627.50	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							2,867.50	
106564 HAWKINS, INC.								
03/18/2025	7010184	1	Invoice	Water Supplies	03/17/2025	03/19/2025	814.43	601-49400-217
Total 106564 HAWKINS, INC.:							814.43	
105970 HG ELECTRIC, LLC								
03/19/2025	C1296	1	Invoice	REMOVE CORD FROM OLD COMPRESSOR	03/12/2025	03/20/2025	115.00	101-42200-223
Total 105970 HG ELECTRIC, LLC:							115.00	
116 HIGH PLAINS								
03/20/2025	1986	1	Invoice	FUEL/RURAL FIRE DEPT	02/05/2025	03/20/2025	146.51	245-42200-212
03/20/2025	2303	1	Invoice	FUEL/SNOW	02/07/2025	03/20/2025	28.99	101-43125-212
03/20/2025	234316	1	Invoice	FUEL/RURAL FIRE DEPT	02/05/2025	03/20/2025	55.78	245-42200-212
03/20/2025	2408	1	Invoice	FUEL/SNOW	02/07/2025	03/20/2025	52.57	101-43125-212
03/20/2025	3078	1	Invoice	FUEL/SNOW	02/10/2025	03/20/2025	119.23	101-43125-212
03/20/2025	3085	1	Invoice	FUEL/SNOW	02/10/2025	03/20/2025	89.89	101-43125-212
03/20/2025	4321	1	Invoice	FUEL/SNOW	02/15/2025	03/20/2025	15.97	101-43125-212
03/20/2025	4640	1	Invoice	FUEL/SNOW	02/16/2025	03/20/2025	146.10	101-43125-212
03/20/2025	4642	1	Invoice	FUEL/SNOW	02/16/2025	03/20/2025	117.61	101-43125-212
03/20/2025	5526	1	Invoice	FUEL/SNOW	02/10/2025	03/20/2025	107.92	101-43125-212
03/20/2025	5665	1	Invoice	FUEL/SNOW	02/11/2025	03/20/2025	33.83	101-43125-212
03/20/2025	6220	1	Invoice	FUEL/SNOW	02/14/2025	03/20/2025	42.24	101-43125-212
03/20/2025	6740	1	Invoice	FUEL/PW	02/20/2025	03/20/2025	89.45	101-43100-212
03/20/2025	7629	1	Invoice	FUEL/SNOW	02/27/2025	03/20/2025	148.37	101-43125-212
Total 116 HIGH PLAINS:							1,194.46	
107012 IMPERIAL DADE								
03/18/2025	4341291	1	Invoice	HINGE/PW	02/10/2025	03/21/2025	29.00	101-43100-217
03/18/2025	4341291 CR	1	Invoice	CREDIT HINGE/PW	02/27/2025	03/21/2025	29.00-	101-43100-217
Total 107012 IMPERIAL DADE:							.00	
348 JOHN DEERE FINANCIAL								
03/26/2025	IP51958	1	Invoice	HARDWARE/WATER	03/21/2025	03/27/2025	77.52	601-49400-228
Total 348 JOHN DEERE FINANCIAL:							77.52	
106520 KENNY SYLVESTER CONSTRUCTION								
03/19/2025	FEB 11 - MA	1	Invoice	CLEANING CITY HALL/COUNCIL	03/17/2025	03/19/2025	600.00	101-41110-401
03/19/2025	FEB 11 - MA	2	Invoice	CLEANING CITY HALL/ADMIN	03/17/2025	03/19/2025	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
106730 KUJATH, CAROL								
03/19/2025	3/17/25 MILE	1	Invoice	MILEAGE TO COSTCO FOR SUPPLIES	03/17/2025	03/20/2025	36.68	101-41500-331
Total 106730 KUJATH, CAROL:							36.68	
106329 LAKE CITY RECYCLING & DISPOSAL								
03/13/2025	3/03/2025	1	Invoice	GARBAGE/CEMETERY	03/03/2025	03/13/2025	72.54	235-49010-384
03/13/2025	3/03/2025	2	Invoice	GARBAGE/PARKS	03/03/2025	03/13/2025	72.54	225-45200-384
03/13/2025	3/03/2025	3	Invoice	GARBAGE/PARKS	03/03/2025	03/13/2025	72.54	225-45200-384

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/13/2025	3/03/2025	4	Invoice	GARBAGE/STREETS	03/03/2025	03/13/2025	50.25	101-43100-384
03/13/2025	3/03/2025	5	Invoice	GARBAGE/PW	03/03/2025	03/13/2025	72.54	101-43100-384
03/13/2025	3/03/2025	6	Invoice	GARBAGE/FIRE HALL	03/03/2025	03/13/2025	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							395.17	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
03/19/2025	424351	1	Invoice	PATROL SUBSCRIPTION/PD	03/03/2025	03/19/2025	900.00	101-42100-433
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							900.00	
106720 LOFFLER COMPANIES INC.								
03/19/2025	38722279	1	Invoice	ADMIN COPIER LEASE	03/07/2025	03/19/2025	161.22	101-41500-401
03/19/2025	4959374	1	Invoice	COPIES/LIBRARY	03/03/2025	03/19/2025	40.30	211-45500-401
Total 106720 LOFFLER COMPANIES INC.:							201.52	
175 MICHAEL'S TIRE & AUTO								
03/13/2025	139738	1	Invoice	231 OIL CHANGE, WASHER FLUID/PD	02/17/2025	03/13/2025	63.80	101-42100-221
03/13/2025	139764	1	Invoice	211 TIRE PRESSURE SENSORS/PD	02/20/2025	03/13/2025	301.80	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							365.60	
106719 MIDWEST TAPE								
03/19/2025	2000018848	1	Invoice	MOVIES/LIBRARY	02/28/2025	03/19/2025	321.16	211-45500-592
Total 106719 MIDWEST TAPE:							321.16	
184 MINNESOTA MAYOR ASSOCIATION								
03/28/2025	JAN 2025	1	Invoice	MEMBERSHIP	03/27/2025	03/28/2025	30.00	101-41110-433
Total 184 MINNESOTA MAYOR ASSOCIATION:							30.00	
104410 MN DEPARTMENT OF HEALTH								
03/19/2025	31325	1	Invoice	WATER SYSTEM OPERATOR RENEWAL/S. L	03/13/2025	03/19/2025	23.00	601-49400-331
Total 104410 MN DEPARTMENT OF HEALTH:							23.00	
188 MN DEPARTMENT OF PUBLIC SAFETY								
03/27/2025	DANGEROU	1	Invoice	DANGEROUS DOG SIGNS/PD	03/19/2025	03/27/2025	37.32	101-42100-406
Total 188 MN DEPARTMENT OF PUBLIC SAFETY:							37.32	
223 MN ENERGY RESOURCES CORP.								
03/06/2025	0502616026	1	Invoice	GAS UTILITY/POOL	02/27/2025	03/06/2025	49.68	225-45128-383
03/19/2025	0503494971	1	Invoice	GAS UTILITY/ICE RINK	03/04/2025	03/19/2025	34.35	225-45127-383
Total 223 MN ENERGY RESOURCES CORP.:							84.03	
105717 MOTOROLA SOLUTIONS, INC.								
03/19/2025	8282059408	1	Invoice	MICROPHONE/FIRE DEPT	01/18/2025	03/19/2025	766.08	101-42200-221
03/19/2025	8282061355	1	Invoice	CHARGER/FIRE DEPT	01/23/2025	03/19/2025	1,074.24	101-42200-221
Total 105717 MOTOROLA SOLUTIONS, INC.:							1,840.32	
202 OLMSTED MEDICAL CENTER								
03/28/2025	3/18/25	1	Invoice	NEW EMPLOY DRUG SCREEN/POOL	03/18/2025	03/28/2025	39.00	225-45128-310

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 202 OLMSTED MEDICAL CENTER:							39.00	
106085 ON-SITE COMPUTERS, INC.								
03/13/2025	CW98805	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	03/03/2025	03/13/2025	98.00	101-42100-310
03/13/2025	CW99020	1	Invoice	REMOTE SUPPORT-WORD NOT WORKING/P	02/28/2025	03/13/2025	71.92	101-42100-310
03/13/2025	CW99063	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	03/05/2025	03/13/2025	167.81	101-42100-310
Total 106085 ON-SITE COMPUTERS, INC.:							337.73	
106983 PEM POST PROM								
03/11/2025	POST PROM	1	Invoice	DONATION TO PEM POST PROM PARTY	03/10/2025	03/11/2025	350.00	101-42100-438
Total 106983 PEM POST PROM:							350.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
03/14/2025	2643900 MA	1	Invoice	ELEC WELL #3	03/06/2025	03/14/2025	542.00	601-49400-381
03/14/2025	2647400 MA	1	Invoice	ELEC ICE RINK	03/06/2025	03/14/2025	155.00	225-45127-381
03/14/2025	2658900 MA	1	Invoice	ELEC POOL	03/06/2025	03/14/2025	159.00	225-45128-381
03/14/2025	2706100 MA	1	Invoice	ELEC NE LIFT STATION	03/06/2025	03/14/2025	363.00	602-49450-381
03/14/2025	2709900 MA	1	Invoice	ELEC WEST BROADWAY	03/06/2025	03/14/2025	11.00	101-42500-381
03/14/2025	2714900 MA	1	Invoice	ELEC STREET LIGHTS	03/06/2025	03/14/2025	3,216.00	101-43100-381
03/14/2025	2738000 MA	1	Invoice	ELEC WELL #2	03/06/2025	03/14/2025	2,773.00	601-49400-381
03/14/2025	2739100 MA	1	Invoice	ELEC PW BUILDING	03/06/2025	03/14/2025	372.00	101-43100-381
03/14/2025	2747700 MA	1	Invoice	ELEC SW SIREN	03/06/2025	03/14/2025	79.00	101-42500-381
03/14/2025	2764400 MA	1	Invoice	ELEC NW LIFT STATION	03/06/2025	03/14/2025	472.00	602-49450-381
03/14/2025	2767800 MA	1	Invoice	ELEC CEMETERY FLAG LIGHT	03/06/2025	03/14/2025	66.00	235-49010-381
03/19/2025	2777600 MA	1	Invoice	ELEC LIBRARY	03/06/2025	03/19/2025	261.00	211-45500-381
03/14/2025	3036800 MA	1	Invoice	ELEC FIRE DEPT	03/06/2025	03/14/2025	228.00	101-42200-381
03/14/2025	3038100 MA	1	Invoice	ELEC CITY HALL/COUNCIL	03/06/2025	03/14/2025	134.66	101-41110-381
03/14/2025	3038100 MA	2	Invoice	ELEC CITY HALL/ADMIN	03/06/2025	03/14/2025	134.67	101-41500-381
03/14/2025	3038100 MA	3	Invoice	ELEC CITY HALL/PD	03/06/2025	03/14/2025	134.67	101-42100-381
03/14/2025	3041300 MA	1	Invoice	ELEC WEDGEWOOD PARK	03/06/2025	03/14/2025	72.00	225-45200-381
03/14/2025	3042300 MA	1	Invoice	ELEC WATER TOWER	03/06/2025	03/14/2025	326.00	601-49400-381
03/14/2025	3043900 MA	1	Invoice	ELEC BIKE TRAIL	03/06/2025	03/14/2025	74.00	225-45200-381
03/14/2025	3274000 MA	1	Invoice	ELEC 6TH ST SW LIGHTS	03/06/2025	03/14/2025	103.72	101-43100-381
03/14/2025	3274100 MA	1	Invoice	ELEC 4TH ST SW LIGHTS	03/06/2025	03/14/2025	122.40	101-43100-381
03/14/2025	3274200 MA	1	Invoice	ELEC 2ND ST SW LIGHTS	03/06/2025	03/14/2025	109.94	101-43100-381
03/14/2025	3274300 MA	1	Invoice	ELEC 1ST ST SW LIGHTS	03/06/2025	03/14/2025	89.02	101-43100-381
03/14/2025	3333200 MA	1	Invoice	ELEC ECKSTEIN TENNIS COURTS	03/06/2025	03/14/2025	77.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							10,075.08	
104294 PLAINVIEW AREA COMM. CENTER								
03/19/2025	2025	1	Invoice	2025 FUNDING	03/10/2025	03/19/2025	12,500.00	101-49300-425
Total 104294 PLAINVIEW AREA COMM. CENTER:							12,500.00	
240 PLAINVIEW POSTMASTER								
04/01/2025	APRIL 2025	1	Invoice	APRIL 2025 UTILITY BILLS	04/01/2025	04/01/2025	270.30	601-49400-322
04/01/2025	APRIL 2025	2	Invoice	APRIL 2025 UTILITY BILLS	04/01/2025	04/01/2025	270.30	602-49450-322
Total 240 PLAINVIEW POSTMASTER:							540.60	
105152 PURCHASE POWER								
03/19/2025	0602-5906 3/	1	Invoice	POSTAGE REFILL	03/11/2025	03/20/2025	441.99	101-41500-322

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105152 PURCHASE POWER:							441.99	
105024 R & K AUTO BODY								
03/25/2025	MARCH 25,	1	Invoice	DOOR LIMITER/PW	03/25/2025	03/25/2025	48.57	101-43100-221
Total 105024 R & K AUTO BODY:							48.57	
107027 SAFEBUILT, LLC								
03/06/2025	1416086	1	Invoice	BUILDING INSPECTIONS	02/28/2025	03/06/2025	95.00	101-41500-316
03/06/2025	1419026	1	Invoice	BUILDING INSPECTIONS	02/28/2025	03/06/2025	1,109.78	101-41500-316
Total 107027 SAFEBUILT, LLC:							1,204.78	
268 SELCO								
03/19/2025	53254	1	Invoice	WEBSITE HOSTING/LIBRARY	02/21/2025	03/19/2025	230.00	211-45500-310
03/19/2025	53307	1	Invoice	ILS PACKAGE, PC SUPPORT/LIBRARY	03/04/2025	03/19/2025	447.71	211-45500-310
Total 268 SELCO:							677.71	
284 STREICHER'S								
03/13/2025	I1748837	1	Invoice	UNIFORM/L. SZYMANSKI	02/28/2025	03/13/2025	89.98	101-42100-417
Total 284 STREICHER'S:							89.98	
107041 THOMAS SCIENTIFIC HOLDINGS, LLC								
03/20/2025	175429	1	Invoice	EVIDENCE BAGS/PD	11/01/2024	03/20/2025	89.71	101-42100-228
Total 107041 THOMAS SCIENTIFIC HOLDINGS, LLC:							89.71	
716 THREE RIVERS COMMUNITY ACTION								
03/21/2025	MARCH 202	1	Invoice	TRANSIT BUS FEES-CREDIT CARD CHARGE	03/21/2025	03/21/2025	250.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							250.00	
105461 VISA/TCM BANK N.A.								
03/19/2025	#0165 MARC	1	Invoice	OVERDRIVE-AUDIOBOOK/LIBRARY	03/02/2025	03/19/2025	53.99	211-45500-592
03/19/2025	#0165 MARC	2	Invoice	AMAZON-BOOKS/LIBRARY	03/02/2025	03/19/2025	20.90	211-45500-592
03/11/2025	#6188 MARC	1	Invoice	AMAZON-REPLACEMENT FOR SYLVANIA 58	03/02/2025	03/11/2025	100.20	225-45200-223
03/11/2025	#6196 MARC	1	Invoice	N. TOOL & EQUIP-COUPLER, FOAM CANNO	03/02/2025	03/11/2025	55.98	101-43100-217
03/11/2025	#6196 MARC	2	Invoice	MENARDS-SUPPLIES/PW	03/02/2025	03/11/2025	336.01	101-43100-217
03/11/2025	#6196 MARC	3	Invoice	KBS-GLOVES UNIFORM/S. LARSON	03/02/2025	03/11/2025	36.98	602-49450-417
03/11/2025	#6196 MARC	4	Invoice	DAKOTA FLUID POWER-SERVICE HYDRAULI	03/02/2025	03/11/2025	908.43	101-43100-221
03/11/2025	#6196 MARC	5	Invoice	LATE FEE/PW	03/02/2025	03/11/2025	40.00	101-43100-437
03/11/2025	#6196 MARC	6	Invoice	FINANCE CHARGES/PW	03/02/2025	03/11/2025	15.60	101-43100-437
03/11/2025	#6634 MARC	1	Invoice	SP BRUNT-UNIFORM SHOES/B. FLIES	03/02/2025	03/11/2025	140.89	601-49400-417
03/11/2025	#6840 MARC	1	Invoice	AMAZON-BUSINESS HOURS SIGN/ADMIN	03/02/2025	03/11/2025	55.86	101-41500-217
03/11/2025	#6840 MARC	2	Invoice	AMAZON-CONFERENCE ROOM CAMERA &	03/02/2025	03/11/2025	309.00	101-41110-217
03/11/2025	#6840 MARC	3	Invoice	ZOOM-RENEWAL/ADMIN	03/02/2025	03/11/2025	159.90	101-41500-433
03/11/2025	#6840 MARC	4	Invoice	ADOBE-C. KUJATH	03/02/2025	03/11/2025	21.46	101-41500-433
03/12/2025	#6998 MARC	1	Invoice	BCA TRAINING-DMT G CERT. M. HUEMANN/	03/02/2025	03/12/2025	375.00	101-42100-331
03/12/2025	#6998 MARC	2	Invoice	GALLS-FLASHLIGHT/PD	03/02/2025	03/12/2025	99.80	101-42100-417
03/12/2025	#6998 MARC	3	Invoice	LATE FEE/PD	03/02/2025	03/12/2025	40.00	101-42100-437
03/12/2025	#6998 MARC	4	Invoice	FINANCE CHARGES/PD	03/02/2025	03/12/2025	17.37	101-42100-437
03/11/2025	#7111 MARC	1	Invoice	CREDIT LATE FEES/PW	03/02/2025	03/11/2025	40.00-	101-43100-437
03/11/2025	#7111 MARC	2	Invoice	CREDIT FINANCE CHARGES/PW	03/02/2025	03/11/2025	6.95-	101-43100-437
03/12/2025	#7228 MARC	1	Invoice	AMERICAN RED CROSS-LIFEGUARD TRAINI	03/02/2025	03/13/2025	300.00	225-45128-331
03/12/2025	#7228 MARC	2	Invoice	GOVT FINANCE OFFICE-V. AXLEY MEMBERS	03/02/2025	03/13/2025	70.00	101-41500-433

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/12/2025	#7798 MARC	1	Invoice	US FLEET TRACKING-MONTHLY SERVICE/P	03/02/2025	03/12/2025	59.90	101-42100-309
03/12/2025	#7798 MARC	2	Invoice	CREDIT LATE FEE/PD	03/02/2025	03/12/2025	40.00-	101-42100-437
03/12/2025	#7798 MARC	3	Invoice	CREDIT FINANCE CHARGES/PD	03/02/2025	03/12/2025	28.65-	101-42100-437
03/12/2025	#7798 MARC	4	Invoice	APPLE.COM/PD	03/02/2025	03/12/2025	.99	101-42100-321
03/12/2025	#7798 MARC	5	Invoice	COSTCO-OFFICE SUPPLIES/PD	03/02/2025	03/12/2025	483.67	101-42100-201
03/12/2025	#7798 MARC	6	Invoice	COSTCO-OFFICE SUPPLIES/PD	03/02/2025	03/12/2025	89.06	101-42100-201
03/12/2025	#7798 MARC	7	Invoice	COSTCO-UNIFORM/A. MCGRAW	03/02/2025	03/12/2025	19.99	101-42100-417
03/12/2025	#7798 MARC	8	Invoice	EXPEDIA-HOTEL BOOKING PROTECTION/P	03/02/2025	03/12/2025	19.50	101-42100-331
03/12/2025	#7798 MARC	9	Invoice	AMAZON-SPACE HEATER/PD	03/02/2025	03/12/2025	26.99	101-42100-228
03/12/2025	#7798 MARC	10	Invoice	AMAZON-UNIFORM/J. PRIETO	03/02/2025	03/12/2025	140.92	101-42100-417
03/12/2025	#7798 MARC	11	Invoice	GALLS-UNIFORM/J. PRIETO	03/02/2025	03/12/2025	145.47	101-42100-417
03/12/2025	#7798 MARC	12	Invoice	WEB HOSTGATOR.COM-PLAN RENEWAL/PD	03/02/2025	03/12/2025	422.14	101-42100-321
03/12/2025	#7798 MARC	13	Invoice	WEB HOSTGATOR.COM-WEEBLY RENEWAL/	03/02/2025	03/12/2025	8.99	101-42100-321
03/12/2025	#7798 MARC	14	Invoice	MANTLE CLOTHING(CENTRIFUGE TRAININ	03/02/2025	03/12/2025	45.00	101-42100-417
03/12/2025	#7798 MARC	15	Invoice	SLICE-PIZZA FOR USE OF FORCE TRAINING	03/02/2025	03/12/2025	108.92	101-42100-331
03/12/2025	#7798 MARC	16	Invoice	AMAZON-TONER/PD	03/02/2025	03/12/2025	22.99	101-42100-201
03/12/2025	#7798 MARC	17	Invoice	DELL-WASTE CARTRIDGE/PD	03/02/2025	03/12/2025	58.50	101-42100-201
03/12/2025	#7798 MARC	18	Invoice	AMAZON-UNIFORM/A. STONING	03/02/2025	03/12/2025	34.67	101-42100-417
03/12/2025	#7798 MARC	19	Invoice	AMAZON-SHOES UNIFORM/A. MCGRAW	03/02/2025	03/12/2025	83.82	101-42100-417
03/12/2025	#7798 MARC	20	Invoice	CURTIS WEB-UNIFORM/J. PRIETO	03/02/2025	03/12/2025	267.57	101-42100-417
03/12/2025	#7798 MARC	21	Invoice	USPS-POSTAGE/PD	03/02/2025	03/12/2025	5.58	101-42100-322
03/12/2025	#7798 MARC	22	Invoice	AIMPOINT INC-UNIFORM/A. STONING	03/02/2025	03/12/2025	533.00	101-42100-417
03/12/2025	#7798 MARC	23	Invoice	AMAZON-LAPTOP BRIEFCASE/A. MCGRAW	03/02/2025	03/12/2025	109.99	101-42100-417
03/12/2025	#7798 MARC	24	Invoice	AMAZON-UNIFORM/A. STONING	03/02/2025	03/12/2025	138.85	101-42100-417
03/11/2025	#8143 MARC	1	Invoice	LATE FEE/PW	03/02/2025	03/11/2025	20.00	101-43100-437
03/11/2025	#8143 MARC	2	Invoice	FINANCE CHARGES/PW	03/02/2025	03/11/2025	1.80	101-43100-437
	Total 105461 VISA/TCM BANK N.A.:						5,890.08	
307 WABASHA COUNTY AUDITOR/TREAS.								
03/13/2025	091-0307202	1	Invoice	MARCH 2025 LEGAL SERVICES CONTRACT	03/07/2025	03/13/2025	1,800.00	101-42100-304
	Total 307 WABASHA COUNTY AUDITOR/TREAS.:						1,800.00	
310 WABASHA IMPLEMENT COMPANY								
03/26/2025	3370	1	Invoice	PARTS/PARKS	03/13/2025	03/27/2025	52.99	225-45200-221
	Total 310 WABASHA IMPLEMENT COMPANY:						52.99	
	Grand Totals:						156,709.29	

Report GL Period Summary

GL Period	Amount
04/25	540.60
03/25	156,168.69
Grand Totals:	156,709.29

Vendor number hash:	8176372
Vendor number hash - split:	13774988
Total number of invoices:	114
Total number of transactions:	169

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	156,709.29	.00	156,709.29
Grand Totals:	156,709.29	.00	156,709.29

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

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM: Permits/Licenses/Donations	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO.** **5.C.**
ATTACHMENTS: None	**APPROVED BY:**
RECOMMENDED ACTION: 1. **Motion** to approve Loudspeaker Permit for Plainview Church of Christ for Church Service in the Park on June 8, 2025. 2. **Motion** to approve Loudspeaker Permit for Plainview Church of Christ for Church Service in the Park on August 24, 2025.	

SUMMARY

1. Plainview Church of Christ has applied for a Loudspeaker permit for Church Service in the Park on Sunday, June 8, 2025, from 6:00 a.m. – 11:00 a.m.

2. Plainview Church of Christ has applied for a Loudspeaker permit for Church service in the Park on Sunday, August 24, 2025, from 6:00 a.m. – 11:00 a.m.

Permit Number	Issued Date	Valuation	Fees Paid	Address	Permit Type	Owner Name	Applicant Name	Notes
25PV-00021	3/20/2025	$30,000.00	$489.43	720 3RD AVE NW	Remodel/Alteration (Residential)	DAVID A & KAREN J REINSCHMIDT	SCHMIDT CARPENTRY LLC	Remode lower (basement) level.
25PV-00022	3/26/2025	$7,000.00	$152.00	412 W BROADWAY	Mechanical (Commercial)	FORESIGHT BANK	HALEY COMFORT SYSTEMS INC	Replace rooftop furnace & ac
25PV-00023	3/7/2025		$76.00	220 1ST AVE SW	Mechanical: Replacement of Single Ap	James D & Jane E Klassen Revocat	HALEY COMFORT SYSTEMS INC	furnace
25PV-00024	3/7/2025		$76.00	315 E BROADWAY	Mechanical (Residential)	DENNIS P ENGEL	Dennis Engel	Install a heating recovery ventilator (HRV) in basement.
25PV-00025	3/7/2025		$64.00	315 E BROADWAY	Plumbing: Replacement of Single Fixtu	DENNIS P ENGEL	Dennis Engel	Install water softener (replacement)
25PV-00026	3/10/2025		$64.00	740 3RD AVE NW	Plumbing: Replacement of Single Fixtu	ALYSSA KUEHN & TARAN SEWALL	B AND C PLUMBING AND HEATING INC	Water Heater Replacement
25PV-00028	3/14/2025		$25.00	215 6TH AVE NE	Fence (up to 7 feet high)	JEANNE P SCHULTZ	Jeanne Schultz	Backyard Fence
25PV-00030	3/18/2025		$64.00	310 3RD AVE SE	Plumbing: Replacement of Single Fixtu	BRETT A FORD	ROCHESTER PLUMBING & HEATING CO	Replace existing water heater.
25PV-00031	3/18/2025		$64.00	430 2ND ST NE	Plumbing: Replacement of Single Fixtu	JACOB A STIRNEMAN	B AND C PLUMBING AND HEATING INC	Water Heater Replacement
25PV-00032	3/24/2025		$81.00	430 4TH ST SW	Plumbing (Residential)	JESSE MARTIN	MAD CITY HOME IMPROVEMENT	2nd floor tub to tub conversion
25PV-00033	3/25/2025	$4,613.00	$126.11	430 4TH ST SW	Remodel/Alteration (Residential)	JESSE MARTIN	MAD CITY HOME IMPROVEMENT	2nd floor tub to tub conversion
25PV-00034	3/24/2025	$5,391.00	$69.00	425 4TH AVE NE	Re-Window/Exterior Door (Same Open	DALTON A & ELIZA J HEROLD	MAD CITY HOME IMPROVEMENT	3 window insert replacements on upper level

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

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
March, 2025

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
- Hillcrest Trailer Court Meter Issue
- 2024 audit field work is scheduled for April 14-16, 2025.
    - Year-end financial work and audit preparation will be on-going until the final audit is completed.

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 March 2025, 856 new meters have been installed and there are 449 old meters left to replace.
- Future projects:
    - File/Organize Old Financial/Personnel Records/Electronic Filing System
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- PERA Police/Fire Certification Reports
- PERA Status Verification Report

Training/Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues
- Meetings with council members and staff regarding current issues

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-121	PERA	165.00	.00	.00	.00
101-41110-122	FICA	812.85	998.00	.00	998.00
101-41110-151	Worker s Comp Insurance Prem	68.39	74.00	59.41	14.59
101-41110-201	Office Supplies(paper-pens-et)	29.86	50.00	27.93	22.07
101-41110-217	Other Operating Supplies	.00	.00	309.00	309.00-
101-41110-310	Other Professional Services	145.00	1,000.00	.00	1,000.00
101-41110-331	Meetings-Conferences (mtgs/mi)	.00	2,500.00	198.00	2,302.00
101-41110-343	Advertising	589.00	500.00	.00	500.00
101-41110-362	Property - Casualty Ins (Auto)	6,718.08	7,054.00	6,433.53	620.47
101-41110-381	Electric Utilities	1,554.33	1,845.00	280.00	1,565.00
101-41110-383	Gas Utilities	701.31	960.00	323.72	636.28
101-41110-401	Contractual Services	7,200.00	7,200.00	1,800.00	5,400.00
101-41110-433	Dues and Subscriptions	8,273.00	11,650.00	4,585.00	7,065.00
101-41110-437	Miscellaneous	89.08	400.00	.00	400.00
101-41110-440	City Cleanup	6,416.89	6,800.00	.00	6,800.00
101-41110-580	Computers & Technology	.00	10,000.00	.00	10,000.00
Total Council:		46,062.79	64,331.00	14,016.59	50,314.41
Elections					
101-41410-103	Part-Time Employees	8,878.25	.00	.00	.00
101-41410-331	Meetings-Conferences (mtgs/mi)	976.13	.00	.00	.00
101-41410-437	Miscellaneous	2,488.75	1,000.00	.00	1,000.00
Total Elections:		12,343.13	1,000.00	.00	1,000.00
Administration					
101-41500-101	Full-Time Employees Regular	322,062.54	326,852.00	75,577.26	251,274.74
101-41500-102	Full-Time Employees Overtime	15,206.17	17,500.00	4,295.66	13,204.34
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	691.20	2,308.80
101-41500-121	PERA	24,626.04	25,639.00	5,979.22	19,659.78
101-41500-122	FICA	25,587.74	26,152.00	6,035.26	20,116.74
101-41500-131	Employer Paid Health	75,038.94	79,389.00	19,577.25	59,811.75
101-41500-151	Worker s Comp Insurance Prem	2,492.57	2,680.00	2,151.69	528.31
101-41500-201	Office Supplies	3,631.90	4,500.00	462.79	4,037.21
101-41500-211	Operating Supplies - Cleaning	338.32	1,000.00	94.50	905.50
101-41500-217	Other Operating Supplies	930.69	1,300.00	287.53	1,012.47
101-41500-221	Repair/Maint - Equipment	.00	250.00	.00	250.00
101-41500-223	Repair/Maintain - Building	8,067.41	2,500.00	494.23	2,005.77
101-41500-227	Repair/Maintain - Amb Building	1,249.50	2,000.00	254.00	1,746.00
101-41500-301	Auditing and Acct g Services	32,500.00	34,000.00	.00	34,000.00
101-41500-303	Engineering Fees	27,346.50	40,000.00	7,324.50	32,675.50
101-41500-304	Legal Fees	34,136.08	25,000.00	7,311.80	17,688.20
101-41500-309	Software and Design	24,072.03	24,000.00	13,493.13	10,506.87
101-41500-310	Other Professional Services	14,462.13	33,000.00	1,135.50	31,864.50
101-41500-312	CITY WEBSITE	6,711.84	7,000.00	.00	7,000.00
101-41500-316	Building Inspections	39,160.56	35,000.00	1,900.31	33,099.69
101-41500-317	Dial A Ride Bus	10,247.50	8,800.00	1,845.00	6,955.00
101-41500-321	Communications	5,731.31	6,000.00	1,435.02	4,564.98
101-41500-322	Postage	2,316.16	3,500.00	1,077.58	2,422.42
101-41500-331	Meetings-Conferences (mtgs/mi)	87.38	3,500.00	73.36	3,426.64
101-41500-343	Advertising	3,096.31	3,500.00	1,443.63	2,056.37
101-41500-362	Property - Casualty Ins (Auto)	4,869.97	5,114.00	4,664.17	449.83
101-41500-381	Electric Utilities	1,840.35	2,000.00	280.00	1,720.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-41500-383	Gas Utilities	701.31	1,200.00	323.73	876.27
101-41500-384	Garbage Service	27.35	.00	.00	.00
101-41500-401	Contractual Services	15,302.54	16,500.00	3,329.93	13,170.07
101-41500-417	Uniforms	1,928.98	1,928.00	183.00	1,745.00
101-41500-433	Dues and Subscriptions	2,660.50	2,700.00	402.82	2,297.18
101-41500-434	Sales Tax Paid	3.00	20.00	1.00	19.00
101-41500-437	Miscellaneous	1,467.14	1,000.00	150.00	850.00
101-41500-442	Bank Service Charges	3,175.98	3,200.00	479.17	2,720.83
101-41500-443	Credit Card Merchant Fees	3,348.63	3,500.00	579.59	2,920.41
101-41500-444	XPRESS Bill Pay Fees	6,098.23	6,000.00	1,202.26	4,797.74
101-41500-520	Capital Outlay-Bldg & Structur	451,725.00	.00	.00	.00
101-41500-560	Furniture & Fixtures	1,268.06	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	4,795.63	5,000.00	949.40	4,050.60
Total Administration:		1,181,307.49	766,224.00	165,485.49	600,738.51
Police					
101-42100-101	Full-Time Employees Regular	684,875.29	681,913.00	156,209.07	525,703.93
101-42100-102	Full-Time Employees Overtime	38,283.16	40,000.00	11,310.52	28,689.48
101-42100-103	Part-Time Employees	799.20	5,000.00	356.72	4,643.28
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	230.40	769.60
101-42100-121	PERA	116,650.79	121,567.00	28,086.81	93,480.19
101-42100-122	FICA	14,176.04	15,899.00	3,364.12	12,534.88
101-42100-131	Employer Paid Health	187,829.65	213,743.00	47,534.64	166,208.36
101-42100-151	Worker s Comp Insurance Prem	30,918.23	33,237.00	26,685.04	6,551.96
101-42100-201	Office Supplies(paper-pens-et)	817.89	3,000.00	890.77	2,109.23
101-42100-212	Motor Fuels-Gas	18,999.02	20,000.00	3,018.27	16,981.73
101-42100-217	Other Operating Supplies	26.79-	500.00	.00	500.00
101-42100-221	Repair/Maint - Equipment	19,263.68	16,000.00	636.23	15,363.77
101-42100-228	Repair/Maintain Other	3,924.46	3,500.00	452.08	3,047.92
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	6,279.99	220.01
101-42100-304	Legal Fees	21,600.00	21,600.00	5,400.00	16,200.00
101-42100-305	Employee Wellness Program	1,329.02	10,000.00	.00	10,000.00
101-42100-309	Software and Design	12,659.46	13,000.00	427.65	12,572.35
101-42100-310	Other Professional Services	12,354.28	10,000.00	900.80	9,099.20
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	14,282.31	15,000.00	2,874.79	12,125.21
101-42100-322	Postage	152.23	200.00	15.68	184.32
101-42100-331	Meetings-Conferences (mtgs/mi)	2,134.36	9,000.00	503.42	8,496.58
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,402.62	5,673.00	5,174.01	498.99
101-42100-381	Electric Utilities	1,697.32	2,000.00	280.00	1,720.00
101-42100-383	Gas Utilities	701.27	1,300.00	323.73	976.27
101-42100-406	Safety	399.96	1,200.00	37.32	1,162.68
101-42100-417	Uniforms	8,456.99	12,000.00	3,911.07	8,088.93
101-42100-418	Range/Ammo	7,592.43	10,000.00	1,812.35	8,187.65
101-42100-433	Dues and Subscriptions	1,861.94	3,500.00	1,276.00	2,224.00
101-42100-436	Towing Charges	368.00	500.00	.00	500.00
101-42100-437	Miscellaneous	1,498.20	3,000.00	411.60	2,588.40
101-42100-438	Police - DARE Prog	1,207.83	2,500.00	350.00	2,150.00
101-42100-446	NSF Checks	.00	250.00	.00	250.00
101-42100-491	Contributions/Donations Expend	500.00	500.00	.00	500.00
101-42100-560	Furniture & Fixtures	.00	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	153,054.43	68,500.00	.00	68,500.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
Total Police:		1,371,041.66	1,354,582.00	308,753.08	1,045,828.92
City Fire					
101-42200-103	Part-Time Employees	23,306.76	30,000.00	.00	30,000.00
101-42200-122	FICA	1,782.98	2,235.00	.00	2,235.00
101-42200-151	Worker s Comp Insurance Prem	2,862.56	3,077.00	2,470.43	606.57
101-42200-201	Office Supplies(paper-pens-et)	208.45	1,000.00	.00	1,000.00
101-42200-207	Fire Prevention Instruct Supps	1,040.00	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	673.24	1,500.00	.00	1,500.00
101-42200-217	Other Operating Supplies	100.98	1,500.00	316.41	1,183.59
101-42200-221	Repair/Maint - Equipment	47,933.25	30,000.00	44,030.39	14,030.39-
101-42200-223	Repair/Maintain - Building	2,385.39	10,000.00	199.00	9,801.00
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	172.38	204.00	51.00	153.00
101-42200-310	Other Professional Services	6,817.06	2,500.00	.00	2,500.00
101-42200-321	Communications	3,691.16	3,500.00	907.92	2,592.08
101-42200-331	Meetings-Conferences (mtgs/mi)	8,148.42	3,000.00	1,002.40	1,997.60
101-42200-343	Advertising	660.00	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	5,927.67	6,225.00	5,677.45	547.55
101-42200-381	Electric Utilities	2,152.00	2,000.00	459.00	1,541.00
101-42200-383	Gas Utilities	2,327.10	5,000.00	1,345.09	3,654.91
101-42200-384	Garbage Service	602.36	700.00	164.28	535.72
101-42200-417	Uniforms/Fire Gear	9,981.24	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	.00	200,000.00	175,928.00	24,072.00
101-42200-602	Other LT Obligation Principal	.00	43,890.00	.00	43,890.00
101-42200-612	Other Long-Term Obligation Int	19,656.00	18,796.00	.00	18,796.00
Total City Fire:		140,429.00	392,527.00	232,551.37	159,975.63
Emergency Management					
101-42500-103	Part-Time Employees	1,275.78	2,315.00	.00	2,315.00
101-42500-122	FICA	97.60	177.00	.00	177.00
101-42500-221	Repair/Maint - Equipment	1,401.25	4,000.00	.00	4,000.00
101-42500-310	Other Professional Services	1,112.00	1,300.00	1,116.00	184.00
101-42500-381	Electric Utilities	1,065.00	1,000.00	182.00	818.00
Total Emergency Management:		4,951.63	8,792.00	1,298.00	7,494.00
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	135,132.75	137,635.00	31,691.73	105,943.27
101-43100-102	Full-Time Employees Overtime	709.44	2,000.00	597.53	1,402.47
101-43100-120	CENTRAL PENSION FUND	838.76	840.00	193.56	646.44
101-43100-121	PERA	9,938.38	10,473.00	2,411.29	8,061.71
101-43100-122	FICA	10,342.34	10,682.00	2,459.51	8,222.49
101-43100-131	Employer Paid Health	32,664.65	34,542.00	8,522.07	26,019.93
101-43100-151	Worker s Comp Insurance Prem	16,953.51	18,225.00	14,632.32	3,592.68
101-43100-201	Office Supplies(paper-pens-et)	184.09	250.00	.00	250.00
101-43100-211	Operating Supplies - Cleaning	108.86	200.00	.00	200.00
101-43100-212	Motor Fuels-Gas	9,329.70	8,000.00	1,074.91	6,925.09
101-43100-217	Other Operating Supplies	11,053.70	14,000.00	970.12	13,029.88
101-43100-221	Repair/Maint - Equipment	22,818.89	25,000.00	6,617.53	18,382.47

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-43100-222	Tree trimming	10,664.80	18,500.00	.00	18,500.00
101-43100-223	Repair/Maintain - Building	3,986.10	7,500.00	2,923.96	4,576.04
101-43100-224	Repair/Maintain - Streets	46,330.24	100,000.00	.00	100,000.00
101-43100-225	Repair/Maint - Detention Ponds	.00	50,000.00	.00	50,000.00
101-43100-226	Sidewalk Repairs	58,053.35	55,000.00	.00	55,000.00
101-43100-303	Engineering Fees	16,140.00	15,000.00	618.00	14,382.00
101-43100-310	Other Professional Services	23,906.03	30,000.00	3,742.00	26,258.00
101-43100-321	Communications	3,802.21	4,000.00	955.51	3,044.49
101-43100-331	Meetings-Conferences (mtgs/mi)	24.97	300.00	.00	300.00
101-43100-343	Advertising	528.00	600.00	.00	600.00
101-43100-362	Property - Casualty Ins (Auto)	15,004.64	15,755.00	14,369.20	1,385.80
101-43100-381	Electric Utilities	47,159.83	46,000.00	8,157.56	37,842.44
101-43100-383	Gas Utilities	2,889.76	4,000.00	1,387.97	2,612.03
101-43100-384	Garbage Service	1,350.69	1,500.00	368.37	1,131.63
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	891.00	1,000.00	861.31	138.69
101-43100-417	Uniforms	977.24	1,286.00	.00	1,286.00
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	200.00	77.40	122.60
101-43100-590	Capital Outlay	261,238.38	63,000.00	.00	63,000.00
	Total Public Works (GENERAL):	743,022.31	677,338.00	102,631.85	574,706.15
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	25,740.01	26,217.00	6,036.51	20,180.49
101-43125-102	Full-Time Employees Overtime	135.13	500.00	113.82	386.18
101-43125-120	CENTRAL PENSION FUND	159.64	160.00	36.84	123.16
101-43125-121	PERA	1,892.95	2,004.00	459.30	1,544.70
101-43125-122	FICA	1,970.18	2,006.00	468.49	1,537.51
101-43125-131	Employer Paid Health	6,039.84	6,379.00	1,572.96	4,806.04
101-43125-212	Motor Fuels-Gas	3,816.18	8,000.00	1,526.00	6,474.00
101-43125-217	Other Operating Supplies	12,303.64	15,000.00	10,631.20	4,368.80
101-43125-221	Repair/Maint - Equipment	19,740.86	15,000.00	2,990.55	12,009.45
101-43125-310	Other Professional Services	10,947.50	36,750.00	5,526.25	31,223.75
101-43125-343	Advertising	198.00	200.00	.00	200.00
	Total Ice & Snow Removal:	82,943.93	112,216.00	29,361.92	82,854.08
Economic Development					
101-46500-401	Contractual Services	51,849.42	57,182.00	16,067.17	41,114.83
101-46500-433	Dues and Subscriptions	3,500.00	3,500.00	.00	3,500.00
101-46500-489	EDA Matching Grant Funds	.00	10,000.00	.00	10,000.00
	Total Economic Development:	55,349.42	70,682.00	16,067.17	54,614.83
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00	300.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	12,500.00	.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	17,800.00	12,500.00	5,300.00
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	141,185.73	145,143.00	33,599.00	111,544.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
211-45500-103	Part-Time Employees	25,457.47	30,217.00	6,272.09	23,944.91
211-45500-121	PERA	12,323.70	12,931.00	2,922.00	10,009.00
211-45500-122	FICA	12,600.67	13,415.00	3,020.10	10,394.90
211-45500-131	Employer Paid Health	41,152.47	43,344.00	10,697.49	32,646.51
211-45500-151	Worker s Comp Insurance Prem	625.11	765.00	614.20	150.80
211-45500-201	Office Supplies(paper-pens-et)	4,683.35	2,000.00	207.78	1,792.22
211-45500-217	Other Operating Supplies	1,509.05	2,000.00	107.48	1,892.52
211-45500-221	Repair/Maint - Equipment	3,684.51	3,420.00	.00	3,420.00
211-45500-223	Repair/Maintain - Building	9,330.38	3,600.00	4,074.00	474.00-
211-45500-310	Other Professional Services	85.00	7,825.00	1,817.91	6,007.09
211-45500-321	Communications	674.09	700.00	177.03	522.97
211-45500-322	Postage	202.00	200.00	.00	200.00
211-45500-331	Meetings-Conferences (mtgs/mi)	2,334.21	500.00	35.00	465.00
211-45500-362	Property - Casualty Ins (Auto)	5,231.41	5,493.00	5,009.84	483.16
211-45500-381	Electric Utilities	3,448.00	4,500.00	544.00	3,956.00
211-45500-383	Gas Utilities	1,705.16	2,500.00	818.39	1,681.61
211-45500-401	Contractual Services	10,509.10	11,400.00	2,616.19	8,783.81
211-45500-418	Rentals	6,673.02	2,100.00	.00	2,100.00
211-45500-434	Sales Tax Paid	270.00	250.00	65.00	185.00
211-45500-437	Miscellaneous	406.39	.00	58.00	58.00-
211-45500-560	Furniture & Fixtures	5,791.00	.00	.00	.00
211-45500-590	Capital Outlay	5,877.58	10,000.00	.00	10,000.00
211-45500-592	Books/Periodicals	37,045.96	35,000.00	6,879.13	28,120.87
	Total Libraries (GENERAL):	332,805.36	337,303.00	79,534.63	257,768.37
Libraries (GENERAL)					
215-45500-401	Contractual Services	515.00	.00	.00	.00
215-45500-570	Office Equipment & Furnishings	11,153.58	.00	.00	.00
	Total Libraries (GENERAL):	11,668.58	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	.00	500.00	228.61	271.39
225-45127-217	Other Operating Supplies	345.50	1,500.00	14.99	1,485.01
225-45127-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
225-45127-223	Repair/Maintain - Building	.00	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	1,226.00	1,300.00	300.00	1,000.00
225-45127-383	Gas Utilities	572.28	1,300.00	284.56	1,015.44
	Total ICE RINK:	2,143.78	6,100.00	828.16	5,271.84
POOL					
225-45128-103	Part-Time Employees	121,829.63	128,500.00	3,600.00	124,900.00
225-45128-121	PERA	776.33	1,200.00	270.00	930.00
225-45128-122	FICA	9,319.94	9,830.00	275.40	9,554.60
225-45128-151	Worker s Comp Insurance Prem	3,331.61	3,582.00	2,875.88	706.12
225-45128-211	Operating Supplies - Cleaning	161.67	500.00	.00	500.00
225-45128-217	Other Operating Supplies	13,302.55	12,500.00	.00	12,500.00
225-45128-221	Repair/Maint - Equipment	7,822.16	7,500.00	.00	7,500.00
225-45128-223	Repair/Maintain - Building	3,493.00	10,000.00	56.00	9,944.00
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	7,126.51	7,500.00	.00	7,500.00
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	3,295.00	155.00
225-45128-310	Other Professional Services	3,995.50	4,000.00	39.00	3,961.00
225-45128-321	Communications	1,385.36	800.00	450.45	349.55

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
225-45128-322	Postage	6.05	50.00	.00	50.00
225-45128-331	Meetings-Conferences (mtgs/mi)	4,810.00	5,000.00	950.00	4,050.00
225-45128-343	Advertising	264.00	300.00	276.00	24.00
225-45128-362	Property - Casualty Ins (Auto)	12,966.29	13,615.00	12,417.43	1,197.57
225-45128-381	Electric Utilities	8,298.00	7,500.00	321.00	7,179.00
225-45128-383	Gas Utilities	7,130.71	7,500.00	146.32	7,353.68
225-45128-417	UNIFORMS	2,405.44	3,000.00	.00	3,000.00
225-45128-433	Dues and Subscriptions	670.00	670.00	.00	670.00
225-45128-434	Sales Tax Paid	4,509.00	4,000.00	.00	4,000.00
225-45128-437	Miscellaneous	.00	200.00	.00	200.00
225-45128-443	Credit Card Merchant Fees	1,373.13	2,000.00	37.80	1,962.20
Total POOL:		218,271.88	234,197.00	25,010.28	209,186.72
PARKS					
225-45200-101	Full-Time Employees Regular	53,655.84	57,595.00	13,350.23	44,244.77
225-45200-102	Full-Time Employees Overtime	3,422.31	5,500.00	.00	5,500.00
225-45200-103	Part-Time Employees	21,926.32	18,500.00	.00	18,500.00
225-45200-120	CENTRAL PENSION FUND	837.12	1,000.00	230.40	769.60
225-45200-121	PERA	3,890.82	4,732.00	995.64	3,736.36
225-45200-122	FICA	6,052.13	4,827.00	997.19	3,829.81
225-45200-131	Employer Paid Health	16,467.50	19,067.00	4,699.14	14,367.86
225-45200-142	Unemployment Benefit Payments	2,414.15	.00	.00	.00
225-45200-151	Worker s Comp Insurance Prem	2,457.50	2,642.00	2,121.18	520.82
225-45200-212	Motor Fuels-Gas	3,518.56	4,000.00	.00	4,000.00
225-45200-217	Other Operating Supplies	3,792.10	4,000.00	51.46	3,948.54
225-45200-221	Repair/Maint - Equipment	8,458.38	8,000.00	311.39	7,688.61
225-45200-223	Repair/Maintain - Building	11,014.20	10,000.00	1,807.08	8,192.92
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-310	Other Professional Services	1,467.16	2,000.00	.00	2,000.00
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	264.00	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	17,287.44	18,152.00	16,555.36	1,596.64
225-45200-381	Electric Utilities	10,312.00	6,500.00	476.00	6,024.00
225-45200-384	Garbage Service	1,595.88	1,900.00	435.24	1,464.76
225-45200-417	Uniforms	808.38	643.00	82.48	560.52
225-45200-418	Rentals	.00	1,000.00	.00	1,000.00
225-45200-434	Sales Tax Paid	105.00	100.00	4.00	96.00
225-45200-590	Capital Outlay	.00	215,890.00	.00	215,890.00
Total PARKS:		169,746.79	386,698.00	42,116.79	344,581.21
Cemetery					
235-49010-217	Other Operating Supplies	510.68	1,500.00	.00	1,500.00
235-49010-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	153.00	500.00	.00	500.00
235-49010-229	Refunds	800.00	.00	.00	.00
235-49010-258	Columbarium Plaques	.00	2,000.00	.00	2,000.00
235-49010-309	Software & Design	1,630.00	1,400.00	.00	1,400.00
235-49010-310	Other Professional Services	1,874.71	2,500.00	.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	3,272.01	3,436.00	3,133.77	302.23
235-49010-381	Electric Utilities	746.00	650.00	135.00	515.00
235-49010-384	Garbage Service	797.94	1,400.00	217.62	1,182.38
235-49010-401	Contractual Services	35,405.00	35,000.00	.00	35,000.00
235-49010-418	Rental	.00	200.00	.00	200.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
235-49010-590	Capital Outlay	30,193.50	.00	4,865.00	4,865.00-
Total Cemetery:		75,382.84	49,086.00	8,351.39	40,734.61
RURAL FIRE					
245-42200-103	Part-Time Employees	8,531.76	11,000.00	.00	11,000.00
245-42200-122	FICA	652.66	842.00	.00	842.00
245-42200-151	Worker s Comp Insurance Prem	2,869.57	3,014.00	2,419.85	594.15
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,317.46	2,500.00	259.25	2,240.75
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	6,388.65	10,000.00	794.00	9,206.00
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)	5,927.67	6,225.00	5,677.45	547.55
245-42200-417	Uniform	3,205.80	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
245-42200-590	Capital Outlay	9,867.00	.00	.00	.00
Total RURAL FIRE:		38,760.57	42,281.00	9,150.55	33,130.45
Fire Relief					
250-42300-124	Fire Relief Pension-State Aid	53,714.72	53,714.00	.00	53,714.00
250-42300-490	City Cont- Fire Relief Retire	21,200.00	22,000.00	.00	22,000.00
Total Fire Relief:		74,914.72	75,714.00	.00	75,714.00
Debt Service					
300-47000-601	Bond Principal Pymt	560,000.00	681,000.00	681,000.00	.00
300-47000-611	Bond Interest Payment	208,525.50	188,595.00	99,258.25	89,336.75
300-47000-620	Fiscal Agent Fees	495.00	500.00	.00	500.00
Total Debt Service:		769,020.50	870,095.00	780,258.25	89,836.75
STREET IMPROVEMENT FUND					
325-43100-700	Transfers Out	642,108.00	.00	.00	.00
Total STREET IMPROVEMENT FUND:		642,108.00	.00	.00	.00
STORM WATER PROJECTS					
404-41500-228	Repair/Maintain - Other	8,875.00	.00	.00	.00
Total STORM WATER PROJECTS:		8,875.00	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	267,701.00	305,390.00	.00	305,390.00
Total CAPITAL IMPROVEMENT FUND:		267,701.00	305,390.00	.00	305,390.00
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	169,687.32	50,000.00	1,598.50	48,401.50
418-48000-530	Capital-Other Improvements	1,107,509.94	173,300.00	.00	173,300.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
	Total 2023 STREET/UTIL IMPROVE PROJ:	1,277,197.26	223,300.00	1,598.50	221,701.50
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	29,930.00	30,000.00	.00	30,000.00
	Total TIF 1-9 LEVAN:	30,930.00	31,000.00	.00	31,000.00
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	.00	1,000.00
506-46500-439	TIF Payments	6,190.00	7,000.00	17,167.00	10,167.00-
	Total TIF DOWNTOWN REDEVELOPMENT:	7,190.00	8,000.00	17,167.00	9,167.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	65,696.52	66,477.00	15,311.81	51,165.19
601-49400-102	Full-Time Employees Overtime	5,251.38	4,000.00	1,757.67	2,242.33
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	230.40	769.60
601-49400-121	PERA	5,262.40	5,286.00	1,274.58	4,011.42
601-49400-122	FICA	5,367.62	5,397.00	1,300.08	4,096.92
601-49400-131	Employer Paid Health	18,072.40	19,126.00	4,713.81	14,412.19
601-49400-151	Worker s Comp Insurance Prem	1,230.95	1,324.00	1,063.00	261.00
601-49400-201	Office Supplies(paper-pens-et)	584.32	1,000.00	.00	1,000.00
601-49400-212	Motor Fuels-Gas	158.26	750.00	.00	750.00
601-49400-217	Other Operating Supplies	9,004.64	10,000.00	1,616.76	8,383.24
601-49400-221	Repair/Maint -WELLS	101,002.59	30,000.00	406.67	29,593.33
601-49400-223	Repair/Maintain - Building	2,107.15	2,000.00	.00	2,000.00
601-49400-228	Repair-Water Main Repairs	26,541.46	30,000.00	10,580.24	19,419.76
601-49400-229	Refunds	4,500.00	3,000.00	500.00	2,500.00
601-49400-303	Engineering Fees	35,473.70	100,000.00	147,300.50	47,300.50-
601-49400-309	Software and Design	4,760.99	10,000.00	.00	10,000.00
601-49400-310	Other Professional Services	18,407.28	18,000.00	8,875.04	9,124.96
601-49400-321	Communications	10,337.38	9,500.00	2,316.79	7,183.21
601-49400-322	Postage	3,413.90	3,500.00	769.85	2,730.15
601-49400-331	Meetings-Conferences (mtgs/mi)	23.00	1,000.00	218.00	782.00
601-49400-343	Advertising	50.00	200.00	.00	200.00
601-49400-362	Property - Casualty Ins (Auto)	6,610.60	6,941.00	6,330.47	610.53
601-49400-381	Electric Utilities	39,004.00	43,000.00	7,521.00	35,479.00
601-49400-383	Gas Utilities	313.38	2,500.00	117.26	2,382.74
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	271.50	1,000.00	.00	1,000.00
601-49400-417	Uniforms	619.75	643.00	524.17	118.83
601-49400-420	Depreciation	.00	120,000.00	.00	120,000.00
601-49400-433	Dues and Subscriptions	400.00	1,000.00	.00	1,000.00
601-49400-434	Sales Tax Paid	1.26-	.00	.46-	.46
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	163,248.05	.00	93.74-	93.74
601-49400-590	Capital Outlay	173,760.58	.00	.00	.00
601-49400-611	Bond Interest	2,361.52	2,073.00	1,036.09	1,036.91
601-49400-700	Transfers Out	282,486.20	321,736.00	240,837.30	80,898.70
	Total Water Utilities (GENERAL):	987,318.66	822,153.00	454,507.29	367,645.71
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	68,917.01	69,098.00	16,068.61	53,029.39

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
602-49450-102	Full-Time Employees Overtime	7,703.68	7,000.00	2,320.13	4,679.87
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	230.40	769.60
602-49450-121	PERA	5,629.39	5,708.00	1,373.53	4,334.47
602-49450-122	FICA	5,741.91	5,822.00	1,400.99	4,421.01
602-49450-131	Employer Paid Health	18,067.99	19,132.00	4,715.28	14,416.72
602-49450-201	Office Supplies(paper-pens-et)	584.31	1,000.00	.00	1,000.00
602-49450-212	Motor Fuels-Gas	.00	250.00	.00	250.00
602-49450-217	Other Operating Supplies	153.47	2,000.00	.00	2,000.00
602-49450-221	Repair/Maint - Equipment	13,225.13	20,000.00	406.67	19,593.33
602-49450-223	BUILDING REPAIR	131.71	500.00	.00	500.00
602-49450-229	Refunds	4,500.00	2,500.00	500.00	2,000.00
602-49450-310	Other Professional Services	253.15	1,000.00	48.63	951.37
602-49450-322	Postage	2,965.08	2,880.00	763.64	2,116.36
602-49450-331	Meetings-Conferences (mtgs/mi)	1,943.64	1,000.00	.00	1,000.00
602-49450-343	Advertising	528.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,565.60	4,794.00	4,372.32	421.68
602-49450-381	Electric Utilities	8,661.00	9,500.00	1,765.00	7,735.00
602-49450-383	Gas Utilities	483.62	1,500.00	87.66	1,412.34
602-49450-385	Sewer Plv-Elgin Sewer District	752,060.21	830,000.00	.00	830,000.00
602-49450-417	UNIFORM	616.91	643.00	167.47	475.53
602-49450-420	Depreciation	.00	38,000.00	.00	38,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	398,729.30	457,604.00	361,255.95	96,348.05
Total Sewer (GENERAL):		1,296,459.51	1,481,431.00	395,476.28	1,085,954.72
Net Grand Totals:		9,865,745.81-	8,338,240.00-	2,696,664.59-	5,641,575.41-

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: April 8, 2025

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

SUMMARY

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

Meeting/Training

- Meeting with local chiefs and the Flock camera representative. Area law enforcement is exploring the possibility of putting up license plate readers. The program would be paid for through a grant. More information and discussion to come.

Misc. Activity

- We have been pricing patrol vehicles and equipment and working on long-term planning regarding vehicle replacement.
- Staff has stayed busy with a wide variety of calls. There was a noticeable increase in harassment and calls involving ornery people. Most likely due to the inconsistent weather.
- We will start the planning process for spring and summer certifications and trainings for firearms and non-lethal weapons.

Citations issued: 35

March Call Activity 2025

9-11 Hang-Ups	3
Alarms	0
All other	1
Animal Complaints	7
Assault	0
Assist Other Department	20
Attempt to Locate	0
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	1
Civil Matter	1
Contempt/Curfew Violation	1
Damage to Property	0
DANCO Violation	1
Disorderly Conduct	0
Domestics	1
Driving Complaints	2
Driving Under the Influence	1
Drugs All Types	0
Escort	0
Fire Calls	4
Fireworks	0
Found Property	2
Fraud	2
Funeral Assist	2
Harassment/Threats	4
Littering	0
Lost Property	1
Medical Calls	31
Misc. Information	0
Motorist Assists	0
Noise Complaints	1
OFP/HRO Violation	0
Ordinance Complaint/Violation	2
Parking Complaints/Violations	3
POR Predatory Offender Reg.	0
Public Assists	7
School Bus/Incident & Tobacco	0
Security Check	0
Sex Offense	0
Snow Removal	0
Sudden Death	1
Suspicious Activity	3
Theft Offenses	1
Traffic Crashes/Violations	148
Trespassing	1
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0

Welfare Checks	5
Worthless Checks	1
TOTAL CALLS	**258**

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 March. We as a city averaged 239,193 gallons per day. The highest being 315,000 gallons and the lowest being 174,000 gallons. We pumped 7,415,000 gallons for the month.
- Water meters were read on the 3rd of the month.
- Water meter replacement is ongoing.
- We had 10 locates for Gopher State One Call.

Sewer

- We received a phone call about a sewer back up. We had Roto-Rooter here to clear the blockage.

Streets

- We have begun to sweep streets.

Snow

- We had a few events where we had to plow\treat road and sidewalk surfaces.

Parks

- We are repairing and repainting picnic tables.
- With the lack of snow, we have been cleaning the leaves off fence lines in our parks.
- We have started to put the pool back together.
- We put the fabric back on the baseball fence.

Trees

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

Buildings

- We built shelves for the Library.
- We replaced the flag rope at City Hall.

Daily Tasks

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

Respectfully,
Shane Loftus
Public Works Director

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: April 2, 2025

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

<u>2nd Avenue NW Reconstruction Project (2023 Street & Utility Improvements)</u>

No significant updates since the last meeting. Final work will be completed in the spring. Will be receiving an updated construction schedule from the contractor in the next couple of weeks.

<u>Orchard Hills 7th and 8th Subdivisions</u>

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

<u>Well No. 3 Air Entrainment – Water Tower</u>

Plans and specifications were submitted to the Minnesota Department of Health (MDH) on March 28th. The application for the Minnesota Public Facilities Authority (PFA) Project Priority List (PPL) will be submitted in early May. The application for inclusion on the PFA Intended Use Plan (IUP) will be submitted in early June. Project eligibility for low interest loan funding for 2026 construction will be dependent on its ranking on the IUP, which will be released in September.

<u>GIS Cemetery Management System</u>

No update since the last meeting.

<u>Water Service Line Inventory</u>

The Minnesota Department of Health (MDH) recently released applications for additional 100% grant funding to continue with the City's lead service line inventory. The ultimate goal is to attempt to eliminate as many of the "unknown" services in the inventory. The grant application has been submitted. Work is expected to begin in May or June.

<u>2025 Chip Sealing</u>

The proposal package and recommendation letter are included in the council packet. Due to favorable proposals, we will work with city staff to extend the project scope to meet budgetary goals.

Shultz (BA Holdings) Property Annexation and Utility Extension

We are working with the developer to ensure the proposed layout meets city requirements. After the layout is determined we will establish construction costs for Business Development Public Infrastructure (BDPI) grant application.

Skye View Development

We are working with city staff and the developer to determine a path for this project to move forward.

Miscellaneous

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

- Wetland delineation and permitting for waterway maintenance work.
- Watermain relocation near 3rd Ave NE.
- 2025 trail improvements.

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

Director's Report: April 2025

Database Migration Update: Libraries in SE MN are in the final stages for SELCO's database migration on Thursday, May 1, 2025. The Plainview Library will be open for its regular hours, but services will be modified. Here is what residents can expect from us:

Monday, April 14

- Library staff will not be able to add new items to the database. If we see requests in the database for new releases that we have purchased, we will fill them with an offline process.

Monday, April 28 - Wednesday, April 30

- Our current database will be disabled. The SELCO online catalog and SELCO Libraries app will stop working.
- Library staff will record checkouts, renewals, and requests which will be imported into the new database on our Go Live date.
- We will accept materials for return, but those items will not be scanned in until our Go Live date. No items will be due during the migration.
- We will not be able to add or edit library accounts for these three days.
- There will be no interlibrary loan delivery for these three days.
- Overdrive and the Libby app will continue to work throughout the migration.

Thursday, May 1 - Friday, May 2

- The new database will Go Live. The new online catalog will be available for patron use. Patrons who use the SELCO Libraries app will continue to use the same app.
- Library staff will import all transactions from the previous three days. Patrons will be able to see those completed transactions in the online catalog and the app.
- All returned materials will be checked in. Patrons will be able to verify those returns in the online catalog and the app.
- While the decision is still being made, it is unlikely there will be interlibrary loan delivery on Thursday and Friday of this week.

March Quick Stats:

3432 Items Circulated

24 New Patrons

308 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library

Plainview Public Library

Connecting Our Community With Information, Experiences, and Each Other

Plainview Public Library Board of Trustees

Tuesday February 18th, 2025 7:00 PM

Members Present: Chad Gelner, Adam Feils, Ian McDonald, Mary Schneider, Nicholas Ozment

Member Not Present: Youlonda Loechler, Carla Tentis

Staff: Alice Henderson

City Council Member: None

The meeting was called to order by Adam at 7:00 PM.

A motion was made by Mary and seconded by Ian to approve the agenda. Motion carried unanimously.

Public Comments: No comments

A motion was made by Nick and seconded by Mary to approve the board minutes from prior meeting of 1/21/2025. Motion carried unanimously.

A motion was made by Chad and seconded by Adam to approve the Consent Agenda including reports from staff and SELCO representatives. Motion carried unanimously.

Unfinished business: none

New Business:

A. Payment of Bills: A motion was made by Mary and seconded by Ian to approve the Payables by Payee report in the amount of $6,826.41. Motion carried unanimously.

Announcements

A. Trustee or Staff Comments: None
B. Next Regular Meeting set for 3/18/2025.

The meeting adjourned at 7:03.

Respectfully submitted,
Ian McDonald
Secretary, Plainview Library Board of Trustees.

Plainview Fire Relief Association Monthly Report

March 2025

Fire Calls: 2
Vehicle Accident: 1

Meeting:
-Attended County Mutal Aid Meeting

Training:
-Trained with new SCBA's. Played dodgeball against Elgin Fire Department.
-Six (6) firefighters attended classes at Riverland in Austin.

Other:
-Attended the funeral for Goodview Fire Chief.

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

Economic Development – April 2025 Update:

Update:

- The March EDA meeting was held March 18, 2025 with all members present
    - Trisha Hess was introduced as the new CEDA Community Support Person (EDA Director)
    - REV Envision Plainview Update was provided
- There remains an open seat on the Plainview EDA Board Several applications have been received. Applications are available in the City of Plainview website.
- Rural Entrepreneurial Venture (REV) - Allison Whalen (CEDA)
    - The REV Daycare Appreciation event date was held on March 20, 2025 as was a success. Thanks to those involved in coordinating this event.
    - SMIF will hosted its REV Quarterly convening on March 13th Owatonna, MN. Aaron Luckstein attended on behalf of the Plainview – REV and reported out to the EDA
    - Business Interviews as part of the REV "Envision Plainview" project continue to be scheduled and conducted by Trisha Hess as a priority in her role as the EDA Director

Ongoing projects:

- Continued updates to EDA website
- Continued business visits

Respectfully,

Trisha Hess
EDA Director - Plainview
CEDA
Trisha.Hess@cedausa.com
M: 507-250-0308

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM:	Small Cities Development Program Grant Application	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO. 7.A.**
ATTACHMENTS:	Resolution 2025-07, Citizen Participation Plan, Public Hearing Notice	**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to approve Resolution 2025-07 authorizing SEMMCHRA to apply for the Small Cities Development Program Grant for Housing Rehabilitation Funds for the City of Plainview as well as to establish a Citizen Participation Plan in accordance with the grant's parameters.		

SUMMARY

In November 2024, Patick Michener of 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 assist the city in providing funds to assist residents of low to moderate income facilitate improvements to their homes.

The council has before it, Resolution 2025-07, which authorizes SEMMCHRA to apply for the grant on behalf of the city. Similarly, the City will need to adopt a Citizen Participation Plan in accordance with the grant's parameters (also attached). Patrick Michener is on-hand to answer any questions the Council may have regarding this grant opportunity.

City staff recommends approval of Resolution 2025-07 and the Citizen Participation Plan in order to secure the SCDP grant.

Respectfully Submitted,

David Todd
City Administrator

Local Government Resolution - City of Plainview, Wabasha County - Resolution 2025-07

Applicant Name: City of Plainview

BE IT RESOLVED that the City of Plainview (Applicant) act as the legal sponsor for the project contained in the Application to be submitted on April 16, 2025 (date) and that Mayor (Title of First Authorized Official) and Mayor Pro Tem (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Plainview (Applicant).

BE IT FURTHER RESOLVED that the City of Plainview (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Plainview (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Plainview (Applicant) may enter into an agreement with the State of Minnesota for the approved project, and that the City of Plainview (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Mayor (Title of First Authorized Official) and Mayor Pro Tem (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council (governing body of Applicant) of the City of Plainview (Applicant) on April 8 2025 (date).

SIGNED:

(First Authorized Official)

Mayor, City of Plainview 4/8/25

(Title) (Date)

(Second Authorized Official)

Mayor Pro Tem, City of Plainview 4/8/25

(Title) (Date)

WITNESSED:

(Signature)

City Administrator 4/8/25

(Title) (Date)

Citizen Participation Plan - Example

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of Plainview (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the "Protection of Historic Properties."

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

Public Information and Records

Information and records regarding the proposed and past use of CDBG funds will be available at SEMMCHRA's Office at 134 East Second St., Wabasha, MN (location) during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

City of Plainview	____________________________________	________________
Applicant	Signature of Chief Elected Official of Applicant	Date

NOTE: EACH JURISDICTION PARTICIPATING IN A JOINT APPLICATION IS REQUIRED TO FOLLOW CITIZEN PARTICIPATION REQUIREMENTS. A SINGLE PLAN CAN BE USED FOR A MULTI-JURISDICTIONAL APPLICATION, BUT CITIZENS FROM ALL JURISDICTIONS MUST BE GIVEN AN OPPORTUNITY TO PARTICIPATE.

Signature Page

By signing below, the Applicant certifies to the best of their knowledge that the data and information provided in the Application is true and correct.

Signature of Authorized Official (Primary Community):

____ Date: ___________________
Name of Authorized Official: Keith Holm, Mayor, City of Plainview

Signature of Authorized Official (Partnering Community – if applicable):

____ Date: ___________________
Name of Authorized Official (Partnering Primary Community):

Signature of Authorized Official (Partnering Community – if applicable):

____ Date: ___________________
Name of Authorized Official (Partnering Community – if applicable):

Signature of Primary Administrator (if available)

____ Date: ___________________
Name of Primary Administrator: Buffy Beranek, Executive Director, SEMMCHRA

Signature of Secondary Administrative Entity (if applicable)

____ Date: ___________________
Name of Secondary Administrative Entity (if applicable):

Signature of Engineering firm for Public Facility Projects (if applicable)

____ Date: _________________

Name of Engineering Firm (if applicable):

SEMMCHRA
Southeastern Minnesota Multi-County Housing & Redevelopment Authority

134 East Second Street ● Wabasha, MN 55981 ● phone (651) 565-2638 ● fax (651) 565-3836 ● www.semmchra.org

To: **Plainview News**

FROM: Kelly Dittrich, Administrative Manager admin@semmchra.org

DATE: March 18, 2025

SUBJECT: NOTICE OF PUBLIC HEARING

PUBLISH: Once the week of March 24, 2025

LEGAL NOTICE

City of Plainview
Notice of Public Hearing
Small Cities Development Program Grant

Notice is hereby given that the City of Plainview will conduct a public hearing on April 8, 2025, at 6:00 p.m., or shortly thereafter, at the Plainview City Hall, 241 West Broadway, Plainview MN. The City anticipates the submission of a Small Cities Development Program Grant application on April 16, 2025, requesting funds for owner-occupied housing rehabilitation. Program guidelines, funding availability, individual eligibility, and fiscal impacts will be discussed at the hearing. All interested are encouraged to attend. Individuals wishing to comment on the application are invited to present their comments at the hearing. For more information about the program guidelines prior to the meeting, or to apply, contact Patrick Michener at SEMMCHRA at 651-565-2638, ext. 213.

Please publish one time (1X) as legal notice. Send an Affidavit of Publication along with a billing statement to:

Kelly Dittrich
SEMMCHRA
134 East Second Street
Wabasha, MN 55981

If you have any questions about this advertisement, please feel free to contact me at 651-565-2638, ext. 201.

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM: 2025 Summer Hires – Public Works	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus	**AGENDA NO. 7.B.**
ATTACHMENTS: None	**APPROVED BY: sl**
RECOMMENDED ACTION: **Motion** to approve the hire of Nathan Elias, Hunter Busby, and Rex Jones as summer help for the Plainview Public Works Department, pending background check and drug screening.	

SUMMARY

Each year Public Works hires summer help to assist in mowing, trimming, watering flowers, cleaning parks, and other tasks as needed. We also rely on summer help to take care of parks and flowers on the weekends, which saves the City money by not having to pay a full-time employee to complete these tasks.

<u>Wages</u>
Nathan Elias - $15.83 per hour
Hunter Busby - $14.78 per hour
Rex Jones - $14.78 per hour

Respectfully Submitted,
Shane Loftus
Public Works Director

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM: 2025 Brush Chipping	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, PW Director	**AGENDA NO. 7.C.**
ATTACHMENTS:	**APPROVED BY: sl**
RECOMMENDED ACTION: Motion to approve Valdes Lawn Snow Landscape to chip the brush pile for $11,150.00.	

SUMMARY

Valdes will do the chipping but not haul out the byproduct because we have farmers that are interested in the byproduct. By not having Valdes haul out the byproduct, the city saves thousands of dollars, and we help local farmers provide bedding for their animals.

This is a budgeted expense. Valdes Lawn Snow Landscape has not changed their rates from last year and are the least expensive of the two bids.

Company	Mobilization	Cost to chip	Total Price
Valdes	**$1,650.00**	**$9,500.00**	**$11,150.00**
YTS	**$3,600.00**	**$13,200.00**	**$16,800.00**

Respectfully submitted,
Shane Loftus
Public Works Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM: 2025 Chip Sealing	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, PW Director	**AGENDA NO. 7.D.**
ATTACHMENTS: Bolton & Menk's 2025 Chip Seal Recommendation Proposal	**APPROVED BY: sl**
RECOMMENDED ACTION: Motion to approve Pearson Bros Inc for chip sealing for $75,000.	

SUMMARY

We sent out to RFB (request for bids) and Pearson Bros Inc was the lowest bid. This is part of my annual street maintenance budget.

Company	Amount Per Square Yard
Pearson Bros Inc	$1.94
Fahrner Asphalt Sealers LLC	$2.14

The bids came in lower than expected, so we have added more streets with the understanding Pearson Bros Inc are not to exceed $75,000. This is a common practice with fluctuating oil prices. Some years we can add more and some years we have to remove streets or blocks to stay within budget.

Respectfully submitted,
Shane Loftus
Public Works Director

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

April 1, 2025

David Todd, City Administrator
City of Plainview
241 West Broadway
Plainview, MN 55964

RE: 2025 Street Maintenance Project
City of Plainview
Project No.: 24X.137377.000

David:

Bids were received and opened at the offices of Bolton & Menk on Monday, March 31, 2025 at 12:00pm for the project referenced above. Two bids were received and the results of the bids are tabulated below:

Bidder	Base Bid Amount
Pearson Bros Inc	$59,946.00
Fahrner Asphalt Sealers LLC	$66,126.00

If deemed financially feasible, we recommend awarding the contract to Pearson Bros Inc.

Please feel free to contact me if you have any questions.

Sincerely,
Bolton & Menk, Inc.

Drew Weber, PE
Project Engineer

3/31 NOON

REQUEST FOR PROPOSAL

2025 Street Maintenance Project

Chip Sealing

City of Plainview, Minnesota

REVISED: 3-25-2025

Contents:

PROPOSAL FOR

2025 STREET MAINTENANCE PROJECT

CHIP SEAL

CITY OF PLAINVIEW, MN

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the project location map and specifications attached to this proposal, hereby proposes to perform everything required to be performed and provide and furnish all of the labor, new materials, necessary tools, expendable equipment, all complete in a workmanlike manner all the work required for the chip sealing project in accordance with this proposal form, location map, and technical specifications.

The undersigned understands the quantities of work shown herein are approximate only and are subject to increase or decrease and offers to do the work whether the quantities are increased or decreased at the unit price stated in the schedule below. See attached map for planned locations.

Depending on pricing, the estimated quantity may be revised to meet budgetary total project cost. The Contractor shall keep a running tabulation of the quantity completed and shall not exceed the agreed upon total without prior authorization. Once started, the Contractor shall complete work continuously. Work shall be completed during the allowable 2025 construction season in accordance with the attached Specifications.

In submitting this quote, it is understood that the right is reserved by the Owner to reject any or all quotes and this quote may not be withdrawn for a period of fifteen (15) days after the quote date.

Please email quotes to Drew Weber with Bolton & Menk, Inc. at Drew.Weber@bolton-menk.com by **12:00 PM on Monday, March 31, 2025**. Please contact Drew at (507) 469-0306 with any questions.

ITEM NO.	ITEM	APPROX. QTY	UNIT	UNIT PRICE	AMOUNT
1	BITUMINOUS SEAL COATING	30,900	SY	$ 1.94	$ 59,946.00
				ESTIMATED TOTAL:	$ 59,946.00

Contractor Submittal & Acceptance:

Company Name: PEARSON BROS. INC.

Address: 11079 LAMONT AVE NE
HANOVER MN 55341

Phone: 763-391-6622/612-363-6206

Email: todd@pearsonbrosinc.com

Signature: [signature]

Name: TODD BARTELS

Title: G.M.

Date: 3/26/25

Expected Completion Date: ______

City Acceptance:

Signature: ______

Name: ______

Title ______

Date: ______

Notes: ______

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE
PRIME CONTRACTOR PROPOSAL FORM ATTACHMENT

PROJECT NUMBER: 25X.137377

This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the proposal form submitted for this project or prior to award.

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...	
Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:	
(1)	The Contractor: (i) is in compliance with workers' compensation and unemployment insurance requirements; (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees; (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity: (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of $25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period; (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final; (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees; (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27; (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	*Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**
A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document. A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted. A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic proposal shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that: **1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and** **2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and** **3) if my company is awarded a contract, I will also submit Attachment A-2 as required.**	
Authorized Signature of Owner or Officer:	Printed Name: JACK E. PEARSON
Title: PRESIDENT	Date: 3/26/25
Company Name: PEARSON BROS, INC.	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ADDITIONAL SUBCONTRACTORS LIST
ATTACHMENT A-2
ADDITIONAL SUBCONTRACTORS LIST

PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT
PROJECT NUMBER: 24X.137064

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. § 16C.285, Subd. 5. If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

ADDITIONAL SUBCONTRACTOR NAMES* **(Legal name of company as registered with the Secretary of State)**	**Name of city where company home office is located**

*Attach additional sheets as needed for submission of all additional subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that: All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: [signature]	**Printed Name:** JACK E. PEARSON
Title: PRESIDENT	**Date:** 3/26/25
Company Name: PEARSON BROS, INC.	

SECTION 32 12 36.11 - ASPHALTIC SEAL COATS

PART 1 - GENERAL

1.1 SUMMARY

A. This section covers the furnishing of all labor, materials, tools, equipment and performances of all work and services necessary or incidental to the construction of asphaltic seal coating as indicated on the plans or as specified herein.

1.2 METHOD OF MEASUREMENT AND PAYMENT

A. Measurement and compensation for the following items shall be paid according to the referenced specification or as modified below:

1. Payment for Mobilization will be made by the Lump Sum. Such payment will be made proportionately with the percentage of work completed, in comparison to the estimated quantities used for the proposal.

2. Measurement and payment for bituminous chip seal shall comply with MnDOT 2356, unless otherwise noted below.

   (a) Bituminous chip seal will be measured and paid by the Square Yard, which will be payment in full for bituminous and aggregate materials.

   (b) Depending on pricing, the estimated quantity may be revised to meet budgetary project costs. The Contractor shall keep a running tabulation of the quantity completed and shall not exceed the approved total without prior authorization.

B. The furnishing and installing of specific items and/or the performance of work under certain circumstances shall not be individually paid in the absence of a specific bid item for the work. The costs shall be included in the unit price bid for the associated bituminous seal coat items. Such items of work include but are not limited to:

1. Provide adequate barricades and personnel to control vehicular and pedestrian traffic.
2. Locating and notifying vehicle owners to move their vehicles so the streets can be sealed.
3. Protecting existing improvements from damage.
4. Protecting of manhole castings and gate valve covers from being coated with bituminous material.
5. Sweeping and removing all objectionable foreign material prior to applying the seal coat material.
6. Cleaning of gutters or other areas as necessary if the seal coat oil and rock get washed by rain into them prior to setup of the oil and rock. Re-sealing of areas that are washed is also required.
7. Maintaining seal coated roadways, including the removal of "wash boards" and leveling aggregate to provide a uniform surface thickness, and avoid bleeding up until the time of sweeping up the excess rock.
8. Cleanup of temporary aggregate stockpile location(s) following completion of the project.
9. Placing and removing "No Parking" signs, as specified.

1.3 SPECIFICATION REFERENCE

A. MnDOT 2356 shall apply to the construction of bituminous seal coat, except as modified herein.

B. Unless noted otherwise, the provisions in this section are in addition to the referenced specification.

1.4 SUBMITTALS

A. Two gradation and two percent crushing tests from supplier stockpiles for aggregate to be supplied for this project. If using a MnDOT certified quarry, testing performed during the certification process may be used in place of new samples.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Seal Coat Aggregate:

1. Seal coat aggregate shall be FA-2 as per MnDOT 3127. The aggregate material shall be Class A rock per MnDOT 3137.2B.

B. Bituminous Material

1. Bituminous material shall be CRS-2P (polymer added) conforming to the requirements of MnDOT 3151.2.E. NOTE: Do not use anti-stripping additives with emulsions.

2.2 QUALITY ASSURANCE/QUALITY CONTROL

A. No specific testing is required for this project; however, the Owner and Engineer reserve the right to perform sampling testing provided in the most current MnDOT Schedule of Materials Control for verification of qualitative and quantitative requirements.

PART 3 - EXECUTION

3.1 NO PARKING DESIGNATION

A. The Contractor shall post all streets in the project area for temporary no parking. Posting signs shall indicate the dates the no parking designation is in effect. Each street shall be posted a minimum of 48 hours prior to the designation starting date. The Contractor is solely responsible for the installation and removal of no parking signage. Notify the City of postings at least 2 working days prior to arriving on site.

3.2 CONSTRUCTION PREPARATION

A. The Owner will spray to kill weeds and grass on project streets prior to the Contractor coming to the site to perform the seal coat work. It is the Contractor's responsibility to notify the Owner at least 1 week prior to coming to the site.

B. **The Contractor shall be aware of the weather forecast. Seal coating shall NOT be performed if rain is predicted within two hours of applying the seal coat.**

C. If construction materials are delivered to the project prior to starting work, storage locations must first be approved by the Owner.

3.3 CONSTRUCTION DETAILS

A. Seal coating shall not be applied before June 16 or after August 31.

1. **No work will be permitted between August 11 and August 17 (Corn on the Cob Days).**

B. No seal coating operations will be permitted until all necessary and required equipment is on site and functioning.

C. Prior to any seal coating, the Contractor shall coordinate any necessary parking restrictions and provide barricades as needed to permit seal coating to proceed.

D. The Contractor shall perform one complete sweeping of the areas to be seal coated immediately prior to beginning work, and will remove all objectionable foreign matter on the road surface.

E. The Contractor shall protect all manhole covers, valve box covers and catch basin castings by covering them with building paper or other suitable methods to prevent such items from being sprayed with bituminous material. Placing aggregate directly on these structures without a barrier is not acceptable.

F. The Contractor shall exercise care to avoid over spraying on adjacent concrete walk, curb and gutter, and other structures. A minor overlap on the outside edge of the concrete gutter will be permitted. However, over spray on the remainder of the gutter, on the curb, on the walk or on other structures shall be removed at the Contractor's expense.

G. The Contractor shall also take the necessary precautions to prevent the seal coat aggregate from entering any manholes, catch basins or water valve boxes.

H. Any aggregate spill and/or tracking shall be cleaned by the Contractor from the surface prior to the application of the bituminous seal coat material.

I. The aggregate spreader shall be a self-propelled type mounted on pneumatic tired wheels located to operate on the freshly applied aggregate. Truck mounted spreaders are not acceptable.

J. The Contractor shall comply with the requirements of MnDOT 2356 for rolling operations, including time limitations, required equipment type and number of rollers on site.

K. Upon completion of the bituminous seal coat application, the Contractor shall remove all coverings and excess seal coat materials from manhole covers, catch basins, and water valve boxes and restore them to their original condition.

L. The Contractor shall sweep the excess seal coat aggregate from the streets approximately 14 to 21 days following the application.

M. Surplus aggregate is the property of the Contractor and the Contractor shall remove and dispose of it by the end of the season.

N. Application Rates:

Aggregate	**Aggregate Applic. Rate**	**Oil Rate CRS-2P[1]** *Emulsion*
FA-2, Class A	18-22 lbs/sy	0.28-0.32 gal/sy

O. The Contractor shall maintain barricades and traffic control measures until the seal coat has cured adequately so that vehicles are not "tracking" the cover aggregate.

P. In the event a second seal coat application is required, the second application shall not be made until the first has had adequate time to cure.

Q. The Contractor shall maintain seal coated roadways. Maintenance shall include the removal of "wash boards" and leveling of aggregate to provide uniform surface thickness.

R. If rain occurs prior to the seal coat oil and rock setting up on the project streets, and the rock and oil get washed into the gutters or other areas, the Contractor shall clean these areas to their original condition. Re-seal coating of various areas may also be required.

******END OF SECTION******

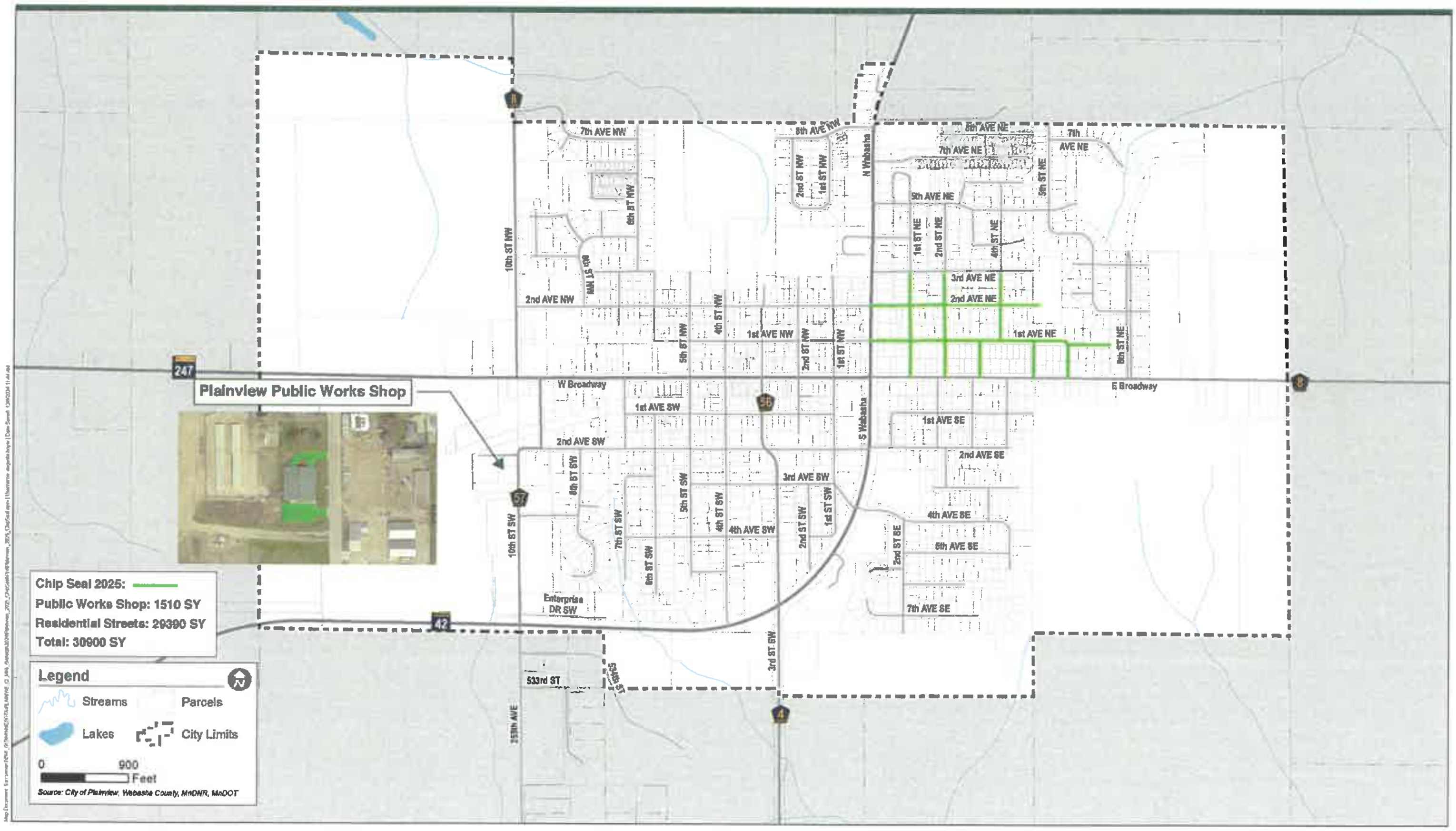
PLAINVIEW *Minnesota*

Bituminous Chip Sealing 2025

City of Plainview

REVISED: 3-25-2025

BOLTON & MENK



PLAINVIEW POLICE DEPARTMENT
241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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

Executive Summary

City Council Regular Meeting: April 8, 2025

AGENDA ITEM: 2025 Dodge Durango Purchase	**AGENDA SECTION:** New Business
PREPARED BY: Jason Timm, Chief of Police	**AGENDA NO.** 7.E.
ATTACHMENTS:	**APPROVED BY: jt**
RECOMMENDED ACTION: Motion to approve purchase of 2025 Dodge Durango AWD V6 on state bid from Dodge of Burnsville, MN, in the amount of $39,265 and $22,000 from the public safety aid for outfitting costs.	

SUMMARY

The Police Department requests the purchase of a 2025 Dodge Durango for $39,265.00 from Dodge of Burnsville. This is the state bid price from the closest authorized dealer. We were planning on purchasing a Ford Explorer, however, that price came in at around $48,000.

We are scheduled to purchase a patrol vehicle this year. $54,000 is allocated in the CIP for this expense, however, we would buy it with the public safety aid. This purchase will replace the 2021 Ford Explorer as a primary patrol vehicle. The 2021 squad will be used as a spare and mid-shift vehicle.

The outfitting costs will be approximately $22,000 with labor and equipment. This will also be paid for out of the public safety aid money given to us last year.

PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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

Executive Summary

City Council Regular Meeting: April 8, 2025

AGENDA ITEM: Motorola APX-6000 Portable Radio	**AGENDA SECTION:** New Business
PREPARED BY: Jason Timm, Chief of Police	**AGENDA NO.** **7.F.**
ATTACHMENTS:	**APPROVED BY: jt**
RECOMMENDED ACTION: Motion to approve the purchase of one Motorola APX-6000 portable radio for $ 6,059.56 from Motorola Solutions.	

SUMMARY

We have been gradually updating our portable radios to keep pace with advancing technology. I had allocated funds for one additional portable radio to replace an existing older unit. Motorola Solutions (ANCOM) has the state bid for this specific radio for $6,059.56. This purchase will be financed from the capital improvement fund.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 8, 2025

AGENDA ITEM: 2024 Budget Amendments	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO.** 7.G
ATTACHMENTS: "2024 Budget Amendments-General Government Funds", Resolution No. 2025-06	**APPROVED BY: DT**
RECOMMENDED ACTION: Motion to approve Resolution 2025-06, Approving 2024 Budget Amendments.	

SUMMARY
City budgets are meant to be a guideline. They are set using historical information as well as anticipated revenues and expenses for a future year. Most cities must revise their original budgets over the course of a year for a variety of reasons including unforeseen expenses, less than anticipated revenues, timing of planned projects, etc.

In order to be compliant on our annual audit, we are required to review actual revenues and expenses compared to the budgeted numbers each year to determine if we anticipate any function or program to be less than originally budgeted for revenues or higher than originally budgeted for expenses. The State of MN only requires that cities note the reasons for amending the city budget and adopt the amendments in a resolution. This only applies to the general governmental funds. Budget amendments are not done by department, but rather by the state budget category. This requirement only applies to expenditure categories, but I am also including budget amendments for the revenue accounts to give a better understanding of the impact on the overall budget.

Our budget amendments show an increase in total revenues in the amount of $640,402 and a decrease in total expenditures in the amount of $280,584. Revenue increases include an insurance reimbursement for a claim for storm damage that occurred in 2022, an increase in Police & Fire State Aid, Fire Relief Association gambling funds donations, and continued higher interest rates for bank accounts and investments. Expenditure decreases are largely due to the 2023 Street Project timing and how much of the project was completed in 2024 as well as moving the trail project to the spring of 2025. We also didn't complete as much street maintenance in 2024 as we had planned to. These decreases in expenditures offset some of the smaller increases in other areas.

There will be no increase in tax levies related to the proposed budget amendments. The Capital Improvement Fund and Street Project Fund reserve balances will be used to complete the 2023 Street Project and help fund future capital projects.

2024 BUDGET AMENDMENTS - GENERAL GOVERNMENT FUNDS

State Budget Category	Original Budget	Amendments	Total Budget After Amendments
REVENUES			
PROPERTY TAXES	$2,737,661	($2,875)	$2,734,786
TAX INCREMENTS	$30,500	$11,395	$41,895
ALL OTHER TAXES	$56,600	($14,289)	$42,311
SPECIAL ASSESSMENTS	$0	$0	$0
LICENSES & PERMITS	$43,500	($8,947)	$34,553
FEDERAL GRANTS	$0	$0	$0
STATE GENERAL PURPOSE AID	$971,892	$1,752	$973,644
STATE CATEGORICAL AID	$513,342	($198,226)	$315,116
GRANTS FROM COUNTY & OTHER LOCAL	$52,528	$4,432	$56,960
CHARGES FOR SERVICES	$269,367	$10,070	$279,437
FINES & FORFEITS	$14,200	$752	$14,952
INTEREST ON INVESTMENTS	$52,850	$207,775	$260,625
MISCELLANEOUS REVENUES	$117,220	$628,302	$745,522
TOTAL REVENUES	$4,859,660	$640,141	$5,499,801
PROCEEDS FROM BOND SALES	$0	$0	$0
OTHER FINANCING SOURCES	$200	$261	$461
TRANSFERS FROM OTHER FUNDS	$0	$0	$0
Funds required from Cash Reserves	$0	$0	$0
TOTAL REVENUES & OTHER FINANCING SOURCES	$4,859,860	$640,402	$5,500,262
EXPENDITURES			
GENERAL GOVERNMENT	$792,456	($1,656)	$790,800
PUBLIC SAFETY	$1,497,476	($49,956)	$1,447,520
STREETS & HIGHWAYS	$674,823	($110,095)	$564,728
SANITATION	$0	$0	$0
HUMAN SERVICES	$0	$0	$0
HEALTH	$0	$0	$0
CULTURE & RECREATION	$653,656	$21,112	$674,768
CONSERVATION OF NATURAL RESOURCES	$0	$0	$0
ECONOMIC DEVELOPMENT	$95,030	$8,439	$103,469
MISC CURRENT EXPENDITURES	$44,590	$599	$45,189
TOTAL CURRENT EXPENDITURES	$3,758,031	($131,556)	$3,626,475
DEBT SERVICE PRINCIPAL	$603,030	$0	$603,030
INTEREST & FISCAL CHARGES	$228,182	$495	$228,677
STREETS & HIGHWAYS CONSTRUCTION	$1,704,629	($427,432)	$1,277,197
CAPITAL OUTLAY	$694,101	$277,909	$972,010
OTHER FINANCING USES	$17,800	$0	$17,800
TRANSFERS TO OTHER FUNDS	$0	$0	$0
TOTAL EXP & OTHER FINANCING USES	$7,005,773	($280,584)	$6,725,189

General gov't funds show an increase in total revenues in the amount of $640,402 & a decrease in total expenditures in the amount of $280,584. Revenue increases include an insurance reimbursement for a large claim for storm damage from 2022, an increase in Police & Fire State Aid amounts, Fire Relief Gambling Donations, and an increase in interest income on our bank accounts and investment accounts. We've been seeing higher rates for the last several years.
Expenditure decreases are due to 2023 Street Project timing and how much was completed and paid for in 2024 as well as moving the trail project to spring of 2025. We also didn't complete as much street maintenance work as planned. These decreases in expenditures offset some of the smaller increases in other areas.

There will be no increase in tax levies to be paid in the current fiscal year related to the proposed budget amendments.
CIP and Street Project reserve funds will be used to complete the 2023 Street Project and fund future capital projects.

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION NO. 2025-06

RESOLUTION APPROVING 2024 BUDGET AMENDMENTS

WHEREAS, on December 12, 2023, the City of Plainview (the "City") approved the 2024 budget;

WHEREAS, the City of Plainview has since determined that there are appropriate revenue and expense amendments to the 2024 budget;

NOW THEREFORE, BE IT RESOLVED by the City Council that the City of Plainview hereby amends the 2024 budget by decreasing the total expenditures in the amount of $280,584 and increasing the total revenues in the amount of $640,402 per the attached detailed "2024 Budget Amendments – General Government Funds".

ADOPTED by the Plainview City Council on this 8th Day of April 2025.

____
Holly Reeve, Mayor Pro-Tempore

ATTEST:

____
Carol Kujath, City Clerk

--SPRING CLEANUP--

CITY OF PLAINVIEW
(City of Plainview Residents Only)

SATURDAY, MAY 17, 2025

PLAINVIEW: **9:00 a.m. to 12:00 p.m.**
Plainview Public Works Building
230 10TH Street SW
Call (507) 534-2229

THE FOLLOWING ITEMS WILL BE ACCEPTED

TIRES (Each): Passenger $8; Light Truck $8; Semi $20; Tractor $40 (with rim, extra $5 per rim)

FURNITURE (Each): Humidifiers, Vacuum Cleaners, Kitchen Chairs, Tables: $10. Recliners, La-Z-Boy, Overstuffed Chairs, Mattresses, Box Springs: $20. Couches, Loveseats: $30. Hide-a-bed: $30.

APPLIANCES: Refrigerators; Freezers; Stoves; Washers; Dryers; Dishwashers; Air Conditioners; Furnaces; Dehumidifiers; Microwaves; Water Softener, and Water Heaters: $20

ELECTRONICS: Televisions and Computer Monitors that are 17" or smaller: $15. Televisions and Computer Monitors that are over 17": $25. Console TVs: $30. All computer components and other electronic devices, including printers, fax machines copiers, stereos: $15.

SCRAP METAL (FREE): Miscellaneous Scrap Metal; Bikes (no tubes/tires on wheels); Lawn Mowers; Grills; Car Batteries - **NO CHARGE**.

FLOURESCENT BULBS (Per bulb): 4' and under: $1.00; larger than 4': $2.00

--NOTHING BEFORE THESE HOURS AND NOTHING AFTER –

-NO yard waste- **-NO garbage-** **-NO demolition materials-**

****Cash or Check Payment Only****
-No credit cards-