



PLAINVIEW CITY COUNCIL MEETING AGENDA

Tuesday, July 10, 2018, at 6:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONSENT AGENDA**
 - A. City Council Minutes
 - B. Bills
 - C. Permits/Licenses/Donations
 - D. Department Head Reports and Board Minutes
 - E. Suspend Public Consumption Ban for Corn on the Cob Days 2018
 - F. Greenwood Cemetery Regulations Amendment
 - G. Ambulance Hire
 - H. Kim's Saloon License Agreement
 - I. Leave of Absence Request
 - J. Appoint Cuccio as Library Liaison
 - K. Contract for School Use of Eckstein Field for 2018-2019
 - L. 7th Ave NW/Fisk Acres Road - Pay Request 2 - Final
- 5. PUBLIC HEARINGS**
- 6. PRESENTATION OF COMMUNITY PETITIONS/GUESTS**

"The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be pertinent to City business and must adhere to Data Privacy Rules, no employee's name may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes, speakers will be recognized only once. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address."
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - A. Setting Candidate Filing Fee
 - B. Department Head Stipend
 - C. Storm Sewer Repairs
 - D. Lion's Club License Agreement for Corn on the Cob Days
 - E. PADCO – Lot Split Application
 - F. Crack Seal Quotes
- 9. INFORMATION ONLY DOCUMENTS**
- 10. COUNCIL COMMENTS**
- 11. ADJOURN**

PLAINVIEW CITY COUNCIL MEETING

Tuesday, June 12, 2018, at 6:00 P.M.

1. **CALL TO ORDER-** Mayor Ziebell called the Plainview City Council meeting to order on Tuesday, June 12, 2018 at 6:01 p.m. Council Members in attendance: Mayor Ziebell, Councilpersons, O'Connor, Walkes, and Boettcher. Also in attendance, City Administrator Clarissa Hadler, City Clerk MariClair Schneider, City Attorney Michael Flaherty, Public Works Director Michael Burgdorf, City Engineer Brian Malm, Police Chief Tim Schneider, Library Director Alice Henderson, EDA Director Judith Jordan and Liquor Store Manager Alisha Mohs. As well as, Tim Weaver, Cindy Weaver, Gary Schneider, Don Pavelka, Joan Pavelka, Spencer Larson, Steve Erwin, and Bill Ihrke.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA-** Motion by Boettcher to approve the agenda, second by O'Connor. Motion passed unanimously.

4. **APPROVAL OF CONSENT AGENDA-** Mayor Ziebell recognized the donation made by Darlene Stephan in the amount of \$20.00 to the Plainview Pool and thanked her for her generosity. Motion by Boettcher to approve the Consent Agenda, Walkes stated he would like to pull two items from the Consent Agenda. Items D and E. Original motion failed for lack of a second. Motion made by Boettcher to approve the amended Consent Agenda with the removal of items D and E from the Consent and moved to New Business. Second by O'Connor. Motion passed unanimously.

A. City Council Minutes -Minutes were not ready for approval

B. Bills

C. Permits/Licenses/Donations

~~D. Department Head Reports and Board Minutes~~

~~E. MnDOT Landscape Contract~~

G. SolSmart Letter of Intent

H. Accept Staff Goals

I. Ambulance Hire - Brown

J. Ambulance Hire - Olson

K. 2018 Pool Hires – Amendment

L. Appoint Planning Commissioner

5. **PUBLIC HEARINGS**

6. **PRESENTATION OF COMMUNITY PETITIONS/GUESTS**

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

Tim Weaver- 510 1st Ave NW-Shared his concerns with the Council regarding the CUP up for PEM School. His main concern was that moving the existing garage that PEM owns to the new site would cause surrounding home values to depreciate in the neighborhood. He thanked Hadler for her time and research regarding the issue at hand. He also thanked Council for hearing him out.

Don Pavelka- 135 6th St NW- Stated he is a neighbor to the North side of the proposed PEM Garage placement. He expressed his concerns and gave some alternatives that he had thought of. He thanked Council for listening.

7. **UNFINISHED BUSINESS**

None

8. NEW BUSINESS

D. Department Head Reports – Walkes had some questions regarding the Cemetery fence. He stated there still needed to be some straightening done, and cleaning up around the fence, and some crooked areas and some posts still have hooks on them and wondered when it was going to be completed. He also inquired about the Parks and the woodchip project. He shared that the chips were cleaned up once at the parking lot of Wedgewood and now it was all full again, and that sections of the play area were roped off, so the kids can't use it. He also noted there were rubber chips in the South Park by Bennett's and wondered when those would be cleaned out. Burgdorf stated that the fence company was coming back to finish up some of the loose ends and that the woodchip project at the Parks has been slow moving because of the rain. He stated they can't get in there to anything until the rain stops and once that happens, it should only take two to three days to complete if the weather permits.

Walkes also wanted an update on the water situation on the lot near his shop. Referring to area behind 330 2nd Ave SE. Hadler shared that the issue was somewhat tricky in that HBC will not take responsibility for it. She shared that she had spoken with both property owners and has assured them that the City will work together with them to help fix the problem. The City cannot really take sole responsibility for that problem, but they can work in cooperation with adjacent property owners to get it remedied. Motion by Boettcher to approve the Department Head Reports, second by Walkes. Motion passed unanimously.

E. MnDOT Landscape Contract- Walkes inquired if there was a plan in place for watering all the landscaping that will be done. Michael answered that yes, they planned on working into their normal routine of watering. Jordan provided revised drawings on the project itself siting some changes in placement from the original drawings. Nothing on the KBS side, a tiered hedge in front of the High Plains tanks, and willows by the Zabel farm. Motion by Boettcher to approve the Resolution 2018-09, MnDOT Landscape Contract, second by Walkes. Motion passed unanimously.

A. Zoning Amendment – Hadler gave an overview of the proposed Zoning Amendment decreasing the R-1 and R-2 Lot Size requirement for public uses to 12,000 square feet. Motion by Boettcher to approve Ordinance 2018-03 Zoning Amendment decreasing the R-1 and R-2 lot size requirement for public uses to 12,000 square feet. Second by Walkes. Motion passed unanimously.

B. Conditional Use Application – PEM Schools – Hadler explained what a Conditional Use was and laid out the conditions that she thought would be appropriate in this case. After listing the conditions which included shrubbery, fencing, windows, and setbacks, O'Connor asked if the Planning and Zoning Commission took serious considerations as to whether this move would depreciate the home values in that neighborhood. Hadler explained that she had called a local appraiser, Shelly Schad, and spoke to her about that very topic. She stated that Schad said it would not negatively impact the values since the garage is already in existence near these properties. Boettcher asked some questions regarding placement of the shrubs and fencing. O'Connor stated he feels strongly that the City and School should work together as best they can and doesn't feel that the Planning and Zoning Board had sufficient proof on the affect of this on the property values and expressed his concern on the loss of housing and the continued loss of housing in the community. Motion by Boettcher to approve Resolution 2018-10, Conditional Use Permit for PEM Schools. Second by Walkes. Voting Aye: Ziebell, Walkes, Boettcher. Voting Nay: O'Connor. Motion passed 3-1.

C. Alternative to Parks and Rec Commission – Hadler explained that city staff has been having a hard time getting people to volunteer to be on the Parks and Rec Commission and suggested going to the Community and hosting Community Events and gathering input from community members. Hadler asked for some direction from council about doing surveys or gathering information from community members. O'Connor suggested a push on social media as well.

9. INFORMATION ONLY DOCUMENTS

A. Blandin Community Partnership Letter 2019 Communities- Plainview

10. COUNCIL COMMENTS-

Ziebell shared information regarding the Hiawatha Land Transit Bus service from the last meeting he had attended. He stated that the bus is used highly in our area. Last year they reported 3,243 riders in the first three months, and this year they have reported 4,276 riders in the first three months of the year. Ziebell also spoke about how the bus is offering free rides to the pool for the third year in a row, with the donation from the City. Hiawatha Land Transit is also in need of volunteers to drive people to doctor's appointments. Ziebell also stated that he would like to see the Emerald Ash Borer Ordinance on the June 26, 2018 Work Session as well as the Cemetery Columbarium.

O'Connor also commented on what a valuable service the Hiawatha Land Transit Bus service is to the community as he himself had to use the service after injuring his leg and needed to get to the local clinic for doctor appointments.

Walkes had one more question about the Sutherland Fence Bill in the Extra Bills handout. He wondered why they were paid in full if the job wasn't done yet. Burgdorf stated they are going to be paid but haven't been paid yet. Walkes inquired as to whether we could hold back some funds until the work is done. Hadler said she would look at the quote to see what the language said.

11. ADJOURN- Motion by Ziebell to adjourn the Regular City Council Meeting, Second by Boettcher. Motion passed unanimously. Meeting adjourned at 6:52 p.m.

Roger Ziebell/Mayor

MariClair Schneider/City Clerk

PLAINVIEW CITY COUNCIL SPECIAL MEETING
Monday, June 25, 2018, at 6:00 P.M.

1. CALL TO ORDER- Mayor Ziebell called the Plainview City Council special meeting to order on Monday, June 25, 2018, at 6:00 pm. In attendance were Mayor Ziebell, Councilpersons, Boettcher, O'Connor, and Walkes. Also in attendance; City Administrator Clarissa Hadler

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA - Motion by Boettcher to approve the Agenda. Second by O'Connor. Motion passed unanimously.

4. COUNCIL APPOINTEE INTERVIEWS – The Council interviewed the following applicants for the open City Council seat; Emilio “Chip” Cuccio, Steve Erwin, and Don Kuschel. When interviews were complete Council members discussed applicants’ strengths and their preferences. No final decision was made, and members agreed to discuss at the meeting on June 26.

5. ADJOURN – Upon a motion from Ziebell and second from O'Connor, the meeting was unanimously adjourned at 7:07 pm.

PLAINVIEW CITY COUNCIL SPECIAL MEETING

Tuesday, June 26, 2018, at 6:00 P.M.

1. **CALL TO ORDER-** Mayor Ziebell called the Special City Council meeting to order on Tuesday June 26, 2018 at 6:00 p.m. Council members present in addition to Mayor Ziebell were Councilpersons Walkes and Boettcher. O'Connor was absent. Also in attendance were: City Administrator Clarissa Hadler, Finance Director Vicki Axley, City Clerk MariClair Schneider, Public Works Director Michael Burgdorf, Police Chief Tim Schneider, Library Director Alice Henderson, Liquor Store Manager Alisha Mohs, Shane Loftus, Spencer Larson, Chip Cuccio, Don Kuschel, Alex Nuehring, Tim Weaver, Steve Erwin, and Monica Hauser.
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA-** Ziebell commented that he would like to move items A and B around. Boettcher made a motion to approve the agenda as amended. Second by Walkes. Motion passed unanimously.
4. **UNFINISHED BUSINESS -**
5. **NEW BUSINESS-**
 - B. City Council Appointment-** Ziebell asked Council to give their opinions on who they would like to see appointed to the council seat that was vacated by Diane LaRocque. Boettcher stated he favored Chip Cuccio. Walkes shared that he felt Steve Erwin would be a good fit, based on his past experience on council and knowledge of the City. Ziebell stated it was a hard decision for him, but after much thought, felt that Chip Cuccio would be the best candidate for the position. Motion by Boettcher to approve Emilio "Chip" Cuccio to the council seat vacated by Diane LaRocque. Second by Ziebell. Motion passed unanimously. Schneider administered the oath of office to Cuccio, and he claimed his seat at the council table.
 - A. 2017 Audit Presentation –** Monica Hauser from Hawkins Ash CPA presented the 2017 audit to the Council. Hauser gave a generalized overview of the audit showing losses and gains. She pointed out that they would suggest reducing the number of accounts, and therefore reducing the number of funds that would need to be dealt with. She stated that the City has undergone some major transition and she felt the audit went very well and much better than last year. No questions from Council. Motion by Walkes to approve the 2017 audit. Second by Boettcher. Motion passed unanimously.
 - C. New Hire-Part-time Bartenders –** Motion by Boettcher to approve Alexandra Wurl as a part-time bartender at Step 1 on the pay scale, \$14.38 per hour. Second by Cuccio. Motion passed unanimously. Motion by Boettcher to approve Joan Klassen as a part-time bartender starting at Step 2, \$14.98 per hour. Second by Cuccio. Motion passed unanimously. Both applicants must complete a successful drug screening and background check prior to beginning work.
 - D. Gold Cross Ambulance Staffing Agreement –** Hadler gave an overview of the Gold Cross Staffing Agreement. Hadler stated after some minor suggestions from City Attorney Mike Flaherty and attorney Steve Erwin, the agreement is at Gold Cross now for their review. Motion by Boettcher to approve the agreement with the pending changes for two full-time Emergency Medical Technicians. Second by Walkes. Motion passed unanimously.
6. **ADJOURN –** Motion by Ziebell to adjourn the Special Council Meeting. Second by Boettcher. Meeting adjourned at 6:29 p.m.

Roger Ziebell, Mayor

MariClair Schneider, City Clerk

**Plainview City Council & Department Head
Work Session
Tuesday, June 26, at 6:30 p.m.**

1. **CALL TO ORDER** – Mayor Ziebell called the work session to order at 6:30 p.m.
2. **APPROVAL OF AGENDA** – Motion by Cuccio to approve the agenda. Second by Ziebell. Motion passed unanimously.
3. **DISCUSSION**
 - A. **Shade Tree Pest Control Ordinance** – Ziebell shared some of his concerns regarding shade tree pest control and how the city has no ordinance in place. Hadler pointed out that the City does indeed have such an ordinance, but it's limited currently, and it just needs to be brought up to speed with some of the newer diseases out there. She also shared it was on Public Works' radar to complete later this summer once they had gotten some of the more pressing matters caught up after the Spring backups. Ziebell asked if Public Works had individuals that were fully trained in tree diseases. Burgdorf answered that he was as well as Shane Loftus. In depth discussion was held between City staff and Ziebell regarding the process of removing the wood and how it's stored, transferred, and disposed of. Ziebell requested that the City to look into making sure they are following what the Department of Agriculture guidelines. The shade tree pest ordinance will be on the August agenda as it will need some time to be reviewed by the City Attorney.
 - B. **Cemetery Long Term Planning** – Generalized discussion took place regarding the future of Cemetery and the plans for a Columbarium. Hadler added that some more planning and discussion with Burgdorf will be in order as this is his part of his department. Ziebell requested that council members take a look at the Cemetery in their free time and give some feedback as he felt it could use some attention.
4. **COUNCIL & STAFF UPDATES-**

Hadler shared that the new website was launched and that the Comprehensive Plan Survey has also been launched with 91 responses so far from just one Facebook post and there are plans to distribute further into the community. Cuccio expressed his gratitude for accessibility of the website.
5. **ADJOURN-** Motion by Ziebell to adjourn the Council Work Session. Second by Cuccio. Motion passed. Work session adjourned at 6:44 p.m.

Roger Ziebell/Mayor

MariClair Schneider/ City Clerk



Executive Summary

City Council Regular Meeting: July 10, 2018

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
460 ADVANCED DISPOSAL								
06/27/2018	G600020826	1	Invoice	GARBAGE/LIQUOR ST.	05/31/2018	06/27/2018	343.35	609-49750-384
Total 460 ADVANCED DISPOSAL:							343.35	
416 AFLAC								
06/27/2018	032499	1	Invoice	EMPLOYEE INS.	06/12/2018	07/01/2018	156.90	601-21705
06/27/2018	032499	2	Invoice	EMPLOYEE INS.	06/12/2018	07/01/2018	102.57	230-21705
06/27/2018	032499	3	Invoice	EMPLOYEE INS.	06/12/2018	07/01/2018	1,136.88	101-21705
Total 416 AFLAC:							1,396.35	
106479 AGRI NEWS								
06/27/2018	266668	1	Invoice	SUBSCRIPTION/LIBRARY	05/24/2018	06/21/2018	36.82	211-45500-592
Total 106479 AGRI NEWS:							36.82	
524 ALEX AIR APPARATUS								
06/27/2018	36032	1	Invoice	FIRE	05/02/2018	06/27/2018	233.02	101-42200-221
06/27/2018	36032	2	Invoice	FIRE	05/02/2018	06/27/2018	233.02	245-42200-221
Total 524 ALEX AIR APPARATUS:							466.04	
104789 AMERICAN WATER WORKS ASSN.								
06/27/2018	7001563459	1	Invoice	RENEWAL/WATER	04/27/2018	07/11/2018	79.00	601-49400-433
Total 104789 AMERICAN WATER WORKS ASSN.:							79.00	
106199 ASPEN MILLS								
06/27/2018	218610	1	Invoice	UNIFORM/AMB	06/20/2018	06/27/2018	358.57	230-49020-417
Total 106199 ASPEN MILLS:							358.57	
154 BENNETT'S FOOD CENTER								
06/27/2018	0751	1	Invoice	DARE	05/14/2018	06/14/2018	302.92	101-42100-438
Total 154 BENNETT'S FOOD CENTER:							302.92	
331 BLUE CROSS - BLUE SHIELD OF MN								
06/27/2018	1806010499	1	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	1,069.50	101-41500-131
06/27/2018	1806010499	2	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	1,914.01	101-42100-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
06/27/2018	1806010499	3	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	235.83	101-43125-131
06/27/2018	1806010499	4	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	1,151.39	101-43100-131
06/27/2018	1806010499	5	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	639.77	211-45500-131
06/27/2018	1806010499	6	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	1,502.14	230-49020-131
06/27/2018	1806010499	7	Invoice	EMPLOY HEALTH INS.	06/01/2018	06/20/2018	1,096.07	609-49750-131
Total 331 BLUE CROSS - BLUE SHIELD OF MN:							7,608.71	
104828 CENTER POINT LARGE PRINT								
06/27/2018	1587078	1	Invoice	LG PRT BOOKS/LIBRARY	05/02/2018	06/27/2018	134.24	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							134.24	
572 CENTURYLINK/PHOENIX								
06/27/2018	313054219 J	1	Invoice	PHONE/POOL	06/11/2018	07/09/2018	109.49	225-45128-321
06/27/2018	313539040 J	1	Invoice	PHONE/PARKBOARD	06/11/2018	07/09/2018	102.64	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							212.13	
52 COCA COLA BOTTLING OF WINONA								
06/27/2018	41699	1	Invoice	POP/PARKS & POOL	06/05/2018	06/27/2018	343.44	225-45128-259
06/27/2018	41776	1	Invoice	POP/PARKS & POOL	06/20/2018	06/27/2018	343.44	225-45128-259
Total 52 COCA COLA BOTTLING OF WINONA:							686.88	
106422 CORE & MAIN, LP								
06/27/2018	J016465	1	Invoice	VALVE/WATER	06/14/2018	06/27/2018	205.15	601-49400-221
Total 106422 CORE & MAIN, LP:							205.15	
106384 CRESCENT LANDSCAPE SUPPLY, INC.								
06/27/2018	021045	1	Invoice	PLAYGROUND CHIPS	06/16/2018	06/27/2018	2,280.00	225-45200-590
Total 106384 CRESCENT LANDSCAPE SUPPLY, INC.:							2,280.00	
59 CULLIGAN WATER CONDITIONING								
06/27/2018	610561 MAY	1	Invoice	SOFT SALT/LIQUOR ST.	05/31/2018	06/25/2018	52.23	609-49750-223
Total 59 CULLIGAN WATER CONDITIONING:							52.23	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105876 CURTISS, MEG								
06/27/2018	JUNE 2018	1	Invoice	SUPPLIES/LBIRARY	06/12/2018	06/27/2018	8.59	211-45500-437
Total 105876 CURTISS, MEG:							8.59	
62 DALCO								
06/27/2018	3327243	1	Invoice	SUPPLIES/POOL	06/11/2018	06/27/2018	165.06	225-45128-217
Total 62 DALCO:							165.06	
106428 DATA SMART COMPUTERS INC.								
06/27/2018	57131	1	Invoice	OFFICE 365 FEES	06/11/2018	06/27/2018	132.50	101-41500-580
Total 106428 DATA SMART COMPUTERS INC.:							132.50	
105564 DEARBORN NATIONAL								
06/27/2018	F017376-1 J	1	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	132.86	101-41500-131
06/27/2018	F017376-1 J	2	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	259.16	101-42100-131
06/27/2018	F017376-1 J	3	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	73.17	101-43100-131
06/27/2018	F017376-1 J	4	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	34.29	211-45500-131
06/27/2018	F017376-1 J	5	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	32.80	225-45200-131
06/27/2018	F017376-1 J	6	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	43.25	230-49020-131
06/27/2018	F017376-1 J	7	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	32.80	601-49400-131
06/27/2018	F017376-1 J	8	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	26.53	602-49450-131
06/27/2018	F017376-1 J	9	Invoice	EMPLOYEE INS.	06/13/2018	07/01/2018	53.67	609-49750-131
Total 105564 DEARBORN NATIONAL:							688.53	
105433 DELTA DENTAL OF MINNESOTA								
06/27/2018	7320816	1	Invoice	EMPLOY DENTAL	06/15/2018	07/01/2018	31.15	609-21705
06/27/2018	7320816	2	Invoice	EMPLOY DENTAL	06/15/2018	07/01/2018	367.75	101-21705
06/27/2018	7320816	3	Invoice	EMPLOY DENTAL	06/15/2018	07/01/2018	65.05	230-21705
06/27/2018	7320816	4	Invoice	CREDIT	06/15/2018	07/01/2018	62.30-	230-21705
Total 105433 DELTA DENTAL OF MINNESOTA:							401.65	
68 DEMCO								
06/27/2018	6385186	1	Invoice	SUPPLIES/LIBRARY	05/23/2018	06/22/2018	380.42	211-45500-201
06/27/2018	6393915	1	Invoice	SUPPLIES/LIBRARY	06/08/2018	07/08/2018	108.95	211-45500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 68 DEMCO:							489.37	
106483 DICK, SARA								
06/27/2018	JUNE 2018	1	Invoice	REFUND SWIM LESSONS	06/22/2018	06/27/2018	30.00	225-45128-437
Total 106483 DICK, SARA:							30.00	
106372 EGAN								
06/27/2018	JC10174484	1	Invoice	GFCI REPLACE/POOL	06/11/2018	06/27/2018	85.39	225-45128-223
06/27/2018	JC10174860	1	Invoice	REPAIRS WELL #2	06/19/2018	06/27/2018	1,041.72	601-49400-223
Total 106372 EGAN:							1,127.11	
106477 EIDENSCHNICK, HEATHER								
06/27/2018	2018	1	Invoice	WATER SAFETY INST. TRAIN	06/09/2018	06/19/2018	215.00	225-45128-331
Total 106477 EIDENSCHNICK, HEATHER:							215.00	
106327 ELM USA								
06/27/2018	12088	1	Invoice	PAY GO/LIBRARY	06/06/2018	06/27/2018	25.00	211-45500-201
Total 106327 ELM USA:							25.00	
105646 EXPERT T BILLING								
06/27/2018	4643	1	Invoice	MAY BILLING/AMB	06/18/2018	06/27/2018	522.00	230-49020-401
Total 105646 EXPERT T BILLING:							522.00	
104641 GOLD CROSS AMBULANCE SERVICE								
06/27/2018	18-50259	1	Invoice	INTERCEPT/AMB	06/04/2018	06/25/2018	180.40	230-49020-217
Total 104641 GOLD CROSS AMBULANCE SERVICE:							180.40	
105285 GOLD CROSS CONTRACT SERVICES								
06/27/2018	18-349	1	Invoice	JULY MANAGE/AMB	06/05/2018	06/15/2018	7,550.00	230-49020-401
Total 105285 GOLD CROSS CONTRACT SERVICES:							7,550.00	
106129 GRAFIX SHOPPE								
06/27/2018	121375	1	Invoice	DETAIL/POLICE	06/05/2018	06/27/2018	148.18	101-42100-221

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106129 GRAFIX SHOPPE:							148.18	
106482 HARRISON, JIM								
06/27/2018	PL16-16	1	Invoice	REFUND DEPOSIT	04/07/2016	06/26/2018	100.00	101-41500-32210
Total 106482 HARRISON, JIM:							100.00	
105808 HBC, INC.								
06/27/2018	105099 JUN	1	Invoice	PHONE&INTERNET/FIRE	06/02/2018	06/20/2018	159.63	101-42200-321
06/27/2018	78487 JUNE	1	Invoice	PHONE INTERNET/ADM	06/02/2018	06/20/2018	292.19	101-41500-321
06/27/2018	78487 JUNE	2	Invoice	PHONE INTERNET/PD	06/02/2018	06/20/2018	596.50	101-42100-321
06/27/2018	78487 JUNE	3	Invoice	PHONE INTERNT/PUBLIC WORKS	06/02/2018	06/20/2018	127.41	101-43100-321
Total 105808 HBC, INC.:							1,175.73	
106126 HENRY SCHEIN INC.								
06/27/2018	52584137*	1	Invoice	MED SUPPLIES/AMB	04/19/2018	06/27/2018	50.76	230-49020-217
06/27/2018	52790955-00	1	Invoice	CREDIT/AMB	04/25/2018	06/27/2018	12.00-	230-49020-217
06/27/2018	52898181	1	Invoice	MED SUPPLIES/AMB	04/30/2018	06/27/2018	107.66	230-49020-217
06/27/2018	53548469	1	Invoice	MED SUPPLIES/AMB	05/18/2018	06/27/2018	140.89	230-49020-217
06/27/2018	63493204	1	Invoice	MED SUPPLIES/AMB	05/04/2018	06/27/2018	207.12	230-49020-217
Total 106126 HENRY SCHEIN INC.:							494.43	
116 HIGH PLAINS								
06/27/2018	15371 MAY 2	1	Invoice	FUEL/FIRE DEPT.	05/31/2018	06/30/2018	76.52	101-42200-212
06/27/2018	2660 MAY 20	1	Invoice	FUEL/STREETS	05/31/2018	06/30/2018	638.76	101-43100-212
06/27/2018	2660 MAY 20	2	Invoice	FUEL/WATER	05/31/2018	06/30/2018	56.75	601-49400-212
06/27/2018	2660 MAY 20	3	Invoice	FUEL/POOL	05/31/2018	06/30/2018	28.18	225-45200-212
06/27/2018	2660 MAY 20	4	Invoice	FUEL/PARKS	05/31/2018	06/30/2018	236.38	225-45200-212
Total 116 HIGH PLAINS:							1,036.59	
105810 HOFSCHULTE WELL & PUMP SERVICE								
06/27/2018	9468	1	Invoice	CURB BOXES/WATER	06/03/2018	06/27/2018	1,727.55	601-49400-221
06/27/2018	9468	2	Invoice	BACKHOE/PONDS	06/03/2018	06/27/2018	1,009.60	101-43100-225
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							2,737.15	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
384 JACK NEUMANN TRUCKING								
06/27/2018	23050	1	Invoice	FREIGHT/LIQUOR ST.	06/21/2018	06/27/2018	105.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							105.00	
104619 JACK'S UNIFORM & EQUIPMENT								
06/27/2018	74680A	1	Invoice	GENERAL UNIFORM/POLICE	06/06/2018	06/27/2018	488.00	101-42100-417
Total 104619 JACK'S UNIFORM & EQUIPMENT:							488.00	
106143 JARRETT, ANGIE								
06/27/2018	JUNE 2018	1	Invoice	REIMBURSE/AMB	06/19/2018	06/27/2018	12.99	230-49020-223
06/27/2018	JUNE 2018	2	Invoice	REIMBURSE/AMB	06/19/2018	06/27/2018	32.04	230-49020-217
Total 106143 JARRETT, ANGIE:							45.03	
106388 JECH, BRAD								
06/27/2018	134	1	Invoice	RENTING SKID LOADER	06/18/2018	06/27/2018	1,294.00	225-45200-418
Total 106388 JECH, BRAD:							1,294.00	
348 JOHN DEERE FINANCIAL								
06/27/2018	IP76203	1	Invoice	PARTS/POOL	05/15/2018	07/04/2018	3.01	225-45128-221
Total 348 JOHN DEERE FINANCIAL:							3.01	
134 JOHNSON BROS-ST. PAUL								
06/27/2018	1037634	1	Invoice	LIQUOR	06/20/2018	06/27/2018	1,664.22	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							1,664.22	
105877 JOHNSON CONTROLS SECURITY SOLUTIONS								
06/27/2018	30686100 06	1	Invoice	SECURITY/LIQUOR ST.	06/09/2018	07/01/2018	79.54	609-49750-201
Total 105877 JOHNSON CONTROLS SECURITY SOLUTIONS:							79.54	
141 KREOFISKY BUILDING SUPPLIES								
06/27/2018	1805-710186	1	Invoice	SUPPLIES/POOL	05/03/2018	06/27/2018	51.55	225-45128-221
06/27/2018	1805-712020	1	Invoice	SUPPLIES/STREETS	05/09/2018	06/27/2018	2.49	101-43100-217
06/27/2018	1805-713611	1	Invoice	SUPPLIES/POOL	05/14/2018	06/27/2018	4.99	225-45128-221
06/27/2018	1805-715355	1	Invoice	SUPPLIES/STREETS	05/18/2018	06/27/2018	9.99	101-43100-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
06/27/2018	1805-716520	1	Invoice	SUPPLIES/STREETS	05/22/2018	06/27/2018	5.99	101-43100-217
06/27/2018	1805-716832	1	Invoice	SUPPLIES/STREETS	05/23/2018	06/27/2018	15.78	101-43100-217
06/27/2018	1805-716968	1	Invoice	SUPPLIES/STREETS	05/23/2018	06/27/2018	13.47	101-43100-217
06/27/2018	1805-717233	1	Invoice	SUPPLIES/STREETS	05/24/2018	06/27/2018	159.14	101-43100-217
06/27/2018	1805-718672	1	Invoice	HOOK/CEMETERY	05/29/2018	06/27/2018	28.98	235-49010-590
06/27/2018	1805-718977	1	Invoice	HOSE/STREETS	05/30/2018	06/27/2018	4.18	101-43100-217
06/27/2018	1805-719302	1	Invoice	SUPPLIES/POLICE	05/31/2018	06/27/2018	77.15	101-42100-418
06/27/2018	1805-719504	1	Invoice	SUPPLIES/POOL	05/31/2018	06/27/2018	10.75	225-45128-221
06/27/2018	1805-719630	1	Invoice	SUPPLIES/POOL	05/31/2018	06/27/2018	32.25	225-45128-221
Total 141 KREOFKY BUILDING SUPPLIES:							416.71	
106176 KWIK TRIP EXTENDED NETWORK								
06/27/2018	NP53460865	1	Invoice	FUEL/AMB	06/04/2018	06/25/2018	491.03	230-49020-212
06/27/2018	NP53460865	2	Invoice	FUEL/POLICE	06/04/2018	06/25/2018	659.75	230-49020-212
Total 106176 KWIK TRIP EXTENDED NETWORK:							1,150.78	
106480 LAKE CITY PUBLIC LIBRARY								
06/27/2018	MAY 2018	1	Invoice	COVERS MINI BOOKS/LIBRARY	05/22/2018	06/27/2018	75.00	211-45500-201
Total 106480 LAKE CITY PUBLIC LIBRARY:							75.00	
106053 M&M CONSTRUCTION & CLEANING INC.								
06/27/2018	4120	1	Invoice	ASPHALT/PARKS	06/01/2018	06/30/2018	8,775.00	225-45200-228
06/27/2018	4120	2	Invoice	ASPHALT/WATER	06/01/2018	06/30/2018	2,594.70	601-49400-228
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							11,369.70	
308 MAYO CLINIC								
06/27/2018	1012857209	1	Invoice	NEW EMPLOY/POOL	04/06/2018	06/19/2018	38.70	225-45200-310
06/27/2018	700002746	1	Invoice	NEW EMPLOY/AMB	06/01/2018	06/29/2018	43.00	230-49020-310
06/27/2018	700002746	2	Invoice	NEW EMPLOY/AMB	06/01/2018	06/29/2018	86.00	225-45200-310
06/27/2018	700002746	3	Invoice	NEW EMPLOY/AMB	06/01/2018	06/29/2018	473.00	225-45128-310
Total 308 MAYO CLINIC:							640.70	
173 METRO SALES INC.								
06/27/2018	1099679	1	Invoice	COPIER USAGE/CH	06/13/2018	07/13/2018	304.95	101-41500-401
06/27/2018	1099680	1	Invoice	COPIER USAGE/CH	06/13/2018	07/13/2018	433.26	101-41500-401
06/27/2018	1100669	1	Invoice	COPIER USAGE/LIBRARY	06/14/2018	06/27/2018	122.45	211-45500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 173 METRO SALES INC.:							860.66	
175 MICHAEL'S TIRE & AUTO								
06/27/2018	120912	1	Invoice	DISPOSAL TIRES	05/14/2018	06/27/2018	117.00	101-41500-437
Total 175 MICHAEL'S TIRE & AUTO:							117.00	
190 MINNESOTA RURAL WATER ASSOC								
06/27/2018	2018-2019	1	Invoice	MEMBERSHIP/WATER	06/21/2018	06/27/2018	275.00	601-49400-433
Total 190 MINNESOTA RURAL WATER ASSOC:							275.00	
106277 NATIONAL FIRE SAFETY COUNCIL, INC.								
06/27/2018	2018	1	Invoice	FIRE SAFETY ITEMS	06/01/2018	09/01/2018	600.00	101-42200-207
Total 106277 NATIONAL FIRE SAFETY COUNCIL, INC.:							600.00	
104458 NEWMAN SIGNS								
06/27/2018	TRFINV0028	1	Invoice	SIGNS/STREETS	06/18/2018	06/27/2018	53.21	101-43100-217
Total 104458 NEWMAN SIGNS:							53.21	
106478 NIELSENS PEST CONTROL								
06/27/2018	JUNE 2018	1	Invoice	EXTERMINATE AT CITYHALL	06/15/2018	06/27/2018	107.34	101-41500-223
06/27/2018	MAY 2018	1	Invoice	EXTERMINATE AT AMB BLDG.	05/29/2018	06/27/2018	107.38	230-49020-223
Total 106478 NIELSENS PEST CONTROL:							214.72	
106121 OLIG, MICHELLE								
06/27/2018	237010049	1	Invoice	REIMBURSE/POOL	06/18/2018	06/27/2018	5.54	225-45128-259
Total 106121 OLIG, MICHELLE:							5.54	
106085 ON-SITE COMPUTERS, INC.								
06/27/2018	CW59693	1	Invoice	COMPUTER/ADM	06/08/2018	06/27/2018	1,087.00	101-41500-580
06/27/2018	CW59703	1	Invoice	COMPUTER WORK/POLICE	06/08/2018	06/27/2018	211.80	101-42100-221
Total 106085 ON-SITE COMPUTERS, INC.:							1,298.80	

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205 ORION DISTRIBUTING LLC								
06/27/2018	06142018	1	Invoice	SUPPLIES/LIQUOR ST.	06/14/2018	06/27/2018	1,650.25	609-49750-259
Total 205 ORION DISTRIBUTING LLC:							1,650.25	
105716 PAPER ROLL SUPPLIES								
06/27/2018	276226	1	Invoice	SUPPLIES/LIQ.ST.	06/11/2018	06/27/2018	52.00	609-49750-201
Total 105716 PAPER ROLL SUPPLIES:							52.00	
106434 PENWORTHY COMPANY								
06/27/2018	0541904-IN	1	Invoice	BOOKS/LIBRARY	06/15/2018	06/27/2018	109.81	211-45500-592
Total 106434 PENWORTHY COMPANY:							109.81	
106161 PEOPLE'S ENERGY COOPERATIVE								
06/27/2018	2643900 MA	1	Invoice	ELEC/WELL #3	06/05/2018	06/25/2018	376.00	601-49400-381
06/27/2018	2647400 MA	1	Invoice	ELEC/RINK	06/05/2018	06/25/2018	55.00	225-45200-381
06/27/2018	2652400 MA	1	Invoice	ELEC/LIQUOR STORE	06/05/2018	06/25/2018	873.00	609-49750-381
06/27/2018	2657300 MA	1	Invoice	ELEC/TENNIS COURT	06/05/2018	06/25/2018	39.10	225-45200-381
06/27/2018	2657400 MA	1	Invoice	ELEC/ATH.FIELD	06/05/2018	06/25/2018	75.00	225-45200-381
06/27/2018	2658900 MA	1	Invoice	ELEC/POOL	06/05/2018	06/25/2018	745.00	225-45128-381
06/27/2018	2706100 MA	1	Invoice	ELEC/NE LIFT STATION	06/05/2018	06/25/2018	122.00	602-49450-381
06/27/2018	2714900 MA	1	Invoice	ELEC/ST.LIGHTS	06/05/2018	06/25/2018	2,472.00	101-43100-381
06/27/2018	2732200 MA	1	Invoice	ELEC/SIGNAL LIGHT	06/05/2018	06/25/2018	33.00	101-43100-381
06/27/2018	2738000 MA	1	Invoice	ELEC/WELL #2	06/05/2018	06/25/2018	1,965.00	601-49400-381
06/27/2018	2739100 MA	1	Invoice	ELEC/PW BLDG	06/05/2018	06/25/2018	366.00	101-43100-381
06/27/2018	2747700 MA	1	Invoice	ELEC/W.BDWY SIREN	05/31/2018	06/25/2018	11.00	101-42500-381
06/27/2018	2747700 MA	1	Invoice	ELEC/SW SIREN	06/05/2018	06/25/2018	41.00	101-42500-381
06/27/2018	2764400 MA	1	Invoice	ELEC/NW LIFT STATION	06/05/2018	06/25/2018	375.00	602-49450-381
06/27/2018	2767800 MA	1	Invoice	ELEC/CEMETERY	06/05/2018	06/25/2018	27.00	235-49010-381
06/27/2018	2777600 MA	1	Invoice	ELEC/LIBRARY	06/05/2018	06/25/2018	252.00	211-45500-381
06/27/2018	3026600 MA	1	Invoice	ELEC/AMB BLDG	06/05/2018	06/25/2018	333.00	230-49020-381
06/27/2018	3036800 MA	1	Invoice	ELEC/FIRE HALL	06/05/2018	06/25/2018	165.00	101-42200-381
06/27/2018	3038100 MA	1	Invoice	ELEC/CITYHALL	06/05/2018	06/25/2018	186.00	101-41500-381
06/27/2018	3038100 MA	2	Invoice	ELEC/CITYHALL	06/05/2018	06/25/2018	186.00	101-42100-381
06/27/2018	3038100 MA	3	Invoice	ELEC/CITYHALL	06/05/2018	06/25/2018	186.00	101-41110-381
06/27/2018	3041300 MA	1	Invoice	ELEC/WEDGEWOOD	06/05/2018	06/25/2018	30.00	225-45200-381
06/27/2018	3042300 MA	1	Invoice	ELEC/WATER TOWER	06/05/2018	06/25/2018	211.00	601-49400-381
06/27/2018	3043900 MA	1	Invoice	ELEC/BIKE TRAIL	06/05/2018	06/25/2018	40.00	225-45200-381

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Total 106161 PEOPLE'S ENERGY COOPERATIVE:							9,164.10	
217 PHILLIPS ST. PAUL.								
06/27/2018	2377011	1	Invoice	LIQUOR	06/20/2018	06/27/2018	4,107.93	609-49750-261
Total 217 PHILLIPS ST. PAUL.:							4,107.93	
76 PLAINVIEW EDA								
06/27/2018	JUNE 2018	1	Invoice	CONTRIBUTION JUNE 2018	06/18/2018	06/27/2018	4,583.34	101-46500-491
Total 76 PLAINVIEW EDA:							4,583.34	
105272 PLAINVIEW LAWN & SNOW								
06/27/2018	6853	1	Invoice	OPEN & CLOSE/CEMETERY	06/19/2018	06/27/2018	450.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							450.00	
105152 PURCHASE POWER								
06/27/2018	4704526	1	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	100.00	101-41110-201
06/27/2018	4704526	2	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	50.00	101-42100-201
06/27/2018	4704526	3	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	75.00	230-49020-201
06/27/2018	4704526	4	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	50.00	609-49750-201
06/27/2018	4704526	5	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	75.00	101-42100-201
06/27/2018	4704526	6	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	50.00	211-45500-201
06/27/2018	4704526	7	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	50.00	101-43100-201
06/27/2018	4704526	8	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	25.00	225-45200-201
06/27/2018	4704526	9	Invoice	POSTAGE REFILL	06/08/2018	07/08/2018	25.00	225-45128-437
Total 105152 PURCHASE POWER:							500.00	
741 QUILL CORPORATION								
06/27/2018	7616198	1	Invoice	SUPPLIES/ADM	06/05/2018	06/27/2018	79.71	101-41500-201
06/27/2018	7693594	1	Invoice	SUPPLIES/ADM	06/07/2018	06/27/2018	50.01	101-41500-201
06/27/2018	7794487	1	Invoice	SUPPLIES/AMB	06/12/2018	06/27/2018	169.15	230-49020-211
06/27/2018	7813141	1	Invoice	SUPPLIES/ADM	06/07/2018	06/27/2018	47.23	101-41500-201
Total 741 QUILL CORPORATION:							346.10	
245 RANDY'S FOODS LLC								
06/27/2018	06182018	1	Invoice	SNACKS/LIQUOR ST.	06/18/2018	06/27/2018	90.00	609-49750-259

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Total 245 RANDY'S FOODS LLC:							90.00	
106198 RECORDED BOOKS, INC.								
06/27/2018	75794631	1	Invoice	RECORDED BOOKS/LIBRARY	05/29/2018	06/27/2018	188.24	211-45500-592
06/27/2018	75798991	1	Invoice	RECORDED BOOKS/LIBRARY	06/07/2018	06/27/2018	40.00	211-45500-592
Total 106198 RECORDED BOOKS, INC.:							228.24	
419 ROURKE EDUCATIONAL MEDIA								
06/27/2018	11905	1	Invoice	BOOKS/LIBRARY	03/02/2018	06/27/2018	196.55	211-45500-592
Total 419 ROURKE EDUCATIONAL MEDIA:							196.55	
264 SCHOTT DISTRIBUTING CO INC								
06/27/2018	299794	1	Invoice	BEER/LIQUOR STORE	06/14/2018	06/27/2018	2,285.95	609-49750-252
06/27/2018	317348	1	Invoice	BEER/LIQUOR STORE	06/13/2018	06/27/2018	4,374.50	609-49750-252
06/27/2018	318138	1	Invoice	BEER/LIQUOR STORE	06/20/2018	06/27/2018	15,225.67	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							21,886.12	
268 SELCO								
06/27/2018	45110	1	Invoice	FEES, MAILS/LIBRARY	05/16/2018	06/27/2018	1,018.56	211-45500-418
Total 268 SELCO:							1,018.56	
106484 SIMON,MARSHALL								
06/27/2018	2018	1	Invoice	LIFEGUARD REIMBURSE/POOL	06/11/2018	06/27/2018	215.00	225-45128-331
Total 106484 SIMON,MARSHALL:							215.00	
104639 SOMA CONSTRUCTION INC.								
06/27/2018	18120	1	Invoice	REMOVE PEA ROCK/PARKS	06/01/2018	06/27/2018	3,465.63	225-45200-590
Total 104639 SOMA CONSTRUCTION INC.:							3,465.63	
105951 SPEEDLING, GREG								
06/27/2018	PL16-106	1	Invoice	REFUND DEPOSIT	06/15/2018	06/27/2018	1,000.00	101-41500-32210
Total 105951 SPEEDLING, GREG:							1,000.00	

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106282 STEVEN C. NORTON PH.D. LP								
06/27/2018	JUNE 2018	1	Invoice	SERVICE/POLICE	06/21/2018	06/27/2018	350.00	101-42100-310
Total 106282 STEVEN C. NORTON PH.D. LP:							350.00	
105679 SUBZERO								
06/27/2018	MAY 2018	1	Invoice	SHIRTS/LIQUOR ST.	05/30/2018	06/27/2018	272.00	609-49750-343
Total 105679 SUBZERO:							272.00	
106476 THE DARNING GROUP LLC								
06/27/2018	06072018	1	Invoice	WATER SAFETY INST. TRAINING	06/07/2018	06/19/2018	1,935.00	225-45128-331
Total 106476 THE DARNING GROUP LLC:							1,935.00	
105796 U.S. BANK EQUIPMENT FINANCE								
06/27/2018	359962545	1	Invoice	COPIER/CITYHALL	06/15/2018	07/11/2018	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
106086 ULINE								
06/27/2018	98413955	1	Invoice	TRASH PICKER/PARKS	06/12/2018	06/27/2018	78.64	225-45200-217
Total 106086 ULINE:							78.64	
105372 VEENHUIS, DAVE & DAWN								
06/27/2018	JUNE 2018	1	Invoice	REFUND/LESSONS	06/25/2018	06/27/2018	30.00	225-45128-437
Total 105372 VEENHUIS, DAVE & DAWN:							30.00	
105539 VERIZON WIRELESS								
06/27/2018	9809216195	1	Invoice	CELLPHONE/AMB	06/16/2018	06/27/2018	95.04	230-49020-321
Total 105539 VERIZON WIRELESS:							95.04	
168 VISA								
06/27/2018	6113	1	Invoice	SUPPLIES/POLICE	06/03/2018	06/27/2018	170.41	101-42100-221
06/27/2018	6113	2	Invoice	UNIFORM K.DOUGLAS	06/03/2018	06/27/2018	60.54	101-42100-417
06/27/2018	6113	3	Invoice	MEALS/POLICE	06/03/2018	06/27/2018	16.96	101-42100-331
06/27/2018	6121 MAY 20	1	Invoice	HOSTGATOR/POLICE	06/03/2018	06/27/2018	8.99	101-42100-321
06/27/2018	6121 MAY 20	2	Invoice	GENERAL UNIFORM/POLICE	06/03/2018	06/27/2018	286.50	101-42100-417

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
06/27/2018	6121 MAY 20	3	Invoice	CARWASH/POLICE	06/03/2018	06/27/2018	9.00	101-42100-212
06/27/2018	6121 MAY 20	4	Invoice	BCA TRAINING/POLICE	06/03/2018	06/27/2018	130.00	101-42100-331
06/27/2018	6121 MAY 20	5	Invoice	LOCK TECH/POLICE	06/03/2018	06/27/2018	99.10	101-42100-201
06/27/2018	6121 MAY 20	6	Invoice	UPS/POLICE	06/03/2018	06/27/2018	7.45	101-42100-437
06/27/2018	6139 MAY 20	1	Invoice	UPS/POLICE	06/03/2018	06/27/2018	35.31	101-42100-437
06/27/2018	6139 MAY 20	2	Invoice	GUNLOCKER/POLICE	06/03/2018	06/27/2018	431.96	101-42100-201
06/27/2018	6139 MAY 20	3	Invoice	UNIFORM/E.HENRY	06/03/2018	06/27/2018	155.40	101-42100-417
06/27/2018	6139 MAY 20	4	Invoice	FUEL/POLICE	06/03/2018	06/27/2018	42.82	101-42100-212
06/27/2018	6139 MAY 20	5	Invoice	GUNLOCKER/POLICE	06/03/2018	06/27/2018	470.22	101-42100-418
06/27/2018	6154 MAY 20	1	Invoice	SUPPLIES/STREETS	06/03/2018	06/27/2018	186.39	101-43100-217
06/27/2018	6154 MAY 20	2	Invoice	SUPPLIES/STREETS	06/03/2018	06/27/2018	87.36	101-43100-223
06/27/2018	6154 MAY 20	3	Invoice	SUPPLIES/POOL	06/03/2018	06/27/2018	244.29	225-45128-217
06/27/2018	6154 MAY 20	4	Invoice	SUPPLIES/SEWER	06/03/2018	06/27/2018	39.71	602-49450-217
06/27/2018	6154 MAY 20	5	Invoice	SUPPLIES/FIRE DEPT.	06/03/2018	06/27/2018	74.60	101-42200-221
06/27/2018	6154 MAY 20	6	Invoice	PUMP/POOL	06/03/2018	06/27/2018	661.00	225-45128-221
06/27/2018	6196 MAY 20	1	Invoice	PARTS/STREET	06/03/2018	06/27/2018	314.47	101-43100-221
06/27/2018	6204 MAY 20	1	Invoice	UNIFORM/P.TENTIS	06/03/2018	06/27/2018	178.49	101-41500-417
06/27/2018	6204 MAY 20	2	Invoice	CREDIT UNIFORM	06/03/2018	06/27/2018	16.99	101-41500-417
06/27/2018	6204 MAY 20	3	Invoice	SUPPLIES/CITYHALL	06/03/2018	06/27/2018	22.68	101-41500-437
06/27/2018	6204 MAY 20	4	Invoice	CLEANERS/POOL	06/03/2018	06/27/2018	14.32	225-45128-211
06/27/2018	6204 MAY 20	5	Invoice	CLEANING SUPPLIES/CH	06/03/2018	06/27/2018	131.53	101-41500-211
06/27/2018	6246 MAY 20	1	Invoice	UNIFORM/MC SCHNEIDER	06/03/2018	06/27/2018	114.73	101-41500-417
06/27/2018	6246 MAY 20	2	Invoice	LOCK/AMB	06/03/2018	06/27/2018	18.92	230-49020-223
06/27/2018	6451 MAY 20	1	Invoice	HEATER/ADM	06/03/2018	06/27/2018	44.99	101-41500-223
06/27/2018	6469	1	Invoice	HOTEL/ADM	06/03/2018	06/27/2018	215.40	101-41500-331
06/27/2018	6469	2	Invoice	MISC/ADM	06/03/2018	06/27/2018	43.09	101-41500-437
06/27/2018	6519	1	Invoice	LABEL MAKER/LIQ.STORE	06/03/2018	06/27/2018	151.35	609-49750-201
06/27/2018	6519	2	Invoice	SUPPLIES/LIQUOR ST.	06/03/2018	06/27/2018	10.00	609-49750-343
Total 168 VISA:							4,460.99	
106481 WHITEWATER WINES								
06/27/2018	7827	1	Invoice	WINE/LIQUOR STORE	06/19/2018	06/27/2018	135.00	609-49750-251
Total 106481 WHITEWATER WINES:							135.00	
105018 WHKS & CO.								
06/27/2018	37656	1	Invoice	ENGINEERFEES/STREETS	06/14/2018	06/27/2018	363.38	101-43100-303
Total 105018 WHKS & CO.:							363.38	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
104615 WURST TRUCKING								
06/27/2018	0008111	1	Invoice	STORAGE/POLICE	06/18/2018	06/18/2018	50.00	101-42100-436
Total 104615 WURST TRUCKING:							50.00	
414 ZIEBELLS HIAWATHA FOODS INC								
06/27/2018	209204	1	Invoice	SUPPLIES LIQUOR ST.	06/25/2018	06/27/2018	186.77	609-49750-214
Total 414 ZIEBELLS HIAWATHA FOODS INC:							186.77	
Grand Totals:							109,384.76	

Report GL Period Summary

GL Period	Amount
06/18	108,384.76
00/00	1,000.00
Grand Totals:	109,384.76

Vendor number hash: 8810421
Vendor number hash - split: 11668738
Total number of invoices: 145
Total number of transactions: 209

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	109,384.76	.00	109,384.76
Grand Totals:	109,384.76	.00	109,384.76



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Donation	AGENDA SECTION: Consent
PREPARED BY: MariClair Schneider	AGENDA NO. 4.C.
ATTACHMENTS: None	APPROVED BY:
RECOMMENDED ACTION: Motion to approve the donation from the Burgdorf Family in the amount of \$150.00 to go towards Pool Toys in memory of Jerry T. Martin.	

A donation in the amount of \$150.00 and a letter was submitted from the Burgdorf Family. The letter reads as follows:

“City of Plainview,
Please accept this donation of \$150.00 in memory of Jerry T. Martin.
This is for the Pool Fund: TOYS

Thanks,
Burgdorf Family
Les & Marian
Mike & Family
Scott
Mary Jo
Sara & Family “



Executive Summary

City Council Regular Meeting: July 10, 2018

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



City Council Meeting - July 10, 2018

Ongoing Projects / Activities:

- **Comprehensive Plan** – Postcards and surveys designed and printed, posters hung on Broadway notice boards, online survey launched and advertised on Facebook (103 responses so far).
- **PW Building Issue** – Response to builder drafted. Other city with similar issue contacted. Researching possibility of “pulling” their bond.
- **2019 Budgets** – Ongoing work on a 10-year capital budget, starting work on 2019 budgets.
- **Branding** – Looking forward to the next meeting yet to be scheduled. Played around with logo development but not loving any of my ideas.
- **Website** – Website is complete, staff looking for incomplete or incorrect information, will add to site as we are able, will promote use of various features regularly, looking for ideas for “newsy”-type articles.
- **City Property behind Kwik Trip Property** – I’ve been in touch with KT staff, they have little interest in purchasing.
- **TAP Grant** – Rough quotes for lighting project are in and seem higher than what I was expecting, looking for creative ways to lower cost, Draft of the school project are complete and sent to the school and bus company for input.
- **Flooding issue in resident yards** – Homeowners to work with Public Works to find joint resolution, need to follow-up with all parties, look into getting easement
- **Document Management Software quotes** - A number of quotes received and just need to sit down and decide what we want for features. Project put on hold for a while.
- **Corn on the Cob Days License Agreements** – Drafted agreements for Lion’s Club and Kim’s Saloon, met with Lion’s Club to answer questions.
- **Grant Opportunity** – Discussed Small Towns grant opportunity with Judith. Judith drafted concept plan.
- **Leadership Network Facebook Group** – Created Facebook group, which is the first step in developing leadership network that would be facilitated by the grant mentioned above. For now, the FB group will facilitate sharing of contact information and ideas.
- **City Buildings** – Held Building Committee meeting in June. I need to schedule the next meeting of the committee.
- **Blandin Community Leadership Program** – Held meeting of stakeholders in June. Next meeting is scheduled for June 18, from 5:30 – 7. We will be meeting at Kim’s Saloon & Restaurant.
- **National Night Out** – Helping Tim with some graphic design and event development.
- **Development Meetings & Inquiries** – Orchard Hills 7th & LeVan (Pete Meyer addition)
- **Performance Management System** – Researched various forms for creation of our system.
- **Total Compensation Report** – Started work on this. We will get to pieces of this as Vicki is able.
- **Other Regular Activities**
 - Council Requests & Meetings
 - Packet Creation
 - Resident Concerns & Questions
 - Staff Questions & Management
 - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
 - Monthly Financial Reporting to Council & Staff started in June.
 - Improve Cohesiveness with Community Groups – the leadership network group will move us towards this goal.
 - Engage with local business, cultural and service groups and schools – attended June Lion’s Club meeting and will be signing up as a member. Hosted Brown Bag Lunch for downtown businesses in June. Hosting July women’s networking meeting.
 - Redevelop website – COMPLETE!

Permit Number	Applicant	Address	Type of Work	Valuation	Permit Fee	Plan Review
18-32	HiMEC, Lakeside Foods	1055 West Broadway	Ceiling Ventilation	\$16,500	\$187.94	\$70.79
18-33						
18-34	Mike Lodermeier (P.Klassen)	310 8th St NW	Deck	\$8,000	\$205.15	\$39.85
18-35	Haley Comfort Systems (Montgomery Holst Realty)	316 West Broadway	Furnace/AC		\$30.00	None
18-36	Curtis and Nancy Appel (Revised)	325 4th St SW	Replace Deck Boards	\$500.00	30.18/\$15.76	\$11.64/\$6.11
18-37	Kraus-Anderson Construction (PEM Schools)	600 West Broadway	Bathroom Remodel	\$150,000	\$915.68	\$331.18
18-38	Haley Comfort Systems (R.Ziebell)	730 2nd Ave SW	Furnace	\$1,900	\$29.00	None
18-39	Haley Comfort Systems	510 1st Ave SW	Reroof	\$3,400	\$55.00	None
18-40	Aaron Haley	405 2nd St NE	Window Replacement	\$1,500.00	\$55.00	None
18-41	Julie Cranston-Fuentes	140 1st St SE	Reroof	\$3,000	\$55.00	None
18-42	Warren Zabel	410 7th ST SW	Reside	\$4,000	\$55.00	None
18-43	PK Meyer Builders	215 3rd Ave SE	New Single Family Home	\$231,000	\$4,315.55	\$449.11
18-44	City of Plainview Library	345 1st Ave NW	Library Remodel	\$120,000.00	\$1,533.12	\$535.02
18-45	WAK Construction (Lakeside Foods)	1055 West Broadway	Additon	\$70,000	\$260.09	\$98.09
18-46	Jeremy Skaare	5 8th St NE	Reroof		\$55.00	None
18-47	Meisner Roofing (Erin's Touch of Style)	317 West Broadway	Reroof	\$4,500.00	\$71.07	\$27.12
18-48	PK Meyer Builders	220 7th Ave SE	New Single Family Home	\$165,000	\$3,844.48	\$139.70
18-49	K & S Heating/AC/Plumbing(R.Klavetter)	460 2nd St SW	Furnace/ AC Replacement	\$6,000.00	\$30.00	None
18-50	Progressive Ag (Heartland Excavating)	35 7th St SW	Demolition	\$10,000.00	\$200.00	None
18-51	Schwickerts Tecta America	900 West Broadway	Re-activate PL13-81		\$50.00	None
18-52	Adam Klavetter	605 4th Ave NW	Addition/Driveway/Reroof	\$82,000	\$773.72	\$225.62
18-53	Haley Comfort Systems (S.Polson)	150 East Broadway	Water Heater	\$985	\$30.00	None
18-54	K & S Heating/AC/Plumbing(B.Munson)	110 1st Ave SE	Furnace and A/C Replacement	\$4,000	\$30.00	None
18-55	KBS (Luke Kreofsky)	375 10th St SW	Bus Garage	\$500,000	\$5,444.28	\$840.78
18-56	Heidi Wallgren	715 2nd Ave NE	Deck/Fence	\$4,000.00	\$166.19	\$25.29
18-57	Scott Doughty	515 5th Ave NE	Detached Garage	\$18,000.00	\$302.55	\$76.25
18-58	Mike Johnson	250 4th Ave SE	Reside/Windows	\$5,400	\$110.00	None
18-59	PK Meyer Builders	135 7th Ave SE	New Single Family Home	\$178,000.00	\$4,093.16	\$371.94
18-60						
18-61	B & C Plumbing (A.Anderson)	340 3rd Ave NE	Furnace/AC Replace		\$30.00	None
18-62	Lori Miller	435 1st Ave NE	AC Replace	\$1,900.00	\$30.00	None
18-63	Jeff Nielsen	510 5th St NE	Furnace/AC Replace	\$6,500.00	\$30.00	None
18-64	Andy Shones	505 5th Ave NE	Finish Bedroom and Bath	\$3,000.00	\$116.45	\$33.30
18-65	Blake Reiter	520 4th Ave NE	Detached Garage	\$10,000	\$224.63	\$47.13
18-66	Ryan Walsh	440 West Broadway	Detached Garage	\$16,000.00	\$283.07	\$68.97
18-67	C.L. McCaleb Bldrs & Son (D.Becker)	640 East Broadway	Reside	\$14,000	\$55.00	None
18-68	Gary Kline Roofing (J.Schreiber)	410 2nd Ave NW	Reroof	\$7,890	\$55.00	None
18-69	John Curtiss	735 2nd Ave NW	Partial Basement Finish	\$10,000.00	\$186.63	\$47.13
18-70	LeVan Construction, LLC	215 7th St NE	New Single Family Home	\$154,000	\$3,992.46	\$337.00
18-70	LeVan Construction, LLC	235 7th St NE	New Single Family Home	\$154,000	\$3,992.46	\$337.00
18-72	Patsy Axley (Building Design Systems)	645 1st St NW	New Single Family Home	\$171,500	\$4,005.89	\$362.48
18-71						
18-72						
18-73	Holly Reeve	\$410 6th St NW	Gas Fireplace		\$30.00	None
18-74	Nick & Cathe Hanson	610 2nd Ave NE	Deck	\$3,000	\$33.30	\$21.65
18-75	Pablo Gonzalez	340 1st Ave NW	Sliding Glass Door	\$1,000.00	\$26.08	\$15.50
18-76	Haley Comfort Systems (J.Danckwart)	115 1st Ave SE	A/C Replace	\$4,500	\$30.00	None
18-77						
18-78	Haley Comfort Systems (M.Scheiber)	395 8th St SW	A/C Furnace Replace	\$4,100	\$30.00	None
	Applicant	Address	Project	Valuation	Permit Fee	
MISC	Andy Shones	505 5th Ave NE	Fence		\$20.00	
	Matt Hanson	315 5th St SW	Fence	\$1,000.00	\$20.00	
	Nicholas Swanson	415 3rd St SW	Fence	\$500	\$20.00	
	Mark Horsman	625 1st Ave NE	Concrete/Driveway	\$800	\$20.00	
	Melissa Lyons	155 Orchard Manor Dr SE	Concrete/Driveway	\$5,000	\$20.00	
	Stephen Carlson	845 3rd Ave NW	Fence	\$375	\$20.00	
	City of Plainview-Liquor Store	218 West Broadway	Fence	\$8,000	n/a	

[illegible]

MONTHLY REPORT OF FINANCE DIRECTOR

June, 2018

Routine Work/General Items

- Processed bi-weekly payroll and all related duties to payroll and benefits administration.
- Liability & Work Comp Insurance Claims
- Monthly sales tax report and payment
- Provide financial information and assistance as needed to departments
- Provide software support
- Journal Entries to record payments, receipts, adjustments
- Assist in front office as needed

Activities

- Complete paperwork and process new summer employees
- Help with financial reports for Liquor Store
- Bi-Annual TIF payments to developers
- Work on Dept. Budget Reports
- Working on financial processes and procedures
- Working on debt spreadsheet
- Annual Work Comp Audit

Projects

- Continued annual audit preparation and work with the auditors to complete annual audit, MDA
- Completed the Medicare Revalidation for Ambulance Department (required every 5 years)
- Year-End Audit Journal Entries
- Budget Prep and Discussions
- Continued work on these on-going projects:
 - Working with Civic to update the Chart of Accounts
 - Working with Civic to fix allocation accounts/errors in the financial system
 - Working with Civic and Xpress Bill Pay to upgrade system, add cash receipting and add the online payment system and credit card payment system
 - Organizing personnel records and other records
 - Record all investments
 - 2018 bank recs and account reconciliations

Reports

- Monthly Department of Labor Report
- Work with Mike Bubany on Annual TIF report
- IPERS report

Training

- Election Training – Wabasha County

Meetings

- Dept. head meetings
- Council meetings
- Building committee meeting

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	1,041.70	13,300.00	12,258.30
101-41110-122	FICA	79.69	825.00	745.31
101-41110-125	Medicare	.00	193.00	193.00
101-41110-151	Worker s Comp Insurance Prem	611.57	480.00	131.57-
101-41110-201	Office Supplies(paper-pens-et)	149.38	500.00	350.62
101-41110-310	Other Professional Services	4,107.50	20,000.00	15,892.50
101-41110-317	Dial A Ride Bus	50.00	.00	50.00-
101-41110-331	Meetings-Conferences (mtgs/mi)	54.50	2,500.00	2,445.50
101-41110-362	Property - Casualty Ins (Auto)	5,812.60	5,815.00	2.40
101-41110-381	Electric Utilities	582.32	1,480.00	897.68
101-41110-383	Gas Utilities	679.00	900.00	221.00
101-41110-401	Contractual Services	2,369.17	2,900.00	530.83
101-41110-433	Dues and Subscriptions	7,177.00	10,825.00	3,648.00
101-41110-437	Miscellaneous	64.88	.00	64.88-
Total Council:		22,779.31	59,718.00	36,938.69
Elections				
101-41410-309	Software and Design	270.00	800.00	530.00
101-41410-437	Miscellaneous	316.97	1,000.00	683.03
101-41410-590	Capital Outlay	.00	12,000.00	12,000.00
Total Elections:		586.97	13,800.00	13,213.03
Administration				
101-41500-101	Full-Time Employees Regular	137,536.11	232,340.00	94,803.89
101-41500-102	Full-Time Employees Overtime	3,551.79	2,500.00	1,051.79-
101-41500-121	PERA	9,530.42	17,403.00	7,872.58
101-41500-122	FICA	10,830.56	14,561.00	3,730.44
101-41500-125	Medicare	.00	3,406.00	3,406.00
101-41500-131	Employer Paid Health	28,370.77	52,920.00	24,549.23
101-41500-151	Worker s Comp Insurance Prem	1,376.03	1,050.00	326.03-
101-41500-201	Office Supplies(paper-pens-et)	1,722.90	5,500.00	3,777.10
101-41500-211	Operating Supplies - Cleaning	412.96	600.00	187.04
101-41500-217	Other Operating Supplies	1,196.49	700.00	496.49-
101-41500-221	Repair/Maint - Equipment	88.14	1,000.00	911.86
101-41500-223	Repair/Maintain - Building	3,135.56	4,000.00	864.44
101-41500-301	Auditing and Acct g Services	.00	28,000.00	28,000.00
101-41500-304	Legal Fees	14,921.39	30,000.00	15,078.61
101-41500-309	Software and Design	3,023.00	8,500.00	5,477.00
101-41500-310	Other Professional Services	18,803.28	2,000.00	16,803.28-
101-41500-312	CITY WEBSITE	1,320.00	4,050.00	2,730.00
101-41500-316	Building Inspections	8,132.82	25,000.00	16,867.18
101-41500-317	Dial A Ride Bus	3,957.50	9,000.00	5,042.50
101-41500-321	Telephone	2,028.46	7,000.00	4,971.54
101-41500-331	Meetings-Conferences (mtgs/mi)	1,579.37	8,500.00	6,920.63
101-41500-343	Advertising	1,411.66	2,500.00	1,088.34
101-41500-362	Property - Casualty Ins (Auto)	2,798.85	2,800.00	1.15
101-41500-381	Electric Utilities	582.34	1,800.00	1,217.66
101-41500-383	Gas Utilities	679.05	1,200.00	520.95
101-41500-401	Contractual Services	5,395.14	6,500.00	1,104.86
101-41500-406	Safety	360.00	750.00	390.00
101-41500-417	Uniforms	416.22	1,800.00	1,383.78

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-41500-433	Dues and Subscriptions	770.30	1,200.00	429.70
101-41500-434	Sales Tax Paid	4.00	.00	4.00-
101-41500-437	Miscellaneous	3,766.77	3,500.00	266.77-
101-41500-560	Furniture & Fixtures	1,716.84	1,500.00	216.84-
101-41500-580	Computers & Technology	35,523.21	18,000.00	17,523.21-
101-41500-590	Capital Outlay	.00	12,000.00	12,000.00
Total Administration:		304,941.93	511,580.00	206,638.07

Police

101-42100-101	Full-Time Employees Regular	254,107.04	483,401.00	229,293.96
101-42100-102	Full-Time Employees Overtime	9,123.47	15,000.00	5,876.53
101-42100-103	Part-Time Employees	30,607.63	62,500.00	31,892.37
101-42100-121	PERA	43,705.87	90,866.00	47,160.13
101-42100-122	FICA	5,668.28	2,803.00	2,865.28-
101-42100-125	Medicare	.00	8,134.00	8,134.00
101-42100-131	Employer Paid Health	20,414.16	46,770.00	26,355.84
101-42100-151	Worker s Comp Insurance Prem	23,163.14	17,340.00	5,823.14-
101-42100-201	Office Supplies(paper-pens-et)	2,550.76	5,000.00	2,449.24
101-42100-212	Motor Fuels-Gas	4,177.60	13,000.00	8,822.40
101-42100-217	Other Operating Supplies	44.50	.00	44.50-
101-42100-221	Repair/Maint - Equipment	4,541.13	13,000.00	8,458.87
101-42100-228	Repair/Maintain Other	1,164.67	.00	1,164.67-
101-42100-304	Legal Fees	10,800.00	21,600.00	10,800.00
101-42100-310	Other Professional Services	3,779.75	3,800.00	20.25
101-42100-313	Task Force	7,210.00	7,000.00	210.00-
101-42100-318	Animal Control	.00	2,000.00	2,000.00
101-42100-319	Forfeitures	.00	1,500.00	1,500.00
101-42100-321	Communications	6,576.40	14,000.00	7,423.60
101-42100-331	Meetings-Conferences (mtgs/mi)	4,290.49	7,500.00	3,209.51
101-42100-362	Property - Casualty Ins (Auto)	4,498.15	4,500.00	1.85
101-42100-381	Electric Utilities	275.34	1,500.00	1,224.66
101-42100-383	Gas Utilities	679.04	1,000.00	320.96
101-42100-401	Contractual Services	1,213.32	3,000.00	1,786.68
101-42100-406	Safety	.00	1,200.00	1,200.00
101-42100-417	Uniforms	2,087.78	8,000.00	5,912.22
101-42100-418	Range/Ammo	3,166.06	7,000.00	3,833.94
101-42100-433	Dues and Subscriptions	724.00	1,000.00	276.00
101-42100-436	Towing Charges	150.00	.00	150.00-
101-42100-437	Miscellaneous	1,418.43	3,500.00	2,081.57
101-42100-438	Police - DARE Prog	4,921.71	5,000.00	78.29
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-590	Capital Outlay	10,221.90	10,000.00	221.90-
Total Police:		462,280.62	861,914.00	399,633.38

City Fire

101-42200-103	Part-Time Employees	.00	14,000.00	14,000.00
101-42200-122	FICA	.00	868.00	868.00
101-42200-125	Medicare	.00	203.00	203.00
101-42200-151	Worker s Comp Insurance Prem	4,739.65	3,700.00	1,039.65-
101-42200-201	Office Supplies(paper-pens-et)	.00	600.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,195.00	600.00	595.00-
101-42200-212	Motor Fuels-Gas	701.74-	400.00	1,101.74
101-42200-217	Other Operating Supplies	126.53	350.00	223.47
101-42200-221	Repair/Maint - Equipment	13,568.64	50,000.00	36,431.36

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-42200-223	Repair/Maintain - Building	918.73	3,000.00	2,081.27
101-42200-226	Foam	.00	2,000.00	2,000.00
101-42200-228	Repair/Maintain - Other	1,650.74	.00	1,650.74-
101-42200-310	Other Professional Services	986.50	1,000.00	13.50
101-42200-315	Jaws of Life	375.00	.00	375.00-
101-42200-321	Telephone	1,198.09	2,200.00	1,001.91
101-42200-331	Meetings-Conferences (mtgs/mi)	1,115.00	3,000.00	1,885.00
101-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
101-42200-381	Electric Utilities	1,170.00	2,400.00	1,230.00
101-42200-383	Gas Utilities	2,503.05	3,800.00	1,296.95
101-42200-417	Uniforms	658.10	.00	658.10-
101-42200-433	Dues and Subscriptions	25.00	800.00	775.00
101-42200-590	Capital Outlay	.00	40,000.00	40,000.00
Total City Fire:		34,326.31	133,721.00	99,394.69
Emergency Management				
101-42500-103	Part-Time Employees	.00	1,000.00	1,000.00
101-42500-122	FICA	.00	62.00	62.00
101-42500-125	Medicare	.00	15.00	15.00
101-42500-151	Worker s Comp Insurance Prem	535.12	410.00	125.12-
101-42500-221	Repair/Maint - Equipment	1,050.80	1,000.00	50.80-
101-42500-310	10142500310	660.00	.00	660.00-
101-42500-381	Electric Utilities	261.00	600.00	339.00
Total Emergency Management:		2,506.92	3,087.00	580.08
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	63,736.83	123,704.00	59,967.17
101-43100-102	Full-Time Employees Overtime	2,931.09	4,000.00	1,068.91
101-43100-121	PERA	5,023.87	9,578.00	4,554.13
101-43100-122	FICA	5,054.81	7,918.00	2,863.19
101-43100-125	Medicare	.00	1,852.00	1,852.00
101-43100-131	Employer Paid Health	13,456.46	27,230.00	13,773.54
101-43100-151	Worker s Comp Insurance Prem	16,512.34	12,400.00	4,112.34-
101-43100-201	Office Supplies(paper-pens-et)	52.00	200.00	148.00
101-43100-212	Motor Fuels-Gas	1,615.26	7,000.00	5,384.74
101-43100-217	Other Operating Supplies	9,581.82	15,000.00	5,418.18
101-43100-221	Repair/Maint - Equipment	12,292.94	20,000.00	7,707.06
101-43100-222	Tree trimming/Sidewalks	.00	20,000.00	20,000.00
101-43100-223	Repair/Maintain - Building	2,934.44	4,000.00	1,065.56
101-43100-224	Repair/Maintain - Streets	3,087.50	45,000.00	41,912.50
101-43100-225	Landscaping Det Ponds -	2,209.60	20,000.00	17,790.40
101-43100-226	Sidewalk Repairs	13,121.80	40,000.00	26,878.20
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	7,773.05	7,000.00	773.05-
101-43100-310	Other Professional Services	2,679.97	7,000.00	4,320.03
101-43100-321	Telephone	2,159.84	4,400.00	2,240.16
101-43100-331	Meetings-Conferences (mtgs/mi)	71.15	400.00	328.85
101-43100-362	Property - Casualty Ins (Auto)	11,995.06	12,000.00	4.94
101-43100-381	Electric Utilities	14,023.00	32,000.00	17,977.00
101-43100-383	Gas Utilities	1,707.47	4,000.00	2,292.53
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	.00	800.00	800.00
101-43100-417	Uniforms	49.99	1,200.00	1,150.01
101-43100-418	Rentals	80.92	500.00	419.08

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-43100-590	Capital Outlay	138,389.22	150,000.00	11,610.78
Total Public Works (GENERAL):		331,392.83	579,682.00	248,289.17
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	12,200.69	24,741.00	12,540.31
101-43125-102	Full-Time Employees Overtime	558.29	1,237.00	678.71
101-43125-121	PERA	6,791.82	1,948.00	4,843.82-
101-43125-122	FICA	962.80	1,534.00	571.20
101-43125-125	Medicare	.00	359.00	359.00
101-43125-131	Employer Paid Health	2,675.88	5,446.00	2,770.12
101-43125-212	Motor Fuels-Gas	182.36-	8,000.00	8,182.36
101-43125-217	Other Operating Supplies	7,322.13	10,000.00	2,677.87
101-43125-221	Repair/Maint - Equipment	2,944.00	5,000.00	2,056.00
101-43125-310	Other Professional Services	21,696.50	25,000.00	3,303.50
Total Ice & Snow Removal:		54,969.75	83,265.00	28,295.25
Economic Development Assistance				
101-46500-491	Contributions/Donations Expend	27,500.04	55,000.00	27,499.96
Total Economic Development Assistance:		27,500.04	55,000.00	27,499.96
Other Financing Uses (Misc)				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Senior Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
Total Other Financing Uses (Misc):		13,800.00	13,800.00	.00

LIBRARY**Libraries (GENERAL)**

211-45500-101	Full-Time Employees Regular	34,936.00	63,648.00	28,712.00
211-45500-103	Part-Time Employees	28,130.23	48,727.00	20,596.77
211-45500-121	PERA	4,638.33	8,428.00	3,789.67
211-45500-122	FICA	4,773.88	6,968.00	2,194.12
211-45500-125	Medicare	.00	1,630.00	1,630.00
211-45500-131	Employer Paid Health	4,044.36	7,864.00	3,819.64
211-45500-151	Worker's Comp Insurance Prem	611.57	75.00	536.57-
211-45500-201	Office Supplies(paper-pens-et)	3,845.36	4,000.00	154.64
211-45500-221	Repair/Maint - Equipment	6,445.56	6,500.00	54.44
211-45500-223	Repair/Maintain - Building	195.86	3,000.00	2,804.14
211-45500-310	Other Professional Services	137.50	.00	137.50-
211-45500-321	Telephone	676.12	1,550.00	873.88
211-45500-331	Meetings-Conferences (mtgs/mi)	1,362.55	2,000.00	637.45
211-45500-362	Property - Casualty Ins (Auto)	3,998.35	4,000.00	1.65
211-45500-381	Electric Utilities	1,220.00	3,900.00	2,680.00
211-45500-383	Gas Utilities	1,021.20	2,000.00	978.80
211-45500-401	Contractual Services	5,109.25	11,990.00	6,880.75
211-45500-418	Rentals	6,697.52	13,031.00	6,333.48
211-45500-434	Sales Tax Paid	84.00	130.00	46.00
211-45500-437	Miscellaneous	3,348.40	1,500.00	1,848.40-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
211-45500-590	Capital Outlay	17,491.79	.00	17,491.79-
211-45500-592	Books/Periodicals	15,680.87	30,000.00	14,319.13
Total Libraries (GENERAL):		144,448.70	220,941.00	76,492.30

PARK**Recreation Facilities-Rink**

225-45127-212	Motor Fuels-Gas	12.16	.00	12.16-
225-45127-217	Other Operating Supplies	1,594.69	250.00	1,344.69-
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	370.01	2,000.00	1,629.99
225-45127-381	Electric Utilities	282.00	200.00	82.00-
225-45127-383	Gas Utilities	375.74	800.00	424.26
Total Recreation Facilities-Rink:		2,634.60	3,500.00	865.40

Recreation Facilities-Pool

225-45128-103	Part-Time Employees	29,309.12	65,000.00	35,690.88
225-45128-121	PERA	248.63	.00	248.63-
225-45128-122	FICA	2,242.13	4,030.00	1,787.87
225-45128-125	Medicare	.00	943.00	943.00
225-45128-151	Worker s Comp Insurance Prem	3,440.07	2,600.00	840.07-
225-45128-211	Operating Supplies - Cleaning	14.32	.00	14.32-
225-45128-217	Other Operating Supplies	4,318.52	8,500.00	4,181.48
225-45128-221	Repair/Maint - Equipment	961.99	2,500.00	1,538.01
225-45128-223	Repair/Maintain - Building	293.24	500.00	206.76
225-45128-259	Merchandise For Resale - Other	2,104.66	5,000.00	2,895.34
225-45128-310	Other Professional Services	2,687.25	3,000.00	312.75
225-45128-321	Telephone	186.11	800.00	613.89
225-45128-331	Meetings-Conferences (mtgs/mi)	2,614.00	1,500.00	1,114.00-
225-45128-343	Advertising	181.20	400.00	218.80
225-45128-362	Property - Casualty Ins (Auto)	9,995.88	10,000.00	4.12
225-45128-381	Electric Utilities	858.00	6,000.00	5,142.00
225-45128-383	Gas Utilities	.00	7,000.00	7,000.00
225-45128-417		1,975.52	2,000.00	24.48
225-45128-418	Rentals	.00	100.00	100.00
225-45128-433	Dues and Subscriptions	670.00	1,220.00	550.00
225-45128-434	Sales Tax Paid	422.00	4,500.00	4,078.00
225-45128-437	Miscellaneous	85.00	700.00	615.00
225-45128-590	Capital Outlay	6,167.15	7,500.00	1,332.85
Total Recreation Facilities-Pool:		68,774.79	133,793.00	65,018.21

Parks (GENERAL)

225-45200-101	Full-Time Employees Regular	31,813.72	56,795.00	24,981.28
225-45200-102	Full-Time Employees Overtime	3,188.28	2,000.00	1,188.28-
225-45200-103	Part-Time Employees	7,923.40	16,000.00	8,076.60
225-45200-121	PERA	2,584.34	5,610.00	3,025.66
225-45200-122	FICA	3,251.57	4,638.00	1,386.43
225-45200-125	Medicare	.00	1,085.00	1,085.00
225-45200-131	Employer Paid Health	7,566.80	14,742.00	7,175.20
225-45200-151	Worker s Comp Insurance Prem	3,745.85	2,900.00	845.85-
225-45200-201	Office Supplies(paper-pens-et)	25.00	100.00	75.00
225-45200-212	Motor Fuels-Gas	625.57	3,500.00	2,874.43

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
225-45200-217	Other Operating Supplies	766.15	7,500.00	6,733.85
225-45200-221	Repair/Maint - Equipment	3,597.04	8,500.00	4,902.96
225-45200-223	Repair/Maintain - Building	1,657.62	5,000.00	3,342.38
225-45200-228	Repair/Maintain - Other	8,775.00	.00	8,775.00-
225-45200-310	Other Professional Services	575.95	200.00	375.95-
225-45200-321	Telephone	244.08	900.00	655.92
225-45200-331	Meetings-Conferences (mtgs/mi)	20.00	100.00	80.00
225-45200-343	Advertising	.00	250.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	13,494.44	13,500.00	5.56
225-45200-381	Electric Utilities	958.10	3,500.00	2,541.90
225-45200-383	Gas Utilities	44.89	.00	44.89-
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	.00	600.00	600.00
225-45200-418	Rentals	1,294.00	500.00	794.00-
225-45200-434	Sales Tax Paid	22.00	.00	22.00-
225-45200-590	Capital Outlay	10,780.80	29,000.00	18,219.20
Total Parks (GENERAL):		102,954.60	177,120.00	74,165.40

AMBULANCE**Ambulance**

230-49020-101	Full-Time Employees Regular	49,602.80	79,080.00	29,477.20
230-49020-102	Full-Time Employees OT	20,163.28	43,000.00	22,836.72
230-49020-103	Part-Time Employees	54,748.51	42,000.00	12,748.51-
230-49020-121	PERA	5,571.32	12,306.00	6,734.68
230-49020-122	FICA	9,296.42	10,172.00	875.58
230-49020-125	Medicare	.00	2,379.00	2,379.00
230-49020-131	Employer Paid Health	9,391.37	20,475.00	11,083.63
230-49020-135	Employer Paid Deferred Comp	4,234.01	4,400.00	165.99
230-49020-151	Worker s Comp Insurance Prem	7,491.71	5,625.00	1,866.71-
230-49020-201	Office Supplies(paper-pens-et)	313.94	1,200.00	886.06
230-49020-208	Training and Instruction	592.00	2,600.00	2,008.00
230-49020-211	Operating Supplies - Cleaning	438.87	300.00	138.87-
230-49020-212	Motor Fuels-Gas	5,216.34	5,000.00	216.34-
230-49020-213	Vehicle Maintenance	2,182.99	8,000.00	5,817.01
230-49020-216	Chemicals and Chem Prod-Oxygen	1,601.92	3,500.00	1,898.08
230-49020-217	Other Operating Supplies	8,917.86	30,000.00	21,082.14
230-49020-221	Repair/Maint - Equipment	1,355.34	2,500.00	1,144.66
230-49020-223	Repair/Maintain - Building	1,286.89	5,000.00	3,713.11
230-49020-229	Reimburse Homeowner	114.49	.00	114.49-
230-49020-309	Software and Design	.00	2,000.00	2,000.00
230-49020-310	Other Professional Services	784.25	750.00	34.25-
230-49020-321	Telephone	2,136.58	4,500.00	2,363.42
230-49020-331	Meetings-Conferences (mtgs/mi)	25.00	1,000.00	975.00
230-49020-332	EMT Training	60.85	.00	60.85-
230-49020-340	Advertising	.00	350.00	350.00
230-49020-343	Advertising	316.00	.00	316.00-
230-49020-362	Property - Casualty Ins (Auto)	5,497.73	5,500.00	2.27
230-49020-381	Electric Utilities	1,755.00	3,500.00	1,745.00
230-49020-383	Gas Utilities	1,138.72	1,900.00	761.28
230-49020-384	Refuse/Garbage Disposal (Liq)	193.74	400.00	206.26
230-49020-401	Contractual Services	45,372.46	89,500.00	44,127.54
230-49020-417	Uniforms	1,179.12	2,000.00	820.88
230-49020-433	Dues and Subscriptions	.00	300.00	300.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
230-49020-434	Sales Tax Paid	1,005.90	.00	1,005.90-
230-49020-437	Miscellaneous	35.17	.00	35.17-
230-49020-560	Furniture & Fixtures	1,021.22	250.00	771.22-
Total Ambulance:		243,041.80	389,487.00	146,445.20

CEMETERY**Cemetery**

235-49010-151	Worker s Comp Insurance Prem	611.57	.00	611.57-
235-49010-223	Repair/Maintain - Building	.00	200.00	200.00
235-49010-310	Other Professional Services	2,450.00	.00	2,450.00-
235-49010-362	Property - Casualty Ins (Auto)	2,548.95	2,550.00	1.05
235-49010-381	Electric Utilities	142.00	325.00	183.00
235-49010-401	Contractual Services	7,305.00	32,000.00	24,695.00
235-49010-590	Capital Outlay	16,285.47	5,000.00	11,285.47-
Total Cemetery:		29,342.99	40,075.00	10,732.01

RURAL FIRE**City Fire**

245-42200-103	Part-Time Employees	.00	12,000.00	12,000.00
245-42200-122	FICA	.00	744.00	744.00
245-42200-125	Medicare	.00	174.00	174.00
245-42200-151	Worker s Comp Insurance Prem	4,739.65	3,700.00	1,039.65-
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	620.34	1,300.00	679.66
245-42200-217	Other Operating Supplies	171.03	.00	171.03-
245-42200-221	Repair/Maint - Equipment	14,586.89	7,000.00	7,586.89-
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	.00	1,487.97-
245-42200-310	Other Professional Services	986.50	1,000.00	13.50
245-42200-315	Jaws of Life	375.00	.00	375.00-
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	250.00	250.00
245-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
245-42200-417	Uniform	221.15	.00	221.15-
245-42200-433	Dues and Subscriptions	93.00	850.00	757.00
Total City Fire:		28,079.55	33,968.00	5,888.45

FIRE RELIEF**Fire Relief**

250-42300-124	Fire Pension Contributions	.00	35,000.00	35,000.00
250-42300-490	Donations - Fire Relief Assoc	.00	6,600.00	6,600.00
Total Fire Relief:		.00	41,600.00	41,600.00

POOL CONSTRUCTION BONDS

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
Recreation Facilities-Pool				
316-45128-601	Debt Srv Bond Principal	68,000.00	68,000.00	.00
316-45128-611	Bond Interest	16,485.00	31,950.00	15,465.00
316-45128-620	Fiscal Agent s Fees	.00	450.00	450.00
Total Recreation Facilities-Pool:		84,485.00	100,400.00	15,915.00

STREET RECONSTRUCTION**Public Works (GENERAL)**

325-43100-601	Debt Srv Bond Principal	120,000.00	120,000.00	.00
325-43100-611	Bond Interest	17,059.38	31,419.00	14,359.62
325-43100-620	Fiscal Agent s Fees	.00	450.00	450.00
Total Public Works (GENERAL):		137,059.38	151,869.00	14,809.62

EAST BROADWAY-WATER BOND 2011**Public Works (GENERAL)**

332-43100-601	Debt Srv Bond Principal	.00	13,000.00	13,000.00
332-43100-611	Bond Interest	1,990.94	3,982.00	1,991.06
Total Public Works (GENERAL):		1,990.94	16,982.00	14,991.06

AMBULANCE BUILDING PROJECT**Ambulance**

500-49020-601	Debt Srv Bond Principal	.00	19,000.00	19,000.00
500-49020-611	Bond Interest	.00	2,176.00	2,176.00
Total Ambulance:		.00	21,176.00	21,176.00

LeVan TIF**Economic Development-Assistance**

505-46500-439	TIF Payments	52,092.86	85,760.00	33,667.14
Total Economic Development-Assistance:		52,092.86	85,760.00	33,667.14

WATER FUND**Water Utilities (GENERAL)**

601-49400-101	Full-Time Employees Regular	32,743.98	56,795.00	24,051.02
601-49400-102	Full-Time Employees Overtime	4,884.49	5,680.00	795.51
601-49400-121	PERA	2,833.61	4,686.00	1,852.39
601-49400-122	FICA	2,890.28	3,874.00	983.72
601-49400-125	Medicare	.00	906.00	906.00
601-49400-131	Employer Paid Health	7,566.80	14,742.00	7,175.20
601-49400-151	Worker s Comp Insurance Prem	2,369.83	1,885.00	484.83
601-49400-201	Office Supplies(paper-pens-et)	943.30	3,250.00	2,306.70
601-49400-212	Motor Fuels-Gas	327.86	750.00	422.14

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
601-49400-217	Other Operating Supplies	4,799.75	7,800.00	3,000.25
601-49400-221	Repair/Maint - Equipment	18,687.99	25,000.00	6,312.01
601-49400-223	Repair/Maintain - Building	1,497.72	.00	1,497.72-
601-49400-228	Repair/Maintain - Other	8,419.70	28,000.00	19,580.30
601-49400-229	Reimburse Homeowner	64.57	.00	64.57-
601-49400-303	Engineering Fees	3,035.31	5,000.00	1,964.69
601-49400-310	Other Professional Services	4,865.20	11,500.00	6,634.80
601-49400-331	Meetings-Conferences (mtgs/mi)	1,253.17	1,000.00	253.17-
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	4,997.94	5,000.00	2.06
601-49400-381	Electric Utilities	12,097.00	38,000.00	25,903.00
601-49400-406	SAFETY	631.94	.00	631.94-
601-49400-417	Uniforms	.00	600.00	600.00
601-49400-420	Depreciation	.00	74,140.00	74,140.00
601-49400-433	Dues and Subscriptions	1,094.06	500.00	594.06-
601-49400-520	Capital Outlay-Bldg & Structur	14,900.00	.00	14,900.00-
601-49400-570	Capital Outlay - Equipment	.00	16,000.00	16,000.00
601-49400-590	Capital Outlay	58,648.31	.00	58,648.31-
601-49400-601	Debt Srv Bond Principal	.00	60,000.00	60,000.00
601-49400-611	Bond Interest	3,287.50	6,575.00	3,287.50
Total Water Utilities (GENERAL):		192,840.31	372,283.00	179,442.69

SEWER FUND**Sewer (GENERAL)**

602-49450-101	Full-Time Employees Regular	27,388.94	48,075.00	20,686.06
602-49450-102	Full-Time Employees Overtime	4,581.74	4,810.00	228.26
602-49450-121	PERA	2,394.10	3,967.00	1,572.90
602-49450-122	FICA	2,442.00	3,279.00	837.00
602-49450-125	Medicare	.00	767.00	767.00
602-49450-131	Employer Paid Health	7,529.18	14,742.00	7,212.82
602-49450-151	Worker s Comp Insurance Prem	611.56	465.00	146.56-
602-49450-201	Office Supplies(paper-pens-et)	744.80	3,150.00	2,405.20
602-49450-212	Motor Fuels-Gas	83.00	250.00	167.00
602-49450-217	Other Operating Supplies	1,915.74	6,500.00	4,584.26
602-49450-221	Repair/Maint - Equipment	9.99	5,000.00	4,990.01
602-49450-223	BUILDING REPAIR	423.85	.00	423.85-
602-49450-228	Repair/Maintain - Other	730.00	4,500.00	3,770.00
602-49450-229	Reimburse homeowner	186.20	.00	186.20-
602-49450-303	Engineering Fees	.00	2,000.00	2,000.00
602-49450-310	Other Professional Services	430.00	600.00	170.00
602-49450-331	Meetings-Conferences (mtgs/mi)	1,133.15	1,500.00	366.85
602-49450-362	Property - Casualty Ins (Auto)	3,748.45	3,750.00	1.55
602-49450-381	Electric Utilities	2,925.00	7,800.00	4,875.00
602-49450-383	Gas Utilities	666.40	800.00	133.60
602-49450-385	Sewer Plv-Elgin Sewer District	194,681.20	785,000.00	590,318.80
602-49450-417	UNIFORM	272.48	600.00	327.52
602-49450-420	Depreciation	.00	13,122.00	13,122.00
602-49450-601	Debt Srv Bond Principal	.00	40,000.00	40,000.00
602-49450-611	Bond Interest	.00	3,410.00	3,410.00
Total Sewer (GENERAL):		252,897.78	954,087.00	701,189.22

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	44,517.31	106,184.00	61,666.69
609-49750-102	Full-Time Employees Overtime	2,545.55	3,000.00	454.45
609-49750-103	Part-Time Employees	26,019.58	29,633.00	3,613.42
609-49750-121	PERA	5,357.28	10,412.00	5,054.72
609-49750-122	FICA	5,464.44	8,607.00	3,142.56
609-49750-125	Medicare	.00	2,013.00	2,013.00
609-49750-131	Employer Paid Health	6,296.56	8,284.00	1,987.44
609-49750-151	Worker s Comp Insurance Prem	5,886.34	4,500.00	1,386.34-
609-49750-201	Office Supplies(paper-pens-et)	892.12	300.00	592.12-
609-49750-211	Operating Supplies - Cleaning	455.16	200.00	255.16-
609-49750-214	Liquor Store Bar Supply	4,499.47	6,000.00	1,500.53
609-49750-217	Other Operating Supplies	1,101.89	.00	1,101.89-
609-49750-221	Repair/Maint - Equipment	164.42	1,500.00	1,335.58
609-49750-223	Repair/Maintain - Building	9,769.85	6,000.00	3,769.85-
609-49750-251	Merchandise Resale - Liquor	58,062.93	113,150.00	55,087.07
609-49750-252	Merchandise Resale - Beer	182,290.33	287,200.00	104,909.67
609-49750-259	Merchandise For Resale - Other	8,077.06	4,000.00	4,077.06-
609-49750-261	Merch- On-Sale Liquor	21,691.99	6,850.00	14,841.99-
609-49750-262	Merch- On-Sale Beer	.00	17,800.00	17,800.00
609-49750-310	Other Professional Services	1,886.32	500.00	1,386.32-
609-49750-321	Telephone	1,674.30	2,300.00	625.70
609-49750-331	Meetings-Conferences (mtgs/mi)	.00	400.00	400.00
609-49750-343	Advertising	2,020.36	1,000.00	1,020.36-
609-49750-348	Program Expense	580.37	800.00	219.63
609-49750-362	Property - Casualty Ins (Auto)	3,498.56	3,500.00	1.44
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	3,662.00	9,000.00	5,338.00
609-49750-383	Gas Utilities	1,240.33	2,000.00	759.67
609-49750-384	Refuse/Garbage Disposal (Liq)	1,927.37	4,900.00	2,972.63
609-49750-401	Contractual Services	.00	11,200.00	11,200.00
609-49750-406	Safety	180.57	.00	180.57-
609-49750-420	Depreciation	.00	6,000.00	6,000.00
609-49750-433	Dues and Subscriptions	.00	400.00	400.00
609-49750-434	Sales Tax Paid	.00	14,000.00	14,000.00
609-49750-437	Miscellaneous	.00	200.00	200.00
609-49750-491	Contributions/Donations Expend	200.00	.00	200.00-
609-49750-590	Capital Outlay	3,247.59	.00	3,247.59-
Total Liquor Store (GENERAL):		403,210.05	674,833.00	271,622.95

Liquor Store Update

City Council Meeting: July 10, 2018

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

Highlights of the Month

- Received first rent check for electronic gambling in amount of \$1650.00, a revenue increase of \$1100.00!
- Hosted Sistique Boutique on Wednesday, June 27th. Good turnout.
- Hired two bartenders, starting training July 2.

Financials at a Glance*

	2017	2018	Comparison
June Revenue	66,239	79,417	+13178
June Expenses	67,864	94,865	(27,001)
June Total Net	(1,626)	(15,448)	
YTD Revenue	345,481	413,416	+67,935
YTD Expenses	329,314	397,195	+67,881
YTD Net Comparison	16,167	16,221	+54

** Amounts subject to change as financial journal entries continue over time.*

Changes Made in the Last Month

Brought in Whitewater Wines & Four Daughters Wine (Spring Valley) to offer on Off-Sale. Sold 3 cases of Four Daughters already.

Daily shift work sheets started. Each shift has to check off on duties and sign and turn in. Next shift notes if items were truly done or not.

Items in the Works

- Patio & scheduling of food trucks
- Point-of-Sale software quote
- Cleaning bids & renovating

Events in-process

- Hawaiian Party for patio opening & Meat Raffle Date: TBD
- Support Our Troops campaign for month of July
- Corn on the Cob Fireman's Dance Aug 17

Submitted Respectfully, Alisha Mohs



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
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: July 10, 2018

AGENDA ITEM: Department Head Report	AGENDA SECTION: Consent
PREPARED BY: Tim Schneider – Chief of Police	AGENDA NO. 4.x.
ATTACHMENTS: June Activity Log	APPROVED BY: cgh
RECOMMENDED ACTION: Information Only	

SUMMARY

- ❖ Numerous Permit to Purchase reviews
 - Local LE responsibility to run multi-faceted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- ❖ Squad camera update
 - Installation pending for mid-July
- ❖ Firearms Training May 31-June 1 at new range
 - Most of primary officers received handgun training/qualification
 - Scheduling pending for the few that needed alternate date
- ❖ Firearm Training June 14th and 15th
 - Most of primary officers received patrol rifle training/qualification
 - Scheduling pending for the few that needed alternate date
- ❖ Monthly Officers Meeting/Training
 - CPR Training Re-certification
 - Lucas Device training
 - AED Training

- ❖ Ambulance – PD Collaboration
 - Used a full-time officer to fill weekend ambulance call time.
 - Took the opportunity to use that officer as a “power shift” car for the PD rather than have him sit at the ambulance station during call shift.
 - Chief has taken several short notice call shifts and has been on several late night and early morning calls.
- ❖ Continued pre-planning for Active Shooter training this summer
 - Scheduling with school
 - Working through logistics of potentially bringing in an outside instructor and including Fire – EMS in multi-disciplinary training.
- ❖ Implementation of summer schedule
 - Officer Miller in Investigations role through mid-July
 - School Resource Officer assigned to day shift for the summer.
 - Officer Kuhlemeier on night shift through mid-July.
- ❖ Corn on the Cob Days prep
 - Preliminary scheduling thoughts
 - Parking and road closure weigh-in
 - Event run-through for changes
 - Conversations with Administrator Hadler of various related topics.
- ❖ Council Meeting – June 12th
- ❖ Board of directors for the Law Enforcement Memorial Foundation of Southeast MN. June 13th.
 - Further discussion in regard to preparations for the building of the memorial in Soldier’s Field Park in Rochester.
- ❖ Department Head meetings
 - Weekly Meetings with Department heads and essential staff
- ❖ Comprehensive Plan meeting participation
- ❖ Branding Committee participation
- ❖ Building Committee participation
 - Met June 16th with staff
 - Early brainstorming of concepts and locations
 - High level development of Pros and Cons of each broad idea.
- ❖ Blandin Group participation
 - Met June 11th with stakeholders, Blandin representative, and City Staff

- ❖ Community Policing
 - Multiple Bike Helmet “citations” given for free ice cream
 - Facebook post from resident of an officer that had stopped to talk with young neighborhood kids in the street (cul-de-sac) and ended up spending a few minutes pitching kick-ball to the young kids. They had a blast and it was a great post for the PD!
- ❖ DUI – Forfeiture
 - Forfeited a multiple DUI offender’s vehicle as part of a DUI arrest.
- ❖ Warrant Arrest
 - Warrant arrest based on intelligence gathered locally
 - Traffic stop resulted in additional charges
 - Vehicle to be forfeited – (pending outcome of case)
- ❖ Council Work Session – June 26th
 - Various topics discussed including;
- ❖ Weekly activity reports to newspaper
 - Weekly activity report/media release is sent to the Plainview News for publication.
- ❖ Communication with Liaison
 - Communication as needed with Council Member O’Connor on Police Department issues/concerns/successes
 - Multiple contacts with new Council Member Cuccio to get him up to speed on operations, etc. Many introductions to PD staff.
- ❖ Task Force Board meeting – Cancelled for June 14th
 - Monthly meeting in Rochester
 - Voting membership of the board (Chief) included as a paying member of the SEMVCET (Southeast MN Violent Crime Enforcement Team).
- ❖ Daily morning Child Protection conference call and case review
 - Phone conference to work through the past days county-wide child protection reports to be screened in or out as a team for further investigations.
 - Members of the team include a member of the 3 Police Department, a Sheriff’s Office representative, multiple Social Service workers, and the County Attorney’s Office.
 - We work through 1-2 case each morning on average, very few days there are none, and some days there are as high as 4-5 cases.
- ❖ AED recall information gathering
 - Several Philips AED’s recalled – potentially affecting PD, Pool, Library, and City Hall.
 - City Hall and Library recalled and replaced early after purchase

- PD and Pool are affected, but safe to use as options are explored.
- ❖ Plainview First Responders
 - Preliminary process of potentially starting a First Responder Unit
 - Would hypothetically be under the Fire Department umbrella
 - Gives current EMT's and EMR's that choose not to be employed by Gold Cross (post license transfer) the opportunity to continue to use their skills and serve the community.
- ❖ Upcoming Events
 - July 10th – Regular Council Meeting
 - July 11th – PPD monthly staff meeting and/or training
 - July 18th – Law Enforcement Memorial Assn of SE MN (LEMFSEM) board of directors meeting – Not city paid, in other words, not on my timecard
 - July 19th – Task Force Board Meeting
 - July 21st – 3rd Annual PPD Staff & Spouse get-together
 - July 23rd – Election Judge Training (Chief participating)
 - July 24th – Council Workshop
 - August 17-19th – Corn on the Cob Days
 - September 26th -27th – BCA User's Conference in St. Cloud (Tim and Erin)

Agency PPD

Dates 06/01/2018 thru 06/30/2018

00911	911 Hangup	3
ALL	All Other	7
ALM	Alarm All	2
ANML	Animal Complaint	8
AOD	Assist Other Department	24
BURG	Burglary	2
CHKS	Worthless Checks	1
CM	Civil Matter	5
DAMP	Damage To Property	3
DC	Driving Complaint	6
DOM	Domestic	2
DRUG	Drugs All Types	3
ESC	Escort	6
FA	Funeral Assist	3
FR	Fraud	1
INFO	Misc Information	4
MA	Motorist Assist	9
MED	Medical Call	16
NC	Noise Complaint	3
OD	Open Doors	1
PA	Public Assist	40
PV	Parking Violations	2
RUN	Runaway	1
SC	Security Check	91
SEX	Sex Offense	2
SUSP	Suspicious Activity	18
TC	Traffic Crash	4
THEF	Theft Offense	3

07/05/2018

Administrative

Agency **PPD**

Dates **06/01/2018** thru **06/30/2018**

TV	Traffic Violation
VA	Vulnerable Adult
WEL	Welfare
WRNT	Warrants All
359	

73

5

7

3



Executive Summary

City Council Regular Meeting: July 6, 2018

AGENDA ITEM: Monthly Ambulance Update	AGENDA SECTION: Consent
PREPARED BY: Angie Jarrett, Ambulance Director	AGENDA NO. 4.D.
ATTACHMENTS: None	APPROVED BY: cgh
RECOMMENDED ACTION: None. Information Only.	

SUMMARY

Total Calls:	37
Primary Calls (771)	36
Second Calls (772)	1
Billable Calls:	27
Mayo One:	0
No Transport/Stand-by:	10
Hosp – Hosp Requests:	7

Hours Elgin covered for PEMS	0
Weekday:	0
Weekend:	0
Transports:	0

Hours PEMS covered Elgin	31
Weekday:	24
Weekend:	7
Calls for Service:	0

Staffing levels are increasing on the ambulance. The two vacant full-time positions have been filled and both of the new staff have completed the orientation phase and have started their regular schedule rotation. One Gold Cross contracted EMT is in orientation and is anticipated to start his regular rotation in the coming weeks. The Gold Cross EMT will be scheduled during hard to fill times including early morning, late afternoons, and weekend hours. A paid-on-call EMT has also returned from a leave of absence and is active on the schedule again. We are continuing to work on recruitment of paid-on-call staff.

The amount of hours worked by all staff this month has been 1,903. 655 of the total hours have been covered by paid staff, including the director. The director has covered 65 hours and 32 of these hours have been outside of the director's regular scheduled office hours.

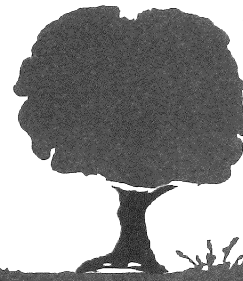
The ambulance director will be on PTO July 16th & 20th.

Respectfully,
Angie Jarrett, NRP
Plainview EMS

CITY OF PLAINVIEW

241 WEST BROADWAY • PLAINVIEW, MN 55964

MICHAEL L. BURGDORF - Public Works Director
507-534-3701
Cell: 507-273-6223
FAX: 507-534-0116
E-mail: plainviewpublicworks@embarqmail.com



The Heart of Greenwood Prairie

June 2018 Public Works Monthly Report

Fisk Acres Road, 7th avenue NW was completed and opened back up. Nice design by WHKS.

The new truck was delivered to Universal Truck Equipment in Centerville WI. Should have the equipment on by the 1st-15th of August.

Met on the sidewalk at St. Joachim's. They wanted to jack the sidewalk up @ a cost of \$6,000.00. This is under review as it needs to meet our sidewalk specifications. This is also a big chunk out of the sidewalk budget.

Ordered DEAD END signs. Current signs that need to be replaced do not meet reflectivity standards.

Reviewed more storm sewer catch basins that are failing, that are not on the list.

Met on Orchard Hills 8th subdivision.

Met on East winds 2 subdivision.

We have used 50% of the sidewalk budget as of June 30th. I am sure that we will be over budget as there are driveways being replaced that will need sidewalk replaced at the same time.

Met with Peoples Electric Coop on street lights.

Engineer Wood Products installed at Wedgewood Park.

Reviewed Landscape project and looking for alternative supplier of trees and shrubs.

75 dead end sewers flushed.

A large quantity of sand collected from well #3 for more diagnosis. Hopefully this will tell us what is happening in the well. Or is the sand coming from the outside of the casing of the well.

All well #3 information sent to LMCIT for possible recoup of money spent to work on well #3.

Trees trimmed @ Eckstein Athletic Field.

All other mowing, maintenance, and regular duties to keep the city safe & operational.

Respectfully Submitted, Michael L. Burgdorf, Public Works Director

Michael Burgdorf

From: Clarissa Hadler
Sent: Thursday, July 5, 2018 11:31 AM
To: Michael Burgdorf
Subject: RE: Hydrant Flushing

Mayor Ziebell asked that you postpone the cemetery tree planting until we can put together a more wholistic plan.

From: Michael Burgdorf
Sent: Friday, June 29, 2018 1:05 PM
To: Clarissa Hadler <c.hadler@plainviewmn.com>
Subject: RE: Hydrant Flushing

Clarissa:

We need to finish started projects before starting another. Others are listed below.

1. Eckstien Athletic Field- soil hauled in & leveled. Put down 8,000 square feet of sod. Then it has to be watered daily.
2. Eastwood Park- pea rock taken out of the playground structure and Engineered Wood Product installed.
3. Eastwood Park- tile line placed in front of the building for drainage.
4. Eastwood Park- tile line placed in back of the building for drainage.
5. Walking Trail- inside tilled and seeded.
6. Walking Trail- bridge taken out and the new one built. Delivery July 2 @ 11:00.
7. Cemetery- West side cleaned up, fence cleaned up & trees planted.
8. Cemetery- Fence repaired.
9. Ash trees- reviewed, removed as needed, new trees planted.
10. Sidewalk projects completed.
11. (6) water services- curb stops to be dug up for repair. 1 per day completed. Cost average \$4,000.00
12. (8) storm water catch basins to repair, \$5,000.00. 1 or 2 per day. Did you include the request on the agenda ?
13. Flush 75 dead end sewers. Now and in October.
14. Alley behind Stoning & Lincoln Kreofsky. Easement?
15. Shape rock alleys and make repairs.
16. Pot holes filled.
17. Flush 179 fire hydrants
18. Paint 179 fire hydrants.
19. Number 179 fire hydrants.
20. Look @ the pond @ Peoples State Bank for possible tree removal.
21. Chip and clean curbs-paint the curbs, parking stalls, and handicap stalls.
22. (6) handicap picnic tables to meet ADA criteria were to be here this week. Then boards will have to be stained and the tables put together.
23. Fire hydrant is leaking @ the shop, dig and repair.
24. Fire hydrant/water main leak Auto Value area.
25. (14) gate valves to be lowered.
26. (6) sanitary manholes to be lowered.

This list does not include all the other maintenance, required duties, and requests by other departments.

Michael



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

MEMORANDUM

Date: July 5, 2018
To: Clarissa Hadler, City Administrator
Cc: Michael Burgdorf, Public Works Director
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: H19.116204

TAP Lighting, Sidewalk, and Bus Turnout Project

The project memorandum (PM) for the project is in process. Agency notifications and been send out and some responses have been received.

Preliminary layouts for the bus turnout and crosswalk curb bump-outs are going through City and PEM School staff review.

Preliminary costs for lighting layouts have been developed and it has been determined that further refinement is necessary to fit within the project budget of \$300,000 for lighting. It is possible that the budget cost included in the grant application will only cover basic replacement of the existing lighting system, and that further funding will be needed to accommodate the addition of decorative lighting.

Crack Sealing

A request for quotes was developed and sent to contractors for bidding. Quotes are due back on July 6th and should be available for consideration at the July 10th Council meeting.

2nd Avenue NW Drainage and School Drainage

Will have alternatives and cost estimates for a solution to the school drainage issue for consideration next week. Also plan to send a quote package to a local contractor to obtain quotes for correcting the 2nd Avenue drainage issue next week.

Orchard Hills-Future Phase

Have been working with City staff and the Developer's engineer on review of preliminary layouts and GDP, plat, and construction plan approval process. Working to address issues related to street connectivity and wetland issues. Also met with City staff and the property owner on site to review stormwater management and wetland issues.

Name: Current Project Update

Date: 7/5/18

Page: 2

Plainview Milk Products Discharge Increase Request

We are in the process of working with wastewater plant staff and City staff to evaluate the potential impact of this request. Issues being evaluated include the capacity of the plant to handle the additional loading, the impact the increase will have on future growth capacity, and the financial issues involved with the request. We met with City staff on June 15th, and have been conducting additional research since then. We hope to have additional information for staff discussion in the next two weeks.

7th Street NW (Fisk Acres Road)

This project is complete and ready for final payment.

Orchard Hills 7th

No change since February. Developer needs to provide televising for clogged subdrain. Still need to follow up with the Developer.

Eide Development

No recent activity this project. Have reached out to the Developer's engineer but haven't heard back from him. MnDOT has requested additional information regarding traffic volumes, turning movements, hydraulics, and any traffic calming measures proposed.

GIS Web-Mapping

GPS locating of water service shutoffs is progressing, along with project plan scanning and development of the web-GIS system.

Plainview Public Library

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

Director's Report

Building Renovation: Gingerich Construction is starting to develop timelines for our renovation project. While the exterior envelope pieces (siding, window, roof) will still be in late fall, it looks as though the restrooms will be worked on in the next 2-3 weeks. This will involve demolition work on a Saturday when we are closed and a few days of Porta Potties while we are open.

Inventory Project: Each year, we choose about 1/3 of the collection to run through an inventory process. We borrow 10 chromebooks and scanners from SELCO, and a volunteer group comes to help us scan every item in that section of the collection. This year, we scanned 6692 juvenile fiction and non-fiction in just under 2 hours. We are now in the process of tracking down any of the items in those collection that were not scanned.

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library Board of Trustees

Tuesday, May 15, 2018 7:00 p.m.

Members Present: Amy Appel, George Czapiewski, Mary Schneider, Carla Tentis

Staff: Alice Henderson

City Council Representative: N/A

The meeting was called to order by Mary at 7:02 p.m.

A motion was made by Amy and seconded by George to approve the agenda. Motion carried.

A motion was made by Carla and seconded by George to approve the consent agenda as follows below. Motion carried.

- A. Library Board Minutes – 4/17/2018
- B. May Building Update
- C. Library Statistical Report
- D. Library Goals Update

Payment of Bills:

A motion was made by Amy and seconded by Carla to approve the payment of bills. Motion carried.

New Business:

- A. Approve Code of Conduct Revisions
Board members discussed the proposed changes to the Plainview Public Library Code of Conduct. A motion was made by Carla and seconded by Amy to approve the code of conduct. Motion carried.
- B. Discussion of Donation Tree
The donation tree in the lobby of the Plainview Public Library will likely need to be moved due to upcoming renovations at the library. Board members discussed options. This topic will continue to be discussed at future meetings.

The next regular board meeting was set for Tuesday, June 19 at 7:00 p.m.

A motion was made by Amy and seconded by George to adjourn the meeting at 7:57 p.m. Motion carried.

Respectfully Submitted,
Carla Tentis

Plainview Public Library
Monthly Statistics Report
June 2018

Circulation

Items Checked Out

Physical Materials	3448
Wi Fi	1163
Public Computers	606
eBooks and Audiobooks	262
eMagazines	12
Total Items Checked Out	5491

Circulation by Material Type

Adult Items	2891
Children's Items	2600

County Circulation Breakdown

Wabasha	1358
Winona	30
Other	233
Total County Circulation	1621

**County Percentage
of Items Checked Out 30%**

Total Circulation This Month	5491
Total Circulation 1 Year Ago	6250
Difference	-759

Inter-Library Loan

Our items sent to other libraries

Items brought in for our patrons _____

Total Items Handled for ILL 0

*ILL Stats cannot be run until the 8th of the month

Borrowers

New Borrowers

Adult	14
Children	28
Total New Borrowers:	42

New Borrowers by Location

City of Plainview	32
Wabasha County	9
Other	1

Programs

Number of Programs

Children's	17
Young Adult	0
Adult	0
Total Programs:	17

Number of Participants

Children's	338
Young Adult	0
Adult	0
Total Participants:	338

EDA Director Update July 2018

Some of the activities undertaken in June by the Plainview EDA include:

- **Plainview Housing Fund** – Work continues on the proposed fund. The EDA Board has asked their Council representatives to request that the city create a Plainview Housing Fund with the \$401,568, which is the balance of the Rochester Sales Funds (\$101,568) that was designated for economic development in 2013 by Minnesota Session Laws - Chapter 143, H.F.No. 677 and the principal of Plainview's Business Subsidy Loan repaid by Haley Comfort Systems (\$300,000). Recommendations to Council regarding a housing policy and terms of use are being finalized in the coming months.
- **MnDOT Community Landscape Program** – Estimates on the proposed landscaping have been received from Sargaents and Whittings Nurseries. Both estimates have exceeded the \$8,000 allocated by MnDOT, so new estimates are being requested from other firms.
- **Business Incubator** – EDA work with tenants in the Business Incubator/Center are as follows:
 - Elite Tile expansion – By the end of July, Elite Tile will have possession of 3,353 sq. ft. The EDA is working to clear the final 382 sq. ft. of first floor space. Work on Elite Tile's Incubator Agreement is also in the works.
 - Repairs – Hazardous stair steps into the east wing of the 2nd floor loading dock have been replaced, and the computer lab has been torn down and stored.
 - Carrie Eversman LLC /HBC restaffing– Ms. Eversman's accounting business is expanding in the Business Incubator. New customer service staff should be in place in the HBC office by mid-August.
- **Next Gen Loan Fund/City of Plainview programs** – There has been interest in both loan programs from a developer and the new business leasing the PADCO warehouse in 2019-2020, with an agreement to purchase their space in 2020. This agreement allows a new established business to come to Plainview.
- **Plainview Promotional Brochure and Branding** – The promotional brochure will go to the printer and be distributed via Every Door Direct Mail (EDDM) in July. Additional ad sales have lengthened the process.
- **Meetings / Leadership Training**– The EDA Director attended a June 11th meeting with Blandin staff and Plainview supporters of the Blandin Leadership Training for Plainview. The Director staffed the June 19th EDA Board of Commissioners meeting.
- **SMIF Small Town Grant** – The EDA Director and City Administrator have been in discussion of how to structure a Small Town Grant application to the Southern Minnesota Initiative Foundation. SMIF is offering grants of up to \$10,000 to communities to support projects that can demonstrate a collaborative and economic opportunity for their community. (See separate handout). The grant is due August 31st.



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Suspend Public Consumption Ban	AGENDA SECTION: Consent
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.E.
ATTACHMENTS: Draft Resolution	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to Approve Resolution Temporarily Suspending the Public Consumption Prohibition during Corn on the Cob Days 2018.	

SUMMARY

Historically, the City of Plainview has temporarily suspended its local ordinance prohibiting consumption of alcohol in public places during certain times and in certain places during the community's Corn on the Cob Days celebration. Staff requests approval of this resolution again this year.

CITY OF PLAINVIEW, MINNESOTA

RESOLUTION 2018 -11

**TEMPORARILY SUSPENDING THE PUBLIC CONSUMPTION PROHIBITION
DURING CORN ON THE COB DAYS 2018**

WHEREAS, Section 513.4 of the city code of the City of Plainview (the “City”) bans consumption of alcohol in public places, but also allows for temporary suspension of that ban for special events, such as the annual Corn on the Cob Celebration (the “Celebration”);

WHEREAS, the annual Corn on the Cob Celebration will take place between August 15, 2018 and August 19, 2018 and alcohol is served during certain events throughout the Celebration which are sponsored by local Plainview businesses and clubs;

WHEREAS, consumption of alcohol during the Celebration will occasionally occur on certain public spaces and the City Council has determined that public consumption to be in the best interests of the City during certain events held throughout the Celebration and such consumption will not unduly impact the safety and welfare of the general public

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

1. The City hereby suspends the prohibition against consuming alcohol in public found in Plainview Code Section 513.4, but such suspension is limited to the following times and locations:
 - a. Friday, August 17, and Saturday, August 18 respectively – Starting at 7 p.m. and continuing until 2 a.m. the following calendar day, and only for the following locations: between 1st Ave SW and 1st Ave NW; between 2nd St SW/NW and 4th St SW/NW; and a corridor from 1st Ave to 3rd Ave adjacent to 3rd St SW, as depicted on Attachment A, which is attached hereto and incorporated herein by reference.
 - b. Sunday, August 19 – Starting at 12 p.m. and continuing until 11:59 p.m., and only in the area of Wedgewood Park and the section of 3rd St SW between 2nd and 3rd Ave SW, as depicted on Attachment B, which is attached hereto and incorporated herein by reference.
2. The City Police Department and Public Works Department are hereby directed to post sufficient notice of the time and geographic restrictions listed in this Resolution in a conspicuous and public place.

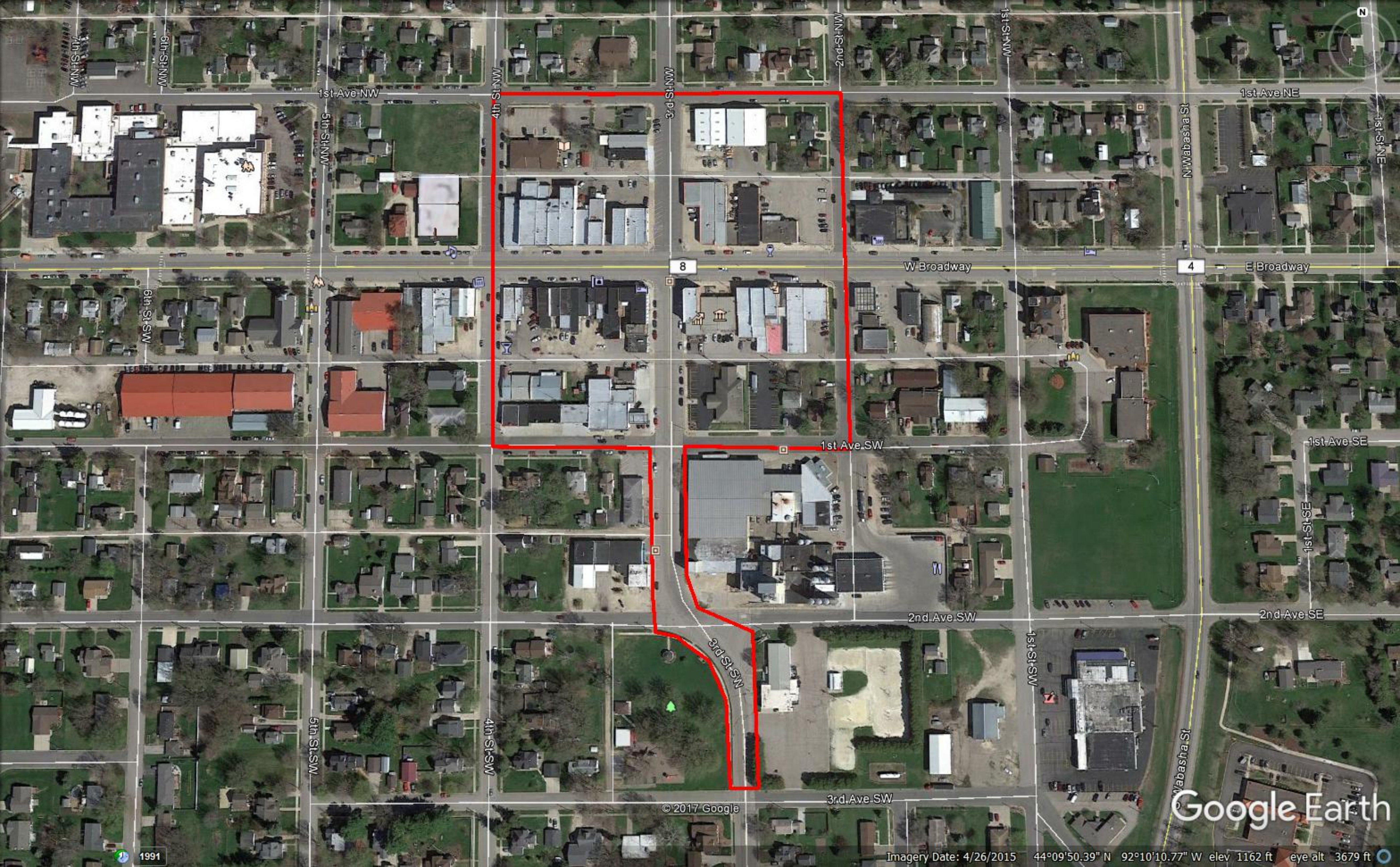
3. All other City code sections and state statutes remain in effect during the entirety of the Corn on the Cob Celebration.

Passed by the City Council of the City of Plainview, Minnesota this 10th day of July, 2018.

Roger Ziebell, Mayor

ATTEST:

MariClair Schneider, City Clerk



7th St NW

6th St NW

1st Ave NW

5th St NW

4th St NW

3rd St NW

2nd St NW

1st St NW

N Wabasha St

1st Ave NE

1st St NE

6th St SW

5th St SW

4th St SW

3rd St SW

1st Ave SW

2nd Ave SW

3rd Ave SW

W Broadway

E Broadway

1st Ave SE

1st St SE

2nd Ave SE

N Wabasha St

1st St SW

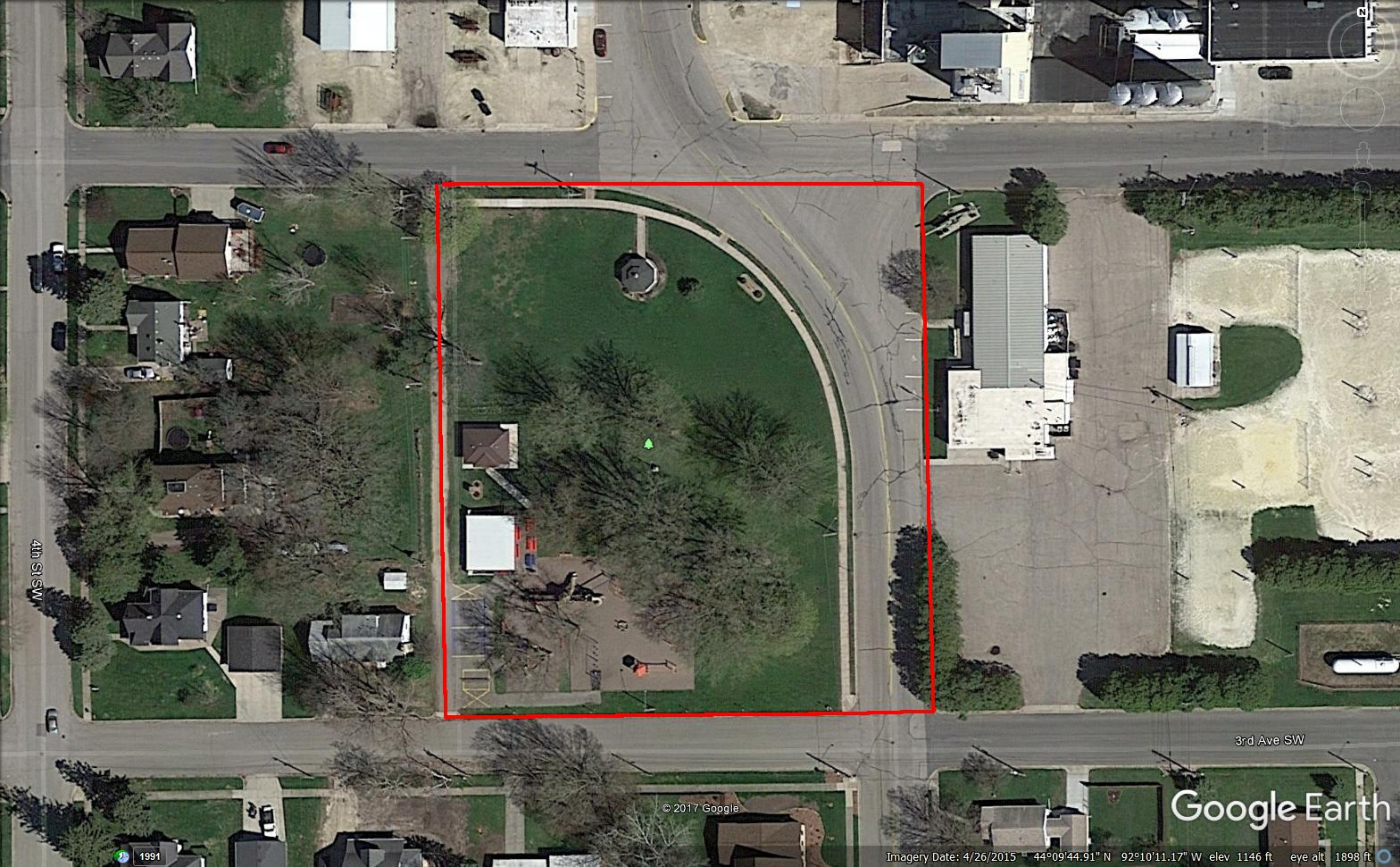
Google Earth

© 2017 Google

Imagery Date: 4/26/2015

44°09'50.39" N 92°10'10.77" W elev 1162 ft eye alt 3679 ft

1991



4th St SW

3rd Ave SW

© 2017 Google

Google Earth

Imagery Date: 4/26/2015 44°09'44.91" N 92°10'11.17" W elev 1146 ft eye alt 1898 ft

1991



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Greenwood Cemetery Regulations Amendment	AGENDA SECTION: Consent
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.F.
ATTACHMENTS: Draft Regulations	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to adopt amended regulations at Greenwood Cemetery.	

SUMMARY

Councilmember Walkes, who also serves as the cemetery sexton, has requested some additions and changes to the current cemetery regulations. Public Works Director Burgdorf reviewed and supports changes as presented in the attachment.



GREENWOOD CEMETERY REGULATIONS

Amended 7/10/2018

These regulations are intended to improve the appearance and reduce the maintenance of the grounds. These regulations are not meant to be intrusive or create problems. Anything detracting from the appearance or causing excessive maintenance of the grounds may be removed at the Public Works Director or his designee.

The Public Director or designee has the final approval on interpretation and implementation of these regulations. Allowances may be considered on lots being cared for by lot owners or family at the discretion of the Public Works Director or his designee.

1. **Fresh flowers and plants** are allowed throughout the year, on single post (pipe)stands only. Stands must be mounted beside the monument, not in front or behind the monument. Vase and Urns are the responsibility of the lot owner or family and will be removed when not being used.
2. **Artificial flowers** are allowed in vases and urns that are on approved pronged stands only. Time and weatherworn artificial flowers shall be removed by lot owner or at Public Works Director or his designee's discretion.
3. **Flower stands.** All heights discussed are installed heights. One post stand only, no multiple post stands. Maximum height is four feet and minimum height is one foot. Stands must be mounted six inches to one foot from edge of monument if mounted on grass, but not over the property line.
4. **Ground level artificial flowers** are allowed from May 15th to June 15th and must be removed after that period.
5. **Crushed rock** surrounding the monument will be allowed up to a distance of six inches from the monument but must be kept weed free by the lot owner and must be ground level, surrounded by lawn edging. Prior approval of the Public Works Director or his designee must be obtained.
6. **Holiday decorations** are allowed during the holiday season and must be removed two weeks after the observed holiday. Except during the winter. Holiday decorations must not interfere with trimming.

7. **No glass or plastic containers** are allowed on cemetery grounds.
8. **No pets** are allowed on cemetery grounds.
9. **The planting of bushes and shrubs** must be approved by the Public Works Director or his designee. No planting of trees is allowed on cemetery grounds. Only single trunk shrub is allowed and must be pruned above ground and must be approved by the Public Works Director or his designee. Bushes and shrubs must be planted beside the monument, not in front or behind the monument.
10. **Maximum of three permanent items** per monument. An example would be three stands or two stands and one shrub.
11. **Monuments.** A granite base ~~can cannot~~ be used as a foundation for monuments ~~with the restriction that the base be put in flush with the ground. the foundation must be made of cement.~~ The ~~foundation base~~ maximum ~~monument~~ size ~~must be a maximum of 84 inches long by 24 inches wide. The only alternate that would be acceptable, would be foundations made with cement. may not exceed six feet in height and must be granite or marble. The maximum monument size may not exceed 6 feet in height and must be marble or granite. The maximum foundation size for the monument is 84 inches long by 24 inches wide.~~
12. **Anything that interferes with mowing or trimming** or detracts from the appearance of the cemetery will be removed.
13. The cemetery is not responsible for damage done to monuments, stands or property.
14. No casket shall be interred in the cemetery unless it is enclosed in a concrete vault or a plastic cremation vault. Ashes must be placed in an urn prior to burial. A vault is required for cremation.
15. ~~Any footstones, or other markers, must be installed flush with the ground surface and the only other decorations of flower pots, or other items shall be placed at the front or the headstone area or the grave site (Veteran, Firemen, etc), and not at the marker itself. Nothing is allowed at the footstone. Everything needs to be at the headstone.~~
16. ~~Stone/marble benches can only be placed as a headstone or at the columbarium(s). If a family wishes to place a bench in the columbarium area, permission must be obtained from Public Works or the designee for placement and any other qualifications or appearance.~~



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Ambulance Hire	AGENDA SECTION: Consent
PREPARED BY: Angie Jarrett, Ambulance Director	AGENDA NO. 4.G.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Approve the hiring of Amber Mitchell at \$5.00 per hour on-call and \$12.00 per hour active duty; pending pre-employment screening.	

SUMMARY

Amber Mitchell has applied for the position of Emergency Medical Technician (EMT) with the ambulance service. This position is a paid-on-call position with a pay rate of \$5.00/hr on call and \$12.00/hr while on a call for service or during training hours.

Amber is a new EMT that was recently certified as a Nationally Registered EMT and is EMSRB licensed.

The interview panel and I feel Amber would be a good fit with the ambulance service and recommend he be hired pending successful completion of a background check and drug screen.

Respectfully,

Angie Jarrett, NRP
Ambulance Director



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM:	Kim's Saloon – License Agreement for Corn on the Cob Days Event	AGENDA SECTION:	New Business
PREPARED BY:	Clarissa Hadler, City Administrator	AGENDA NO.	4.H.
ATTACHMENTS:	Draft License Agreement	APPROVED BY:	cgh
RECOMMENDED ACTION: Motion to approve License Agreement with Walkes Enterprises Inc. dba Kim's Saloon.			

SUMMARY

Kim's Saloon has hosted street dances during Corn on the Cob Days regularly in years past. Past practice has been to allow this with a simple permit application approval. City Attorney Flaherty has recommended that situations where an outside organization is utilizing City property, that a license agreement be utilized to spell out the terms and responsibilities of all parties involved.

A similar license agreement was utilized last month for the wedding dance in the alley next to Kim's and for other community events. This agreement also takes the place of the usual dance and loud speaker permits.

RECOMMENDATION

Staff recommends approval of the License Agreement with Walkes Enterprises Inc. dba Kim's Saloon.

Kim's Saloon & Grill

April 19th, 2018

City of Plainview
City Council Members
241 West Broadway
Plainview, MN 55964

Re: Corn On The Cob Days Street Dance

Dear City Council Members,

The past Six years the Saturday Corn on the Cob Days Street Dance has been very successful. I would consent again to host this year's street dance Saturday, August 18th, 2018, for Plainview's "Corn On the Cob Days", provided again this year that 4th Street SW be closed from the corner of 1st Avenue SW to Main Street. The street (like last year) would have to be closed from 8:00 AM on Saturday, August 18th, until 10:00 AM, Sunday, August 19th, this will allow for setting up and then removing the band stage, waste receptacles, rent-a-jons, ect.

In summary, I am committed towards helping out the City of Plainview with their "Corn on the Cob Days" festival again this year. If you have any further questions, please do not hesitate to give me a call.

Respectively,

David Walkes
Kim's Saloon & Grill
(507) 534-3707 b
(507) 273-2414 c

(Top 3 inches reserved for recording data)

LICENSE AGREEMENT (Corn on the Cob Days)

This License Agreement (“License” or “Agreement”) is entered into by and between the City of Plainview, a municipal corporation under the laws of the State of Minnesota, 241 West Broadway, Plainview MN 55964 (“City” or “Licensor”), and Walkes Enterprises Inc. dba Kim’s Saloon, 45 4th St SW, Plainview MN 55964 (“Licensee”); (collectively the “parties”).

RECITALS:

WHEREAS, the Licensee is the owner of the real property located at 45 4th Street & Alley SW in the City of Plainview, Minnesota (the “Property”):

and

WHEREAS, located along the western and norther boundaries of said Property is a city-owned right-of-ways (the “Street & Alley”); and

WHEREAS, the Licensee plans to host a concert and dance during Corn on the Cob Days (the “Event”), which Event encroaches in Licensor’s Street & Alley; and

WHEREAS, the Licensee desires a license from Licensor authorizing Licensee’s limited use of the Street & Alley for the encroachment of the Event; and

WHEREAS, a sketch/schematic of the location of the Street & Alley depicting the dimensions and location of the proposed Event encroachment is provided in Exhibit A, which is attached hereto and incorporated herein by reference (the “Licensed Premises”); and

WHEREAS, the Licensee has requested that the Licensor permit the encroachment and the Licensor is willing to permit said encroachment as depicted in Exhibit A on certain conditions contained herein.

NOW, THEREFORE, for valuable consideration, it is agreed by and between the parties as follows:

1. Grant of License and Description of Licensed Premises. In consideration of the terms, covenants, and conditions contained herein, the Licensors hereby grants to the Licensee a non-exclusive, terminable license to use the Licensed Premises for the purpose stated above herein, subject to the following conditions:

- a. Licensee shall commence no work authorized by this License related to construction, repair or replacement of the Event until it has obtained all required approvals and permits as required by the City.
- b. Licensee shall take all necessary precautions to protect and preserve the City's Street & Alley during any activities within or use of the Licensed Premises as contemplated in this License.
- c. Licensee shall take all necessary precautions to avoid creating unsafe or unsanitary conditions within the Licensed Premises and shall not hinder the natural free and clear passage through the Street & Alley by Licensors or Licensors's employees or agents.
- d. Licensee shall conduct any work authorized by this License or subsequently approved by the City in a manner so as to ensure the least obstruction to and interference with present and continued use of the Street & Alley and shall return the Street & Alley to its original condition following such authorized work at Licensee's sole cost and expense.
- e. Licensee shall remove daily all dirt or debris from sidewalks, trails, public and private roadway surfaces and curbs and gutters during any work authorized by this License or subsequently approved by the City.
- f. Licensee shall not conduct any work within the Street & Alley outside the Licensed Premises specified in Exhibit A without the express prior written approval of the City.
- g. Licensee shall be responsible for either: 1) removing the Event and all associated costs, or 2) the cost of removal of the Event by the City, should the City or another authorized party need to conduct work in the Street & Alley, and the Event interferes with such work in the judgment of the City.
- h. Any operation, maintenance, repair or alteration to the Event shall not expand the encroachment. Alterations or replacement shall require prior City approval and shall at all times comply with City Code.

2. Term. The term of this Agreement shall be from 9 a.m. Saturday, August 18, 2018, through 2 a.m., Sunday, August 19, 2018, as follows;

This Agreement shall terminate (a) upon the destruction, demolition or removal of the Event situated on the Property described above, or (b) upon the failure of the Licensee to comply with any material term or condition of this Agreement.

This License may also be terminated at any time by Licensee by written notice to the City.

Before the date of any such termination of this License under this Section, Licensee shall remove all of Licensee's Event from the Licensed Premises, at Licensee's sole cost and

expense, and shall restore the Licensed Premises to its preexisting condition or better pursuant to the standards and requirements set forth in City Code, as amended, unless otherwise directed by the City in writing. In the event that Licensee fails to remove the Event from the Licensed Premises before the effective termination date of this License, the City or its authorized agents or representatives may perform any work necessary to remove the Event from the Licensed Premises and restore the Licensed Premises to its preexisting condition, and Licensee shall reimburse City for all expenses reasonably incurred by the City in performing such work. If Licensee fails to so reimburse the City as required by this paragraph within 30 days of Licensee's receipt of a billing statement for such charges from the City, the unpaid charges shall constitute a lien against the Property from and after the date they were due and unpaid. The City may take any action it is authorized under law to take to recover such unpaid charges, including certifying such unpaid charges to the county auditor for collection with taxes on the Property.

3. License Fee. As this Event is valuable part of a larger community event, Licensee shall pay a license fee of just \$20.00 at the time of execution of this Agreement.
4. Use of Licensed Premises. Subject to the other terms and provisions contained herein, the Licensee shall be permitted to use the Licensed Premises only for the specific purpose hereinabove stated; provided, however, that during the term of this License, the Licensee shall comply with all applicable laws, regulations, conditions, and covenants affecting the Licensed Premises, whether federal, state, local, or contractual in addition to any such requirements as applicable to Licensee's operations. The Licensee shall not intentionally commit or allow to be committed any waste on, destruction of, or damage to, or nuisance on the Licensed Premises. Should the Licensee intentionally commit or allow to be committed any waste on or destruction to the Licensed Premises, the Licensee shall immediately restore the Licensed Premises to the original condition of the Licensed Premises at the inception of this License Agreement or as altered in accordance with plans and specifications as submitted to, and approved by, the City Administrator of the Licensor, or his or her designated representative, or, alternatively, pay to the Licensor the cost of restoring the Licensed Premises, to the condition herein stated, payment to be made within 30 days from the date of written notice given by Licensor to the Licensee of the amount of such costs.
During the term of this Agreement, Licensee shall keep the Licensed Premises, and its immediate area in a sanitary condition, remove all trash from the Licensed Premises and keep the premises free from refuse or other debris.
5. Fencing. Licensor shall provide for Licensee fencing in the form of the city's chain link baseball fence to create a fully-enclosed and contiguous premises. Licensor shall install and remove fencing.
6. Loud-Speaker. Event may include use of electronic sound-system during the period of the Event, but not later than 12:00 a.m.

7. Temporary Expansion of Premises for Intoxicating Liquor License. As part of this Agreement, Licensee shall be permitted to utilize the fenced-in outdoor areas on the Property and the Street & Alley for the Event, as part of their licensed premises for the purposes of serving intoxicating liquor. Licensee shall comply with liquor rules and statutes as they would in their normal premises. Licensee shall obtain a Certificate of Liability Insurance from their carrier that notes the Street & Alley as insured spaces for both liability and liquor purposes and names the City as certificate holder. In the event the Event encroaches on other private property, those property owners shall also be named as certificate holders for both liability and liquor purposes.
8. Conditions of Licensed Premises “As Is” and Not Warranted. The Licensor does not warrant that the Licensed Premises is suitable for the purposes for which it is permitted to be used under this License. The Licensor shall have no responsibility with regard to any failure of or damage to Licensee’s Event within the Licensed Premises. Licensee understands and acknowledges that this License grants Licensee only a terminable license to use the Licensed Premises and does not confer any permanent property rights with respect to the Licensed Premises or the Event to be constructed thereon upon Licensee.
9. Licensor's Right of Entry. The Licensee shall permit or allow the Licensor and the agents and employees of the Licensor to enter upon the Licensed Premises at all reasonable times for the purpose of inspecting them. The City may order the immediate cessation of any project or work that exceeds the scope of this License or otherwise poses a threat to the life, health, safety or welfare of the public. The City may order Licensee to correct any project or work to comply with the scope of this License or other applicable standards, conditions, ordinances or laws. If the Event made by Licensee in the Licensed Premises fall into disrepair at any time during the term of this License, the City may order Licensee to conduct any repairs or perform any maintenance necessary to bring the Event into compliance. Any such order by the City authorized by this Paragraph shall state the violation, the terms of correcting the violation and that failure to correct the violation within the stated time limits shall be cause for immediate revocation of this License. If the violation is not corrected within the stated time limits, the City may immediately revoke this License and/or pursue any and all remedies available to it as provided herein or in law or equity.
10. Alterations to Licensed Premises. The Licensee shall not be permitted to make any additional Event or alterations to the Licensed Premises without the prior written consent of the Licensor, except, however, the Licensee shall, at Licensee's expense, make any additional Event to the Licensed Premises that are needed to maintain the Licensed Premises in their original condition or their condition as altered, if such alteration has been approved in writing by the Licensor.
11. Covenants to Indemnify and Hold Harmless. Licensee shall indemnify, protect, save, hold harmless and insure City, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages, including expenses, reasonable attorneys’ fees, and costs of alternative dispute resolution, which may arise out of or be caused by Licensee or their

successors and/or assigns, with respect to Licensee's use of the Street & Alley, and the Licensed Premises. Licensee shall defend City against the foregoing, or litigation in connection with the foregoing, at Licensee's expense, with counsel reasonably acceptable to City. The indemnification provision of this Paragraph shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of City. All indemnification obligations shall survive termination, expiration or cancellation of this License.

12. Waiver and Assumption of Risk. Licensee further knows, understands and acknowledges the risks and hazards associated with using the Licensed Premises, for the purposes permitted herein and the Event thereon and hereby assumes any and all risks and hazards associated therewith. Licensee understands and acknowledges that the primary purposes of the Licensed Premises, and the Street & Alley, notwithstanding this Agreement, are to facilitate and accommodate public utility facilities, and that the Street & Alley, and utility facilities located therein require regular maintenance, repairs or other work. Licensee hereby irrevocably waives any and all claims against the Licenser or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the Licensee as a result of using the Licensed Premises or any of Licensee's activities or Event, and hereby irrevocably releases and discharges the Licenser and any of its officials, employees or agents from any and all such claims of liability related to the Licensed Premises, the Event therein, or the Licenser's maintenance, repair or other work conducted within the Licensed Premises by the Licensee or Licenser or any other third party, except those resulting from the negligence or intentional misconduct of the Licenser.
13. Insurance. The Licensee shall at Licensee's expense maintain in effect bodily injury liability insurance and property damage insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04 or the amount stated in the Licensee's insurance certificate, whichever is greater. The City of Plainview shall be a named insured. In the event the Event encroaches on other private property, those property owners shall also be named as certificate holders for both liability and liquor purposes. The Licensee's insurance policy and certificate shall not be cancelled or its conditions altered in any manner without Ten (10) days prior written notice to the City Administrator. Upon request, the Licensee shall deliver to the City Administrator certificates of all insurance required, signed by an authorized representative and stating that all provisions of the specified requirements are satisfied. If Licensee fails to maintain a policy of insurance as required by the City for the term of this License, the City may immediately revoke this License and require the immediate removal by the Licensee of the Licensee's Event from the Licensed Premises at the Licensee's sole cost and expense, and the Licensee shall restore the Licensed Premises to its preexisting condition or better pursuant to the standards and requirements set forth in City Code.
14. Mechanic's Liens. The Licensee hereby covenants and agrees that the Licensee will not permit or allow any mechanic's or materialman's liens to be placed on the Licenser's interest in the Licensed Premises during the term hereof for labor performed or material

supplied in connection with any work or Event performed or caused to be performed by the Licensee. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the Licensor's interest, the Licensee shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that the Licensee may contest any such lien provided the Licensee first provides adequate security protecting the Licensor against such lien.

15. Attorneys' Fees. If any action at law or in equity shall be brought by Licensor on account of any breach of this License Agreement by Licensee or for the recovery of the possession of the Licensed Premises, Licensor shall be entitled to recover from Licensee reasonable attorney's fees, the amount of which shall be fixed by the Court and shall be made a part of any judgment or decree rendered.

16. General Terms.

- a. RECITALS. The recitals to this Agreement are made a part hereof and incorporated herein by reference.
- b. VOLUNTARY AND KNOWING ACTION. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- c. AUTHORIZED SIGNATORIES. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- d. NOTICES. All communications, demands, notices, or objections permitted or required to be given or served under this License Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed to the other party to this License Agreement, to the address set forth in this License Agreement, or if to a party not a party to this License Agreement, to the address designated by a party to this License Agreement in the foregoing manner. Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the 10th day after the giving of such notice, such newly designated address shall be such address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this License Agreement.

- e. **ASSIGNMENT OR TRANSFER OF LICENSE.** Licensee shall have no right to assign its interest in this License Agreement without the prior written consent of Licensors.
- f. **MODIFICATIONS/AMENDMENT.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the City and Licensee.
- g. **NO PARTNERSHIP, JOINT VENTURE, OR FIDUCIARY RELATIONSHIP CREATED HEREBY.** Nothing contained in this License Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the Licensors and the Licensee.
- h. **CUMULATIVE RIGHTS.** Except as otherwise expressly stated herein, no right or remedy herein conferred on or reserved to the Licensors or the Licensee is intended to be exclusive of any other right or remedy hereby provided by law, but each shall be cumulative in, and in addition to, every other right or remedy given herein or hereafter existing at law, in equity, or by statute.
- i. **RECORDS—AVAILABILITY AND RETENTION.** Pursuant to Minn. Stat. § 16C.05, subd. 5, Licensee agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Licensee and involve transactions relating to this Agreement. Licensee agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- j. **COMPLIANCE WITH LAWS.** Licensee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, Event, personal property, programs and staff for which Licensee is responsible.
- k. **GOVERNING LAW.** This Agreement shall be deemed to have been made and accepted in Wabasha County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- l. **DATA PRACTICES.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
- m. **NO WAIVER.** Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that

right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.

- n. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- o. ENTIRE AGREEMENT. These terms and conditions constitute the entire agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- p. HEADINGS AND CAPTIONS. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- q. SURVIVABILITY. All covenants, indemnities, guarantees, releases, representations and warranties by any party or parties, and any undischarged obligations of City and Licensee arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto have hereunto executed this document on the latest date affixed to the signatures hereto.

LICENSEE:

By: _____
David Walkes

Date: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 2018, by David Walkes.

Notary Public

CITY OF PLAINVIEW, LICENSOR

By: _____
Roger Ziebell, Its Mayor

Date: _____

By: _____
MariClair Schneider, its City Clerk

Date: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me, a notary public in and for the above named County and State, on _____, 2018, by Roger Ziebell and MariClair Schneider, respectively the Mayor and Interim City Clerk, on behalf of the City of Plainview, a municipal corporation of the State of Minnesota, Licensor.

Notary Public

EXHIBIT A

Depiction of Licensed Premises





PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
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: July 10, 2018

AGENDA ITEM: Leave of Absence Request	AGENDA SECTION: Consent
PREPARED BY: Tim Schneider, Chief of Police	AGENDA NO. 4.I.
ATTACHMENTS: Letter of Request from Officer Joe Brueske	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the Leave of Absence request for Officer Joe Brueske from July 1 to August 25, 2018.	

SUMMARY

Officer Brueske is requesting to take the remainder of the summer off under a leave of absence. He requests to have the leave start retroactively on July 1, 2018, and end on August 25, 2018. Officer Brueske and I have both spoken with City Hall staff and he understands the implications of this leave in regard to payroll and benefits.

Officer Brueske's summer shift is being covered at this point with part-time staff. Continuing to do so in response to this leave request will not be a problem.

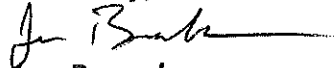
RECOMMENDATION

Staff recommends approval of a Leave of Absence Request for Officer Joe Brueske from July 1 to August 25, 2018.

To: City of Plainview/Police Chief Tim Schneider

*I am requesting a leave of absence starting Monday July 1st 2018
through Saturday August 25th 2018.*

Sincerely,



Joe Brueske



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Library Liaison Appointment	AGENDA SECTION: Consent
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 4.J.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to appoint Council member Cuccio as Library Liaison through December 31, 2018.	

SUMMARY

Council member Chip Cuccio was appointed to Council on June 26, 2018 to fill the seat vacated by LaRocque. LaRocque held the position of Library Liaison, so staff requests that Council member Cuccio now be appointed to that position.



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Contract for School Use of Eckstein Field	AGENDA SECTION: Consent
PREPARED BY: Michael L. Burgdorf	AGENDA NO. 4.K.
ATTACHMENTS: 2018-2019 PEM Contract	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the 2018-2019 City/Plainview-Elgin-Millville School District #2899 Facility Use and Service Agreement.	

BACKGROUND

For many years, the City has allowed the use of Eckstein Field by the School District for a nominal fee of \$1 per year. The attached contract is a Facility Use and Service Agreement that lays out this lease and which facilities the school has available for its use. It also designates several services that the city will perform during the school's lease of Eckstein Field, the payment of \$8781.00 for those services, and clarifies what school staff shall do.

Staff requests approval of the 2018-2019 City/Plainview-Elgin-Millville School District #2899 Facility Use and Service Agreement.

2018-2019 CITY/PLAINVIEW-ELGIN-MILLVILLE SCHOOL DISTRICT #2899
FACILITY USE AND SERVICE AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2018 by and between the City of Plainview, Minnesota, Municipal Corporation (hereinafter the "City"), and the Plainview-Elgin-Millville School District, (hereinafter the "School District").

WHEREAS, the City and the School District have agreed that the City shall provide recreation programs and various field maintenance activities in cooperation with the School District;

WHEREAS, a formal written agreement is needed to spell out the rights and responsibilities of both parties in carrying out this agreement and this document will provide that;

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

1. Rent Period and Amount: The School shall rent Eckstein Field for the period of July 1, 2018 to June 30, 2019. In the event of post-season play, the School shall have use of the Eckstein Field for the necessary special games. The rent shall be \$1 for the year payable on April 1, 2018.

2. Maintenance: During the rental period:

The City will:

- | | |
|--|------------|
| 1. Mow Eckstein Field for the Baseball and Soccer Seasons. | \$1,268.00 |
| 2. Do daily clean-up of litter during the Baseball and Soccer Seasons. | \$1,246.00 |
| 3. Measure and paint the field for soccer. | \$1,630.00 |
| 4. Trim Eckstein Field for the Baseball and Soccer Seasons. | \$665.00 |
| 5. Pay for electricity for the Baseball and Soccer Seasons. | \$2,574.00 |
| 6. Fertilize and weed control. | \$414.00 |
| 7. Rent. | \$1.00 |
| 8. Set up baseball fence and move bleachers. The school must give reasonable advance notice of when the fence is needed. | \$983.00 |

Grand Total: \$8,781.00

The School will:

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

3. Ownership: The City is acknowledged to own and maintain the following: baseball scoreboard, baseball press box, baseball P.A., baseball fence, bases, field lights, and batting cage.

The School is acknowledged to own and maintain the following: bleachers, soccer scoreboard, soccer P.A., paint machine, lime machine, soccer press-box, ticket booth, soccer goals, and the pitching machine.

Either party may use the other party's equipment listed above upon reasonable advance notice, contingent upon the permission being granted by the other party's primary recreation contact (City's Public Works Director or School District's Activities Director).

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

5. Utilities: The School District will pay for the electricity used for its property (such as the soccer scoreboard) at all times of the year, regardless of the rental period. The School District shall be responsible for all electricity consumed at Eckstein Field during the rental period, with the exception of the concession stand. The City shall pay for the electricity used by the concession stand and the phone located within the concession stand. The City shall have the right to limit energy use of the concession stand.

6. Summer Recreation: The City shall assume the management of and financial responsibility of any summer recreation programs.

7. School Grounds: The School District shall assume the responsibility for the maintenance of all School District property.

8. Trash Removal: The City shall assume responsibility for litter and trash removal from Eckstein Field during the rental period. However, events that are on Friday, Saturday, Sunday, or Holidays, the school is responsible for the litter. The litter should be picked up and placed in the dumpster. The school is responsible for the dumpster being dumped during the rental period.

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

10. Reservations: Once a reservation is made and accepted at Eckstein Field, it shall be respected unless there is an emergency or unexpected special event.

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

12. School District Liability: The School District agrees to hold the City harmless and agrees to defend and indemnify the City for any claims related to its responsibility under this agreement. The School District will obtain general liability insurance coverage and will have the City named as an additional insured on that policy. It will provide a Certificate of Insurance to the City verifying the insurance required under this agreement.

13. City Liability: The City agrees to hold the School District harmless and agrees to defend and indemnify the School District for any claims related to its responsibility under this agreement. The City will obtain general liability insurance coverage and will have the School District named as an additional insured on that policy. It will provide a Certificate of Insurance to the School District verifying the insurance required under this agreement.

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

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

16. Duration: This agreement shall have a duration of July 1, 2018 to June 30, 2019. The date of execution by the parties and shall automatically terminate unless renewed in writing following approval by the elected officials governing each body.

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

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

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

**CITY OF PLAINVIEW, MN
A MUNICIPAL CORPORATION**

**PLAINVIEW-ELGIN-MILLVILLE
SCHOOL DISTRICT**

BY: _____
Roger Ziebell, Mayor

BY: _____
Bill Ihrke, Superintendent

BY: _____
MariClair Schneider, City Clerk



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM:	7 th Avenue NW/Fisk Acres Road – Pay Request No. 2 - Final	AGENDA SECTION:	Consent
PREPARED BY:	Michael Burgdorf, Public Works Director	AGENDA NO.	4.L.
ATTACHMENTS:	Pay Request No. 2 - Final	APPROVED BY:	cgh
RECOMMENDED ACTION: Motion to approve the Final Payment Request for Bennett & Sons in the amount of \$82,440.54, contingent on receipt of all required signed paperwork.			

SUMMARY

Bennett & Sons has completed the 7th Avenue NW/Fisk Acres Road project. The Final Payment request for \$82,440.54 is attached. Engineering staff has reviewed the project and the final payment quantities and recommends final payment be made. Note that the project was completed under the amount bid.

The two (2) year warranty period would begin following final payment and any defective work found during this period would be covered by the performance bond for the project.

RECOMMENDATION

Staff recommends approval of the Final Payment Request for Bennett & Sons in the amount of \$82,440.54, contingent on receipt of all required signed paperwork.



**BOLTON
& MENK**

Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

July 6, 2018

Kathy Bennett
Bennett & Sons
55110 County Road 4
Plainview, MN 55964

RE: 7th Avenue NW Extension
City of Plainview, MN
Project No. H19.116440

Dear Ms. Bennett:

Enclosed are 4 copies of Contractor's Estimate No. 2 and Final in the amount of \$82,440.54.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please sign and secure the signature of your surety on all four copies of the Pay Estimate. In lieu of securing the signature of your surety, we will accept a *Consent of Surety for Final Payment (ALA Form G707)*.

We also need:

- Copies of Form *IC-134, certifying withholding of income tax*, for you and all of your subcontractors. These forms may be obtained from the Minnesota Department of Revenue.

Payment will be recommended upon receipt of all the described paperwork.

If you have any questions, please feel free to call.

Sincerely,

Bolton & Menk, Inc.

Brian P. Malm, P.E.
City Engineer

BPM/hh

Enclosures

cc: Clarissa Hadler, City of Plainview Administrator

CONTRACTOR'S PAY REQUEST 7TH AVE NW EXTENSION CITY OF PLAINVIEW, MN BMI PROJECT NO. H19.116440	DISTRIBUTION:
	CONTRACTOR (1)
	OWNER (1)
	ENGINEER (1)
	BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$139,891.60
TOTAL, COMPLETED WORK TO DATE	\$135,084.79
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$135,084.79
RETAINED PERCENTAGE (0%)	\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$135,084.79
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$52,644.25
PAY CONTRACTOR AS ESTIMATE NO. 2 - FINAL	\$82,440.54

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: BENNETT & SONS
55110 COUNTY ROAD 4
PLAINVIEW, MN 55964

By _____
Name Title

Date _____

Approved _____
Contractor's Surety Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC, 2900 43RD STREET NW, SUITE 100, ROCHESTER, MN 55904

By  _____, CITY ENGINEER
Brian Malm, P.E.

Date July 6, 2018 _____

APPROVED FOR PAYMENT:

OWNER:

By _____
Roger Ziebell Mayor Date

And _____
Clarissa Hadler City Administrator Date

WORK COMPLETED THROUGH 7/5/18

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	MOBILIZATION	\$5,000.00	1	LS	\$5,000.00	0.5	LS	\$2,500.00	1.00	LS	\$5,000.00
2	REMOVE BITUMINOUS PAVEMENT	\$3.00	70	SY	\$210.00	0	SY	\$0.00	17.40	SY	\$52.20
3	REMOVE CURB AND GUTTER	\$5.00	10	LF	\$50.00	0	LF	\$0.00	2.00	LF	\$10.00
4	REMOVE SEWER PIPE (STORM)	\$10.00	150	LF	\$1,500.00	150	LF	\$1,500.00	150.00	LF	\$1,500.00
5	TOPSOIL BORROW (LV)	\$14.00	207	CY	\$2,898.00	0	CY	\$0.00	72.00	CY	\$1,008.00
6	GEOTEXTILE FABRIC, TYPE V	\$1.00	2686	SY	\$2,686.00	2686	SY	\$2,686.00	2,686.00	SY	\$2,686.00
7	EXCAVATION - COMMON (P)	\$6.40	1050	CY	\$6,720.00	1050	CY	\$6,720.00	1,050.00	CY	\$6,720.00
8	EXCAVATION - SUBGRADE (P)	\$6.40	448	CY	\$2,867.20	70	CY	\$448.00	70.00	CY	\$448.00
9	AGGREGATE BASE (CV) CLASS 5	\$23.00	743	CY	\$17,089.00	743	CY	\$17,089.00	912.00	CY	\$20,976.00
10	AGGREGATE SUBBASE BREAKER RUN (CV)	\$22.00	448	CY	\$9,856.00	70	CY	\$1,540.00	223.50	CY	\$4,917.00
11	TYPE SP 12.5 NON-WEARING COURSE MIX	\$69.50	280	TON	\$19,460.00	0	TON	\$0.00	277.61	TON	\$19,293.90
12	TYPE SP 12.5 WEARING COURSE MIX	\$69.50	280	TON	\$19,460.00	0	TON	\$0.00	276.48	TON	\$19,215.36
13	SUBGRADE PREPARATION	\$150.00	6	STA	\$900.00	0	STA	\$0.00	6.00	STA	\$900.00
14	18" RC PIPE SEWER	\$48.00	140	LF	\$6,720.00	140	LF	\$6,720.00	140.00	LF	\$6,720.00
15	18" RC APRON	\$550.00	3	EACH	\$1,650.00	3	EACH	\$1,650.00	3.00	EACH	\$1,650.00
16	CATCH BASIN, TYPE 1	\$1,700.00	2	EACH	\$3,400.00	2	EACH	\$3,400.00	2.00	EACH	\$3,400.00
17	CATCH BASIN, TYPE 4	\$3,500.00	1	EACH	\$3,500.00	1	EACH	\$3,500.00	1.00	EACH	\$3,500.00
18	CONCRETE CURB AND GUTTER DESIGN B624	\$19.85	1204	LF	\$23,899.40	0	LF	\$0.00	1,204.00	LF	\$23,899.40
19	AGGREGATE FOR PIPE FOUNDATION	\$25.00	30	CY	\$750.00	0	CY	\$0.00	12.00	CY	\$300.00
20	TRAFFIC CONTROL	\$900.00	1	LS	\$900.00	0.5	LS	\$450.00	1.00	LS	\$900.00
21	EROSION CONTROL SUPERVISOR	\$500.00	1	LS	\$500.00	0	LS	\$0.00	1.00	LS	\$500.00
22	SILT FENCE, TYPE HEAVY DUTY	\$2.00	1200	LF	\$2,400.00	1118	LF	\$2,236.00	1,135.00	LF	\$2,270.00
23	STORM DRAIN INLET PROTECTION	\$200.00	3	EACH	\$600.00	3	EACH	\$600.00	3.00	EACH	\$600.00
24	TEMPORARY ROCK CONSTRUCTION ENTRANCE	\$500.00	2	EACH	\$1,000.00	2	EACH	\$1,000.00	2.00	EACH	\$1,000.00
25	EROSION CONTROL BLANKET, CATEGORY 3	\$2.00	1268	SY	\$2,536.00	1268	SY	\$2,536.00	1,268.00	SY	\$2,536.00
26	TURF ESTABLISHMENT	\$4,901.96	0.51	ACRES	\$2,500.00	0	ACRES	\$0.00	0.73	ACRES	\$3,578.43
27	DITCH CHECK, TYPE 2	\$10.00	40	LF	\$400.00	40	LF	\$400.00	96.00	LF	\$960.00
28	RIPRAP, CLASS 3	\$55.00	8	CY	\$440.00	8	CY	\$440.00	9.90	CY	\$544.50
	TOTAL AMOUNT:				\$139,891.60			\$55,415.00			\$135,084.79



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Setting Candidate Filing Fee	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.A.
ATTACHMENTS: Draft Ordinance	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve of Ordinance 2018-04, Amending Sections 201 and 800 of the City Code Regarding City Elections, Affidavits of Candidacy and Filing Fee.	

SUMMARY

The City of Plainview has followed state statute over the years in regard to setting a filing fee for candidates for city offices. The filing fee for fourth class cities (such as Plainview) has been \$2 since 1959. In 2015, the state legislature approved Statute 205.13 Subd. 3b, which allows home rule charter or statutory cities (such as Plainview) to adopt by ordinance a filing fee of a different amount not to exceed \$15 for fourth class cities.

City staff supports the increase due to the time spent each election year in preparing a packet containing several pages of information for candidates, processing the applications, entering them in the county and state systems and making sure their names appear correctly on the ballots. City staff realizes that this may seem like a large increase, but it will also encourage people to think about why they want to run for public office. City Staff supports increasing the filing fee to \$15.

RECOMMENDATION

City Staff recommends that the Council adopt Ordinance 2018-04, Amending Sections 201 and 800 of the City Code Regarding City Elections, Affidavits of Candidacy and Filing Fee.

**CITY OF PLAINVIEW
STATE OF MINNESOTA**

ORDINANCE 2018-05

**AMENDING SECTIONS 201 AND 800 OF THE CITY CODE REGARDING CITY
ELECTIONS, AFFIDAVITS OF CANDIDACY AND FILING FEE**

WHEREAS, Minnesota Statute 205.13, Subd. 3b authorizes statutory fourth-class cities, by ordinance, to set the filing fee for city elections; and

WHEREAS, the City Council wishes to amend Section 201 in the Plainview City Code relating to City Elections; and

WHEREAS, the City Council wishes to amend Section 801 of the Plainview City Code to set the Affidavit of Candidacy Filing Fee for City Elections.

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

1. Section 201 of the Plainview City Code is hereby amended as follows;

“201.3 Candidacy - Affidavit of Candidacy. A candidate's name appears on the ballot if the candidate files an affidavit of candidacy with the City Clerk within the prescribed filing period and either -

- a. Pays to the clerk the Affidavit of Candidacy Filing Fee as set forth in Section 800 of this Code, or
- b. Presents to the clerk a petition in place of the filing fee with the number of signatures as prescribed by Minnesota Statute 204B.11, Subd. 2(d).”

2. Section 801 General Fees, Fines, Charges of the Plainview City Code is hereby amended as follows;

“Affidavit of Candidacy Filing Fee \$15”

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

Underlined text is inserted. ~~Stricken~~ language is removed.

ADOPTED by the City Council of the City of Plainview, this 10th day of July, 2018.

Roger Ziebell, Mayor

MariClair Schneider, City Clerk



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Department Head Stipend	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.B.
ATTACHMENTS:	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve stipend of \$_____ for those employees who are; a) not covered by a labor contract, and b) currently maxed out on the pay scale, until such time the pay scale surpasses their current wage, including Police Chief Schneider and Public Works Director Burgdorf, (choose one; <u>beginning in July 2018</u> OR <u>retroactive to January 2018</u>).	

SUMMARY

During the earlier implementation of the current pay scale, there had been discussions regarding stipends for those employees whose wage exceeded the highest wage on the pay scale. The discussion had been whether they would receive a stipend similar to that received by union employees in the same circumstance. Currently, four union employees receive \$125 per quarter under their contract. The department heads had requested \$250 per quarter during their union negotiations prior to decertifying the union, with the City countering at \$125. Two of the department heads, Police Chief Schneider and Public Works Director Burgdorf, are currently maxed out on the pay scale.

If the overall wage scale is increased in 2019 similar to the union scale, I would expect the scale wage for these two employees to surpass what they are currently earning. Therefore, this motion will likely only be valid during 2018. Council members should decide if they would like to make the motion retroactive to the beginning of the year when the other employees started receiving their stipend.

RECOMMENDATION

The City Administrator has no opinion or recommendation in regard to this issue, though I have drafted the motion above for your consideration.



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Storm Sewer Repairs	AGENDA SECTION: New Business
PREPARED BY: Michael L. Burgdorf, Public Works Director	AGENDA NO. 8.C.
ATTACHMENTS: Pictures of storm sewer issues	APPROVED BY: cgh
RECOMMENDED ACTION: Motion approve \$50,000.00 for storm sewer repairs.	

SUMMARY

As our storm sewer infrastructure ages, more and more safety issues start to show up on the surface of our streets around the outsides of catch basins. What this is telling us is that there is either a hole in the manhole structure or the pipe carrying the storm water away. When either of these happen water pulls soil, gravel, and blacktop into the pipe, and carries them downstream, thus creating a hole in the blacktop and a safety hazard. It seems that we are now getting about 1 per month now being reported or seen by public works employees. Last year we fixed 3 @ a cost of \$21,820.00. From last years list there are 6 catch basins yet to fix @ a cost of \$45,765.00. John cut the 2018 budget in this area so that we are not able to do the project without additional funding. I am requesting a budget amendment of \$50,000.00 to get these completed and use more of the budgeted money for more repairs. I will also be assessing these as budget time comes closer and ask for allocations accordingly.

We quoted this out last year and the contractor that did the work last year is holding his prices for this year's work.

RECOMMENDATION

Staff recommends approval of a \$50,000.00 budget amendment to repair these storm sewers.



S.L. CONTRACTING, INC.*We Dig for Our Business!*

DBA Rochester Service Company

2510 Schuster LN NW

Rochester, MN 55901

Estimate

Date	Estimate #
10/2/2017	4798

Name / Address

City of Plainview
241 West Broadway
Plainview MN 55964

Description	Qty	Cost	U/M	Total
2017 Catch Basin repairs at various spots in town				0.00
610 2nd ave SW				0.00
Rebuild catch basin, add 20 feet of the pipe 10 inch and construct new CB, put 2 new castings on, pour 15 feet of curb and pour driveway area 24x5 and dig down and repair pipe and patch asphalt back		11,456.00		11,456.00
AG Partners				0.00
Build 4 catch basins with castings, place in 60 feet curb and asphalt patch area		15,250.00		15,250.00
2nd Ave SW (across from Park by Legion)				0.00
Build a catch basin with casting and 20 feet of curb and asphalt patch		5,461.00		5,461.00
2nd Ave SW/ 1st St SW				0.00
Rebuild catch basin and pour 15 feet of curb and patch asphalt		4,622.00		4,622.00
Peoples Bank				0.00
Retuck point catch basins, replace driveway approach 40x9 with high early asphalt patch area		6,245.00		6,245.00
Kwik Trip				0.00
Rebuild double catch basins top half, reuse existing castings, replace 20 feet of curb and asphalt patch area		4,119.00		4,119.00
20 2nd Ave NW				0.00
Rebuild catch basin from ground up, repour 20 feet of curb and asphalt patch		4,823.00		4,823.00
School				0.00
Rebuild catch basin, remove existing ped ramp and 30 feet of curb and pour back ped ramp and asphalt patch area		8,893.00		8,893.00

Subtotal**Sales Tax (6.875%)****Total**

Kraig Durst
507-281-5333



ROCHESTER, MN

Rochester, MN 55901

Date	Estimate #
10/2/2017	4798

City of Plainview
241 West Broadway
Plainview MN 55964

Subtotal	\$67,585.00
Sales Tax (6.875%)	\$0.00
Total	\$67,585.00



Page 2



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Lion's Club – License Agreement for Corn on the Cob Days Events	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.D.
ATTACHMENTS: Draft License Agreement	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve License Agreement with Plainview Lion's Club for Corn on the Cob Days Events in substantially the same form as presented.	

SUMMARY

Corn on the Cob Days is the annual summer festival for the community of Plainview. The event is put on by the Plainview Lion's Club, with participation by numerous local organizations and businesses. The event has been running for 48 years, with the city allowing use of facilities such as parks and streets for the purpose of this treasured event.

In the last few years, the League of Minnesota Cities and many attorneys representing cities have begun to suggest the use of License Agreements to set forth the responsibilities of organizations hosting these types of events. License Agreements assist in clarifying the roles, responsibilities and liability for each party.

The draft agreement attached was drafted in part by City Attorney Flaherty. The Lion's Club has reviewed the document and weighed in with concerns. Staff is still working to clarify a few of the issues in the agreement with the Lion's Club Board but is confident that we can come to an agreement on the final terms. Their next meeting is Wednesday, July 11.

RECOMMENDATION

Staff recommends approval of the License Agreement with Plainview Lion's Club for Corn on the Cob Days Events.

**LICENSE AGREEMENT
2018 CORN ON THE COB DAYS**

This License Agreement (the "Agreement") is made this 12th day of June, 2018, by and between the City of Plainview, Minnesota, a municipal corporation under the laws of the State of Minnesota (the "Licensor" or "City"), and the Plainview Lions Club, a 501 (c)(6) organization (the "Licensee"), (collectively the "parties").

RECITALS:

WHEREAS, the Licensor is the owner of the public streets and parks in the City of Plainview, County of Wabasha, State of Minnesota; and

WHEREAS, for a number of years the Plainview Lions Club has conducted an annual civic festival known as Corn on the Cob Days (hereinafter referred to as "the festival"); and

WHEREAS, the City Council of the City has determined that it is in the best interest of the City and its citizens to promote the City and its businesses and to provide recreational opportunities for its residents by entering into a contract with the Plainview Lions Club to conduct the festival in 2018;

WHEREAS, the Licensee desires to hold the festival in Wedgewood Park and on neighboring streets; and

WHEREAS, the Licensor is willing to permit such use, subject to the terms, covenants, and conditions contained herein.

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. Premises. The Licensor is the owner of the public streets and parks in the City of Plainview, Minnesota. The Licensee is hereby granted a terminable license to use Wedgewood Park and various streets (the "Licensed Premises" or "public area") for the festival. A depiction of the Licensed Premises is shown in Exhibit B and Exhibit C which are attached hereto and incorporated herein by reference.
2. Term. The term of this Agreement shall be for the period from 12 p.m., Thursday, August 17, 2018, to 12 a.m. on Sunday, August 20, 2018.
3. Purpose. The events and/or activities approved by the City of Plainview for inclusion on the Licensed Premises are set forth in Exhibit A which is attached hereto and incorporated herein by reference. The Licensee shall use the specified public area only for the purpose stated.
4. Permits and Inspections. The Licensee agrees to obtain the permits and pay the permit fees as may be required by the City and other governing bodies. This

Agreement does not exempt the Licensee or any participants or spectators from observing all ordinances, especially those pertaining to noise and to the consumption of intoxicating liquor or 3.2% malt beverages.

5. Use of Licensed Premises. Subject to the other terms and provisions contained herein, the Licensee shall be permitted to use the licensed premises only for the purpose and only for the term stated herein. During the term of this License, the Licensee shall comply with all applicable laws, regulations, conditions, and covenants affecting the Licensed Premises, whether federal, state, local, or contractual. The Licensee shall not commit or allow to be committed any waste on, destruction of, or damage to, or nuisance on the Licensed Premises. Should the Licensee commit or allow to be committed any waste on or destruction to the Licensed Premises, the Licensee shall immediately restore the Licensed Premises to the original condition of the Licensed Premises at the inception of this License Agreement, or, alternatively, pay to the Licensor the cost of restoring the Licensed Premises to the condition herein stated, payment to be made within 30 days from the date of written notice given by Licensor to the Licensee of the amount of such costs.
6. Assignment or Transfer of License. Licensee shall have no right to assign its interest in this License Agreement without the prior written consent of Licensor. The Licensee, however, may license and sublet portions of the licensed premises to licensees, vendors and participants in the events, provided that the substance of this Agreement is carried forward into any agreements with licensees and vendors.
7. Maintenance/Alteration of Licensed Premises. During the event, the Licensee shall keep the licensed premises in a sanitary condition and keep the premises free from refuse. The Licensee shall instruct all vendors about recycling requirements and the location of receptacles for the collection of recyclables. The Licensee shall be responsible for the repair of any damages to the licensed premises resulting from its use thereof pursuant to this Agreement. The Licensee shall not be permitted to make any alterations to the licensed premises without the prior written consent of the Licensor. On termination of this Agreement, the Licensee shall, at the Licensee's expense, restore the licensed premises to the condition they were originally in at the inception of this Agreement, excepting reasonable wear and tear.
8. The Licensor's Access. The Licensor, its employees, and its agents shall have the right to enter the premises at all times for all reasonable purposes, including, without limitation, enforcing all applicable laws, regulations and/or ordinances, keeping the peace, and inspecting, cleaning, repairing, altering, or improving the premises. Nothing in this Agreement shall be interpreted as requiring the Licensor to perform any such acts independent of the requirements of the other provisions of this Agreement.

9. Insurance and Hold Harmless Provisions.

A. Hold Harmless Agreement

The Licensee assumes and agrees to pay for all loss or damage to property whatsoever and injury to or death of any person or persons whomsoever, including all costs and expenses incident thereto, however arising from or in connection with the existence, construction and maintenance or use of any facilities used by the Licensee in connection with the event. The Licensee shall indemnify the City against and agree to save it harmless from any and all claims, demands, lawsuits, or liability for, and such loss or damage, injury, death, and costs and expenses incident thereto. The indemnification provisions of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of the Licensor. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

This clause shall not be interpreted to release any vendor or operator from the requirement to provide insurance and certificates of insurance to the Licensor as provided below, before set-up of operations will be allowed.

B. Liability Insurance Coverage

The Licensee shall, at its expense, maintain in effect liability insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes, Section 466.04; the City of Plainview shall be named insured. The insurance policy and certificate shall not be canceled or its conditions altered in any manner without ten (10) days prior written notice to the City Manager of the City of Plainview. The insuring company shall deliver to the City Clerk, certificates of all insurance required, signed by an authorized representative and stating that all provisions of the specified requirements are satisfied.

Licensee shall require that all vendors and operators who meet any of the following criteria are covered by general liability coverage for a minimum of \$1,000,000 per occurrence and the City of Plainview shall be listed as an additional insured. No vendor or operator shall be allowed to set-up operations until the Licensee has verified that the vendor or operator has the required general liability insurance coverage. Licensee shall obtain and retain Certificates of Insurance for each vendor and make them available for review at the request of the City.

Criteria for requiring vendor insurance;

- Vendor is cooking food on-site.
- Vendor is utilizing motorized equipment of any kind.
- Vendor is selling or demonstrating products which carry with them an inherent risk to customers, bystanders, event attendees or city property, such as, but not limited to; sharp or heavy objects, motorized equipment,

or live animals.

10. Cost of Electricity. The Licensor will be responsible for paying for the costs of electricity used in conjunction with the event.
11. Traffic and Crowd Control. The Licensee shall be responsible for establishing an adequate traffic and crowd control system. This system must be coordinated with and approved by the Police and Fire Departments. Every effort must be made by the Licensee to prevent parking in prohibited areas.
12. Removal of Tables, Booths and Tents. All tables, booths and tents shall be removed from the licensed premises no later than 8:00 p.m. on Monday, August 21, 2018. The Licensee shall clean the area after the close of the event. Representatives from the City and the Licensee shall inspect all public areas at the close of the event to release the Licensee from its obligations under this agreement.
13. Contact Information. The Licensee shall designate the contact persons responsible for the various areas or activities of the event and provide the City with the names and phone numbers of the contact persons.
14. Termination of License. If at any time the Licensee breaches a material term of this Agreement, then this Agreement shall become null and void, at the option of the Licensor, immediately upon the Licensor's provision of written notice of the same to the Licensee.
15. **GENERAL TERMS**
 - a. Voluntary and Knowing Action. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
 - b. Authorized Signatories. The parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
 - c. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the parties.

- d. No Partnership, Joint Venture, or Fiduciary Relationship. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the parties.
- e. Records—Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, the Licensee agrees that the Licensor, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Licensee and involve transactions relating to this Agreement. The Licensee agrees to maintain these records for a period of six years from the date of termination of this Agreement.
- f. Governing Law. This Agreement shall be deemed to have been made and accepted in Wabasha County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- g. Data Practices. The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- h. No Waiver. Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- i. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- j. Entire Agreement. These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- k. Headings and Captions. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.

- I. Survivability. All covenants, indemnities, guarantees, relicenses, representations and warranties by any party or parties, and any undischarged obligations of the Licensor and the Licensee arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.

- m. Compliance with Laws. The Licensee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the Licensee is responsible.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

PLAINVIEW LIONS CLUB

By: _____

Its: _____

By: _____

Its: _____

CITY OF PLAINVIEW

By: _____

Roger Ziebell

Its: Mayor

And By: _____

MariClair Schneider

Its: City Clerk

EXHIBIT A

1. Licensee shall be allowed to use Wedgewood Park for Corn on the Cob Days. Portable tables, booths or tents may be set up in Wedgewood Park during the times set forth in this agreement.
2. Licensee shall be allowed to provide for craft and/or food vendors on the licensed premises. Vendor stands are to be located in such a manner so as not to hinder other activities within the licensed premises. Licensee shall inform all concessionaires that they must comply with State of Minnesota food inspection regulations.
3. During the term of this License Agreement, the sale and consumption of alcoholic beverages within the boundary of Wedgewood Park shall be allowed with proper permits.
4. During the term of this License Agreement, amplified music on the licensed premises shall be allowed by the Licensee.
5. The Licensee shall be responsible for establishing an adequate traffic and crowd control system. This system must be coordinated with and approved by the Police and Fire Departments. Every effort must be made by the Licensee to prevent parking in prohibited areas.
6. To the extent the City of Plainview is able to give an exclusive concessionaire right (no representation being made hereby as to the City's right to grant an exclusive concessionaire right which does not violate State or Federal anti-trust and/or restraint of trade laws), any public property designated for use by Licensee during the event shall be for the exclusive rights of their event. This includes concessions, shows, and vending stands.
7. Glass beverage containers are prohibited within the boundary of Wedgewood Park.

8. The City shall post and provide street barricades for the closure of streets as follows, as shown in Exhibit C;

Fri. 8/18/18	5 – 6:30 pm	Box Car Races	100 Block of 2 nd Ave. SW
Sat. 8/19/18	10 am – 6 pm	Tractor Club	200 block of 3 rd St. SW
			+ <i>No Parking on 3rd Ave SW at Park</i>
Sun. 8/20/18	9 am – 3 pm	Parade Setup	9 th and 10 th St. SW
	1 pm - ?	Parade	Broadway from 3 rd to 9 th
			All of 3 rd Street SW
			+ <i>No Parking on Parade Route</i>
Sun. 8/20/18	9 am – 6 pm	Misc.	3 rd St. SW from 2 nd Ave. to 4 th Ave.
			2 nd Ave. SW along north side of park

9. Damage to any City owned property caused by event activities shall be repaired at the expense of the Licensee.

EXHIBIT B
Depiction of Licensed Premises

Wedgewood Park Premises



EXHIBIT C
Depiction of Road Closings

Box Car Races



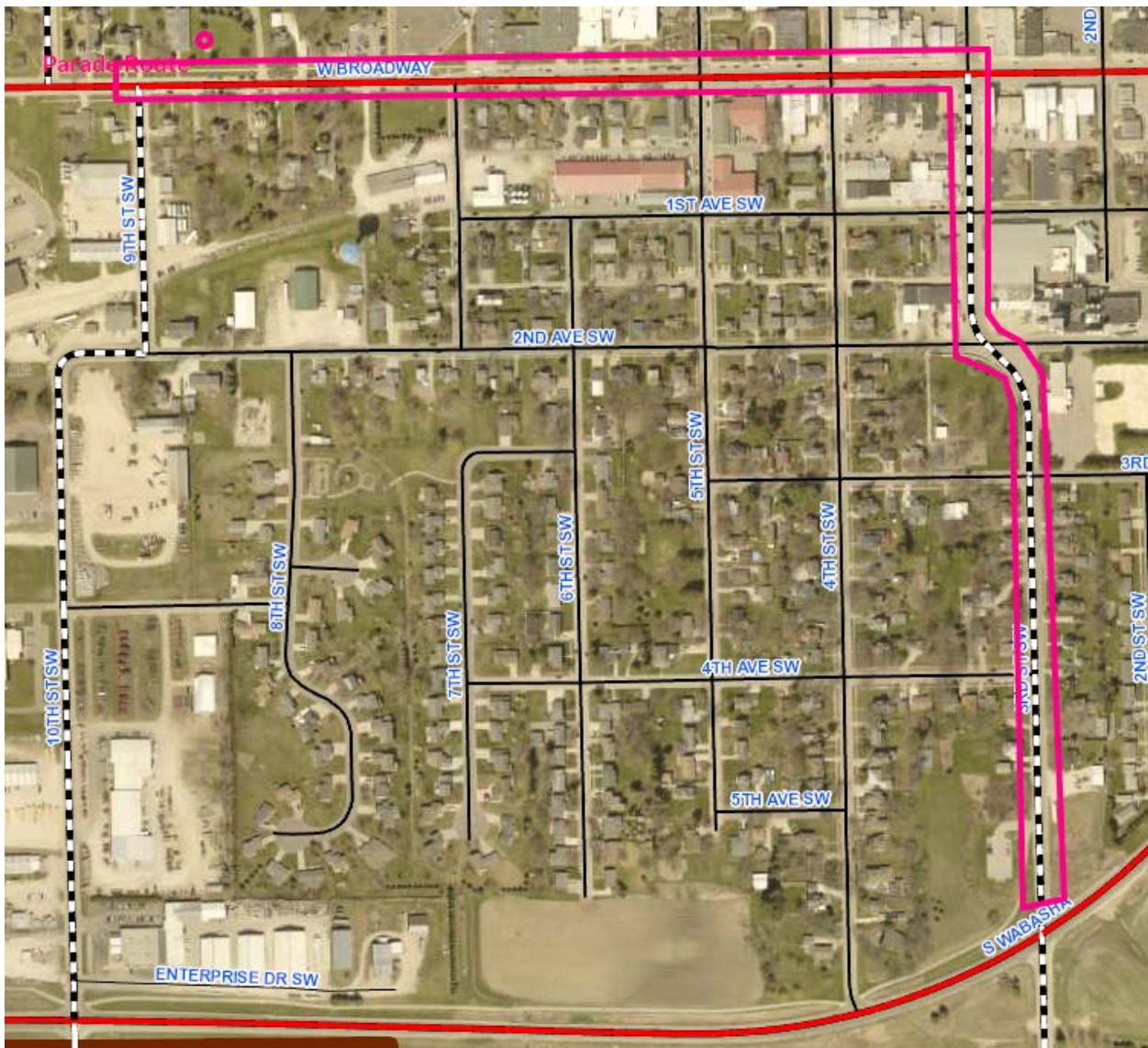
Tractor Club



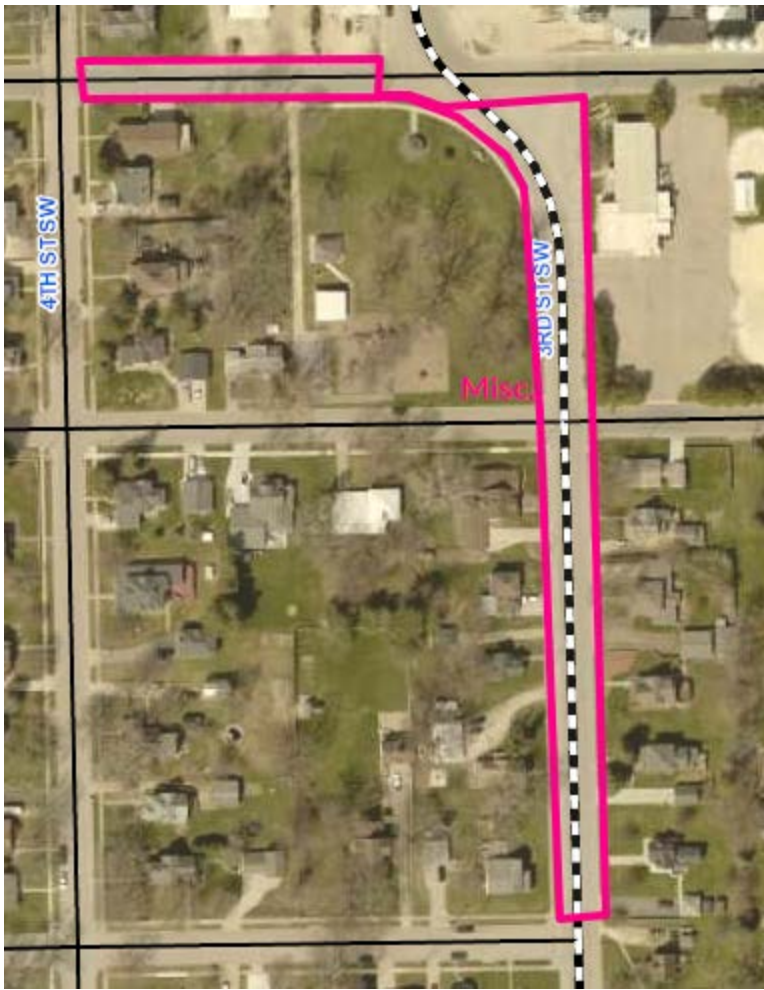
Parade Setup



Parade Route



Sunday





Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Lot Split Application – PADCO	AGENDA SECTION: New Business
PREPARED BY: Clarissa Hadler, City Administrator	AGENDA NO. 8.E.
ATTACHMENTS: Property Aerial Image, Application, City Code	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve Lot Split pending submission of certificate of survey and an executed shared water connection agreement.	

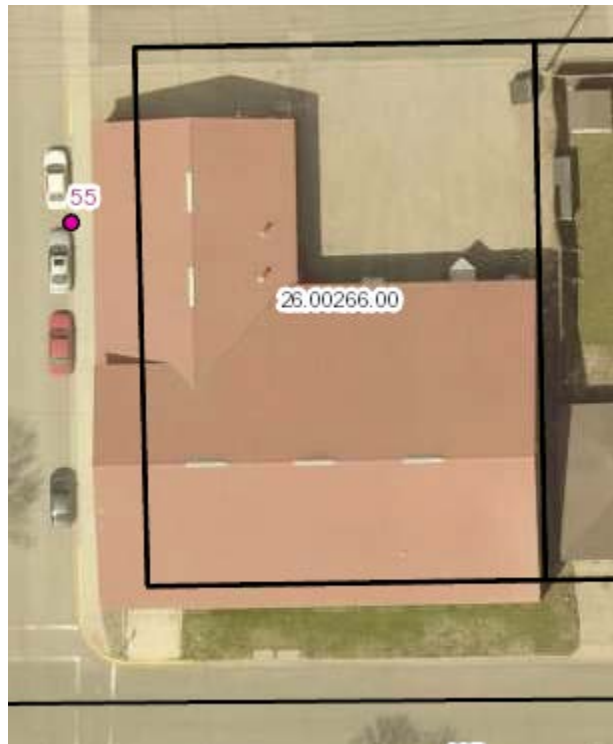
SUMMARY

Plainview Area Development Corporation (PADCO) has applied for a Lot Split of a property they own at the corner of 1st Ave. SW and 5th St. SW. PADCO has a buyer for each property after the split is complete. The site has 2 buildings that are connected. The lot split would create a separate lot with the smaller building on the northwest corner of the property, and the larger building on the remaining $\frac{3}{4}$ of the current lot.

Of some concern is the fact that the water and sewer currently enters the smaller northwest building. PADCO is requesting that the larger building be able to utilize the same connections to sewer and water as the smaller building, in order to significantly reduce costs (according to PADCO representative, this is approximately \$20,000). The first issue with that concept is that if those services are billed separately, but run from the same curb-stop, the city can't shut off one service without shutting off the other. However, the smaller building is where HBC has its broadband connections, so there is currently no staff working in that building.

Staff would recommend that the water and sewer connections and account be maintained for the smaller building with all the responsibilities of such an account. Should the owner of the larger building wish to connect to that, this would be a private contract between the owners of the two properties. A PADCO representative is working on the development of such an agreement.

There is a similar situation in place in the buildings at 435 & 445 West Broadway; where the EDA Business Incubator & The Woods/Weber Drug are.



if ? → Jenny Schumacher
507-251-5923

CITY OF PLAINVIEW LOT SPLIT APPLICATION

1. Owner(s) Information

First Owner Name Address Daytime Phone Number
Plainview Area Development 100 4th AVE SE
Second Owner Name Address Daytime Phone Number

2. First Property Legal Description (Lot and Block or Metes and Bounds)

Block: BLK 14 Lot: Lot 6+7 Addition: City of Plainview
Metes and Bounds (if necessary)
To be Determined by Survey
Property ID Number

Second Property Legal Description (Lot and Block or Metes and Bounds)

Block: BLK 14 Lot: Lot 6+7 Addition: City of Plainview
Metes and Bounds (if necessary)
To be Determined by Survey
Property ID Number

3. Lot Split Description (Why Lot Split Is Warranted)

Splitting the Lot to sell the building that
HBC has their fiber optic built-in to.

4. Application Information

1) An owner desiring a lot split shall also submit either a certificate of survey prepared by a registered land surveyor, a plat drawing prepared by a person who prepares plat drawings for attorneys handling real estate closings, or a plat drawing prepared by the owner indicating the specific physical location of lot markers or lot lines.

2) Upon receipt, the completed application and survey/plat drawing shall be submitted to the City Council for review. In deciding whether to approve the request, the City Council shall consider, among other things, the reason for the request, whether the lot after the split would comply with all the requirements of the Land Management Ordinance concerning minimum size, setbacks etc. and the effect which the lot split if approved might have on the rights of adjoining property owners. In order to be approved, the lot split must not result in a lot or portion of a lot which lacks access to a public street or roadway.

3) The owner shall also submit an application fee to be established by resolution of the City Council \$200.00

4) If approved, the City Administrator shall issue notice of approval in writing to the property owner. *The property owner shall be required to record this approval with the Wabasha County Recorder and bear any costs associated with doing so.* If denied, the owner shall have the right to a public hearing before the City Council in conformance with the variance appeal procedure set forth in Article XX, Section 1.3.

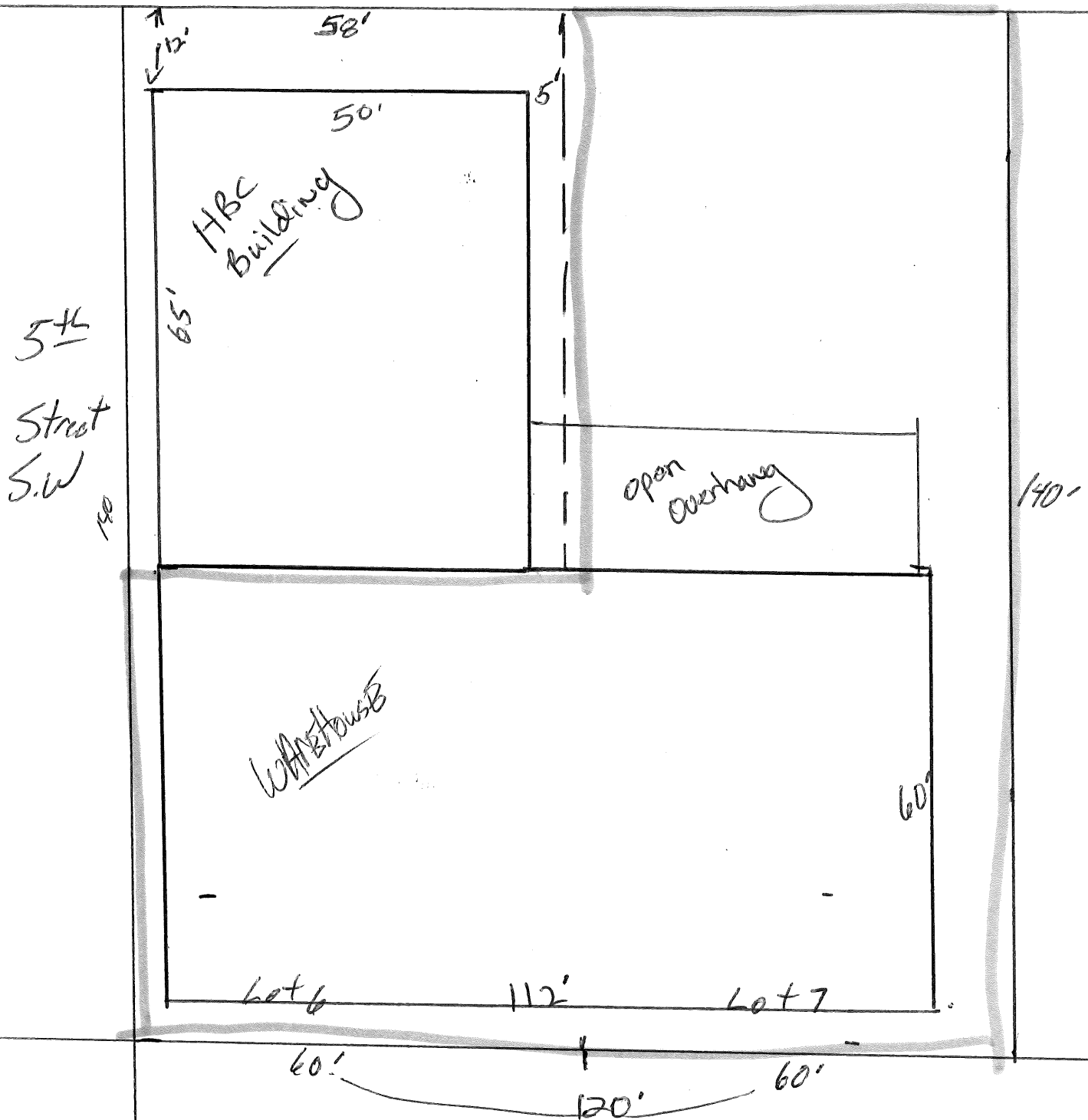
5. Signatures and Approval Dates

I, the applicant, acknowledge and affirm that the above information is accurate and shall be used shall comply with the plans and specifications here with submitted and with all the ordinances of the City of Plainview.

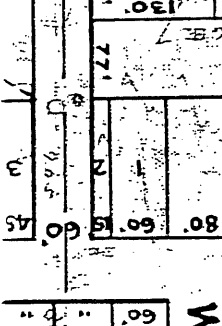
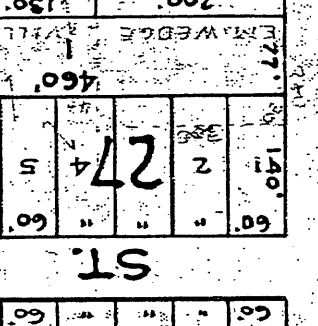
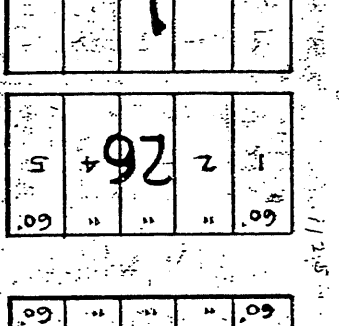
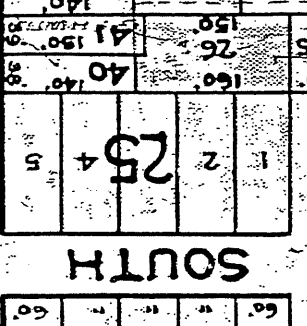
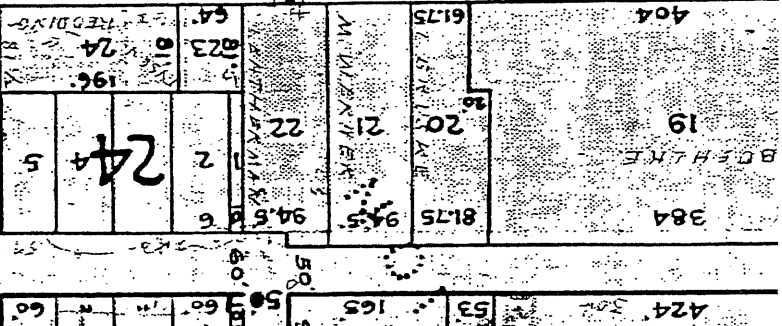
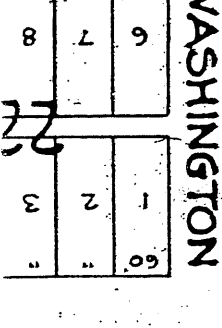
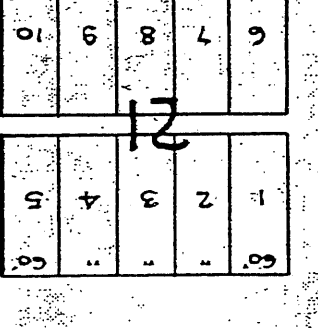
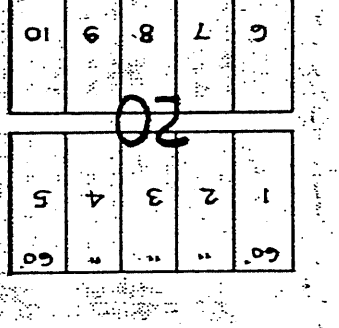
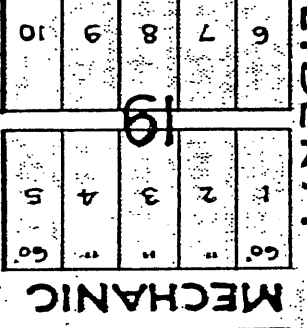
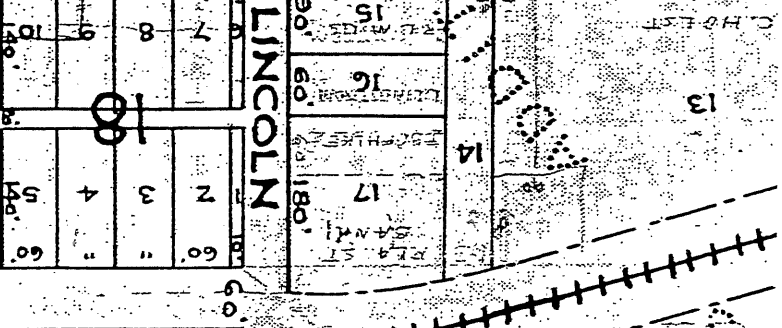
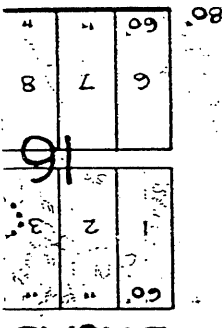
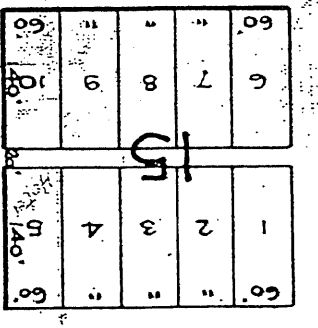
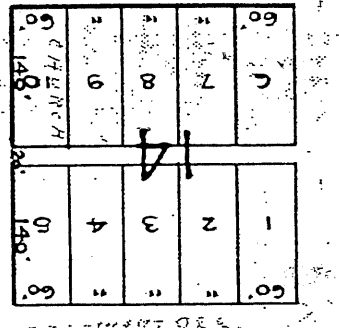
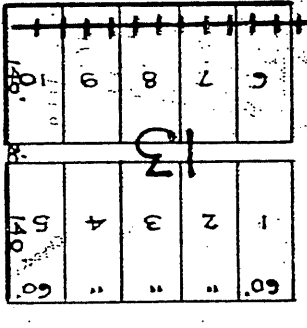
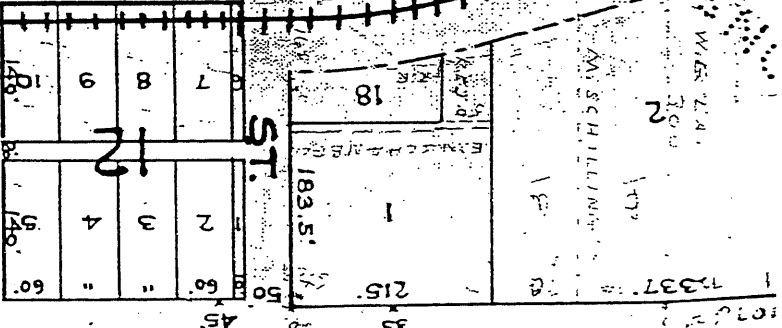
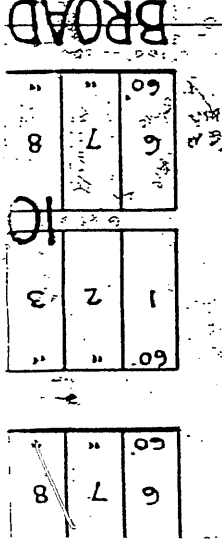
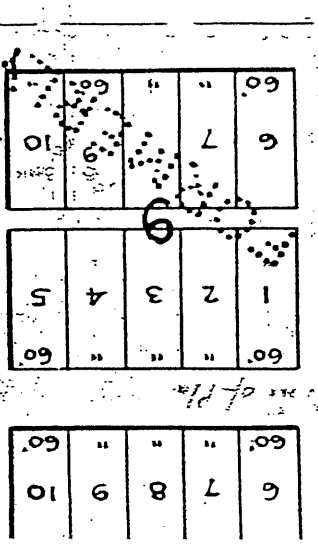
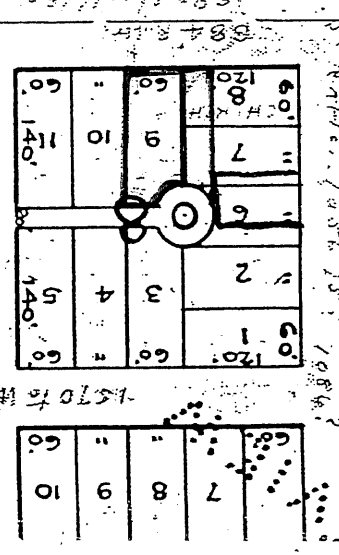
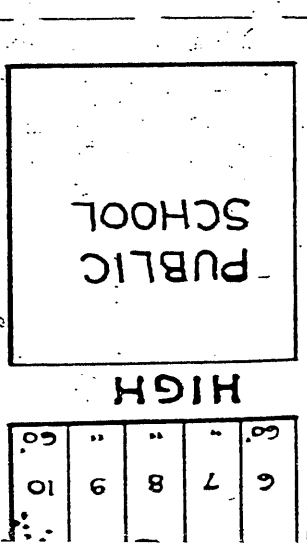
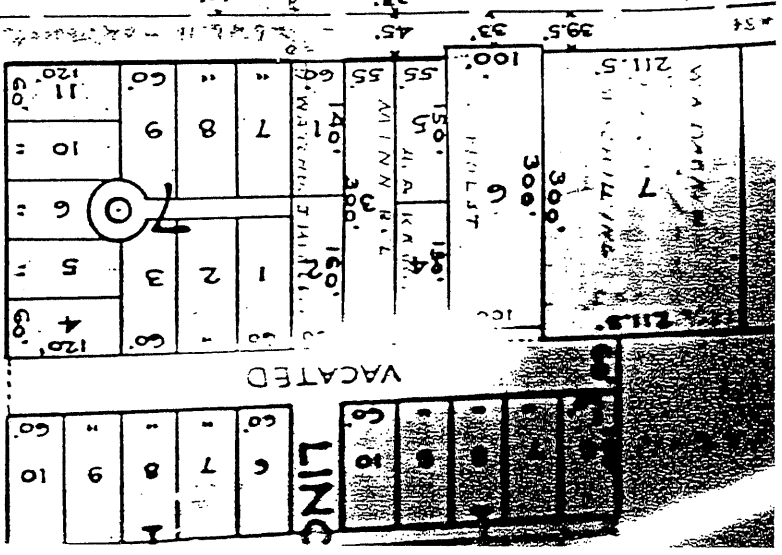
Applicant Signature and Date
Jay E. Hales 6-4-18 (Padco)
Second Applicant Signature and Date (if necessary)

Date Approved by City Council Date Recorded at County

Alley East/West



1st AVE SW



609.20 Lot Split. In the event a property owner wishes to detach a portion of one platted lot and add it to an adjoining platted lot, this shall be known as a "lot split" and the process for accomplishing this shall be as set forth in this section.

An owner desiring a lot split shall submit a completed application form to the City. This application form shall contain the name of the applicant, the address of the applicant, the home and work telephone number of the applicant, the fax number or e-mail address of the applicant where applicable, the address of the property if different from the applicant's address, the legal description for the property and a summary of the reasons why the property owner believes the lot split is warranted. It shall be signed and dated by the applicant.

An owner desiring a lot split shall also submit either a certificate of survey prepared by a registered land surveyor, a plat drawing prepared by a person who prepares plat drawings for attorneys handling real estate closings, or a plat drawing prepared by the owner indicating the specific physical location of lot markers or lot lines. The owner shall also submit an application fee to be established by resolution of the City Council.

Upon receipt, the completed application and survey/plat drawing shall be submitted to the City Council for review. In deciding whether to approve the request, the City Council shall consider, among other things, the reason for the request, whether the lot after the split would comply with all the requirements of the Land Management Ordinance concerning minimum size, setbacks etc. and the effect which the lot split if approved might have on the rights of adjoining property owners. In order to be approved, the lot split must not result in a lot or portion of a lot which lacks access to a public street or roadway.

If approved, the City shall issue notice of approval in writing to the property owner. The property owner shall be required to record this approval with the Wabasha County Recorder and bear any costs associated with doing so. If denied, the owner shall have the right to a public hearing before the City Council in conformance with the variance appeal procedure.

609.21 Floodplains. No person shall erect, construct, enlarge, alter, repair, improve, move, or demolish any building or structure without first obtaining a separate permit for each building or structure from the City.

No man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, fences, mining, dredging, filling, grading, paving, excavation or drilling operations, shall be commenced until a separate permit has been obtained from the City for each change.

No manufactured home shall be placed on improved or unimproved real estate without first obtaining a separate permit for each mobile home from the City.

610 ZONING AND LAND MANAGEMENT MANUFACTURED HOME PARKS. Manufactured home parks shall comply with all statutes of the State of Minnesota, including but not limited to statutes §327.14 to 5327.28, 5327.31 through 5327.35, and 5327C.O1 to 5327C.15 and the regulations of the State Board of Health and the regulations of the Building Code. When this ordinance is more restrictive than the state statutes, the provisions of this ordinance will control over the provisions of the state statutes.



Executive Summary

City Council Regular Meeting: July 10, 2018

AGENDA ITEM: Crack Seal Quotes	AGENDA SECTION: New Business
PREPARED BY: Michael Burgdorf, Public Works Director	AGENDA NO. 8.F.
ATTACHMENTS: Quote Request Package (including map)	APPROVED BY: cgh
RECOMMENDED ACTION: Motion to approve the quote from _____ in the amount of \$_____.	

SUMMARY

A quote package was prepared by engineering staff for pavement crack sealing for several City streets, as shown on the attached map. The quote package was sent to the following contractors:

- Bargaen, Inc., Mountain Lake, MN
- Farhner Asphalt, Onalaska, WI
- Asphalt Armor Sealcoating & Paving, Winona, MN
- Seykora Asphalt, Owatonna, MN

Quotes are due back on July 6th. Quotes received will be available for review at the Council Meeting.

RECOMMENDATION

Staff recommendation will be provided at the Council Meeting.

**PROPOSAL FOR
BITUMINOUS CRACK SEAL 2018**

CITY OF PLAINVIEW



The undersigned, having become familiar with the local conditions affecting the cost of the work and with the project location map and Special Provisions 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 crack sealing project in accordance with the attached Map and Special Provisions prepared by Bolton & Menk, Inc. Consulting Engineers.

The undersigned understands the quantities of work shown herein are approximately 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 above schedule. See attached map for streets marked in orange for crack filling 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 2018 construction season.

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. The City prefers this work to be done at the earliest possible date.

Please address quotes to the City of Plainview, 241 West Broadway, Plainview, MN 55964.

Please return quotes via email to Derek Olinger with Bolton & Menk, Inc. at derekol@bolton-menk.com by Friday, July 6, 2018. Please contact Derek at (507) 525-2685, with any questions.

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
BASE BID					
1	BITUMINOUS CRACK SEAL	19000	LF	\$ _____	\$ _____
BASE TOTAL:					\$ _____

Company Name: _____ Signature: _____

Address: _____ Title: _____

Phone: _____

Email: _____ Date: _____

Work to be Completed By (date) _____

SECTION 02975 - BITUMINOUS SURFACE CRACK AND JOINT REPAIR

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 repairing of the existing bituminous surface improvements; including routing, cleaning and sealing the existing surface.

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. Measurement and payment of Bituminous Crack Fill shall be measured by the lineal foot (LF) and shall include all costs for routing, cleaning and filling labor and materials.
 - 2. **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.**
- 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. Surface preparation including sweeping, brushing, etc., include in the unit price bid for crack sealing.
 - 2. Protecting castings and valve caps from sealant material, include in the unit price bid for crack sealing.
 - 3. Protection of work from public/local traffic.

1.3 SPECIFICATION REFERENCES

- A. MnDOT Specification Section 3723 shall apply to the sealing of all cracks, except as modified herein.
- B. Unless noted otherwise, the provisions in this section are in addition to the referenced specification.

PART 2 -- PRODUCTS

2.1 MATERIALS

- A. Crack Sealant
 - 1. The crack sealant compound shall be packaged in sealed containers. Each container shall be clearly marked with the name of the manufacturer, the trade name of the sealant, the manufacturer's batch and lot number, the pouring temperature, and the safe heating temperature.
 - 2. Mixing of different manufacturer's brands or different types of sealant shall be prohibited

PART 3 -- EXECUTION

3.1 CONSTRUCTION REQUIREMENTS

- A. A copy of the manufacturer's recommendations pertaining to the heating and application of the joint sealant material shall be submitted to the Engineer prior to the commencement of work. These recommendations shall be adhered to and followed by the contractor. The temperature of the sealer in the field application equipment shall never exceed the safe heating temperature recommended by the manufacturer. Any given quantity of material shall not be heated at the pouring temperature for more than six hours and shall never be reheated. Sealing shall not proceed if the temperature of the material has not reached or has fallen below the manufacturer's recommended minimum application temperature.

- B. Sealant materials may be placed during a period of rising temperature after the air temperature in the shade and away from artificial heat has reach 40 degrees F and indications are for a continued rise in temperature. During a period of falling temperature, the placement of sealant material shall be suspended when the air temperature, in the shade and away from artificial heat, reaches 40 degrees F. Sealant shall not be placed when in the opinion of the Engineer; the weather or roadbed conditions are unfavorable.
- C. Routing and sealing will be permitted only during daylight hours between May 1 and October 15.
- D. The Contractor shall use his/her best judgement to determine the existing cracks to be routed, cleaned and sealed. The routing, cleaning and sealing shall extend the full width of the surface on transverse cracks.
- E. The Contractor shall conduct the bituminous crack sealing operations so that routing, cleaning and sealing is a continuous operation. Traffic shall not be allowed to kneed together or damage the reservoir once it has been created. Routed cracks not sealed before traffic is allowed on the surface shall be re-routed at no additional cost to the Owner.
 - 1. ROUTING. The routing equipment shall be mechanical and power driven and shall be capable of following the existing cracks. All cracks shall be routed 1 inch wide x 1 inch deep. The cracks shall be routed with sharp router blades to the specified dimensions without deviation from the existing crack or creating excessive spalling. Equipment designed to "plow" the cracks to dimension will not be permitted. Wet sawing will not be allowed.
 - 2. CLEANING. Immediately prior to cleaning and sealing the cracks, the entire bituminous surface shall be cleaned to remove all loosened bituminous particles and foreign material and the cracks shall be blown clean with oil-free compressed air. Compressed air shall be 100 psi and 75 cfm minimum at the nozzle. The crack and surface area six (6) inches on both sides will then be cleaned and dried with a hot compressed air heat lance. The heat lance shall meet the following requirements: temperature of heated air at exit or orifice minimum of 2,800 degrees F. Velocity of exiting heated air minimum of 2,800 fps. The application time and final results of the cleaning are subject to the Engineers approval.
 - 3. SEALING. After the cracks have been properly cleaned, the Contractor shall install a foam backer rod in those cracks wider than 1/4 inch that extends below the bottom to the routed joint. The backer rod shall be compressed to fill the entire width of the crack and shall not protrude up above the bottom of the routed reservoir. The Contractor shall install a bond breaker tape at the bottom of the routed reservoir for those cracks less than 1/4 inch in width which extended below the bottom of the routed joint.
- F. The sealant shall be placed evenly in two separate applications. The first application shall fill the reservoir to approximately three-fourths the depth of the routed joint. After the first application has sufficiently cooled, the second application shall be placed to provide an "over bond" seal with the bituminous pavement. The over band shall be of the width and thickness to assure a tight seal with the pavement surface. The sealant shall be pressure applied with a wand type applicator; pour pots or similar devices shall not be used to apply the crack sealant. The applicator wand shall be returned to the machine and the crack sealant materials reticulated immediately upon completion of each crack.

****END OF SECTION****

