

REGULAR PLAINVIEW CITY COUNCIL MEETING

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

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

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

Council Members absent: None.

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

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

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

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENTS – None.

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

Motion carried unanimously.

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

Motion carried unanimously.

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

B. Bills

C. Permits/Licenses/Donations –

1. 2:00 AM Liquor License – Walkes Enterprises dba Kim's Saloon & Grill

2. Gambling Permit – Bulldog Youth Baseball

3. Chicken Permit Renewal – Derrick and Shanna Hoffman

4. Chicken Permit Renewal – Heidi Loftus

D. Department Head Reports and Board Minutes –

E. Meeting Schedule for 2026 –

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

F. Official Designations for 2026 –

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

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

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

Designation of Official Newspaper – Plainview News.

Designation of Auditor – Hawkins Ash CPA, LLP.

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

Designation of Treasurer – Vicki Axley (Finance Director).

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

G. 2025 Annual Planning Commission Report to Council –

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

6. UNFINISHED BUSINESS – None.

7. NEW BUSINESS

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

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

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

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

Nay: None

Motion carried unanimously.

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

Motion carried unanimously.

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

B. National Services Park Project –

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

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

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

Motion carried unanimously.

C. 2026 Pool Staff Wages –

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

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

Motion carried unanimously.

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

Lifeguard - \$15.00

WSI Guard - \$16.07

Headguard - \$17.84

Desk Attendant - \$13.40

Water Aerobics Instructor - \$15.00

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

Motion carried unanimously.

D. 2026 Public Works Seasonal Wages–

The City hires seasonal help each summer to assist with mowing, trimming, watering flowers, cleaning parks, and other tasks as needed for the Public Works Department. The seasonal hires also help with weekend duties, to help keep overtime expenses for full-time employees lower. The pay scale for the 2026 seasonal hires for the Public Works Department are "Mower" \$16.07 and "Trimmer" \$15.00. It was noted that once the hiring process is complete, the employee list will be brought to the Council for approval.

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

Mower – \$16.07

Trimmer – \$15.00

Motion carried unanimously.

E. Immanuel Lutheran School Crosswalk Request –

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

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

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

- Current crossing controls: Whether crossing guards are present.

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

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

Next Steps:

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

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

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

Potential Grant Programs:

- State-Funded Safe Routes to School (SRTS) Infrastructure Grants: Good program to consider. Application will be stronger if the project is in an existing SRTS plan. Requires County sponsorship for funding. Could fund 100% of construction costs; City would be required to cover engineering. Next solicitation is expected early 2026.

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

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

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

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

Motion carried unanimously.

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

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

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

Motion carried unanimously.

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

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

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

9. INFORMATION ONLY DOCUMENTS – None.

10. COUNCIL COMMENT

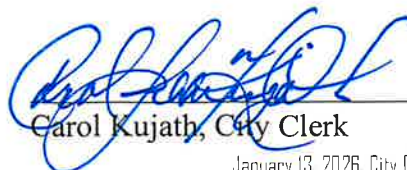
-Reeve – Congratulated Michael Burgdorf who retired from the Plainview Fire Department after 40 years of service to the Plainview Community.

11. ADJOURN –

Motion by Kuschel, second by Bauman to adjourn the Plainview City Council meeting.
Motion carried. Meeting adjourned at 6:31 p.m.



Keith Holm, Mayor



Carol Kujath, City Clerk