REGULAR CITY COUNCIL MEETING

AGENDA

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

Location: City Hall Council Chambers 241 W Broadway Plainview

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC COMMENTS**– *Using the Four Minutes Per Attendee Policy*

   The City Council welcomes and encourages participation from community members. Please keep in mind that your comments must be relevant to City business and must adhere to Data Privacy Rules, no employee's names may be used. Please do not expect action from the Council this evening regarding your concerns. We also request that your comments be limited to four (4) minutes. Council members may ask clarifying questions but is not intended to be a back-and-forth discussion. At this time, we ask that anyone who would like to address the City Council to please step up to the podium and state your name and address for the record. We ask that all comments remain respectful.
   In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.
   Should you have any questions related to the City Council Agenda, PLEASE contact the City Administrator at 507-534-2229.

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

4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT AGENDA**
   - A. City Council Minutes- December 9, 2025, and December 17, 2025
   - B. Bills
   - C. Permits/Licenses/Donations
     1. 2 AM Liquor License: Walkes Enterprises Inc.
     2. Gambling Permit: Bulldog Youth Baseball.
     3. Chicken Permit Renewal: Derrick Hoffman
     4. Chicken Permit Renewal: Heidi Loftus
   - D. Department Head Reports and Board Minutes
   - E. 2026 City Council Meeting Schedule
   - F. 2026 Official Designations
   - G. 2025 Annual Planning Commission Report
6. **UNFINISHED BUSINESS -** none
7. **NEW BUSINESS**
   - A. Fee Schedule for 2026 – Ordinance 2026-01, Resolution 2026-01
   - B. National Services Park Project
   - C. 2026 Pool Staff Wages
   - D. 2026 Public Works Seasonal Wages
   - E. Immanuel Lutheran School Crosswalk Request
   - F. 3rd Ave NE Watermain Relocation – Pay Estimate No. 2
   - G. 2026 Lead Service Line Replacement Work Order Agreement with Bolton & Menk
8. **INFORMATION ONLY DOCUMENTS -** none
9. **COUNCIL COMMENT**
10. **ADJOURN**

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: Minutes	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO. 5.A.**
ATTACHMENTS: Draft Minutes	**APPROVED BY: cjk**

RECOMMENDED ACTION:

1. **Motion** to approve Minutes of the December 9, 2025, Regular Meeting Proceedings.
2. **Motion** to approve the Minutes of the December 17, 2025, Special Joint Meeting with the City of Elgin Proceedings.

PLAINVIEW CITY COUNCIL
REGULAR MEETING
Tuesday December 9, 2025, at 6:00 P.M.

1. CALL TO ORDER - Mayor Holm called the Regular Plainview City Council meeting to order on Tuesday December 9, 2025, at 6:00 p.m.

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

Council Members absent: Don Kuschel.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, Police Chief Jason Timm, Fire Chief Mike Lyons, and Library Director Alice Henderson.

Department Heads absent: Public Works Director Shane Loftus.

Guests in attendance: Brian Malm with Bolton & Menk, Xander Henderson, and Ken Aakre.

2. PLEDGE OF ALLEGIANCE –

3. PUBLIC COMMENT – None.

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

5. **2025 TRUTH IN TAXATION HEARING** – Motion by Bauman, second by Hammer Bartley to close the regular meeting and open the Truth in Taxation Public Hearing. Public Hearing opened at 6:02 p.m.
Motion carried unanimously.

Administrator David Todd gave a slide presentation of the Budget and Levy hearing for Taxes Payable in 2026. Ken Aakre – 660 2nd St NW – Aakre thanked administrator Todd for the information. Appreciated everyone's time and attention trying to keep taxes low for the residents of Plainview. Voiced his concern about the tax increases in the last 10 years. Would like the city to consider using equipment longer before trading in for new equipment.

Motion by Hammer Bartley, second by Reeve to close the public hearing.
Motion carried unanimously. Public hearing closed at 6:19 p.m.

6. APPROVAL OF CONSENT AGENDA – Motion by Hammer Bartley, second by Bauman to approve the Consent Agenda, Mayor Holm recused himself from voting for C.2. the Tobacco License Renewal.
Motion carried unanimously.

A. City Council Minutes – November 10, 2025
B. Bills
C. Permits/Licenses/Donations:
   1. Refuse License Renewals – Hagedorn Enterprises dba: Lake City Recycling, Interstate Disposal Service, Waste Management, Lakeshore Recycling Systems LLC, and Harter's Disposal of Minnesota
   2. Tobacco License Renewals – High Plains, Lyon's Oil BP, Kwik Trip and Family Dollar
   3. Gambling Permit – Lions Club
D. Department Head Reports and Board Minutes
E. Library Board Appointments for 2026
F. EDA Board Commission Appointments for 2026
G. Council Board and Liaison Assignments for 2026
H. Community Economic Development Authority (CEDA) Contract Renewal

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS –

A. **Approve Final 2026 Levy – Resolution 2025-19** –
The City of Plainview is required by law to certify to the County Auditor the final tax levy in December each year. It was noted that in September 2025, the City Council approved a preliminary levy amount of $3,127,368. This amount reflected an increase from the 2025 levy in the amount of $205,421 or 7.03%. After working through the budget process the levy amount was reduced to $3,095,900, which reflects an increase in the amount of $173,953 or 5.95%. Inflationary costs make it difficult to reduce the levy any further without affecting City services provided to the citizens of Plainview.
Motion by Bauman, second by Hammer Bartley to accept Resolution 2025-19 approving the final 2025 tax levy collectible in 2026.
Motion carried unanimously.

B. **Approve Final 2026 Budget – Resolution 2025-20 –**
The City of Plainview is required by law to adopt a budget each year. Detailed information was given to the Council Budget Committee for their review, discussion, input, and approval throughout this process. The City needs to adopt the final budget amount for the 2026 operating budget for the general governmental funds in the amount of $5,034,403.
Motion by Reeve, second by Bauman to approve the Final 2026 Budget Resolution 2025-20.
Motion carried unanimously.

C. **Fund Transfers – Resolution 2025-21** –
Administrator David Todd explained how each year a transfer resolution is brought before the Council for approval. Fund transfers are normal functions in fund accounting and are necessary to ensure that funds do not end the year with a negative balance. All of these fund transfers are for purchases that have already been approved by the Council and paid for. This process is just to approve the transfer of money between funds.
The 2025 Fund Transfers for capital project/equipment funding as follows:
1. Transfer $8,680 from the Capital Improvement Fund to the General Fund for the purchase of the council chamber dais and chairs.
2. Transfer $6,060 from the Capital Improvement Fund to the General Fund for the purchase of a radio for the Police Department.
3. Transfer $193,129 from the Capital Improvement Fund to the General Fund for the Parks Trail Improvement Project.
4. Transfer $114,207.42 from the 2023 Street Improvement Fund back to the Street Improvement Fund. The project is now complete and finalized. The project was originally funded with a bond issue, a MnDOT sidewalk grant and cash reserves from the Street Improvement Fund.
5. Transfer $50,000 from the Water Fund and $50,000 from the Sewer Fund for General Fund support per the 2025 approved budget.

Motion by Hammer Bartley, second by Bauman to approve the Funds Transfer Resolution 2025-21.
Motion carried unanimously.

D. **MHFA Housing Grant for Skye View Development**–
The City of Plainview executed a deferred loan agreement with the Minnesota Housing Finance Agency for a Workforce Development Program Grant for Skye View Development on June 14, 2022. The city was awarded $1.304 million dollars for this project, which included a multi-unit, market rate, apartment complex, and mixed-use housing. The developer entered a contract for deed with PADCO (Plainview Area Development Corporation) for the 9.22 acres of land south of Hwy 42, PID #26.00116.25. The development did not come to fruition due to numerous factors which included funding gaps, developmental delays, lack of planned grant funds, and expiring timelines for construction start dates. When the developer requested additional funding from MHFA, along with amending the deferred loan agreements to extend construction timelines, MHFA agreed to increase grant funds to $1.6 million and

extended the construction timeline to May 2027, however there was nearly a $1.0 million funding gap and not receiving an LPP (Local Partnership Program) grant for lane modifications on Hwy 42 from MnDOT was a problem. Also, the primary developer stepped away from the project and the land that was deeded to him for the project was transferred via quit claim deed back to PADCO. Since the land for the project was no longer owned by the developer nor the development team, there was no real path forward for the project. Workforce Housing Grant Program Director Sara Bunn advised City Council to rescind the grant award of $1.6 million.
Motion by Reeve second by Hammer Bartley to rescind the deferred loan agreement contract between the City of Plainview and MHFA for the Workforce Housing Grant associated with Skye View Development.
Aye: Holm, Reeve, Bauman, and Hammer Bartley
Nay: None
Absent: Kuschel
Motion carried.

E. Pay Estimate No. 1 – Danckwart Companies LLC – 3rd Ave NE Watermain Relocation –
Brian Malm with Bolton & Menk gave Council an update on the watermain relocation project located on 3rd Ave NE. The watermain is in, there is a hydrant yet to be installed, and the rest of the work will have to wait to be completed in the spring. The original contract price for this project is $64,599.31. The pay estimate brought before Council is $28,904.76.
Motion by Bauman, second by Hammer Bartley to approve the Pay Estimate No. 1 from Bolton & Menk to Danckwart Companies LLC in the amount of $28,904.76, for the 3rd Ave NE Watermain Relocation Project.
Motion carried unanimously.

F. Pay Estimate No. 1 and Final – Bennett & Sons Sand & Gravel Co. – 2025 Waterway Maintenance –
Brian Malm with Bolton & Menk gave Council an update on the waterway maintenance project for 2025. The contract amount for this project was $43,940, which came in under budget.
Motion by Reeve, second by Hammer Bartley to approve Pay Estimate No.1 and Final from Bolton & Menk to Bennett & Sons Sand & Gravel Co. in the amount of $41,620.00 for the 2025 Waterway Maintenance Project located between Edgewood Acres and 5th Ave NE.
Motion carried unanimously.

G. Allocate $400,000 from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project –
The Economic Development Authority (EDA) board at their November 18, 2025 meeting, approved the recommendation that City Council approve allocating funds from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project. It was noted that the total project cost is $4.5 million, the City of Plainview received a $1 million DEED grant, and the city's portion of infrastructure costs (sewer, water, road improvements) are about $2 million. The funds from the EDA Housing Fund would help cover the city's portion of the infrastructure for the development and would not be spent until a formal development agreement is in place. The current balance in the Plainview EDA Housing Fund is $453,309.37. This fund was established by the Plainview City Council in September 2018 using money allocated from the city's capital improvement fund and the balance of funds from the Rochester Sales Tax money. The final motion approved by the EDA board was approval of $400,000 economic development grant for the BA Holdings project, with the condition that any unused funds would go back to the Plainview EDA Housing Fund for future economic development projects. The EDA board voted unanimously.
Motion by Bauman, second by Reeve to allocate $400,000 from the Plainview EDA Housing Fund to the BA Holdings Rolling Plains Business Park Project with any unused funds to be returned to the Plainview EDA Housing Fund.
Motion carried unanimously.

9. INFORMATION ONLY DOCUMENTS –

A. Joint Meeting with the City of Elgin –

Plainview-Elgin Sanitary Sewer Board terms for Spencer Larson (Plainview) and Dave Vail (Elgin) will expire on December 31, 2025. A joint meeting is required to appoint board members to the Plainview-Elgin Sanitary Sewer Board. The joint meeting with the City of Elgin for the Plainview-Elgin Sanitary Sewer Board appointments will be held at Elgin City Hall on December 17, 2025, at 6:00 p.m. A quorum is required for this joint meeting. Mayor Holm, Council members Reeve and Kuschel will represent the City of Plainview at the joint meeting.

10. COUNCIL COMMENT –

-Hammer Bartley – Acknowledged and expressed gratitude to the community members that are willing to step up and serve on city boards. "The consent agenda had multiple board appointments for the library board and for the EDA board. Thank you."

-Holm – "It is good that people are willing to serve in town. Thank you. It is good to have new people with new ideas."

11. ADJOURN –

Motion by Bauman, second by Hammer Bartley to adjourn the Plainview City Council meeting. Motion carried unanimously. Meeting adjourned at 6:44 p.m.

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Keith Holm, Mayor Carol Kujath, City Clerk

PLAINVIEW SPECIAL CITY COUNCIL MEETING
JOINT MEETING WITH CITY OF ELGIN COUNCIL
Wednesday December 17, 2025, at 6:00 P.M.

CALL TO ORDER - Mayor Holm called the Joint City Council Special Meeting with the City of Elgin to order Wednesday December 17, 2025, at 6:06 p.m.

Council Members in attendance: Keith Holm, Holly Reeve, and Don Kuschel.

Council Members absent: Lindsay Hammer Bartley and Brandon Bauman.

Department Heads in attendance: City Administrator David Todd and Deputy Clerk Kayla Hall.

Elgin Council: Motion by Craig Ziebell, second by David Gates to open the joint meeting with the City of Plainview

Motion by Reeve, second by Kuschel to open the joint city council meeting with the City of Elgin.
Motion carried unanimously. Meeting opened at 6:06 p.m.

Motion by Holm, second by Kuschel to approve Dave Vail to the Plainview Elgin Sanitary Sewer Board.
Motion carried unanimously.

Motion by Reeve, second by Kuschel to approve Spencer Larson to the Plainview Elgin Sanitary Sewer Board.
Motion carried unanimously.

Elgin Council: Motion by Terri Flynn, second by Heather Speer, to approve Dave Vail from Elgin to the Sanitary District Board.
Motion carried unanimously.

Elgin Council: Motion by David Gates, second by Craig Ziebell, to approve Spencer Larson from Plainview to the same board.
Motion carried unanimously.

Elgin Council: Motion by Terri Flynn, second by Craig Ziebell to close the joint meeting with the City of Plainview.
Motion carried unanimously.

Motion by Reeve, second by Kuschel to close the special joint meeting with the City of Elgin.
Motion carried unanimously. Mayor Holm stated the meeting adjourned at 6:13 p.m.; however, the actual time was 6:09 p.m.

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Keith Holm, Mayor   Kayla Hall, Deputy City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

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

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
263 1 SOURCE								
12/29/2025	301418-0	1	Invoice	PAPER/LIBRARY	12/09/2025	12/29/2025	210.06	211-45500-201
Total 263 1 SOURCE:							210.06	
106356 ALL FLAGS, LLC								
12/23/2025	153681	1	Invoice	FLAGS/STREETS	12/04/2025	12/23/2025	2,111.68	101-43100-217
Total 106356 ALL FLAGS, LLC:							2,111.68	
19 APPEL'S SERVICE INC								
12/10/2025	INV129134	1	Invoice	TIRES/RURAL FIRE DEPT	11/20/2025	12/11/2025	3,853.40	245-42200-221
Total 19 APPEL'S SERVICE INC:							3,853.40	
106617 AT&T MOBILITY								
01/07/2026	2872918546	1	Invoice	PHONES POLICE	12/25/2025	01/07/2026	656.06	101-42100-321
12/10/2025	2872918546	1	Invoice	PHONES POLICE	11/25/2025	12/11/2025	647.68	101-42100-321
01/05/2026	2872969810	1	Invoice	PHONES & IPADS/FIRE DEPT	12/11/2025	01/05/2026	154.92	101-42200-321
Total 106617 AT&T MOBILITY:							1,458.66	
106375 AXON ENTERPRISES, INC.								
12/22/2025	INUS358696	1	Invoice	FLEET 3 SERVICES, ALPR LICENSE/PD	07/01/2025	12/22/2025	3,489.00	101-42100-590
Total 106375 AXON ENTERPRISES, INC.:							3,489.00	
106772 BADGER METER								
12/29/2025	80222704	1	Invoice	MONTHLY FEE-ORION CELLULAR	12/24/2025	12/29/2025	1,205.75	601-49400-321
Total 106772 BADGER METER:							1,205.75	
107063 BASEPOINT BUILDING AUTOMATIONS								
12/24/2025	173846	1	Invoice	REPAIR FRONT DOORS AT CITY HALL	12/13/2025	12/24/2025	240.00	101-41500-223
Total 107063 BASEPOINT BUILDING AUTOMATIONS:							240.00	
329 BECKLEYS OFFICE PRODUCTS								
12/10/2025	119772	1	Invoice	paper shred	12/09/2025	12/11/2025	46.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							46.50	
31 BENNETT & SONS SAND & GRAVEL								
12/11/2025	25X.137377.	1	Invoice	2025 WATERWAY MAINTENANCE-EDGEWOO	12/03/2025	12/11/2025	41,620.00	101-43100-225
12/22/2025	42624	1	Invoice	DUMPING FEE-3RD ST SE STORM SEWER R	11/30/2025	12/22/2025	75.00	602-49450-221
12/22/2025	42676	1	Invoice	TON LIME SCREENINGS DELIVERED-EAST	11/30/2025	12/22/2025	522.00	225-45127-217
Total 31 BENNETT & SONS SAND & GRAVEL:							42,217.00	
154 BENNETT'S FOOD CENTER								
01/07/2026	00071002	1	Invoice	BEVERAGES FOR EMPLOYEE APPRECIATIO	12/09/2025	01/07/2026	27.66	101-41500-437
Total 154 BENNETT'S FOOD CENTER:							27.66	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
107066 BLACKSTONE PUBLISHING								
12/29/2025	2218780	1	Invoice	BOOKS/LIBRARY	11/24/2025	12/30/2025	202.41	211-45500-592
12/29/2025	2220525	1	Invoice	BOOKS/LIBRARY	12/10/2025	12/30/2025	179.91	211-45500-592
Total 107066 BLACKSTONE PUBLISHING:							382.32	
106463 BOLTON & MENK, INC.								
12/08/2025	0380530	1	Invoice	2024 TRAIL IMPROVEMENTS	11/28/2025	12/11/2025	725.00	225-45200-303
12/08/2025	0380532	1	Invoice	GENERAL ENGINEERING	11/28/2025	12/11/2025	450.00	101-41500-303
12/08/2025	0380532	2	Invoice	2025 WATERWAY MAINTENANCE	11/28/2025	12/11/2025	450.00	101-43100-303
12/08/2025	0380551	1	Invoice	3RD AVE NE WATERMAIN RELOCATION	11/28/2025	12/11/2025	1,110.00	601-49400-303
12/24/2025	0382968	1	Invoice	GENERAL ENGINEERING	12/22/2025	12/24/2025	2,600.00	101-41500-303
12/24/2025	0382968	2	Invoice	2025 WATERWAY MAINTENANCE	12/22/2025	12/24/2025	750.00	101-43100-303
12/24/2025	0382969	1	Invoice	3RD AVE NE WATERMAIN RELOCATION	12/22/2025	12/24/2025	5,015.00	601-49400-303
Total 106463 BOLTON & MENK, INC.:							11,100.00	
106834 CANON FINANCIAL SERVICES, INC.								
12/29/2025	42307694	1	Invoice	COPIER/LIBRARY	12/12/2025	12/29/2025	66.80	211-45500-401
12/23/2025	42307695	1	Invoice	COPIER LEASE AGREEMENT/ADMIN	12/12/2025	12/23/2025	169.36	101-41500-401
Total 106834 CANON FINANCIAL SERVICES, INC.:							236.16	
107065 CASELLE, LLC								
12/29/2025	INV-14076	1	Invoice	SEMI-ANNUAL MAINTENANCE AND SUPPOR	12/04/2025	12/29/2025	7,434.75	101-41500-309
Total 107065 CASELLE, LLC:							7,434.75	
104828 CENTER POINT LARGE PRINT								
12/08/2025	2210431	1	Invoice	LG PRT BOOKS/LIBRARY	11/07/2025	12/11/2025	24.00	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							24.00	
106449 CINTAS CORPORATION								
01/06/2026	4251575111	1	Invoice	MATS & SCRAPER/PW	12/02/2025	01/07/2026	50.00	101-43100-310
01/06/2026	4252368661	1	Invoice	MOPS&TOWELS/CITYHALL	12/09/2025	01/07/2026	51.88	101-41500-310
01/06/2026	4252368962	1	Invoice	MATS & SCRAPER/PW	12/09/2025	01/07/2026	50.00	101-43100-310
01/06/2026	4253115718	1	Invoice	MATS & SCRAPER/PW	12/16/2025	01/07/2026	50.00	101-43100-310
01/06/2026	4253784658	1	Invoice	MATS & SCRAPER/PW	12/22/2025	01/07/2026	50.00	101-43100-310
01/06/2026	4254471110	1	Invoice	MATS & SCRAPER/PW	12/29/2025	01/07/2026	50.00	101-43100-310
Total 106449 CINTAS CORPORATION:							301.88	
106758 COMPASS MINERALS AMERICA INC.								
01/05/2026	1592086	1	Invoice	HWY DEICING ROCK SALT	12/23/2025	01/07/2026	2,740.01	101-43125-217
Total 106758 COMPASS MINERALS AMERICA INC.:							2,740.01	
106422 CORE & MAIN, LP								
12/30/2025	Y229070	1	Invoice	DIFFUSER HOSE/PW	12/15/2025	12/30/2025	635.00	101-43100-217
Total 106422 CORE & MAIN, LP:							635.00	
105949 CUSTOM COMMUNICATIONS INC.								
12/23/2025	627075	1	Invoice	FIRE ALARM MONITORING/PW	12/09/2025	12/23/2025	129.27	101-43100-223
12/23/2025	627076	1	Invoice	FIRE ALARM MONITORING/FIRE HALL	12/09/2025	12/23/2025	219.85	101-42200-223

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105949 CUSTOM COMMUNICATIONS INC.:							349.12	
106665 DANCKWART COMPANIES, LLC								
12/17/2025	25X.136500.	1	Invoice	3RD AVE NE WATERMAIN RELOCATION	12/02/2025	12/17/2025	28,904.76	601-49400-590
Total 106665 DANCKWART COMPANIES, LLC:							28,904.76	
106428 DATA SMART COMPUTERS INC.								
12/11/2025	96305	1	Invoice	ADMIN IT SUPPORT	12/11/2025	12/11/2025	72.50	101-41500-310
12/24/2025	96358	1	Invoice	MICROSOFT MONTHLY LICENSES	12/22/2025	12/24/2025	258.17	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							330.67	
105564 DEARBORN LIFE INS CO.								
12/23/2025	JANUARY 20	1	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	178.75	101-41500-131
12/23/2025	JANUARY 20	2	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	373.88	101-42100-131
12/23/2025	JANUARY 20	3	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	84.83	101-43100-131
12/23/2025	JANUARY 20	4	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	81.83	211-45500-131
12/23/2025	JANUARY 20	5	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	31.38	225-45200-131
12/23/2025	JANUARY 20	6	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	36.27	601-49400-131
12/23/2025	JANUARY 20	7	Invoice	EMPLOYEE INS.	12/12/2025	12/23/2025	36.76	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							823.70	
680 DVS								
12/24/2025	00 STRG - 2	1	Invoice	LICENSE RENEWAL 00 STRG PW	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	04 CHEV - 2	1	Invoice	LICENSE RENEWAL 04 CHEV PW	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	08 HAUL - 26	1	Invoice	LICENSE RENEWAL 08 HAUL TRL PD	12/16/2025	12/24/2025	20.25	101-42100-221
12/24/2025	09 INTL - 26	1	Invoice	LICENSE RENEWAL 09 INTL PW	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	14 GMC - 26	1	Invoice	LICENSE RENEWAL 14 GMC PW	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	15 CHEV - 2	1	Invoice	LICENSE RENEWAL 15 CHEV FIRE DEPT.	12/16/2025	12/24/2025	20.25	101-42200-221
12/24/2025	16 FORD - 2	1	Invoice	LICENSE RENEWAL 16 FORD F350 PW-BUC	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	16 GMC - 26	1	Invoice	LICENSE RENEWAL 16 GMC PW	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	19 INTL - 26	1	Invoice	2019 INTL TRUCK/PW LICENSE RENEWAL	12/16/2025	12/24/2025	20.25	101-43100-221
12/24/2025	22-FORD - 2	1	Invoice	LICENSE RENEWAL 22 FORD F250 PW	12/16/2025	12/24/2025	20.25	101-43100-221
Total 680 DVS:							202.50	
498 EMERGENCY APPARATUS MAINTENANC								
12/31/2025	137601	1	Invoice	ENGINE F72 SERVICE PUMP PER EAM PUM	12/08/2025	12/31/2025	979.38	245-42200-221
12/31/2025	137602	1	Invoice	AERIAL 1-SERVICE PUMP PER EAM PUMP R	12/08/2025	12/31/2025	2,308.57	101-42200-221
Total 498 EMERGENCY APPARATUS MAINTENANC:							3,287.95	
105806 FLAHERTY & HOOD, P.A.								
12/08/2025	24167	1	Invoice	NOVEMBER GENERAL LEGAL FEES	12/04/2025	12/11/2025	3,702.50	101-41500-304
12/08/2025	24221	1	Invoice	NOVEMBER LABOR & EMPLOYMENT LEGAL	12/01/2025	12/11/2025	637.50	101-41500-304
12/24/2025	24222	1	Invoice	JOB CLASSIFICATION AND COMP. UPDATE	12/01/2025	12/24/2025	4,667.00	101-41500-310
Total 105806 FLAHERTY & HOOD, P.A.:							9,007.00	
107061 FLOCK GROUP INC.								
12/18/2025	INV-82034	1	Invoice	FLOCK SAFETY LPR, FKA FALCON	12/17/2025	01/16/2026	6,000.00	101-42100-590
Total 107061 FLOCK GROUP INC.:							6,000.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
93 FORESIGHT BANK								
01/07/2026	FEB 2026	1	Invoice	SERIES 2020A GO REV BOND PRINCIPAL	12/29/2025	01/07/2026	237,000.00	300-47000-601
01/07/2026	FEB 2026	2	Invoice	SERIES 2020A GO REV BOND INTEREST	12/29/2025	01/07/2026	13,847.25	300-47000-611
Total 93 FORESIGHT BANK:							250,847.25	
105336 GALE/CENGAGE LEARNING								
12/11/2025	9991016975	1	Invoice	BOOKS/LIBRARY	11/07/2025	12/11/2025	23.80	211-45500-592
12/11/2025	9991017120	1	Invoice	BOOKS/LIBRARY	11/12/2025	12/11/2025	26.59	211-45500-592
Total 105336 GALE/CENGAGE LEARNING:							50.39	
104 GOPHER STATE ONE CALL								
01/07/2026	5120692	1	Invoice	LOCATES WATER	12/31/2025	01/07/2026	8.10	601-49400-310
01/07/2026	5120692	2	Invoice	LOCATES SEWER	12/31/2025	01/07/2026	8.10	602-49450-310
Total 104 GOPHER STATE ONE CALL:							16.20	
106796 HALL, KAYLA								
12/30/2025	1AMAZON 11	1	Invoice	UNIFORM ALLOWANCE REIMBURSEMENT	12/29/2025	12/30/2025	19.99	101-41500-417
12/30/2025	32 DEGREE	1	Invoice	UNIFORM ALLOWANCE REIMBURSEMENT	12/29/2025	12/30/2025	41.94	101-41500-417
12/30/2025	AMAZON 111	1	Invoice	UNIFORM ALLOWANCE REIMBURSEMENT	12/29/2025	12/30/2025	133.76	101-41500-417
12/30/2025	COSTCO 11/	1	Invoice	UNIFORM ALLOWANCE REIMBURSEMENT	12/29/2025	12/30/2025	14.97	101-41500-417
Total 106796 HALL, KAYLA:							210.66	
105808 HBC, INC.								
12/08/2025	71466 DEC 2	1	Invoice	PHONE&INTERN/LIBRARY	12/02/2025	12/11/2025	60.91	211-45500-321
Total 105808 HBC, INC.:							60.91	
116 HIGH PLAINS								
12/29/2025	10004	1	Invoice	FUEL/PW	11/03/2025	12/30/2025	122.11	101-43100-212
12/29/2025	12278	1	Invoice	FUEL/PW	11/10/2025	12/30/2025	96.18	101-43100-212
12/29/2025	14801	1	Invoice	FUEL/PW	11/18/2025	12/30/2025	123.23	101-43100-212
12/30/2025	16841	1	Invoice	FUEL/PARKS	11/25/2025	12/30/2025	17.91	225-45200-212
12/29/2025	16879	1	Invoice	FUEL/SNOW	11/25/2025	12/30/2025	91.27	101-43125-212
12/29/2025	16915	1	Invoice	FUEL/SNOW	11/25/2025	12/30/2025	13.26	101-43125-212
12/29/2025	17230	1	Invoice	FUEL/SNOW	11/26/2025	12/30/2025	106.63	101-43125-212
12/29/2025	17708	1	Invoice	FUEL/SNOW	11/29/2025	12/30/2025	24.08	101-43125-212
12/29/2025	17958	1	Invoice	FUEL/SNOW	11/30/2025	12/30/2025	98.87	101-43125-212
12/29/2025	25008	1	Invoice	FUEL/PW	11/06/2025	12/30/2025	89.96	101-43100-212
12/30/2025	25037	1	Invoice	FUEL/PARKS	11/06/2025	12/30/2025	18.71	225-45200-212
12/29/2025	25790	1	Invoice	FUEL/PW	11/12/2025	12/30/2025	122.13	101-43100-212
12/29/2025	27802	1	Invoice	FUEL/SNOW	11/26/2025	12/30/2025	26.73	101-43125-212
12/29/2025	27805	1	Invoice	FUEL/SNOW	11/26/2025	12/30/2025	73.02	101-43125-212
12/29/2025	27871	1	Invoice	FUEL/SNOW	11/26/2025	12/30/2025	19.45	101-43125-212
12/29/2025	28280	1	Invoice	FUEL/SNOW	11/30/2025	12/30/2025	231.31	101-43125-212
12/29/2025	28351	1	Invoice	FUEL/FIRE DEPT	11/30/2025	12/30/2025	90.37	101-42200-212
Total 116 HIGH PLAINS:							1,365.22	
107059 HUEMANN, MAKENNA								
12/11/2025	DEC. 1-2, 20	1	Invoice	MILEAGE TO TRAINING DEC. 1-2, 2025	12/10/2025	12/11/2025	124.04	101-42100-331
Total 107059 HUEMANN, MAKENNA:							124.04	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND								
01/07/2026	FEBRUARY	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	4,695.00	101-41500-131
01/07/2026	FEBRUARY	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,565.00	101-42100-131
01/07/2026	FEBRUARY	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,314.60	101-43100-131
01/07/2026	FEBRUARY	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	250.40	101-43125-131
01/07/2026	FEBRUARY	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,565.00	225-45200-131
01/07/2026	FEBRUARY	6	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,565.00	601-49400-131
01/07/2026	FEBRUARY	7	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,565.00	602-49450-131
01/07/2026	FEBRUARY	1	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,772.00	101-41500-131
01/07/2026	FEBRUARY	2	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	14,176.00	101-42100-131
01/07/2026	FEBRUARY	3	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	1,488.48	101-43100-131
01/07/2026	FEBRUARY	4	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	283.52	101-43125-131
01/07/2026	FEBRUARY	5	Invoice	EMPLOYEE HEALTH INSURANCE-FEBRUAR	01/07/2026	01/07/2026	3,544.00	211-45500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUND:							33,784.00	
107012 IMPERIAL DADE								
12/30/2025	4457429	1	Invoice	TOILET PAPER/ADMIN	12/08/2025	12/30/2025	114.26	101-41500-217
12/30/2025	4460361	1	Invoice	FLOOR CLEANER/PW	12/15/2025	12/30/2025	66.28	101-43100-217
Total 107012 IMPERIAL DADE:							180.54	
107055 INGRAM LIBRARY SERVICES, LLC								
12/29/2025	92606647	1	Invoice	BOOKS/LIBRARY	12/08/2025	12/30/2025	322.29	211-45500-592
01/05/2026	93028599	1	Invoice	BOOKS/LIBRARY	12/22/2025	01/07/2026	208.70	211-45500-592
Total 107055 INGRAM LIBRARY SERVICES, LLC:							530.99	
106906 J & S REPAIR								
12/10/2025	CJ61637	1	Invoice	PARTS/SNOW	12/05/2025	12/11/2025	174.16	101-43125-221
Total 106906 J & S REPAIR:							174.16	
106777 JEFF'S TREE SERVICE								
12/30/2025	122925	1	Invoice	TREE REMOVAL & STUMP GRINDING:CEME	12/29/2025	12/30/2025	3,810.00	101-43100-222
Total 106777 JEFF'S TREE SERVICE:							3,810.00	
348 JOHN DEERE FINANCIAL								
12/23/2025	10739565	1	Invoice	MIDWEST MACHINERY CO-FILTERS, OIL/PW	12/12/2025	12/23/2025	187.85	101-43100-221
Total 348 JOHN DEERE FINANCIAL:							187.85	
106520 KENNY SYLVESTER CONSTRUCTION								
12/17/2025	NOV. 11 - DE	1	Invoice	CLEANING CITY HALL/COUNCIL	12/12/2025	12/17/2025	600.00	101-41110-401
12/17/2025	NOV. 11 - DE	2	Invoice	CLEANING CITY HALL/ADMIN	12/12/2025	12/17/2025	600.00	101-41500-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							1,200.00	
141 KREOFSKY BUILDING SUPPLIES								
12/04/2025	2511-504970	1	Invoice	TREE/PD	11/25/2025	12/04/2025	48.00	101-42100-437
01/06/2026	2512-506767	1	Invoice	GFCI OUTLET/PW	12/03/2025	01/07/2026	24.99	101-43100-217
01/06/2026	2512-507035	1	Invoice	TOILET BOWL RING REMOVER/PW	12/04/2025	01/07/2026	8.99	101-43100-217
01/06/2026	2512-507300	1	Invoice	SOFTENER SALT, SCISSORS/PW	12/05/2025	01/07/2026	55.95	101-43100-217
01/06/2026	2512-507434	1	Invoice	BATTERIES/PW	12/05/2025	01/07/2026	16.99	101-43100-217
01/06/2026	2512-509543	1	Invoice	SAWZALL BLADE/FIRE DEPT.	12/15/2025	01/07/2026	28.95	101-42200-223
01/06/2026	2512-509916	1	Invoice	MISC FASTENER, SCREWS, ETC/PW	12/16/2025	01/07/2026	.80	101-43100-217
01/06/2026	2512-510183	1	Invoice	MISC FASTENER, SCREWS, ETC/PW	12/17/2025	01/07/2026	1.38	101-43100-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
01/06/2026	2512-510210	1	Invoice	BATTERIES/LIBRARY	12/17/2025	01/07/2026	17.99	211-45500-217
01/06/2026	2512-510625	1	Invoice	MISC FASTENER, SCREWS, ETC/FIRE DEPT	12/19/2025	01/07/2026	13.60	101-42200-223
01/06/2026	2512-511042	1	Invoice	HVY DTY SCRUB SPONGE/PW	12/22/2025	01/07/2026	7.99	101-43100-217
01/06/2026	2512-511189	1	Invoice	MINI BULBS/PW	12/22/2025	01/07/2026	3.99	101-43100-221
01/06/2026	2512-511746	1	Invoice	MISC FASTENER, SCREWS, ETC, TREATED	12/26/2025	01/07/2026	49.96	225-45127-223
01/06/2026	2512-511904	1	Invoice	LUMBER/PARKS	12/26/2025	01/07/2026	29.34	225-45200-223
01/06/2026	2512-511938	1	Invoice	SANDPAPER/PW	12/26/2025	01/07/2026	2.76	101-43100-217
	Total 141 KREOFSKY BUILDING SUPPLIES:						311.68	
106329 LAKE CITY RECYCLING & DISPOSAL								
12/08/2025	12/01/2025	1	Invoice	GARBAGE/CEMETERY	12/01/2025	12/11/2025	72.54	235-49010-384
12/08/2025	12/01/2025	2	Invoice	GARBAGE/PARKS	12/01/2025	12/11/2025	72.54	225-45200-384
12/08/2025	12/01/2025	3	Invoice	GARBAGE/PARKS	12/01/2025	12/11/2025	72.54	225-45200-384
12/08/2025	12/01/2025	4	Invoice	GARBAGE/STREETS	12/01/2025	12/11/2025	50.25	101-43100-384
12/08/2025	12/01/2025	5	Invoice	GARBAGE/PW	12/01/2025	12/11/2025	72.54	101-43100-384
12/08/2025	12/01/2025	6	Invoice	GARBAGE/FIRE HALL	12/01/2025	12/11/2025	54.76	101-42200-384
	Total 106329 LAKE CITY RECYCLING & DISPOSAL:						395.17	
107067 LIBRARY IDEAS, LLC								
12/30/2025	121547	1	Invoice	BOOKS/LIBRARY	12/18/2025	12/30/2025	1,893.87	211-45500-592
	Total 107067 LIBRARY IDEAS, LLC:						1,893.87	
106720 LOFFLER COMPANIES INC.								
12/08/2025	5198648	1	Invoice	COPIES/LIBRARY	12/01/2025	12/11/2025	35.27	211-45500-401
01/05/2026	5228533	1	Invoice	COPIER CHARGES/ADMIN	01/02/2026	01/07/2026	50.23	101-41500-401
	Total 106720 LOFFLER COMPANIES INC.:						85.50	
105676 LOFTUS, SHANE								
12/24/2025	NOV. 17TH T	1	Invoice	MILEAGE FOR TRAINING	11/17/2025	12/24/2025	148.40	602-49450-331
	Total 105676 LOFTUS, SHANE:						148.40	
107060 LUCAS, RYAN								
12/15/2025	10/28/25	1	Invoice	REIMB RYAN FOR SERTC FIREFIGHTER TR	12/15/2025	12/15/2025	1,988.29	101-42200-331
	Total 107060 LUCAS, RYAN:						1,988.29	
160 LYONS OIL MINI MART								
12/10/2025	11/30/2025 S	1	Invoice	CREDIT/DISCOUNT NOVEMBER 2025	11/30/2025	12/11/2025	1.99-	601-49400-212
12/10/2025	11/30/2025 S	2	Invoice	CREDIT/DISCOUNT NOVEMBER 2025	11/30/2025	12/11/2025	1.51-	225-45200-212
12/10/2025	11/30/2025 S	3	Invoice	CREDIT/DISCOUNT NOVEMBER 2025	11/30/2025	12/11/2025	10.42-	101-43100-212
12/10/2025	11/30/2025 S	1	Invoice	CREDIT/DISCOUNT NOVEMBER 2025	11/30/2025	12/11/2025	1.76-	245-42200-212
12/10/2025	5155631	1	Invoice	FUEL/PW	11/25/2025	12/11/2025	71.19	101-43100-212
12/10/2025	5155685	1	Invoice	FUEL/PARKS	11/30/2025	12/11/2025	20.54	225-45200-212
12/10/2025	5156016	1	Invoice	FUEL/PARKS	11/10/2025	12/11/2025	11.92	225-45200-212
12/10/2025	5156046	1	Invoice	FUEL/PW	11/12/2025	12/11/2025	102.32	101-43100-212
12/10/2025	5755204	1	Invoice	FUEL/WATER	11/03/2025	12/11/2025	51.94	601-49400-212
12/10/2025	5755224	1	Invoice	FUEL/PW	11/04/2025	12/11/2025	102.63	101-43100-212
12/10/2025	5755241	1	Invoice	FUEL/PARKS	11/05/2025	12/11/2025	44.84	225-45200-212
12/10/2025	5755244	1	Invoice	FUEL/PARKS	11/05/2025	12/11/2025	32.79	225-45200-212
12/10/2025	5755247	1	Invoice	FUEL/RURAL FIRE DEPT	11/05/2025	12/11/2025	49.79	245-42200-212
12/10/2025	5755275	1	Invoice	FUEL/PW	11/07/2025	12/11/2025	59.47	101-43100-212
12/10/2025	5755284	1	Invoice	FUEL/PW	11/07/2025	12/11/2025	74.40	101-43100-212
12/10/2025	5755701	1	Invoice	FUEL/PW	11/17/2025	12/11/2025	96.35	101-43100-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
12/10/2025	5755725	1	Invoice	FUEL/RURAL FIRE DEPT	11/18/2025	12/11/2025	80.20	245-42200-212
12/10/2025	5755728	1	Invoice	FUEL/PW	11/18/2025	12/11/2025	108.35	101-43100-212
12/10/2025	5755745	1	Invoice	FUEL/WATER	11/19/2025	12/11/2025	63.37	601-49400-212
12/10/2025	5755774	1	Invoice	FUEL/PW	11/21/2025	12/11/2025	73.07	101-43100-212
12/10/2025	5755782	1	Invoice	FUEL/PW	11/21/2025	12/11/2025	42.01	101-43100-212
12/10/2025	5756147	1	Invoice	CAR WASHES/PD	11/30/2025	12/11/2025	64.38	101-42100-221
Total 160 LYONS OIL MINI MART:							1,133.88	
106053 M&M CONSTRUCTION & CLEANING INC.								
12/23/2025	1896	1	Invoice	HAUL OUT SNOW	12/10/2025	12/23/2025	2,170.00	101-43125-310
01/05/2026	1925	1	Invoice	HAUL OUT SNOW	12/29/2025	01/07/2026	4,158.00	101-43125-310
Total 106053 M&M CONSTRUCTION & CLEANING INC.:							6,328.00	
175 MICHAEL'S TIRE & AUTO								
12/31/2025	141616	1	Invoice	POWER SERVICE, WIPERBLADES F-72 & F-7	12/30/2025	12/31/2025	292.56	245-42200-221
12/04/2025	141625	1	Invoice	231 RF TIRE REPAIR/PD	11/10/2025	12/04/2025	25.00	101-42100-221
12/04/2025	141729	1	Invoice	231 CHANGE & BALANCE TIRES, TIRE DISP	11/24/2025	12/04/2025	131.00	101-42100-221
12/04/2025	141738	1	Invoice	251 CHANGE & BALANCE TIRES/PD	11/25/2025	12/04/2025	95.00	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							543.56	
106719 MIDWEST TAPE								
12/08/2025	2000018848	1	Invoice	MOVIES/LIBRARY	12/01/2025	12/11/2025	519.32	211-45500-592
Total 106719 MIDWEST TAPE:							519.32	
104410 MN DEPARTMENT OF HEALTH								
01/05/2026	2026 POOL L	1	Invoice	2026 POOL LICENSE	01/02/2026	01/07/2026	995.00	225-45128-433
12/29/2025	4TH QTR 20	1	Invoice	4TH QTR WATER CONNECT FEES	12/29/2025	12/29/2025	3,161.00	601-49400-310
Total 104410 MN DEPARTMENT OF HEALTH:							4,156.00	
223 MN ENERGY RESOURCES CORP.								
12/11/2025	0503043614	1	Invoice	GAS UTILITY/SEWER	12/01/2025	12/11/2025	26.51	602-49450-383
12/11/2025	0503078391	1	Invoice	GAS UTILITY/FIRE DEPT	12/01/2025	12/11/2025	161.02	101-42200-383
12/11/2025	0503494971	1	Invoice	GAS UTILITY/ICE RINK	12/03/2025	12/11/2025	74.55	225-45127-383
12/11/2025	0505377887	1	Invoice	GAS UTILITY/ADMIN	12/01/2025	12/11/2025	93.14	101-41500-383
12/11/2025	0505377887	2	Invoice	GAS UTILITY/PD	12/01/2025	12/11/2025	93.14	101-42100-383
12/11/2025	0505377887	3	Invoice	GAS UTILITY/COUNCIL	12/01/2025	12/11/2025	93.13	101-41110-383
12/11/2025	0506816622	1	Invoice	GAS UTILITY/SEWER	12/03/2025	12/11/2025	31.94	602-49450-383
12/11/2025	0506912263	1	Invoice	GAS UTILITY/PW	12/01/2025	12/11/2025	348.00	101-43100-383
12/11/2025	0506912263-	1	Invoice	GAS UTILITY/WELL #2 GENERATOR	12/01/2025	12/11/2025	54.87	601-49400-383
12/11/2025	0507609025	1	Invoice	GAS UTILITY/LIBRARY	12/01/2025	12/11/2025	210.50	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							1,186.80	
379 MN POLLUTION CONTROL AGENCY								
12/19/2025	121125	1	Invoice	WASTEWATER RECERT SHANE	12/08/2025	12/19/2025	23.00	602-49450-331
Total 379 MN POLLUTION CONTROL AGENCY:							23.00	
107062 MNSEC								
12/24/2025	11/24/25	1	Invoice	AUDIT/PD	11/24/2025	12/24/2025	1,300.00	101-42100-310
Total 107062 MNSEC:							1,300.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
107058 NEAR NORTH TITLE GROUP								
12/23/2025	11/25/25 - 11	1	Invoice	REFUND OVERPAYMENT FOR 275 1ST ST S	12/15/2025	12/23/2025	45.32	601-49400-229
Total 107058 NEAR NORTH TITLE GROUP:							45.32	
106936 NORTHLAND BOND SERVICES								
01/07/2026	FEB 2026	1	Invoice	SERIES 2023A GO REV BOND PRINCIPAL	12/29/2025	01/07/2026	300,000.00	300-47000-601
01/07/2026	FEB 2026	2	Invoice	SERIES 2023A GO REV BOND INTEREST	12/29/2025	01/07/2026	63,400.00	300-47000-611
Total 106936 NORTHLAND BOND SERVICES:							363,400.00	
106201 NORTHVIEW BANK								
01/05/2026	FEB 2026	1	Invoice	SERIES 2015A GO PRINCIPAL	11/06/2025	01/07/2026	91,000.00	300-47000-601
01/05/2026	FEB 2026	2	Invoice	SERIES 2015A GO INTEREST PAYMENT	11/06/2025	01/07/2026	7,140.00	300-47000-611
Total 106201 NORTHVIEW BANK:							98,140.00	
106085 ON-SITE COMPUTERS, INC.								
12/09/2025	CW104614	1	Invoice	MICROSOFT 365 BUSINESS AGREEMENT/P	12/01/2025	12/11/2025	98.00	101-42100-310
12/09/2025	CW104770	1	Invoice	CLOUD BACKUP, HUNTRESS, ACRONIS/PD	12/03/2025	12/11/2025	170.57	101-42100-310
Total 106085 ON-SITE COMPUTERS, INC.:							268.57	
106161 PEOPLE'S ENERGY COOPERATIVE								
12/19/2025	2643900 DE	1	Invoice	ELEC WELL #3	12/05/2025	12/19/2025	291.00	601-49400-381
12/19/2025	2647400 DE	1	Invoice	ELEC ICE RINK	12/05/2025	12/19/2025	108.00	225-45127-381
12/19/2025	2658900 DE	1	Invoice	ELEC POOL	12/05/2025	12/19/2025	178.00	225-45128-381
12/19/2025	2706100 DE	1	Invoice	ELEC NE LIFT STATION	12/05/2025	12/19/2025	276.00	602-49450-381
12/19/2025	2709900 DE	1	Invoice	ELEC WEST BROADWAY	12/05/2025	12/19/2025	11.00	101-42500-381
12/19/2025	2714900 DE	1	Invoice	ELEC STREET LIGHTS	12/05/2025	12/19/2025	3,179.00	101-43100-381
12/19/2025	2738000 DE	1	Invoice	ELEC WELL #2	12/05/2025	12/19/2025	2,605.00	601-49400-381
12/19/2025	2739100 DE	1	Invoice	ELEC PW BUILDING	12/05/2025	12/19/2025	344.00	101-43100-381
12/19/2025	2747700 DE	1	Invoice	ELEC SW SIREN	12/05/2025	12/19/2025	83.00	101-42500-381
12/19/2025	2764400 DE	1	Invoice	ELEC NW LIFT STATION	12/05/2025	12/19/2025	430.00	602-49450-381
12/19/2025	2767800 DE	1	Invoice	ELEC CEMETERY FLAG LIGHT	12/05/2025	12/19/2025	63.00	235-49010-381
12/29/2025	2777600 DE	1	Invoice	ELEC LIBRARY	12/05/2025	12/29/2025	342.00	211-45500-381
12/19/2025	3036800 DE	1	Invoice	ELEC FIRE HALL	12/05/2025	12/19/2025	199.00	101-42200-381
12/19/2025	3038100 DE	1	Invoice	ELEC CITY HALL/COUNCIL	12/05/2025	12/19/2025	114.67	101-41110-381
12/19/2025	3038100 DE	2	Invoice	ELEC CITY HALL/ADMIN	12/05/2025	12/19/2025	114.66	101-41500-381
12/19/2025	3038100 DE	3	Invoice	ELEC CITY HALL/PD	12/05/2025	12/19/2025	114.67	101-42100-381
12/19/2025	3041300 DE	1	Invoice	ELEC WEDGEWOOD PARK	12/05/2025	12/19/2025	90.00	225-45200-381
12/19/2025	3042300 DE	1	Invoice	ELEC WATER TOWER	12/05/2025	12/19/2025	352.00	601-49400-381
12/19/2025	3043900 DE	1	Invoice	ELEC BIKE TRAIL	12/05/2025	12/19/2025	85.00	225-45200-381
12/19/2025	3274000 DE	1	Invoice	ELEC 6TH ST SW LIGHTS	12/05/2025	12/19/2025	118.14	101-43100-381
12/19/2025	3274100 DE	1	Invoice	ELEC 4TH ST SW LIGHTS	12/05/2025	12/19/2025	140.52	101-43100-381
12/19/2025	3274200 DE	1	Invoice	ELEC 2ND ST SW LIGHTS	12/05/2025	12/19/2025	122.12	101-43100-381
12/19/2025	3274300 DE	1	Invoice	ELEC 1ST ST SW LIGHTS	12/05/2025	12/19/2025	98.97	101-43100-381
12/19/2025	3333200 DE	1	Invoice	ELEC ECKSTEIN TENNIS COURT	12/05/2025	12/19/2025	78.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							9,537.75	
105723 PEOPLES STATE BANK-GENERAL								
01/05/2026	FEB 2026	1	Invoice	2019A GO TAX ABATE PRINCIPAL	12/29/2025	01/07/2026	78,000.00	300-47000-601
01/05/2026	FEB 2026	2	Invoice	2019A GO TAX ABATE INTEREST	12/29/2025	01/07/2026	4,950.00	300-47000-611
Total 105723 PEOPLES STATE BANK-GENERAL:							82,950.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
105272 PLAINVIEW LAWN & SNOW								
12/29/2025	21	1	Invoice	1/2 YEAR SEXTON FEE	12/23/2025	12/30/2025	600.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							600.00	
239 PLAINVIEW NEWS								
12/23/2025	82753	1	Invoice	ADVERTISE/WATER SERVICE LINE ORD. 202	11/20/2025	12/23/2025	64.32	601-49400-343
12/23/2025	82800	1	Invoice	ADVERTISE/WATER SERVICE LINE ORD. 202	11/27/2025	12/23/2025	64.32	601-49400-343
Total 239 PLAINVIEW NEWS:							128.64	
238 PLAINVIEW PARTS HOUSE								
12/08/2025	770430	1	Invoice	WIPER BLADES/FIRE DEPT	11/29/2025	12/11/2025	32.82	101-42200-221
01/07/2026	770622	1	Invoice	BATTERY, SOCKET SETS, AIR HAMMER, RAT	12/02/2025	01/07/2026	564.13	101-43100-217
01/07/2026	771237	1	Invoice	2.5 DEF/SNOW	12/10/2025	01/07/2026	25.98	101-43125-212
01/07/2026	771245	1	Invoice	DRYER-CARTRIDGE, TRUCK FILTER WRENC	12/10/2025	01/07/2026	68.48	101-43125-221
01/07/2026	771719	1	Invoice	AIR BRAKE DRYER REPAIR KIT/SNOW	12/17/2025	01/07/2026	48.97	101-43125-221
01/07/2026	771770	1	Invoice	AIR BRAKE DRYER, FIXED TIP PLIER SET/S	12/17/2025	01/07/2026	408.41	101-43125-221
01/07/2026	772336	1	Invoice	WIPER BLADES/SNOW	12/26/2025	01/07/2026	36.74	101-43125-221
01/07/2026	772452	1	Invoice	WIPER BLADES/PD	12/29/2025	01/07/2026	42.50	101-42100-221
01/07/2026	772697	1	Invoice	2.5 DEF/SNOW	12/31/2025	01/07/2026	12.99	101-43125-212
Total 238 PLAINVIEW PARTS HOUSE:							1,241.02	
240 PLAINVIEW POSTMASTER								
01/06/2026	JANUARY 20	1	Invoice	UTILITY BILLING	01/06/2026	01/06/2026	269.10	601-49400-322
01/06/2026	JANUARY 20	2	Invoice	UTILITY BILLING	01/06/2026	01/06/2026	269.10	602-49450-322
Total 240 PLAINVIEW POSTMASTER:							538.20	
107064 PLAYAWAY PRODUCTS LLC								
12/24/2025	518951	1	Invoice	BOOKS/LIBRARY	12/04/2025	12/24/2025	3,397.79	211-45500-592
12/24/2025	518953	1	Invoice	BOOKS/LIBRARY	12/04/2025	12/24/2025	2,624.31	211-45500-592
12/29/2025	519384	1	Invoice	BOOKS, USB CORD/LIBRARY	12/10/2025	12/30/2025	346.44	211-45500-592
12/29/2025	520346	1	Invoice	BOOKS, USB CORD/LIBRARY	12/17/2025	12/30/2025	48.59	211-45500-592
Total 107064 PLAYAWAY PRODUCTS LLC:							6,417.13	
105152 PURCHASE POWER								
12/22/2025	0602-5906 1	1	Invoice	POSTAGE REFILL	12/11/2025	12/22/2025	841.99	101-41500-322
Total 105152 PURCHASE POWER:							841.99	
741 QUILL CORPORATION								
12/10/2025	46740321	1	Invoice	SCOTCH TAPE/ADMIN	11/25/2025	12/11/2025	24.10	101-41500-201
12/10/2025	46740321	2	Invoice	KLEENEX/ADMIN	11/25/2025	12/11/2025	57.73	101-41500-217
12/10/2025	46741250	1	Invoice	ENVELOPES/ADMIN	11/25/2025	12/11/2025	119.38	101-41500-201
12/10/2025	46747873	1	Invoice	CARDSTOCK PAPER/ADMIN	11/26/2025	12/11/2025	111.76	101-41500-201
12/10/2025	46747889	1	Invoice	PRONG FASTENER COMPRESSOR/ADMIN	11/26/2025	12/11/2025	23.81	101-41500-201
12/22/2025	46797274	1	Invoice	WALL CALENDARS/PW	12/02/2025	12/22/2025	35.08	101-43100-201
12/24/2025	46992420	1	Invoice	MEMBERSHIP RENEWAL	12/15/2025	12/24/2025	69.99	101-41500-433
Total 741 QUILL CORPORATION:							441.85	
390 RITEWAY BUSINESS FORMS								
12/22/2025	25-85261	1	Invoice	2025 TAX FORMS	12/18/2025	12/22/2025	526.52	101-41500-201

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 390 RITEWAY BUSINESS FORMS:							526.52	
107027 SAFEBUILT, LLC								
01/07/2026	3052730	1	Invoice	BUILDING INSPECTIONS	12/31/2025	01/07/2026	400.35	101-41500-316
Total 107027 SAFEBUILT, LLC:							400.35	
268 SELCO								
01/05/2026	53982	1	Invoice	ILS PACKAGE/LIBRARY	01/01/2026	01/07/2026	464.15	211-45500-310
Total 268 SELCO:							464.15	
106907 SHEILA'S PERSONAL CHEF SERVICE								
12/11/2025	988367	1	Invoice	EMPLOYEE APPRECIATION MEAL	12/11/2025	12/11/2025	640.00	101-41500-437
Total 106907 SHEILA'S PERSONAL CHEF SERVICE:							640.00	
284 STREICHER'S								
12/23/2025	I1797944	1	Invoice	BOOTS/J. TIMM	12/05/2025	12/23/2025	205.99	101-42100-417
Total 284 STREICHER'S:							205.99	
105846 SYMBOL ARTS								
12/23/2025	442256	1	Invoice	BADGES/POLICE	09/29/2025	12/23/2025	322.50	101-42100-417
Total 105846 SYMBOL ARTS:							322.50	
713 TESSMAN SEED COMPANY								
12/30/2025	S427260-IN	1	Invoice	ICE MELT/SNOW	12/22/2025	12/30/2025	727.00	101-43125-217
Total 713 TESSMAN SEED COMPANY:							727.00	
107041 THOMAS SCIENTIFIC HOLDINGS, LLC								
12/30/2025	187745	1	Invoice	SPIT SOCK HOOD/PD	12/12/2025	12/30/2025	94.31	101-42100-228
Total 107041 THOMAS SCIENTIFIC HOLDINGS, LLC:							94.31	
716 THREE RIVERS COMMUNITY ACTION								
12/17/2025	002877	1	Invoice	TRANSIT BUS TOKENS	12/16/2025	12/17/2025	1,250.00	101-41500-317
12/17/2025	DECEMBER	1	Invoice	TRANSIT BUS FEES-CREDIT CARD CHARGE	12/17/2025	12/17/2025	250.00	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							1,500.00	
104900 TOMS LAWN & CLEANING SERVICE								
12/08/2025	792	1	Invoice	CLEANING/LIBRARY	11/30/2025	12/11/2025	770.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							770.00	
106785 US INTERNET CORP.								
12/31/2025	5608052	1	Invoice	MONTHLY EMAIL SPAM FILTERING/ADMIN	12/31/2025	12/31/2025	31.50	101-41500-309
Total 106785 US INTERNET CORP.:							31.50	
105973 USA BLUEBOOK								
12/22/2025	INV00909115	1	Invoice	EAR PLUGS, SAFETY GLASSES, DPD 10 mL	12/12/2025	12/22/2025	1,368.25	101-43100-217
12/22/2025	INV0090933	1	Invoice	SAFETY GLASSES/PW	12/12/2025	12/22/2025	80.19	101-43100-217
12/22/2025	INV0091017	1	Invoice	FIRST AID KIT/PW	12/15/2025	12/22/2025	441.72	101-43100-217

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105973 USA BLUEBOOK:							1,890.16	
105928 VIOLA NURSERY & GREENHOUSE								
12/22/2025	11/22/25 WIN	1	Invoice	WINTER PLANTERS/CITY HALL	11/22/2025	12/22/2025	300.00	101-41500-401
Total 105928 VIOLA NURSERY & GREENHOUSE:							300.00	
105461 VISA/TCM BANK N.A.								
12/26/2025	#0165 DEC.	1	Invoice	AMAZON-LAPTOP STAND FOR DESK/LIBRAR	12/02/2025	12/26/2025	28.49	211-45500-201
12/26/2025	#0165 DEC.	2	Invoice	AMAZON-BOOKS/LIBRARY	12/02/2025	12/26/2025	11.99	211-45500-592
12/26/2025	#0165 DEC.	3	Invoice	AMAZON-QUICK RELEASE KEYCHAIN, SOAP	12/02/2025	12/26/2025	24.97	211-45500-217
12/26/2025	#0165 DEC.	4	Invoice	AMAZON-DVD/LIBRARY	12/02/2025	12/26/2025	39.99	211-45500-592
12/26/2025	#0165 DEC.	5	Invoice	AMAZON-BOOKS/LIBRARY	12/02/2025	12/26/2025	69.02	211-45500-592
12/26/2025	#0165 DEC.	6	Invoice	AMAZON-FANS/LIBRARY	12/02/2025	12/26/2025	71.94	211-45500-217
12/26/2025	#0165 DEC.	7	Invoice	AMAZON-DRY ERASE MARKERS/LIBRARY	12/02/2025	12/26/2025	5.98	211-45500-217
12/26/2025	#0165 DEC.	8	Invoice	AMAZON-BOOKS/LIBRARY	12/02/2025	12/26/2025	37.50	211-45500-592
12/26/2025	#0165 DEC.	9	Invoice	AMAZON-BOOKS/LIBRARY	12/02/2025	12/26/2025	44.86	211-45500-592
12/26/2025	#0165 DEC.	10	Invoice	AMAZON-PIPE CLEANERS/LIBRARY	12/02/2025	12/26/2025	6.26	211-45500-217
12/26/2025	#0165 DEC.	11	Invoice	AMAZON-AIR PURIFIER, WINDOW PRIVACY	12/02/2025	12/26/2025	90.60	211-45500-217
12/17/2025	#6188 DEC.	1	Invoice	AMAZON-MARKING PAINT/WATER	12/02/2025	12/17/2025	34.03	601-49400-217
12/17/2025	#6188 DEC.	2	Invoice	AMAZON-UNIFORM PANTS/S. LOFTUS	12/02/2025	12/17/2025	64.95	101-43100-417
12/17/2025	#6188 DEC.	3	Invoice	AMAZON-FUNNEL/PW	12/02/2025	12/17/2025	20.98	101-43100-217
12/17/2025	#6188 DEC.	4	Invoice	TRUEWERK-RETURN UNIFORM PANTS/S. L	12/02/2025	12/17/2025	151.30-	101-43100-417
12/17/2025	#6188 DEC.	5	Invoice	MARRIOTT-MEAL AT TRAINING/S. LOFTUS	12/02/2025	12/17/2025	20.19	602-49450-331
12/17/2025	#6188 DEC.	6	Invoice	MARRIOTT HOTEL-TRAINING NOV. 17-20, 20	12/02/2025	12/17/2025	495.18	602-49450-331
12/17/2025	#6196 DEC.	1	Invoice	NORTHERN TOOL & EQUIP-PUMP/PW	12/02/2025	12/17/2025	249.00	101-43100-221
12/17/2025	#6196 DEC.	2	Invoice	MENARDS-CLEANING SUPPLIES/PW	12/02/2025	12/17/2025	47.95	101-43100-211
12/17/2025	#6196 DEC.	3	Invoice	MENARDS-DRILLIBIT SET/PW	12/02/2025	12/17/2025	99.99	101-43100-217
12/17/2025	#6196 DEC.	4	Invoice	MENARDS-LED LIGHTS/ADMIN	12/02/2025	12/17/2025	133.55	101-41500-223
12/17/2025	#6634 DEC.	1	Invoice	REFRIGIWEAR-UNIFORM GLOVES/B. FLIES	12/02/2025	12/17/2025	44.37	601-49400-417
12/17/2025	#6840 DEC.	1	Invoice	COSTCO-LYSOL, PAPER TOWELS/ADMIN	12/02/2025	12/17/2025	43.47	101-41500-211
12/17/2025	#6840 DEC.	2	Invoice	COSTCO-NAPKINS, GARBAGE BAGS, SOAP,	12/02/2025	12/17/2025	78.85	101-41500-217
12/17/2025	#6840 DEC.	3	Invoice	ADOBE-C. KUJATH	12/02/2025	12/17/2025	21.46	101-41500-433
12/16/2025	#6931 DEC.	1	Invoice	ADOBE-K. HALL SUBSCRIPTION	12/02/2025	12/17/2025	257.57	101-41500-433
12/16/2025	#6931 DEC.	2	Invoice	J.P. COOKE CO.-2028 DOG LICENSE TAGS	12/02/2025	12/17/2025	93.95	101-42100-217
12/17/2025	#7228 DEC.	1	Invoice	AMAZON-DESK CALENDAR/ADMIN	12/02/2025	12/17/2025	36.43	101-41500-201
12/17/2025	#7228 DEC.	2	Invoice	AMAZON-TRASH CAN/LIBRARY	12/02/2025	12/17/2025	473.83	211-45500-217
12/17/2025	#7798 DEC.	1	Invoice	US FLEET TRACKING-2 MONTHLY SERVICE/	12/02/2025	12/17/2025	59.90	101-42100-309
12/17/2025	#7798 DEC.	2	Invoice	APPLE.COM/PD	12/02/2025	12/17/2025	.99	101-42100-321
12/17/2025	#7798 DEC.	3	Invoice	AMAZON-DESK BELL/PD	12/02/2025	12/17/2025	5.99	101-42100-437
12/17/2025	#7798 DEC.	4	Invoice	AMAZON-CLOCK/PD	12/02/2025	12/17/2025	63.99	101-42100-437
12/17/2025	#7798 DEC.	5	Invoice	US FLEET TRACKING-TRACKING DEVICE, LI	12/02/2025	12/17/2025	109.90	101-42100-221
12/17/2025	#7798 DEC.	6	Invoice	WEB HOSTGATOR-WEEBLY RENEWAL/PD	12/02/2025	12/17/2025	8.99	101-42100-321
12/17/2025	#7798 DEC.	7	Invoice	GOVX.COM-UNIFORM BOOTS/A. FERGUSO	12/02/2025	12/17/2025	161.94	101-42100-417
12/17/2025	#7798 DEC.	8	Invoice	NEXBELT.COM-UNIFORM BELT/A. FERGUSO	12/02/2025	12/17/2025	280.77	101-42100-417
12/17/2025	#7798 DEC.	9	Invoice	ADOBE-ACROBAT PRO/PD	12/02/2025	12/17/2025	21.46	101-42100-309
12/17/2025	#7798 DEC.	10	Invoice	AMAZON-AIRPODS/A. FERGUSON	12/02/2025	12/17/2025	219.99	101-42100-417
12/17/2025	#7798 DEC.	11	Invoice	US FLEET TRACKING-3 MONTHLY SERVICE/	12/02/2025	12/17/2025	89.85	101-42100-309
12/17/2025	#7798 DEC.	12	Invoice	ROCHESTER FORD-211 REPAIRS/PD	12/02/2025	12/17/2025	1,355.05	101-42100-221
12/16/2025	#8291 DEC.	1	Invoice	SP CONFRT-UNIFORM TOPS/T. KRUSMARK	12/02/2025	12/17/2025	98.00	101-43100-417
12/16/2025	#8291 DEC.	2	Invoice	SUMMIT SAFETY/HIVIS-UNIFORM GLOVES,	12/02/2025	12/17/2025	177.00	101-43100-417
Total 105461 VISA/TCM BANK N.A.:							5,149.87	
307 WABASHA COUNTY AUDITOR/TREAS.								
12/23/2025	04112052526	1	Invoice	2026 TRUTH IN TAXATION STATEMENTS	12/05/2025	12/23/2025	268.38	101-41500-310
12/09/2025	091-1205202	1	Invoice	DECEMBER 2025 LEGAL SERVICES CONTR	12/05/2025	12/11/2025	1,800.00	101-42100-304

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							2,068.38	
106269 WATER SYSTEMS COMPANY								
01/05/2026	985547	1	Invoice	WATER/CITY HALL	12/01/2025	01/07/2026	38.60	101-41500-401
01/05/2026	998556	1	Invoice	WATER/CITY HALL	12/29/2025	01/07/2026	38.60	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							77.20	
105600 WEX BANK								
12/04/2025	109025465	1	Invoice	FUEL/POLICE DEPT.	11/30/2025	12/04/2025	1,442.46	101-42100-212
01/07/2026	109689365	1	Invoice	FUEL/POLICE DEPT.	12/31/2025	01/07/2026	1,515.23	101-42100-212
Total 105600 WEX BANK:							2,957.69	
106898 WINGERT METAL								
12/22/2025	1516	1	Invoice	WEAR BARS FOR SNOW PUSHER/SNOW	12/17/2025	12/22/2025	395.00	101-43125-221
Total 106898 WINGERT METAL:							395.00	
324 ZARNOTH BRUSH WORKS INC.								
12/24/2025	0204501-IN	1	Invoice	ELGIN GUTTER BROOM, RUBBER BAFFLE S	12/15/2025	12/24/2025	1,093.05	101-43100-221
Total 324 ZARNOTH BRUSH WORKS INC.:							1,093.05	
Grand Totals:							1,023,339.35	

Report GL Period Summary

GL Period	Amount
12/25	192,170.52
01/26	831,168.83
Grand Totals:	1,023,339.35

Vendor number hash:	13101656
Vendor number hash - split:	19762071
Total number of invoices:	237
Total number of transactions:	308

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,023,339.35	.00	1,023,339.35
Grand Totals:	1,023,339.35	.00	1,023,339.35

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

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: January 13, 2026

AGENDA ITEM: Permits/Licenses/Donations	**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk	**AGENDA NO.** **5.C.**
ATTACHMENTS: None	**APPROVED BY: dt**

RECOMMENDED ACTION:

1. **Motion** to approve the Optional 2:00 AM Liquor License for Walkes Enterprises Inc. dba Kim's Saloon & Grill through December 31, 2026.
2. **Motion** to approve the Gambling permit for Bulldog Youth Baseball for a raffle on August 15, 2026.
3. **Motion** to approve the Chicken Permit renewal for Derrick Hoffman located at 110 3rd St SE.
4. **Motion** to approve the Chicken Permit renewal for Heidi Loftus located at 420 7th St SW.

SUMMARY

Optional 2:00 AM Liquor License:
Walkes Enterprises Inc (Kim's Saloon) has submitted the required paperwork, as well as the fee for their Optional 2AM Liquor License.

Gambling Permit Application:
Bulldog Youth Baseball has applied for a gambling permit for a raffle on Saturday, August 15, 2026. All paperwork is completed.

Chicken Permit Applications:
Derrick Hoffman located at 110 3rd St SE applied to renew their Chicken Permit. All paperwork is completed and permit fee has been paid.
Heidi Loftus located at 420 7th St SW applied to renew their Chicken Permit. All paperwork is completed and permit fee has been paid.

Permit Number	Issued Date	Valuation	Fees Paid	Address	Permit Type	Owner Name	Applicant Name	Notes
25PV-00153	12/23/2025	$4,010.00	$125.81	720 2ND ST NW	Egress Window	DANIEL W & CASSANDRA L BYLER	EGRESS WINDOW GUY - Steve Engelhart	Dig/install a 50" x 36" x 60" galvanized window well with a code ladder. Installing a 36" x 48" casement window with a code dropped header.
25PV-00154	12/2/2025		$76.00	420 2ND AVE NE	Mechanical	ERIK D ODDEN	HALEY COMFORT SYSTEMS INC	replace furnace
25PV-00155	12/9/2025		$64.00	220 2ND AVE NW	Plumbing	MATTHEW MAHAL	K&S HEATING HOLDINGS INC	Water heater replacement
25PV-00156	12/5/2025		$76.00	650 2ND ST NW	Mechanical	PATRICK T & MICHELLE L HAUGEN	HALEY COMFORT SYSTEMS INC - Tracy	Replace furnace and AC
25PV-00157	12/16/2025		$64.00	610 5TH ST NE	Plumbing	TOM L & MARY A DEMING	HALEY COMFORT SYSTEMS INC - Tracy	install power vent water heater
25PV-00158	12/22/2025		$76.00	505 2ND ST SE	Mechanical	WILLIAM & HEATHER KERR	HALEY COMFORT SYSTEMS INC - Tracy	furnace

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

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

MONTHLY REPORT OF FINANCE DIRECTOR
December, 2025

Routine Work/General Items

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

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process, Industrial Sewer Billing, Meter Issues
- Work on cleaning up some old meter issues.
- 2023 Street Project – should be closing out this year, final sidewalk grant money & project expenses
- 2026 Budget Process – We held the Truth in Taxation Meeting on December 9th. Final budget and levy amount was approved at the December 9th meeting. I certified the final levy certification to Wabasha County on December 16th and filed all required state reports in December as well.
- Compensation study information gathering and document research, review & update all job descriptions
- MN Paid Leave-create policy/research and payroll setup, employee notification-Starts January 1, 2026
- Research the One Big Beautiful Bill Act changes implemented by the federal government for OT changes and required reporting changes which included updates to our financial software. I am still waiting for some guidance from the federal government/League of MN Cities, on how some types of OT will be reported for the OBBBA law. Some of the issues are still being worked out for the law that went into effect retroactively back to January 1, 2025.
- Payroll Year-End Process/Benefit Changes/Open Enrollment/2025 W2's
- 2025 Annual Fund Transfers
- Renew SAM.gov Entity Registration
- Renewed Pitney Bowes Postage Machine Lease/New Equipment

Projects

- Continued water meter changeout program started in March, 2021–coordinating with Public Works. Project will continue over multiple years. We will be running two software systems for meter reading & billing until the entire city is converted to the new meters. By the end of December 2025, 1026 new meters have been installed and there are 283 old meters left to replace.
- Future projects:
    - File/Organize Old Financial/Personnel Records/Electronic Filing System
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- Annual MN Dept of Rev Certificate of Compliance Report
- Annual MN Dept of Rev Property Tax Levy Report
- Us Dept of Treasury SLFRF Closeout Confirmation and Final Project/Expenditure Report
- LELS & IUOE Union Qtr. Contact Reports

Training/Meetings

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

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	13,300.00	.00
101-41110-121	PERA	165.00	.00	.00	.00
101-41110-122	FICA	812.85	998.00	1,017.45	19.45-
101-41110-151	Worker s Comp Insurance Prem	68.39	74.00	74.12	.12-
101-41110-201	Office Supplies(paper-pens-et)	29.86	50.00	27.93	22.07
101-41110-217	Other Operating Supplies	.00	.00	309.00	309.00-
101-41110-310	Other Professional Services	145.00	1,000.00	.00	1,000.00
101-41110-322	Postage	.00	.00	12.44	12.44-
101-41110-331	Meetings-Conferences (mtgs/mi)	.00	2,500.00	198.00	2,302.00
101-41110-343	Advertising	589.00	500.00	720.00	220.00-
101-41110-362	Property - Casualty Ins (Auto)	6,718.08	7,054.00	6,433.53	620.47
101-41110-381	Electric Utilities	1,554.33	1,845.00	1,656.33	188.67
101-41110-383	Gas Utilities	701.31	960.00	746.67	213.33
101-41110-401	Contractual Services	7,200.00	7,200.00	7,200.00	.00
101-41110-433	Dues and Subscriptions	8,273.00	11,650.00	11,253.00	397.00
101-41110-437	Miscellaneous	89.08	400.00	.00	400.00
101-41110-440	City Cleanup	6,416.89	6,800.00	8,834.44	2,034.44-
101-41110-590	Capital Outlay	.00	10,000.00	6,026.07	3,973.93
Total Council:		46,062.79	64,331.00	57,808.98	6,522.02
Elections					
101-41410-103	Part-Time Employees	8,878.25	.00	.00	.00
101-41410-331	Meetings-Conferences (mtgs/mi)	976.13	.00	.00	.00
101-41410-437	Miscellaneous	2,488.75	1,000.00	1,200.00	200.00-
Total Elections:		12,343.13	1,000.00	1,200.00	200.00-
Administration					
101-41500-101	Full-Time Employees Regular	322,062.54	326,852.00	334,872.82	8,020.82-
101-41500-102	Full-Time Employees Overtime	15,206.17	17,500.00	15,148.75	2,351.25
101-41500-120	CENTRAL PENSION FUND	2,995.20	3,000.00	2,995.20	4.80
101-41500-121	PERA	24,626.04	25,639.00	25,650.01	11.01-
101-41500-122	FICA	25,587.74	26,152.00	26,455.32	303.32-
101-41500-131	Employer Paid Health	75,038.94	79,389.00	79,389.08	.08-
101-41500-151	Worker s Comp Insurance Prem	2,492.57	2,680.00	2,684.25	4.25-
101-41500-201	Office Supplies	3,631.90	4,500.00	3,623.52	876.48
101-41500-211	Operating Supplies - Cleaning	338.32	1,000.00	416.73	583.27
101-41500-217	Other Operating Supplies	930.69	1,300.00	1,250.29	49.71
101-41500-221	Repair/Maint - Equipment	.00	250.00	.00	250.00
101-41500-223	Repair/Maintain - Building	8,067.41	2,500.00	2,043.52	456.48
101-41500-227	Repair/Maintain - Amb Building	1,249.50	2,000.00	978.40	1,021.60
101-41500-301	Auditing and Acct g Services	32,500.00	34,000.00	34,500.00	500.00-
101-41500-303	Engineering Fees	27,346.50	40,000.00	23,572.00	16,428.00
101-41500-304	Legal Fees	34,136.08	25,000.00	32,590.80	7,590.80-
101-41500-309	Software and Design	24,072.03	24,000.00	33,680.91	9,680.91-
101-41500-310	Other Professional Services	14,462.13	33,000.00	30,754.90	2,245.10
101-41500-312	CITY WEBSITE	6,711.84	7,000.00	7,000.87	.87-
101-41500-316	Building Inspections	39,160.56	35,000.00	26,923.08	8,076.92
101-41500-317	Dial A Ride Bus	10,247.50	8,800.00	5,951.50	2,848.50
101-41500-321	Communications	5,731.31	6,000.00	5,751.81	248.19
101-41500-322	Postage	2,316.16	3,500.00	3,376.18	123.82
101-41500-331	Meetings-Conferences (mtgs/mi)	87.38	3,500.00	924.54	2,575.46
101-41500-343	Advertising	3,096.31	3,500.00	2,310.13	1,189.87
101-41500-362	Property - Casualty Ins (Auto)	4,869.97	5,114.00	4,664.17	449.83

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-41500-381	Electric Utilities	1,840.35	2,000.00	1,656.33	343.67
101-41500-383	Gas Utilities	701.31	1,200.00	746.68	453.32
101-41500-384	Garbage Service	27.35	.00	.00	.00
101-41500-401	Contractual Services	15,302.54	16,500.00	13,132.25	3,367.75
101-41500-417	Uniforms	1,928.98	1,928.00	1,803.50	124.50
101-41500-433	Dues and Subscriptions	2,660.50	2,700.00	2,362.68	337.32
101-41500-434	Sales Tax Paid	3.00	20.00	9.00	11.00
101-41500-437	Miscellaneous	1,467.14	1,000.00	925.98	74.02
101-41500-442	Bank Service Charges	3,175.98	3,200.00	3,034.76	165.24
101-41500-443	Credit Card Merchant Fees	3,348.63	3,500.00	3,979.77	479.77-
101-41500-444	XPRESS Bill Pay Fees	6,098.23	6,000.00	8,049.40	2,049.40-
101-41500-520	Capital Outlay-Bldg & Structur	451,725.00	.00	.00	.00
101-41500-560	Furniture & Fixtures	1,268.06	1,000.00	.00	1,000.00
101-41500-570	Office Equipment & Furnishings	.00	1,000.00	.00	1,000.00
101-41500-580	Computers & Technology	4,795.63	5,000.00	1,139.47	3,860.53
Total Administration:		1,181,307.49	766,224.00	744,348.60	21,875.40
Police					
101-42100-101	Full-Time Employees Regular	684,875.29	681,913.00	721,163.25	39,250.25-
101-42100-102	Full-Time Employees Overtime	38,283.16	40,000.00	43,609.29	3,609.29-
101-42100-103	Part-Time Employees	799.20	5,000.00	1,358.28	3,641.72
101-42100-120	CENTRAL PENSION FUND	998.40	1,000.00	998.40	1.60
101-42100-121	PERA	116,650.79	121,567.00	122,207.01	640.01-
101-42100-122	FICA	14,176.04	15,899.00	15,132.83	766.17
101-42100-131	Employer Paid Health	187,829.65	213,743.00	192,568.56	21,174.44
101-42100-151	Worker s Comp Insurance Prem	30,918.23	33,237.00	33,289.82	52.82-
101-42100-201	Office Supplies(paper-pens-et)	817.89	3,000.00	2,182.06	817.94
101-42100-212	Motor Fuels-Gas	18,999.02	20,000.00	16,877.86	3,122.14
101-42100-217	Other Operating Supplies	26.79-	500.00	416.01	83.99
101-42100-221	Repair/Maint - Equipment	19,263.68	16,000.00	12,776.55	3,223.45
101-42100-228	Repair/Maintain Other	3,924.46	3,500.00	2,372.48	1,127.52
101-42100-240	Repair/Maint Taser Program	6,279.99	6,500.00	6,279.99	220.01
101-42100-304	Legal Fees	21,600.00	21,600.00	21,600.00	.00
101-42100-305	Employee Wellness Program	1,329.02	10,000.00	3,109.89	6,890.11
101-42100-309	Software and Design	12,659.46	13,000.00	9,408.22	3,591.78
101-42100-310	Other Professional Services	12,354.28	10,000.00	4,984.90	5,015.10
101-42100-318	Animal Control	.00	500.00	.00	500.00
101-42100-319	Forfeitures	.00	1,000.00	.00	1,000.00
101-42100-321	Communications	14,282.31	15,000.00	12,099.89	2,900.11
101-42100-322	Postage	152.23	200.00	197.72	2.28
101-42100-331	Meetings-Conferences (mtgs/mi)	2,134.36	9,000.00	5,654.43	3,345.57
101-42100-343	Advertising	.00	500.00	.00	500.00
101-42100-362	Property - Casualty Ins (Auto)	5,402.62	5,673.00	5,174.01	498.99
101-42100-381	Electric Utilities	1,697.32	2,000.00	1,656.34	343.66
101-42100-383	Gas Utilities	701.27	1,300.00	746.64	553.36
101-42100-406	Safety	399.96	1,200.00	208.36	991.64
101-42100-417	Uniforms	8,456.99	12,000.00	9,584.20	2,415.80
101-42100-418	Range/Ammo	7,592.43	10,000.00	7,980.45	2,019.55
101-42100-433	Dues and Subscriptions	1,861.94	3,500.00	1,828.00	1,672.00
101-42100-436	Towing Charges	368.00	500.00	100.00	400.00
101-42100-437	Miscellaneous	1,498.20	3,000.00	1,355.70	1,644.30
101-42100-438	Police - DARE Prog	1,207.83	2,500.00	603.93	1,896.07
101-42100-446	NSF Checks	.00	250.00	.00	250.00
101-42100-491	Contributions/Donations Expend	500.00	500.00	.00	500.00
101-42100-560	Furniture & Fixtures	.00	1,000.00	1,183.25	183.25-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-42100-590	Capital Outlay	153,054.43	68,500.00	103,131.47	34,631.47-
Total Police:		1,371,041.66	1,354,582.00	1,361,839.79	7,257.79-
City Fire					
101-42200-103	Part-Time Employees	23,306.76	30,000.00	23,023.08	6,976.92
101-42200-122	FICA	1,782.98	2,235.00	1,761.27	473.73
101-42200-151	Worker s Comp Insurance Prem	2,862.56	3,077.00	3,081.88	4.88-
101-42200-201	Office Supplies(paper-pens-et)	208.45	1,000.00	132.16	867.84
101-42200-207	Fire Prevention Instruct Supps	1,040.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	.00	100.00	.00	100.00
101-42200-212	Motor Fuels-Gas	673.24	1,500.00	428.59	1,071.41
101-42200-217	Other Operating Supplies	100.98	1,500.00	316.41	1,183.59
101-42200-221	Repair/Maint - Equipment	47,933.25	30,000.00	76,243.09	46,243.09-
101-42200-223	Repair/Maintain - Building	2,385.39	10,000.00	1,640.47	8,359.53
101-42200-226	Foam	.00	2,500.00	.00	2,500.00
101-42200-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
101-42200-309	Software and Design	172.38	204.00	204.00	.00
101-42200-310	Other Professional Services	6,817.06	2,500.00	.00	2,500.00
101-42200-321	Communications	3,691.16	3,500.00	4,059.25	559.25-
101-42200-331	Meetings-Conferences (mtgs/mi)	8,148.42	3,000.00	7,531.15	4,531.15-
101-42200-343	Advertising	660.00	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	5,927.67	6,225.00	5,677.45	547.55
101-42200-381	Electric Utilities	2,152.00	2,000.00	2,196.00	196.00-
101-42200-383	Gas Utilities	2,327.10	5,000.00	2,246.24	2,753.76
101-42200-384	Garbage Service	602.36	700.00	657.12	42.88
101-42200-417	Uniforms/Fire Gear	9,981.24	20,000.00	.00	20,000.00
101-42200-433	Dues and Subscriptions	.00	1,200.00	.00	1,200.00
101-42200-437	Miscellaneous	.00	100.00	.00	100.00
101-42200-590	Capital Outlay	.00	200,000.00	175,928.00	24,072.00
101-42200-602	Other LT Obligation Principal	.00	43,890.00	.00	43,890.00
101-42200-612	Other Long-Term Obligation Int	19,656.00	18,796.00	18,796.00	.00
Total City Fire:		140,429.00	392,527.00	323,922.16	68,604.84
Emergency Management					
101-42500-103	Part-Time Employees	1,275.78	2,315.00	1,353.47	961.53
101-42500-122	FICA	97.60	177.00	103.54	73.46
101-42500-221	Repair/Maint - Equipment	1,401.25	4,000.00	.00	4,000.00
101-42500-310	Other Professional Services	1,112.00	1,300.00	1,116.00	184.00
101-42500-381	Electric Utilities	1,065.00	1,000.00	1,029.00	29.00-
Total Emergency Management:		4,951.63	8,792.00	3,602.01	5,189.99
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	135,132.75	137,635.00	130,692.06	6,942.94
101-43100-102	Full-Time Employees Overtime	709.44	2,000.00	938.99	1,061.01
101-43100-120	CENTRAL PENSION FUND	838.76	840.00	677.46	162.54
101-43100-121	PERA	9,938.38	10,473.00	9,432.92	1,040.08
101-43100-122	FICA	10,342.34	10,682.00	10,030.55	651.45
101-43100-131	Employer Paid Health	32,664.65	34,542.00	31,800.51	2,741.49
101-43100-151	Worker s Comp Insurance Prem	16,953.51	18,225.00	18,253.95	28.95-
101-43100-201	Office Supplies(paper-pens-et)	184.09	250.00	156.49	93.51
101-43100-211	Operating Supplies - Cleaning	108.86	200.00	150.67	49.33
101-43100-212	Motor Fuels-Gas	9,329.70	8,000.00	8,502.23	502.23-
101-43100-217	Other Operating Supplies	11,053.70	14,000.00	14,136.38	136.38-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
101-43100-221	Repair/Maint - Equipment	22,818.89	25,000.00	16,944.01	8,055.99
101-43100-222	Tree trimming	10,664.80	18,500.00	9,853.00	8,647.00
101-43100-223	Repair/Maintain - Building	3,986.10	7,500.00	8,849.44	1,349.44-
101-43100-224	Repair/Maintain - Streets	46,330.24	100,000.00	95,623.50	4,376.50
101-43100-225	Repair/Maint - Detention Ponds	.00	50,000.00	41,620.00	8,380.00
101-43100-226	Sidewalk Repairs	58,053.35	55,000.00	72,418.55	17,418.55-
101-43100-303	Engineering Fees	16,140.00	15,000.00	5,103.00	9,897.00
101-43100-309	Software and Design	.00	.00	1,081.20	1,081.20-
101-43100-310	Other Professional Services	23,906.03	30,000.00	23,479.27	6,520.73
101-43100-321	Communications	3,802.21	4,000.00	3,819.93	180.07
101-43100-331	Meetings-Conferences (mtgs/mi)	24.97	300.00	78.36	221.64
101-43100-343	Advertising	528.00	600.00	552.00	48.00
101-43100-362	Property - Casualty Ins (Auto)	15,004.64	15,755.00	14,369.20	1,385.80
101-43100-381	Electric Utilities	47,159.83	46,000.00	44,664.82	1,335.18
101-43100-383	Gas Utilities	2,889.76	4,000.00	2,671.54	1,328.46
101-43100-384	Garbage Service	1,350.69	1,500.00	1,473.48	26.52
101-43100-401	Contractual Services	.00	850.00	.00	850.00
101-43100-406	Safety	891.00	1,000.00	861.31	138.69
101-43100-417	Uniforms	977.24	1,286.00	969.49	316.51
101-43100-418	Rentals	.00	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	.00	200.00	109.59	90.41
101-43100-590	Capital Outlay	261,238.38	63,000.00	.00	63,000.00
Total Public Works (GENERAL):		743,022.31	677,338.00	569,313.90	108,024.10
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	25,740.01	26,217.00	24,893.72	1,323.28
101-43125-102	Full-Time Employees Overtime	135.13	500.00	178.85	321.15
101-43125-120	CENTRAL PENSION FUND	159.64	160.00	128.94	31.06
101-43125-121	PERA	1,892.95	2,004.00	1,796.78	207.22
101-43125-122	FICA	1,970.18	2,006.00	1,910.57	95.43
101-43125-131	Employer Paid Health	6,039.84	6,379.00	5,877.44	501.56
101-43125-212	Motor Fuels-Gas	3,816.18	8,000.00	2,953.01	5,046.99
101-43125-217	Other Operating Supplies	12,303.64	15,000.00	14,098.21	901.79
101-43125-221	Repair/Maint - Equipment	19,740.86	15,000.00	9,863.90	5,136.10
101-43125-310	Other Professional Services	10,947.50	36,750.00	18,265.75	18,484.25
101-43125-343	Advertising	198.00	200.00	78.00	122.00
Total Ice & Snow Removal:		82,943.93	112,216.00	80,045.17	32,170.83
Economic Development					
101-46500-331	Meetings-Conferences (mtgs/mi)	.00	.00	404.75	404.75-
101-46500-401	Contractual Services	51,849.42	57,182.00	61,618.13	4,436.13-
101-46500-433	Dues and Subscriptions	3,500.00	3,500.00	.00	3,500.00
101-46500-489	EDA Matching Grant Funds	.00	10,000.00	5,000.00	5,000.00
Total Economic Development:		55,349.42	70,682.00	67,022.88	3,659.12
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	300.00	.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	12,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	1,000.00	.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
	Total Other Finanacing Uses/Contrib:	17,800.00	17,800.00	17,800.00	.00
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	141,185.73	145,143.00	145,806.27	663.27-
211-45500-103	Part-Time Employees	25,457.47	30,217.00	26,836.85	3,380.15
211-45500-121	PERA	12,323.70	12,931.00	12,771.78	159.22
211-45500-122	FICA	12,600.67	13,415.00	13,077.05	337.95
211-45500-131	Employer Paid Health	41,152.47	43,344.00	43,329.96	14.04
211-45500-151	Worker s Comp Insurance Prem	625.11	765.00	766.22	1.22-
211-45500-201	Office Supplies(paper-pens-et)	4,683.35	2,000.00	1,578.64	421.36
211-45500-217	Other Operating Supplies	1,509.05	2,000.00	2,829.90	829.90-
211-45500-221	Repair/Maint - Equipment	3,684.51	3,420.00	2,211.07	1,208.93
211-45500-223	Repair/Maintain - Building	9,330.38	3,600.00	7,819.70	4,219.70-
211-45500-310	Other Professional Services	85.00	7,825.00	6,452.24	1,372.76
211-45500-321	Communications	674.09	700.00	689.61	10.39
211-45500-322	Postage	202.00	200.00	146.00	54.00
211-45500-331	Meetings-Conferences (mtgs/mi)	2,334.21	500.00	274.00	226.00
211-45500-362	Property - Casualty Ins (Auto)	5,231.41	5,493.00	5,009.84	483.16
211-45500-381	Electric Utilities	3,448.00	4,500.00	3,979.00	521.00
211-45500-383	Gas Utilities	1,705.16	2,500.00	1,703.76	796.24
211-45500-401	Contractual Services	10,509.10	11,400.00	11,365.96	34.04
211-45500-418	Rentals	6,673.02	2,100.00	.00	2,100.00
211-45500-434	Sales Tax Paid	270.00	250.00	232.00	18.00
211-45500-437	Miscellaneous	406.39	.00	58.00	58.00-
211-45500-560	Furniture & Fixtures	5,791.00	.00	.00	.00
211-45500-590	Capital Outlay	5,877.58	10,000.00	.00	10,000.00
211-45500-592	Books/Periodicals	37,045.96	35,000.00	41,263.46	6,263.46-
	Total Libraries (GENERAL):	332,805.36	337,303.00	328,201.31	9,101.69
Libraries (GENERAL)					
215-45500-401	Contractual Services	515.00	.00	.00	.00
215-45500-570	Office Equipment & Furnishings	11,153.58	.00	.00	.00
	Total Libraries (GENERAL):	11,668.58	.00	.00	.00
ICE RINK					
225-45127-212	Motor Fuels-Gas	.00	500.00	228.61	271.39
225-45127-217	Other Operating Supplies	345.50	1,500.00	536.99	963.01
225-45127-221	Repair/Maint - Equipment	.00	500.00	84.56	415.44
225-45127-223	Repair/Maintain - Building	.00	1,000.00	49.96	950.04
225-45127-381	Electric Utilities	1,226.00	1,300.00	1,276.00	24.00
225-45127-383	Gas Utilities	572.28	1,300.00	663.70	636.30
	Total ICE RINK:	2,143.78	6,100.00	2,839.82	3,260.18
POOL					
225-45128-103	Part-Time Employees	121,829.63	128,500.00	121,726.31	6,773.69
225-45128-121	PERA	776.33	1,200.00	1,049.22	150.78
225-45128-122	FICA	9,319.94	9,830.00	9,312.03	517.97
225-45128-151	Worker s Comp Insurance Prem	3,331.61	3,582.00	3,587.69	5.69-
225-45128-211	Operating Supplies - Cleaning	161.67	500.00	149.60	350.40
225-45128-217	Other Operating Supplies	13,302.55	12,500.00	13,041.38	541.38-
225-45128-221	Repair/Maint - Equipment	7,822.16	7,500.00	867.97	6,632.03
225-45128-223	Repair/Maintain - Building	3,493.00	10,000.00	6,089.47	3,910.53

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	7,126.51	7,500.00	8,274.25	774.25-
225-45128-309	SOFTWARE & DESIGN	3,295.00	3,450.00	3,295.00	155.00
225-45128-310	Other Professional Services	3,995.50	4,000.00	3,462.50	537.50
225-45128-321	Communications	1,385.36	800.00	1,896.43	1,096.43-
225-45128-322	Postage	6.05	50.00	.00	50.00
225-45128-331	Meetings-Conferences (mtgs/mi)	4,810.00	5,000.00	3,702.00	1,298.00
225-45128-343	Advertising	264.00	300.00	276.00	24.00
225-45128-362	Property - Casualty Ins (Auto)	12,966.29	13,615.00	12,417.43	1,197.57
225-45128-381	Electric Utilities	8,298.00	7,500.00	8,232.00	732.00-
225-45128-383	Gas Utilities	7,130.71	7,500.00	10,016.53	2,516.53-
225-45128-417	UNIFORMS	2,405.44	3,000.00	2,415.82	584.18
225-45128-433	Dues and Subscriptions	670.00	670.00	.00	670.00
225-45128-434	Sales Tax Paid	4,509.00	4,000.00	5,014.00	1,014.00-
225-45128-437	Miscellaneous	.00	200.00	50.00	150.00
225-45128-443	Credit Card Merchant Fees	1,373.13	2,000.00	1,685.33	314.67
Total POOL:		218,271.88	234,197.00	216,560.96	17,636.04
PARKS					
225-45200-101	Full-Time Employees Regular	53,655.84	57,595.00	58,095.26	500.26-
225-45200-102	Full-Time Employees Overtime	3,422.31	5,500.00	434.56	5,065.44
225-45200-103	Part-Time Employees	21,926.32	18,500.00	18,814.39	314.39-
225-45200-120	CENTRAL PENSION FUND	837.12	1,000.00	998.40	1.60
225-45200-121	PERA	3,890.82	4,732.00	4,334.64	397.36
225-45200-122	FICA	6,052.13	4,827.00	5,814.29	987.29-
225-45200-131	Employer Paid Health	16,467.50	19,067.00	19,066.56	.44
225-45200-142	Unemployment Benefit Payments	2,414.15	.00	7,242.45	7,242.45-
225-45200-151	Worker s Comp Insurance Prem	2,457.50	2,642.00	2,646.19	4.19-
225-45200-212	Motor Fuels-Gas	3,518.56	4,000.00	3,296.38	703.62
225-45200-217	Other Operating Supplies	3,792.10	4,000.00	2,644.66	1,355.34
225-45200-221	Repair/Maint - Equipment	8,458.38	8,000.00	12,652.54	4,652.54-
225-45200-223	Repair/Maintain - Building	11,014.20	10,000.00	9,338.87	661.13
225-45200-228	Repair/Maintain - Other	.00	200.00	.00	200.00
225-45200-229	Refunds	.00	100.00	.00	100.00
225-45200-303	Engineering Fees	.00	.00	26,393.50	26,393.50-
225-45200-310	Other Professional Services	1,467.16	2,000.00	1,533.92	466.08
225-45200-331	Meetings-Conferences (mtgs/mi)	.00	100.00	.00	100.00
225-45200-343	Advertising	264.00	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	17,287.44	18,152.00	16,555.36	1,596.64
225-45200-381	Electric Utilities	10,312.00	6,500.00	10,834.00	4,334.00-
225-45200-384	Garbage Service	1,595.88	1,900.00	1,740.96	159.04
225-45200-417	Uniforms	808.38	643.00	591.69	51.31
225-45200-418	Rentals	.00	1,000.00	519.49	480.51
225-45200-434	Sales Tax Paid	105.00	100.00	78.00	22.00
225-45200-590	Capital Outlay	.00	215,890.00	167,460.30	48,429.70
Total PARKS:		169,746.79	386,698.00	371,086.41	15,611.59
Cemetery					
235-49010-217	Other Operating Supplies	510.68	1,500.00	51.70	1,448.30
235-49010-221	Repair/Maint - Equipment	.00	500.00	24.19	475.81
235-49010-228	Repair/Maintain - Other	153.00	500.00	.00	500.00
235-49010-229	Refunds	800.00	.00	.00	.00
235-49010-258	Columbarium Plaques	.00	2,000.00	343.57	1,656.43
235-49010-309	Software & Design	1,630.00	1,400.00	1,686.39	286.39-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
235-49010-310	Other Professional Services	1,874.71	2,500.00	2,140.32	359.68
235-49010-362	Property - Casualty Ins (Auto)	3,272.01	3,436.00	3,133.77	302.23
235-49010-381	Electric Utilities	746.00	650.00	710.00	60.00-
235-49010-384	Garbage Service	797.94	1,400.00	870.48	529.52
235-49010-401	Contractual Services	35,405.00	35,000.00	35,570.00	570.00-
235-49010-418	Rental	.00	200.00	.00	200.00
235-49010-590	Capital Outlay	30,193.50	.00	6,907.00	6,907.00-
Total Cemetery:		75,382.84	49,086.00	51,437.42	2,351.42-
RURAL FIRE					
245-42200-103	Part-Time Employees	8,531.76	11,000.00	12,728.08	1,728.08-
245-42200-122	FICA	652.66	842.00	973.69	131.69-
245-42200-151	Worker s Comp Insurance Prem	2,869.57	3,014.00	3,018.78	4.78-
245-42200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
245-42200-212	Motor Fuels-Gas	1,317.46	2,500.00	1,322.67	1,177.33
245-42200-217	Other Operating Supplies	.00	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	6,388.65	10,000.00	8,201.36	1,798.64
245-42200-226	Foam	.00	2,500.00	.00	2,500.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	.00	1,000.00	.00	1,000.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	5,927.67	6,225.00	5,677.45	547.55
245-42200-417	Uniform	3,205.80	3,000.00	.00	3,000.00
245-42200-433	Dues and Subscriptions	.00	1,000.00	.00	1,000.00
245-42200-437	Miscellaneous	.00	100.00	.00	100.00
245-42200-590	Capital Outlay	9,867.00	.00	.00	.00
Total RURAL FIRE:		38,760.57	42,281.00	31,922.03	10,358.97
Fire Relief					
250-42300-124	Fire Relief Pension-State Aid	53,714.72	53,714.00	66,483.38	12,769.38-
250-42300-490	City Cont- Fire Relief Retire	21,200.00	22,000.00	22,000.00	.00
Total Fire Relief:		74,914.72	75,714.00	88,483.38	12,769.38-
Debt Service					
300-47000-601	Bond Principal Pymt	560,000.00	681,000.00	681,000.00	.00
300-47000-611	Bond Interest Payment	208,525.50	188,595.00	188,595.50	.50-
300-47000-620	Fiscal Agent Fees	495.00	500.00	495.00	5.00
Total Debt Service:		769,020.50	870,095.00	870,090.50	4.50
STREET IMPROVEMENT FUND					
325-43100-700	Transfers Out	642,108.00	.00	.00	.00
Total STREET IMPROVEMENT FUND:		642,108.00	.00	.00	.00
STORM WATER PROJECTS					
404-41500-228	Repair/Maintain - Other	8,875.00	.00	.00	.00
Total STORM WATER PROJECTS:		8,875.00	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	267,701.00	305,390.00	207,869.00	97,521.00

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
	Total CAPITAL IMPROVEMENT FUND:	267,701.00	305,390.00	207,869.00	97,521.00
2023 STREET/UTIL IMPROVE PROJ					
418-48000-303	Engineering Fees	169,687.32	50,000.00	19,418.00	30,582.00
418-48000-530	Capital-Other Improvements	1,107,509.94	173,300.00	120,479.94	52,820.06
418-48000-700	Transfers Out	.00	.00	114,207.42	114,207.42-
	Total 2023 STREET/UTIL IMPROVE PROJ:	1,277,197.26	223,300.00	254,105.36	30,805.36-
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
505-46500-439	TIF Payments	29,930.00	30,000.00	34,655.00	4,655.00-
	Total TIF 1-9 LEVAN:	30,930.00	31,000.00	35,655.00	4,655.00-
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	1,000.00	1,000.00	.00
506-46500-439	TIF Payments	6,190.00	7,000.00	5,987.00	1,013.00
	Total TIF DOWNTOWN REDEVELOPMENT:	7,190.00	8,000.00	6,987.00	1,013.00
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	65,696.52	66,477.00	67,226.90	749.90-
601-49400-102	Full-Time Employees Overtime	5,251.38	4,000.00	3,361.74	638.26
601-49400-120	CENTRAL PENSION FUND	998.40	1,000.00	998.40	1.60
601-49400-121	PERA	382.40	5,286.00	5,271.64	14.36
601-49400-122	FICA	5,367.62	5,397.00	5,377.12	19.88
601-49400-131	Employer Paid Health	18,072.40	19,126.00	19,125.24	.76
601-49400-151	Worker s Comp Insurance Prem	1,230.95	1,324.00	1,326.10	2.10-
601-49400-201	Office Supplies(paper-pens-et)	584.32	1,000.00	585.01	414.99
601-49400-212	Motor Fuels-Gas	158.26	750.00	321.73	428.27
601-49400-217	Other Operating Supplies	9,004.64	10,000.00	10,149.77	149.77-
601-49400-221	Repair/Maint -WELLS	2,467.59	30,000.00	969.43	29,030.57
601-49400-223	Repair/Maintain - Building	2,107.15	2,000.00	44.33	1,955.67
601-49400-228	Repair-Water Main Repairs	26,541.46	30,000.00	30,346.94	346.94-
601-49400-229	Refunds	4,500.00	3,000.00	1,045.32	1,954.68
601-49400-303	Engineering Fees	31,608.70	100,000.00	255,888.50	155,888.50-
601-49400-309	Software and Design	4,760.99	10,000.00	5,046.63	4,953.37
601-49400-310	Other Professional Services	18,407.28	18,000.00	21,809.02	3,809.02-
601-49400-321	Communications	10,337.38	9,500.00	14,215.95	4,715.95-
601-49400-322	Postage	3,413.90	3,500.00	3,229.71	270.29
601-49400-331	Meetings-Conferences (mtgs/mi)	23.00	1,000.00	218.00	782.00
601-49400-343	Advertising	50.00	200.00	902.14	702.14-
601-49400-362	Property - Casualty Ins (Auto)	6,610.60	6,941.00	6,330.47	610.53
601-49400-381	Electric Utilities	39,004.00	43,000.00	38,688.00	4,312.00
601-49400-383	Gas Utilities	313.38	2,500.00	571.27	1,928.73
601-49400-401	Contractual Services	.00	1,500.00	.00	1,500.00
601-49400-406	SAFETY	271.50	1,000.00	.00	1,000.00
601-49400-417	Uniforms	619.75	643.00	1,024.46	381.46-
601-49400-420	Depreciation	159,783.00	120,000.00	.00	120,000.00
601-49400-433	Dues and Subscriptions	400.00	1,000.00	425.00	575.00
601-49400-434	Sales Tax Paid	1.26-	.00	.61	.61-
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	9,479.05	.00	34,781.56	34,781.56-
601-49400-590	Capital Outlay	.42-	.00	35,294.76	35,294.76-

Account Number	Account Title	2024-24 Prior year Actual	2025-25 Current year Budget	2025-25 Current year Actual	2025-25 Budget Remaining
601-49400-611	Bond Interest	2,256.52	2,073.00	2,072.18	.82
601-49400-700	Transfers Out	282,486.20	321,736.00	321,736.20	.20-
	Total Water Utilities (GENERAL):	712,186.66	822,153.00	888,384.13	66,231.13-
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	68,917.01	69,098.00	72,562.24	3,464.24-
602-49450-102	Full-Time Employees Overtime	7,703.68	7,000.00	7,988.03	988.03-
602-49450-120	CENTRAL PENSION FUND	998.40	1,000.00	998.40	1.60
602-49450-121	PERA	396.39	5,708.00	5,829.05	121.05-
602-49450-122	FICA	5,741.91	5,822.00	6,139.15	317.15-
602-49450-131	Employer Paid Health	18,067.99	19,132.00	19,131.12	.88
602-49450-201	Office Supplies(paper-pens-et)	584.31	1,000.00	585.00	415.00
602-49450-212	Motor Fuels-Gas	.00	250.00	82.91	167.09
602-49450-217	Other Operating Supplies	153.47	2,000.00	398.09	1,601.91
602-49450-221	Repair/Maint - Equipment	13,225.13	20,000.00	126,281.11	106,281.11-
602-49450-223	BUILDING REPAIR	131.71	500.00	10.56	489.44
602-49450-229	Refunds	4,500.00	2,500.00	1,000.00	1,500.00
602-49450-310	Other Professional Services	253.15	1,000.00	289.60	710.40
602-49450-322	Postage	2,965.08	2,880.00	3,129.40	249.40-
602-49450-331	Meetings-Conferences (mtgs/mi)	1,943.64	1,000.00	2,221.43	1,221.43-
602-49450-343	Advertising	528.00	.00	.00	.00
602-49450-362	Property - Casualty Ins (Auto)	4,565.60	4,794.00	4,372.32	421.68
602-49450-381	Electric Utilities	8,661.00	9,500.00	7,810.00	1,690.00
602-49450-383	Gas Utilities	483.62	1,500.00	469.08	1,030.92
602-49450-385	Sewer Plv-Elgin Sewer District	752,060.21	830,000.00	564,915.77	265,084.23
602-49450-417	UNIFORM	616.91	643.00	642.50	.50
602-49450-420	Depreciation	34,051.00	38,000.00	.00	38,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-700	Transfers Out	398,729.30	457,604.00	457,604.30	.30-
	Total Sewer (GENERAL):	1,325,277.51	1,481,431.00	1,282,460.06	198,970.94
	Net Grand Totals:	9,619,431.81-	8,338,240.00-	7,862,985.87-	475,254.13-

PLAINVIEW POLICE DEPARTMENT
241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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Executive Summary
City Council Meeting: January 13, 2026

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

SUMMARY
**The following is a summary of the highlights for December.*

Meeting/Training
- Staff completed mandated OSHA training.

Misc. Activity
- Assisted Rochester PD with an armed robbery investigation. The offense occurred in the city of Rochester. Suspect lives in Plainview. We supplied surveillance and intel. Rochester SWAT was used for the arrest. The event went smoothly with no issues.
- Staff handled two separate snow emergencies that resulted in “snowbird” tickets. December 10th: 12 tickets, and December 29th: 4 tickets.
- We ended the year with 3,808 total calls for service.

Citations issued: 20

December Call Activity	2025
9-11 Hang-Ups	1
Alarms	5
All other*	7
Animal Complaints	8
Assault	1
Assist Other Department	18
Attempt to Locate	0
ATV Violations	0
Burglary/Open Door	0
Child Abuse/Custody Exchange	0
Civil Matter	2
Contempt/Curfew Violation	0
Damage to Property	1
DANCO Violation	0
Disorderly Conduct	2
Domestics	3
Driving Complaints	5
Driving Under the Influence	0
Drugs All Types	0
Fire Calls	0
Fireworks	0
Found Property	0
Fraud	1
Funeral Assist	0
Harassment/Threats	0
Littering	0
Lost Property	0
Medical Calls	28
Misc. Information	1
Motorist Assists	5
Noise Complaints	2
OFP/HRO Violation	0
Ordinance Complaint/Violation	25
Parking Complaints/Violations	2
POR Predatory Offender Reg.	0
Public Assists	4
School Bus/Incident & Tobacco	1
Security Check	0
Sex Offense	0
Snow Removal	0
Sudden Death	0
Suspicious Activity	8
Theft Offenses	0
Traffic Crashes/Violations	64
Trespassing	0
Vulnerable Adults	0
Weapons Violation	0
Warrants All	0
Welfare Checks	3

Worthless Checks	0
TOTAL CALLS	**197**

*Includes calls without an activity listed

CITY OF PLAINVIEW
PUBLIC WORKS DIRECTOR REPORT

Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of December. We as a city averaged 212,838 gallons per day. The highest being 327,000 gallons and the lowest being 173,000 gallons. We pumped 6,598,000 gallons for the month. We pumped a total of 109,166,000 gallons for the year.
- Water meters were read on the 1st of the month.
- Water meter replacement is ongoing.
- We had 9 locates for Gopher One Locates.
- The watermain relocation project is complete. There will be final grading done in the spring.

Snow

- We had several snow/rain events that we had to treat streets and sidewalks.

Parks

- We have been flooding the ice rinks. With warmer temps it just keeps melting.
- We repaired a broken board in the ice rink.

Trees

- We had 2 trees removed.
- We have been trimming trees that hit our trucks and equipment. This will continue as needed.

Buildings

- We repaired a water main that was hit and broke at the fire hall.
- We had the front door repaired at City Hall.

Daily Tasks

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

Respectfully,
Shane Loftus
Public Works Director

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

MEMORANDUM

Date: January 7th, 2026

To: David Todd, City Administrator

From: Drew Weber, P.E.

Brian Malm, P.E., City Engineer

Subject: Current Projects Update
City of Plainview
Project No.: 25X.137377

3rd Ave NE Watermain

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

- Attachments: Pay Application 2 Letter

Orchard Hills 7th and 8th Subdivisions

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

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

No update since the last meeting. Contracts for both water storage tank projects were awarded during the October council meeting. We have initiated the contract and submittal process and will continue this effort over the next several months. Construction is anticipated to begin on both projects in spring 2026.

Water Service Line Inventory & Replacement

The City of Plainview has been awarded $250,000 in funding through the Minnesota Public Facilities Authority for lead service line replacements in 2026. This funding is intended to cover all costs (engineering & construction) for approximately 10 service lines. We will work with public works staff to define the project scope. The attached work order outlines the design and bidding services included in the project.

- Attachments: Work Order – Design & Bidding Services

Rolling Plains Business Park & Utility Extension

We are continuing to work with city staff and the city attorney on the development agreement. We are also assisting with design questions from the developer's engineer.

Skye View Development

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

2025 Trail Improvements

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

Miscellaneous

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

- Local Road Improvement Program Grant Application (2nd Ave SW)

CITY OF PLAINVIEW PLANNING COMMISSION
JANUARY 6, 2026
MEETING MINUTES

The January 6, 2026, meeting for the Plainview Planning Commission was called to order at 6:00 p.m. by Commission Chair Holly Reeve.

Members present: Holly Reeve, Jim Walkes, Scott Kujath, Don Kuschel, and Jae Gourley.

Members absent: Ann Liebenow-Anttila and Russell Hess.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, and Deputy Clerk Kayla Hall.

Guests in attendance: None

Motion by Kuschel, second by Gourley to approve the Agenda.
Motion carried unanimously.

Motion by Walkes, second by Kuschel to approve the Consent Agenda which included the July 17, 2025, Planning Commission Minutes.
Motion carried unanimously.

<u>2025 Annual Report to Council:</u>
The Planning Commission is required to submit an annual report of activities to the City Council by the January Council meeting each year.
February 4, 2025:

- Welcomed new members Jae Gourley and Russell Hess to the Planning Commission.
- Appointed Officers for 2025: Chair: Holly Reeve and Vice-Chair Russell Hess

July 17, 2025:

- Held a Public Hearing for Rolling Plains Business Park Preliminary Plat and Rezone Request.

Motion by Gourley, second by Walkes to approve the 2025 Report of the Planning Commission to be submitted to City Council.
Motion carried unanimously.

<u>Select Chair for Planning Commission:</u>
According to city code, which states in part, *"The commission shall elect a chairperson and vice chairperson from among its appointed members for a term of one (1) year."* Chairperson Reeve asked if anyone was interested in being Chair of the Planning Commission. Reeve stated she would be willing to be the Chair again, however, was more than willing to let someone else, if interested, be the Chair.

Motion by Kuschel, second by Kujath to nominate Holly Reeve as Chairperson of the Planning Commission for 2026.
Motion carried unanimously.

<u>Select Vice Chair for Planning Commission:</u>
According to city code, which states in part, *"The commission shall elect a chairperson and vice chairperson from among its appointed members for a term of one (1) year."*
Chairperson Reeve stated she spoke with Russell Hess, who was not in attendance, and he is willing to be Vice-Chair again for 2026.
Motion by Reeve, second by Kuschel to nominate Russell Hess as Vice Chairperson of the Planning Commission for 2026.
Motion carried unanimously.

<u>Updates/Discussion:</u>
Administrator Todd – Gave an update on the Rolling Plains Business Park. The city applied and received a BDPI grant in the amount of $1million. For this development the city will be putting forth $600,000 in cash or small bond plus an additional $400,000 from the EDA Housing Loan. The developer will be financially responsible for $2.5 million. City staff is currently working on the Development Agreement. Once completed, the next step will be the final plat.
Administrator Todd – Informed the Planning Commission of a potential commercial development that may be happening on the parcel east of Skye View's parcel. Once more details are figured out, Todd will make this development public.
Administrator Todd – There are questions and concerns regarding improvements to 530th Street. The city plans to make improvements with the BDPI grant money the city received and once the Rolling Plains Business Park final plat has been approved, the city will enter into an agreement with Plainview Township for the maintenance of 530th Street.
Motion by Kuschel, second by Gourley to adjourn.
Motion carried unanimously.
Meeting adjourned at 6:13 p.m.

___________________________ ___________________________

Planning Commissioner City Clerk

____

Date

Plainview Public Library

Connecting Our Community With Information, Experiences, and Each Other

Director’s Report: January 2026

First Wednesday Book Meet Up: In 2026, a new book discussion opportunity called First Wednesday Book Meet Up will begin at 6pm on the first Wednesday of the month. Patrons are invited to gather to discuss the month’s book. Book selections will match those for the First Friday Book Club. January’s book choice is Where Coyotes Howl by Sandra Dallas. No registration is required.

SELCO Libraries App: A new app for library account management is now available for download to devices. Links to Apple and Android versions are available on the library’s website. This app will replace the previous app which will no longer be functional. Patrons can log into the app with the barcode on the back of their library card and PIN.

December Quick Stats:

3185 Items Circulated

9 New Patrons

265 New Items

Respectfully Submitted,

Alice L. Henderson
Director, Plainview Public Library

Plainview Public Library
2025 Highlights

Connecting Community to Information

- Circulated 36,144 items
- Processed 6,255 inbound interlibrary loans
- Developed a new audio-embedded book collection
- Launched a new database, catalog, and app
- Hosted 3,514 wifi and 938 public PC sessions

Connecting Community to Experiences

- Organized 73 in-house programs
- Facilitated 6 grant-funded events
- Hosted 1,208 total program attendees
- Displayed 3 art exhibitions from local artists
- Installed 2 Downtown StoryStrolls

Connecting Community to Each Other

- Provided offsite library-equivalent services to 7 groups
- Completed 440 home delivery visits
- Conducted 5 early learning storytimes at local daycares
- Conducted 10 sing-along storytimes at Green Prairie
- Collaborated with 2 local organizations to provide offsite programming

At a Glance

Patrons
295 New in 2025
2,988 Total

Items
2,138 New in 2025
25,607 Total

Hours / Week
48 School Year
45 Summer

Plainview Fire Relief Association Monthly Report
December 2025

Calls: 1

-Silo Fire: 1

Other:

- Firefighter Michael Burgdorf retired after 40 ½ years.

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

Economic Development – January 2026 Update:

Update:

- The December 2025 EDA meeting was cancelled due to the upcoming holidays.

- Envision Plainview held their December meeting on the 16th, where they discussed three versions of the business toolkit.
    - A great discussion was had by members present, with questions on how best to utilize the toolkit for the local businesses and how to present it on the EDA webpage.

- The next Plainview EDA and Envision Plainview Meetings will be held on Tuesday, January 20th, at the Plainview City Hall for those who would like to attend.
    - Envision Plainview's meetings are held on the 2nd Tuesday of each Month, from 5:00 to 6:00 p.m.
    - The Plainview EDA meetings are held on the 2nd Tuesday of each month, from 6:00 to 7:00 p.m.

- The Plainview Business Center (445 W Broadway) currently has 608 square feet of rental space with a large window available. Rent is $608/ month. Interested parties can contact Carrie Eversman at 507-534-9200.

Ongoing projects:

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

Respectfully,

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

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: Set City Council Meeting Schedule for 2026		**AGENDA SECTION:** Consent
PREPARED BY: Carol Kujath, City Clerk		**AGENDA NO.** 5.E.
ATTACHMENTS: None		**APPROVED BY:** D.T.
RECOMMENDED ACTION: **Motion** to adopt the Regular Meeting Schedule for 2026.		

SUMMARY
Minnesota Statute requires that City Councils establish and post their regular meeting schedule. Staff recommend the meeting schedule as follows.

Regular City Council meetings will be held the second Tuesday of each month in the Council Chambers at 6:00 p.m.
Plainview City Hall
241 West Broadway
Plainview, MN 55964

Occasionally Special Meeting dates are scheduled to address pressing issues of the City. Special meetings are posted on the official bulletin board at City Hall three (3) days prior to the special meeting. Council may only address issues that are properly noticed in the posting.

Occasionally meeting dates are changed to avoid conflicts with holidays or other events.
Staff are proposing the following change to the 2026 meeting scheduling:

- State Primary Election: Change the August 11, 2026, Regular Meeting to **Tuesday, August 4, 2026,** due to the State Primary Election scheduled for Tuesday, August 11, 2026.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: 2026 Official Designations	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO.** **5.F.**
ATTACHMENTS: Official Designations – 2026	**APPROVED BY:** **DT**
RECOMMENDED ACTION: 1. **Motion** to approve the attached Official Designations for 2026 and instruct the City Clerk to include a copy of such designations in the minutes of this meeting.	

SUMMARY

According to Minnesota statutes, governing annual appointments must be made each year. The 2026 designations are attached.

PLAINVIEW
The perfect place to be you

OFFICIAL DESIGNATIONS – 2026

Designation of Banks and Investment Institutions:

Peoples State Bank
Foresight Bank
Edward Jones
4M Fund

Authorization of Official Signatories:

Keith Holm, Mayor
Vicki Axley, Finance Director
David Todd, City Administrator
Carol Kujath, City Clerk
Kayla Hall, Deputy City Clerk

Authorization of Facsimile Signatures:

Keith Holm, Mayor
Vicki Axley, Finance Director

Designation of Official Newspaper:

Plainview News

Designation of Auditor:

Hawkins Ash CPA, LLP

Designation of Engineer:

Brian Malm, Bolton and Menk

Designation of Treasurer:

Vicki Axley, Finance Director

Designation of City Attorneys:

Mike Flaherty, Flaherty & Hood, Civil Attorney
Brandon Fitzsimmons, Flaherty & Hood, Personnel Attorney
Wabasha County Attorney, Criminal Attorney

Established January 13, 2026.

____
Keith Holm, Mayor

____
Carol Kujath, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: January 13, 2026

AGENDA ITEM:	2025 Annual Planning Commission Report to Council	**AGENDA SECTION:** Consent
PREPARED BY:	Carol Kujath, City Clerk	**AGENDA NO. 5.G.**
ATTACHMENTS:	2025 Report to City Council of the Plainview Planning Commission	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to approve the 2025 Report of the Planning Commission.		

SUMMARY

The Planning Commission is required to submit an annual report of activities to the City Council by the January Council meeting.

(please see attached)

2025 Report to City Council

Plainview Planning Commission

Summary of Activities

February 4, 2025:
Appointed Officers for 2025: Holly Reeve as Chair; Russell Hess as Vice Chair.

July 17, 2025:
Held a Public Hearing for Rolling Plains Business Park Preliminary Plat and Rezone Request.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: Amending City Fee Schedule	**AGENDA SECTION:** New Business
PREPARED BY: David Todd, City Administrator and Carol Kujath, City Clerk	**AGENDA NO.** **7.A.**
ATTACHMENTS: Ordinance 2026-01, Fee Schedule, Resolution 2026-01, Summary Publication of Ordinance	**APPROVED BY: dt**

RECOMMENDED ACTION:

1. **Motion** to adopt Ordinance 2026-01, an Ordinance of the City of Plainview, Minnesota Amending the City Fees and Charges.
2. **Motion** to approve Resolution 2026-01 allowing for Summary Publication of Ordinance Amending the City Fees and Charges.

SUMMARY

Each year the City Council reviews and amends the fees set forth for City services and utilities. The changes are as follows:

- **Library Fees:**
  - Add: 1 Year Acct for Non-Minnesota Residents $ 40.00
  - Add: Photocopies/Computer Printout Bulk Rate (Color) $ 0.20
- **Planning and Zoning Fees:**
  - Add: Home Occupation Fee $200.00
- **Columbarium Pricing:**
  - Add: The City reserves the right to adjust prices based on import tariffs. Prices vary due to fluctuating tariffs, so a set fee is not feasible.
- **Permit Fees:**

State Surcharge

The State Surcharge is a State fee imposed on all permits issued by municipalities. The State Surcharge amount is based on MN Statute 326B.148, subdivision 1, which can be viewed here → https://www.revisor.mn.gov/statutes/cite/326B.148

Valuation Table (See separate fee comparison spreadsheet)

Fee Schedule Base: 1988 + 5%

Value up to (and	Base	For the first:	Plus:	For each

including):	Amount:			additional:
$4000.00	$66.00			
$25,000.00	$66.00	$4000.00	$9.45	$1,000 or fraction thereof
$50,000.00	$264.45	$25,000.00	$6.83	$1,000 or fraction thereof
$100,000.00	$435.20	$50,000.00	$4.73	$1,000 or fraction thereof
$500,000.00	$670.45	$100,000.00	$3.68	$1,000 or fraction thereof
$1,000,000.00	$2142.45	$500,000.00	$3.15	$1,000 or fraction thereof
Over $1,000,000.00	$3717.45	$1,000,000.00	$2.89	$1,000 or fraction thereof

Maintenance Permit Fees (for one- and two-family dwellings and accessory structures only):

- Re-Roof: $69.00 - Replacement of like-for-like roof covering materials only
- Re-Side: $69.00 - Replacement of siding material only
- Re-Window: $69.00 - Replacement of same size windows
- Re-Door/Garage door: $69.00 - Replacement of same size doors

Plumbing Permit Fees:

- Lawn Irrigation Systems: $69.00
- Fixture Replacement: $69.00/fixture

Mechanical Permit Fees:

- New appliances/fireplace inserts: $40.00 each, minimum $80.00
- Gas Line only permit: $69.00
- Unit Replacement: $80.00

Commercial Permit Fees

All commercial permits require a valuation and fees shall be calculated using the Valuation Table.

- Building Permit minimum: $100.00
- Plumbing Permit minimum: $100.00
- Mechanical Permit minimum: $100.00
- Gas Line Only Permit minimum: $100.00
- Fire Suppression Permit minimum: $100.00
- Fire Alarm Permit minimum: $100.00

Demolition Permit Fees

All demolition permits require a valuation and fees shall be calculated using the Valuation Table.

- Demolition Permit minimum: $100.00 (new minimum)

Manufactured (Mobile), Modular, and Moved In Structure Fees

Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.

- Plumbing Connection: $80.00
- Mechanical Connection: $80.00

Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete or when required corrections are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may also be assessed 1) when full access to the site is not provided for the inspector, 2) when the inspector is not met by the responsible individual (no-show), 3) on fixed-fee permits where corrections are required to be inspected, and 4) when deviations from the approved plans have occurred without prior Building Official approval. Re-inspection fees are due on or before the re-inspection. Payment to be made payable to the Municipality:	$75.00

Refunds for Issued Permits:
NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance.

- **Bulk Water Rate:**
  - Increase the Bulk Water Rate to: $ 0.02

- **Utility Rates**
  - Increase: Water Rates by 3.5%
  - Increase: Sewer Rates by 1.0%.

  Rate increases are based on operational needs and capital financial planning with our municipal finance advisor.

These additions and increases are marked in red on the attached fee schedule.

CITY OF PLAINVIEW
STATE OF MINNESOTA

ORDINANCE 2026-01

AMENDING SECTION 800 OF THE PLAINVIEW CODE OF ORDINANCES CONCERNING GENERAL FEES, FINES, AND CHARGES

WHEREAS, the City Council wishes to adopt fees, penalties, and charges by ordinance;

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

1. Section 801 and 802 of the Plainview City Code regarding Fees, Fines, and Charges is hereby amended to read as follows:

- **Library Fees:**
  - Add: 1 Year Acct for Non-Minnesota Residents $ 40.00
  - Add: Photocopies/Computer Printout Bulk Rate (Color) $ 0.20

- **Planning and Zoning Fees:**
  - Add: Home Occupation Fee $200.00

- **Columbarium Pricing:**
  - Add: The City reserves the right to adjust prices based on import tariffs.

- **Permit Fees:**

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Valuation Table (See separate fee comparison spreadsheet)
Fee Schedule Base: 1988 + 5%

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- Re-Window: $69.00 - Replacement of same size windows
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- Demolition Permit minimum: $100.00 (new minimum)

Manufactured (Mobile), Modular, and Moved In Structure Fees

Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.

- Plumbing Connection: $80.00
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Refunds for Issued Permits:

NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance.

- **Bulk Water Rate:**
  - Increase the Bulk Water Rate to $ 0.02

- **Utility Rates:**
  - Increase Water Rates by 3.5% and Sewer Rates by 1%.

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

ADOPTED by the City Council of the City of Plainview, this 13th day of January 2026.

____
Keith Holm, Mayor

ATTEST:______________________
Carol Kujath, City Clerk

801-GENERAL FEES, FINES, CHARGES

CEMETERY FEES				
Cemetery Lot Purchase (Full Lot Equals 4 Graves)				
Full Lot	$	1,400.00		
One Gravesite	$	350.00		
Two Gravesites	$	700.00		
Three Gravesites	$	1,050.00		
Cemetery Perpetual Care (per Gravesite)	$	100.00		
Grave Opening/Closing Winter Rate Full Grave	$	670.00		
(Frost Nov. 15th to March 31st)				
Grave Opening/Closing Summer Rate Full Grave	$	550.00		
(No Frost April 1st to Nov. 14th)				
Grave Opening/Closing Winter Rate Cremation Vault	$	355.00		
(Frost Nov. 15th to March 31st)				
Grave Opening/Closing Summer Rate Cremation Vault	$	290.00		
(No Frost April 1st to Nov. 14th)				
Additional Charges:				
Sundays and Holidays	$	150.00		
Saturdays	$	45.00		
COLUMBARIUM PRICING				
Niche Tier Pricing	$	800.00	$900.00	$1,000.00
Door Plaque *	$	650.00		
Additional or Replacement Door Plaque *	$	650.00		
Memory Wall Plaques *	$	364.00		
Date Plaque *	$	78.00		
Niche Openings	$	150.00		
Addendment to Cemetery Deed	$	15.00		

* The City reserves the right to adjust prices based on import tariffs.

FIRE FEES			
Fire/Emergency Call (First Hour of Service)	$	850.00	plus $20/hr/man
Every Hour Thereafter	$	350.00	hr plus $20/hr/man
Extrication/Rescue Call	$	850.00	plus $20/hr/man
False Alarms/Cancellation en route	$	250.00	
Recharge/SCBA Foam	$	40.00	gallon, plus $8 per bottle of air
Emergency Water Delivery	$	90.00	load, plus $20 labor/load

ADMINISTRATIVE FEES				
Bingo License	$	150.00		
Chicken Permit	$	45.00		
Dance Permit	$	25.00		
Dog License (Options: 1-year 2-year 3-year)	$	15.00	$25.00	$30.00
Cigarette License	$	75.00		
Faxing	$	2.00	for 1st page, $1/per page add'l	
Copies	$	0.25	per page (Black and White)	
	$	0.50	per page (Color)	
License for Sale of Fireworks	$	100.00		

Gaming Device/Raffle/Bingo	No Charge	
Insufficient Funds (NSF) Check	$ 30.00	
Loudspeaker Permit	$ 10.00	
Refuse Collector License	$ 500.00	
Transient Sales	$ 30.00	
Tetrahydrocannibinol (THC) Sales Permit	$ 500.00	
Research*	$ 100.00	

*Fee to be paid before the start of the research and any additional expenses that are incurred will be due upon completion of the project.

LIBRARY FEES

Library Card Replacement	0.00	
1 Year Library Acct for Non-Minnesota Residents	$ 40.00	
3 Month Library Acct for Non-Minnesota Residents	$ 10.00	
Photocopies/Computer Printout (BW)	$ 0.20	
Photocopies/Computer Printout (Color)	$ 0.50	
Photocopies/Computer Printout Bulk Rate (Color)	$ 0.20	
Page (8.5 x 11") Lamination	$ 2.00	
Book Covering	$ 3.00	

LIQUOR FEES

Beer, Off-Sale	$ 100.00	
Beer, On-Sale	$ 125.00	
Liquor, Club On-Sale	$ 500.00	
Liquor Temporary On-Sale	$ 50.00	
Liquor, On-/sale	$ 1,500.00	
Liquor, Sunday	$ 200.00	
Wine License	$ 75.00	

PARK FEES

Field Rental (Per Day)	$ 30.00	
Field Rental (Per Season)	$ 50.00	plus field maintenance costs
Park Shelter Reservation	$ 30.00	
Picnic Table Rental	$ 15.00	for first table, plus $10 for each additional table

POLICE FEES

Animal Impound Fee Per Day	$ 25.00	
Pick up fee for Animals and Licensed Dogs	$ 50.00	
Pick up fee for Unlicensed Dogs	$ 150.00	
Copies of Police Reports (Pictures)	$ 1.00 (Up to 100-Actual cost >100)	per page
Copies of Police Reports (Text)	$ 0.25	per page
Copies of Police Video/Audio Recording	$ 25.00	per case #/per camera
CD Pictures	$ 15.00	
Recreation Vehicle License	$ 10.00	
Golf Cart License	$ 10.00	
Parking Ticket	$ 25.00	
Winter Parking Ticket	$ 100.00	
Winter Parking Ticket if not paid within 48 hours	$ 120.00	

POOL FEES			
Daily Admission	$	5.00	/day, $3 afternoon, $2 evening
Family Membership	$	130.00	
Single Membership	$	80.00	
Pool Rental (Up to 25 persons)	$	80.00	
Pool Rental (Over 25 persons)	$	80.00	plus $2/person over 25
Pool Lessons (Level I-VI)	$	30.00	
Toddler/Water Tots	$	30.00	
Parent/Child Class	$	30.00	
Lesson Cancellation Fee (if within 2 weeks of lesson start date)	$	20.00	
Lifeguard Training (Plus Extra for Materials and Book Costs)	$	110.00	
Private/Adult Lessons	$	85.00	
Aerobics	$	25.00	Punch Card(non-refundable)
AM/PM Aerobics	$	2.50	/Session
	$	100.00	Season

PLANNING AND ZONING FEES			
Annexation Petition Filing * **	$	200.00	
Conditional Use Permit	$	200.00	
Home Occupation Fee	$	200.00	
Plat, General Subdivision Plan* **	$	200.00	plus $10 per lot
Plat, Preliminary Subdivision Plan* **	$	350.00	plus $10 per lot
Quick Plat Subdivision Plan ***	$	200.00	plus $10 per lot
Plat, Final Subdivision Filing*	$	600.00	plus $15 per lot
Rezoning Petition	$	200.00	
Variance	$	200.00	

*Applicant must also pay the cost of public hearing notices, all other miscellaneous administrative fees and other government requirements such as environmental assessments or stormwater evaluations.

** Applicant to reimburse city for engineering incurred for plan review.

PUBLIC WORKS FEES			
Air Compressor and Person	$	80.00	/hour
Brush Site Fee for Non-Residents	$	100.00	
Lawn Mower and Person	$	75.00	/hour
Snow Removal and Person	$	75.00	/hour
Snow and Ice Removal - Sidewalks	$	2.00	/linear ft. with $100 minimum
Loader and Person	$	125.00	/hour
Street Excavation Fee	$	40.00	
Street Sweeper and Person	$	125.00	/hour
Trimmer and Operator	$	45.00	/hour
Truck and Person	$	115.00	/hour

SMALL CELL WIRELESS FACILITIES			
Small Cell Wireless Permit Application	$	500.00	for up to 5 Small Wireless Facilities
	$	100.00	for each additional Facility
Small Wireless Facility ROW Access Fee	$	270.00	per year for each Small Wireless Facility

WATER/SEWER ACCESS CHARGES

Sewer Access Charge (Per Dwelling Unit or Connection)	$	1,000.00
Water Access Charge (Per Dwelling Unit or Connection)	$	1,000.00
Water /Sewer Access Deposit (Refundable with interest)	$	1,000.00

802 UTILITY FEES

WATER RATES

	2025 Rates	2026 Rates
RESIDENTIAL NEW CONSTRUCTION		
Monthly Base Fee	~~16.08~~	16.64
Unit Rate per 1000 gallons		
0-5000 gallons used	~~2.44~~	2.53
5,001-10,000 gallons used	~~2.62~~	2.71
10,001-15,000 gallons used	~~2.87~~	2.97
15,001-20,000 gallons used	~~3.15~~	3.26
20,001+ gallons used	~~3.39~~	3.51
Residential new construction customers will not pay any sewer charges until construction is complete.		
RESIDENTIAL		
Monthly Base Fee	~~16.08~~	16.64
Unit Rate per 1000 gallons		
0-5000 gallons used	~~2.44~~	2.53
5,001-10,000 gallons used	~~2.62~~	2.71
10,001-15,000 gallons used	~~2.87~~	2.97
15,001-20,000 gallons used	~~3.15~~	3.26
20,001+ gallons used	~~3.39~~	3.51
COMMERCIAL		
Monthly Base Fee	~~19.65~~	20.34
Unit Rate per 1000 gallons		
0-5000 gallons used	~~2.44~~	2.53
5,001-10,000 gallons used	~~2.62~~	2.71
10,001-15,000 gallons used	~~2.87~~	2.97
15,001-20,000 gallons used	~~3.15~~	3.26
20,001+ gallons used	~~3.39~~	3.51
INDUSTRIAL		
Monthly Base Fee	~~94.23~~	97.53
Unit Rate per 1000 gallons		
1,000-1,000,000 gallons used	~~2.41~~	2.49
1,000,001-2,000,000 gallons used	~~2.61~~	2.70
2,000,001-3,000,000 gallons used	~~2.72~~	2.82
3,000,001-4,000,000 gallons used	~~2.80~~	2.90
4,000,001+ gallons used	~~2.87~~	2.97

SEWER RATES

MONTHLY BASE RATES		
Meter Size		
5/8" to 1.0"	~~40.02~~	40.42
1.5"	~~108.63~~	109.72
2"	~~171.53~~	173.25
3"	~~300.74~~	303.75
4"	~~480.24~~	485.04
6"	~~877.22~~	885.99
UNIT RATE PER 1000 GALLONS	~~2.77~~	2.80
INDUSTRIAL SEWER CHARGES		
Unit Rate Flow/MG	~~848.24~~	856.72
Unit Rate BOD/100 lb.	~~41.43~~	41.84
Unit Rate SS:/100 lb.	~~40.30~~	40.70
GENERAL UTILITY FEES		
Compost	$2.00 / month	$2.00 / month
Stormwater Pond	$0.25 / month	$0.25 / month
Utility Capital Outlay	$10.09 / month	$10.09 / month
Sidewalk	$1.75 / month	$1.75 / month
MN State Drinking Water Fee	~~$0.81 / month~~	$1.27 / month
Water, Bulk Rate	~~$0.01 / gallon~~	$0.02 / gallon
Water Disconnect/Reconnect - Voluntary	$ 50.00	$ 50.00
Water Reconnect - Non-Payment	$ 50.00	$ 50.00

CITY OF PLAINVIEW

BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Effective Date: ________________

State Surcharge

The State Surcharge is a State fee imposed on all permits issued by municipalities. The State Surcharge amount is based on MN Statute 326B.148, subdivision 1, which can be viewed here → https://www.revisor.mn.gov/statutes/cite/326B.148

Permit Fees

Pursuant to MN Rules Chapter 1300.0160 subpart 4, permits fees shall be based on valuation except:

- one- and two-family dwelling maintenance permits for roofing, siding, windows, doors, or other minor projects may be charged a fixed fee.
- permits for plumbing, mechanical, electrical, or other building service equipment systems may be based on valuation or charged a fixed fee.

Valuation

Pursuant to MN Rules Chapter 1300.0160 subpart 3, The applicant for a permit shall provide an estimated permit value at time of application. Permit valuations shall include the total value of all construction work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. The building permit valuation shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current International Code Council Building Valuation Data Table (and other data as needed, for projects not specified in that table).

Valuation Table (See separate fee comparison spreadsheet)

Fee Schedule Base: 1988 + 5%

Value up to (and including):	Base Amount:	For the first:	Plus:	For each additional:
$4000.00	$66.00			
$25,000.00	$66.00	$4000.00	$9.45	$1,000 or fraction thereof
$50,000.00	$264.45	$25,000.00	$6.83	$1,000 or fraction thereof
$100,000.00	$435.20	$50,000.00	$4.73	$1,000 or fraction thereof
$500,000.00	$670.45	$100,000.00	$3.68	$1,000 or fraction thereof
$1,000,000.00	$2142.45	$500,000.00	$3.15	$1,000 or fraction thereof
Over $1,000,000.00	$3717.45	$1,000,000.00	$2.89	$1,000 or fraction thereof

Plan Review/Compliance Verification Fees – (Commercial and Residential)

Unless otherwise noted, all permits require a review for compliance with applicable codes.

- Plan Review/Compliance Verification:
  - 65% of the Permit Fee
- Review of State-approved plans:
  - 25% of the Plan Review/Compliance Verification fee identified above.
- Plan Review/Compliance Verification for master and similar plans:
  - 65% of the permit fee for the original plan review
  - 25% of the permit fee for similar plans
  - The use of these fees must be identified upon submittal of the master plan.

CITY OF PLAINVIEW

BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Residential Permit Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: **IRC-1 Single Family Dwelling**: Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling**: Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse**: Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure**: Definition: A structure not greater than 3000 ft2 in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

- **Unless identified below, all residential permits require a valuation, and fees shall be calculated using the Valuation Table.**

Fixed Fees are as follows and do not require a review for compliance:

Maintenance Permit Fees (for one- and two-family dwellings and accessory structures only):

- Re-Roof: ~~$63.00~~ $69.00 - Replacement of like-for-like roof covering materials only
- Re-Side: ~~$63.00~~ $69.00 - Replacement of siding material only
- Re-Window: ~~$63.00~~ $69.00 - Replacement of same size windows
- Re-Door/Garage door: ~~$63.00~~ $69.00 - Replacement of same size doors

Plumbing Permit Fees:

- New fixtures: $10.00 each, minimum $80.00
- Lawn Irrigation Systems: ~~$63.00~~ $69.00
- Fixture Replacement: ~~$63.00~~ $69.00/fixture

Mechanical Permit Fees:

- New appliances/fireplace inserts: ~~$37.50 each, min $75.00~~ $40.00 each, minimum $80.00
- Gas Line (with mechanical permit): $20.00 per gas line, $40.00 minimum
- Gas Line only permit: ~~$63.00~~ $69.00
- Unit Replacement: ~~$75.00~~ $80.00
- Fireplace masonry – Based on valuation (building permit required)

Exterior Structure Fees

- **The following exterior structure permits require a valuation and fees shall be calculated using the valuation table. (If your structure is under the size specified, you still may need a zoning permit.)**

- Retaining Wall (over 4’ in height)
- Fence (over 7’ in height)
- Sheds (over 200 sq. feet)
- Permanent and In-ground Swimming Pools

CITY OF PLAINVIEW

BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Commercial Permit Fees

(Includes Structures that are not Residential as defined in the "Residential Permit Fees" Section; Fire Suppression & Alarm systems; Mechanical systems; and Plumbing systems)

- **All commercial permits require a valuation and fees shall be calculated using the Valuation Table.**

  - Building Permit minimum: ~~$75.00~~ $100
  - Plumbing Permit minimum: ~~$75.00~~ $100
  - Mechanical Permit minimum: ~~$75.00~~ $100
  - Gas Line Only Permit minimum: ~~$75.00~~ $100
  - Fire Suppression Permit minimum: ~~$75.00~~ $100
  - Fire Alarm Permit minimum: ~~$75.00~~ $100

Demolition Permit Fees

- **All demolition permits require a valuation and fees shall be calculated using the Valuation Table.**
  - Demolition Permit minimum: $100.00 (new minimum)

Manufactured (Mobile), Modular, and Moved In Structure Fees

- **Foundations and interior remodels for these structures require separate permits which requires a valuation. Fees shall be calculated using the valuation table.**

  - Pre-moved in single family dwelling Inspection: $175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
  - Pre-moved in accessory structure Inspection: $125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
  - Moved In House: $275.00
  - Moved In Accessory structure: $200.00
  - Manufactured (Mobile) Home: $275.00
  - Modular (Pre-Fab) SFD: $275.00
  - Plumbing Connection: ~~$ 75.00~~ $80.00
  - Mechanical Connection: ~~$ 75.00~~ $80.00

CITY OF PLAINVIEW

BUILDING/MECHANICAL/PLUMBING CODE PERMIT FEE SCHEDULE

Other Inspections and Fees

Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete or when required corrections are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may also be assessed 1) when full access to the site is not provided for the inspector, 2) when the inspector is not met by the responsible individual (no-show), 3) on fixed-fee permits where corrections are required to be inspected, and 4) when deviations from the approved plans have occurred without prior Building Official approval. Re-inspection fees are due on or before the re-inspection. Payment to be made payable to the Municipality:	~~$60.00~~ $75.00
Inspections outside of normal business hours (includes travel time both ways with a 2-hour minimum):	$95.00/hr.
Inspections for which no fee is indicated, miscellaneous and special services (half-hour minimum):	$95.00/hr.
Additional Plan Review required by changes, additions, or revisions to approved plans (half-hour minimum)	$95.00/hr.
Special Investigation fee (work started without obtaining a permit)	100% of permit fee
Residential Contractor License verification (for eligible projects) MN Statute 236B.815 Subd. 2	$5.00
Lead Certification verification (for eligible projects) MN Statute 236B.103 Subd. 13	$5.00
~~Copy charge (black/white 8 ½ x 11 and 8 ½ x 14)~~	~~$.25~~
~~Copy charge (black/white 11 x 17)~~	~~$.50~~
~~Copy charge (color 8 ½ x 11 and 8 ½ x 14)~~	~~$1.00~~
~~Copy charge (color 11 x 17)~~	~~$2.00~~
Print or copy charge (large plan sheet)	$4.00/sheet
~~Duplicate permit card fee – short card (8 ½ x 7)~~	~~$25.00~~
~~Duplicate permit card fee – long card (8 ½ x 14)~~	~~$35.00~~
Change of Use with no other permits issued	$100.00
Pre-Final Inspection (new home or structure)	$75.00
Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
Refunds for Issued Permits: NOTE: The permit applicant is responsible to pay the Plan Review fee (if the Review has been completed) even if the project is cancelled prior to permit issuance.	
Fixed-fee permits	0%
Plan review fee	0%
Permit fee (if work not started) within 6 months of issuance by municipality	60%

Rationale for Proposed Fee Schedule Changes

- The format has been changed to add clarity about the various types of fees (permit, plan review, state surcharge).

- Fee change suggestions were not made across the board, but only to those fees that were significantly out of line with other jurisdictions and/or with costs to the City.
    - Single inspection trip permits for residential plumbing and mechanical work were raised from $63 to $69.
    - The re-inspection fee was updated (see last page).
    - Commercial permit fees had minimums increased to $100.
    - The valuation table was updated to raise the fees incrementally.

- Some fee changes were made for simplicity.
    - Residential mechanical permit fees were raised from $37.50 to $40.00 to simplify the math and bring them into line with the plumbing permit fees.
    - The refund section was simplified, but no amounts were changed.

- Some fees were removed, as they are no longer relevant to our work.
    - The Duplicate Permit Card fees were removed, as duplicate cards can simply be printed from our permitting software and no longer need to be done by hand.
    - The copy charges were removed except for the "large-plan" copy fee (the large plan copies require the use of a plotter).

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION NO. 2026-01

RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 2026-01

WHEREAS, the City has adopted the above referenced ordinance; and

WHEREAS, the verbatim text of the ordinance is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, Minnesota Statutes §412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plainview that the following summary is hereby approved for official publication in lieu of the entire ordinance:

SUMMARY PUBLICATION
ORDINANCE NO. 2026-01

AN ORDINANCE AMENDING PLAINVIEW CITY CODE SECTIONS 801 AND 802 ENTITLED GENERAL FEES, FINES, AND CHARGES

On January 13, 2026, the Plainview City Council adopted an ordinance designated as Ordinance No. 2026-01, the title of which is stated above. The purpose of the ordinance is to amend Sections 801 and 802 of the Plainview City Code entitled “General Fees, Fines, and Charges” pertaining to the fees charged for services provided by the City. Copies of the ordinance are available for public inspection in the office of the City Clerk during normal business hours or upon request by calling 507-534-2229.

/s/ Carol Kujath, City Clerk

BE IT FURTHER RESOLVED, that the City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Adopted by the City Council of the City of Plainview, Minnesota this 13th day of January 2026.

____
Keith Holm, Mayor

ATTEST:

____
Carol Kujath, City Clerk

SUMMARY PUBLICATION

ORDINANCE NO. 2026-01

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/s/ Carol Kujath, City Clerk

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: National Services Park Project	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus, PW Director	**AGENDA NO. 7.B.**
ATTACHMENTS: Executed City MOU with the Peace Corps Legacy Association and City of Plainview; Executed MOU between the Peace Corps Legacy Association and the Plainview American Legion, Letter	**APPROVED BY:**
RECOMMENDED ACTION: Motion 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.	

SUMMARY

The Memorandum of Understanding between the City of Plainview and the PCLA (Parties) identified the general terms of a proposed lease agreement between the Parties under which the City would lease to PCLA the area currently known as Great River Ridge Trailhead Park and referred to in the memorandum as National Service Park, to construct improvements to the Park honoring national governmental entities, based on significant community historical and service precedents including but not necessarily limited to the Peace Corps, all branches of the military and AmeriCorps.

More specifically, the Definitive Agreement will allow PCLA full access to the entire park during construction for the purpose of constructing a yet to be determined portion of the park as the plaza, honoring the Peace Corps and military. It is the intention of the parties to include portions of the park and/or plaza that are dedicated specifically to local Plainview residents who served in such national governmental entities.

The Peace Corp came to the city several years ago with a vision of doing this project at the Great River Trail Park. City Council explicitly stated that the City would not be funding this project and recommended that they 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. For many years, the PCLA and the American Legion could not come to an understanding by which to move this project forward. The City recommended that they work together and enter a MOU (attached) to ensure that all parties are on the same page and to memorialize a working agreement between the two. This was finally achieved and a MOU was entered into by the parties in December 2025.

The matter was put before the 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, as outlined in the final paragraph of the MOU. Public Works Director, members of the Plainview Legion, and members of the Peace Corp Legacy Association, as well as other pertinent members identified later will be on the board.

The Parks and Trails Commission is recommending the council approve this project.

Respectfully submitted,
Shane Loftus
Public Works Director

Memorandum of Understanding
Between
City of Plainview, Minnesota
And
Peace Corps Legacy Association

This Memorandum of Understanding "MOU" is entered into this 10th day of December, 2024, between the City of Plainview, Minnesota, a Minnesota municipal corporation ("City"), and the Peace Corps Legacy Association ("**PCLA**"), a Minnesota nonprofit corporation. The City and PCLA are collectively referred to as the "**Parties**".

This Memorandum identifies the general terms of a proposed lease agreement (the "**Definitive Agreement**") between the Parties under which the City would lease to PCLA the area currently known as Great River Ridge Trailhead Park and referred to in this memorandum as National Service Park (the "**Park**"), to construct improvements to the Park honoring national governmental entities, based on significant community historical and service precedents including but not necessarily limited to the Peace Corps, all branches of the military and AmeriCorps. More specifically, the Definitive Agreement will allow PCLA full access to the entire Park during construction for the purpose of constructing a yet to be determined portion of the Park as the Plaza (the "**Peace Corps Plaza**" or "**Plaza**"), honoring the Peace Corps and military as depicted in Exhibit ~~B~~ **A**. It is the intention of the parties to include portions of the Park and/or Plaza that are dedicated specifically to local Plainview residents who served in such national governmental entities. The Park and Plaza are not intended to honor state, regional, or local organizations, and it is the intent of the Parties to honor national organizations such as the organizations listed above.

The park is intended to be developed in two phases. Phase I of the project will include the construction of the Peace Corps Plaza within the National Service Park. Phase II of the Project will include future improvements to the Park honoring national governmental organizations such as the military, Peace Corps and AmeriCorps. No plans currently exist for Phase II, but they may include additional commemorative, interpretive, and landscaping features. It is the intent of the Parties to provide adequate space honoring both the Peace Corps and military service throughout both Phase I and Phase II of the Park development project that is consistent with the preliminary plans attached hereto and incorporated herein by reference as **Exhibit A ("Plan A"**) and final Phase I Design and Construction Plan for construction of the Plaza within the park to be completed subsequent to this memorandum, (**"Plan B"**).

It is expressly understood by the Parties that unless expressly provided herein: (i) this Memorandum is not intended to represent a binding agreement between the Parties and (ii) the Parties have no obligation to incur costs relating to the Plaza, to perform planning, engineering or construction herein proposed, or to agree to any other portion of the Plaza. Within the context of that understanding, all statements applying present, transitive verbs (e.g., "will," "shall," "will," "shall," etc.) should be construed as proposed terms to be included in a Definitive Agreement, which would incorporate the concept expressed in such statement.

By its execution hereof, each of the Parties represents that it has been duly authorized to sign this Memorandum. The City and PCLA mutually agree to discuss and negotiate in good faith using commercially reasonable efforts to express further the details, allocation of costs and other obligations relating to construction of the Plaza. The proposed terms and conditions of this Memorandum are as follows.

Article I. <u>Background and Proposed Project Outline</u>

1. A group of former Peace Corps volunteers (RPCVs) established PCLA as a non-profit corporation in Minnesota on September 13, 2018. It is a 501(c) (3) organization accepting donations to develop and finance a portion of the Plaza in Plainview, Minnesota. That Plaza will be funded principally by RPCVs' individual and organizational donations for commemorative bricks.

2. The CITY owns the Park, which is currently a 3.5-acre park area consisting of recreational facilities and a Plainview veteran's memorial, Civil War veterans memorials, and a Peace Crops memorial. In order to complete the Plaza and future Phase II development within the Park, the CITY, working with PCLA, led the successful launch of the proposed development of the Plaza and future Phase II via a public all-day conference.

3. The PCLA plans to help establish a separate nonprofit corporation to be known as the National Service Park Association ("**NSPA**") in conjunction with individuals representing various nationally recognized organizations as stakeholders in the development of the Park, and those stakeholders shall include military, National Guard, Peace Corps, and AmeriCorps. The purpose of the NSPA is to provide input on the design and function of all aspects of the park: Phase II improvements, its integration with Phase I and fundraising. The Parties will decide at a later date, depending on the status of NSPA upon acceptance of Plan B, whether the Definitive Agreement will be initially between the City and PCLA, or between the City and NSPA.

4. In October 2021, the CITY approved a tentative design for the Plaza and granted PCLA the right to commence fund-raising to develop the Plaza. PCLA has, to date, attained an anticipated level of success with fundraising. The parties mutually agree that they desire for the existing fundraising to continue and to complete a final design and construction plan (Plan B) approved by the Parties based on the tentative October 2021 design in anticipation of the Definitive Agreement allowing for construction of the Plaza. Plan A was presented to the CITY as an initial design for the Plaza and was approved by vote of the City Council on October 12, 2021.

5. PCLA and the City have mutually determined that developing the Plaza is a high priority and, by entering into this memorandum, the City has determined that such development is

in the best interest of the health, safety and welfare of the citizens of Plainview, MN.

6. PCLA and the City anticipate PCLA designing, developing, and funding the development of the Plaza around a theme honoring national historical Peace Corps and military significance while preserving, integrating, and enhancing the existing Plainview Peace Corps and military service markers in the design and development of the Proposed Plaza. The design of the Proposed Plaza shall maintain and improve the bike facilities, parking facilities, and other recreational amenities currently available at the Park.

7. The Parties agree to work cooperatively in developing any modifications to the Plans as the project progresses.

8. The Parties intend to establish a long-term funding mechanism to provide the City resources to fund the maintenance of the Plaza on an ongoing basis.

Article II. <u>Public-Private Partnership: City and PCLA</u>

1. Programming.

   (i) PCLA recognizes that the location of the Plaza is on public property and that the City has full authority to utilize the Plaza and Park space as public space open to the general public. Such use may include people and groups using the Plaza and Park for events, subject to any City licensing or permitting requirements currently existing or adopted in the future.

   (ii) PCLA and City agree that the Park space shall continue serving regular park functions, including parking, recreational facilities including biking, and other normal park uses.

2. Fundraising.

   (i) The parties recognize that State law allows for only limited public purpose expenditure of public funds for memorials like the Plaza. The Parties intend to work together to define the financial sources and mix of the capital construction and maintenance costs of the Plaza.

   (ii) PCLA and City agree that PCLA will be responsible for fundraising related to the construction and contributing to the maintenance of the Plaza. The parties will work together to establish a legally allowable funding method for the Plaza construction, which may include the PCLA contracting for the construction of the Plaza or may include donations to the City for the City to fund such construction. The parties acknowledge that further supplemental donations may be provided in the future by PCLA or others as opportunities arise. Parties agree to discuss the establishment of a separate agreement regarding funds raised to support ongoing maintenance of the Plaza.

(iii) PCLA understands that the costs related to the construction of the Plaza may increase over time due to inflation or other metrics

(iv) The parties understand that state law restricts city participation in fundraising, and the Minnesota State Auditor has set forth guidelines for which a city can participate in fundraising.

3. The CITY agrees to work cooperatively with PCLA on obtaining any necessary grants or capital investment funds from the State of Minnesota, agencies of the State, federal governmental agencies, or other public or private organizations offering such grants. To the extent a public applicant is necessary to obtain such grant funds, the City agrees to assist PCLA in those applications.

4. Construction.

   (i) The City and PCLA agree to meet and discuss the details of Plan B, including the parties responsible for leading the contracting for the construction of the Plaza. The parties acknowledge that the Parties must follow contracting and construction laws applicable to cities, including the Minnesota Uniform Municipal Contracting Law, Minn. Stat. Sec. 471.345, *et seq*. Currently the Parties intend on the City granting a lease to PCLA and or NSPA so that PCLA and or NSPA can hire contractors to construct the Plaza. The parties mutually agree to consider different structures of the Definitive Agreement where the City would be the contracting party, particularly in the event the City is required to control the Park to obtain grant funding.

5. Expectations of the Parties:

   (i) CITY will perform ongoing physical maintenance of the Park and Plaza, both prior to the Definitive Agreement being signed, and after the termination of the Definitive Agreement.

   (ii) PCLA will raise funds for construction and contribute to the maintenance of the Plaza under a maintenance agreement or other legal and agreeable method for providing the City funding for such maintenance.

   (iii) PCLA will provide the City with a professionally prepared maintenance plan for the Plaza from a professional with experience in making such plans.

   (iv) Design.

      a) The Parties recognize that the final design of the Plaza (Plan B) must be approved by both the City and PCLA. The design must conform to the needs of both the City and PCLA, including recognizing the practical realities of construction, maintenance, or other unforeseen circumstances. Adjustments to the design to account for these needs may include, but are not limited to, physical limitations of the Park or aspects necessary to accommodate community needs.

b) PCLA shall be required to obtain any state or local governmental approvals necessary for the construction of the project, including but not limited to land use, zoning, and construction permits.

5. Ownership. The City will at all times retain ownership of the Park.

6. Maintenance Obligation.

   (i) The CITY will conduct maintenance on the Plaza consistent with the Definitive Agreement and any other future agreements between the parties and subject to PCLA or another organization providing the City funding as described in this Memorandum.

   (ii) City shall not construct improvements within the Plaza without the consent of PCLA, or in the event PCLA does not exist the City shall not construct improvements within the Plaza once the Plaza is constructed.

7. Coordination.

   (i) The City and PCLA intend to coordinate and communicate openly regarding progress of the project, deadlines related to the project, necessary governmental approvals, and any other issue supporting completion of the Plaza construction. The Parties anticipated cooperation will extend to any committees established, including standing or *ad hoc* committees of the City Council.

Article III. <u>General Terms</u>

1. Term. The term of this Memorandum ("Term") will begin on the date first written above or when all appropriate signatures of the Parties have been obtained, whichever is later. This Memorandum will remain in effect until the earliest of the following to occur:

   (i) Either Party sends written notice to the other Party to terminate this Memorandum;
   (ii) the Parties fully execute the Definitive Agreement; or
   (iii) On December 31, 2026, unless mutually extended in writing by the Parties.

2. Expiration. Upon expiration of the Term, the provisions of this Memorandum will become void and of no further force or effect.

3. Data Practices. The parties acknowledge that this Memorandum, as well as any data created, collected, stored, or received under the terms of this Memorandum, are "Government Data" within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13), and that they must comply with the provisions of the Act as it relates to such data.

4. Continuing Commitment to Negotiations. Subject to the provision herein, the Parties agree to discuss and negotiate in good faith using commercially reasonable efforts to reach an agreement with respect to the project and toward a Definitive Agreement.

5. Ancillary Costs Assumed by Individual Party. Separate from and in addition to the expenses of development of the Park or Plaza, any costs incurred by PCLA prior to the executed Definitive Agreement will be borne exclusively by PCLA. Any costs incurred by the City will be borne by the City.

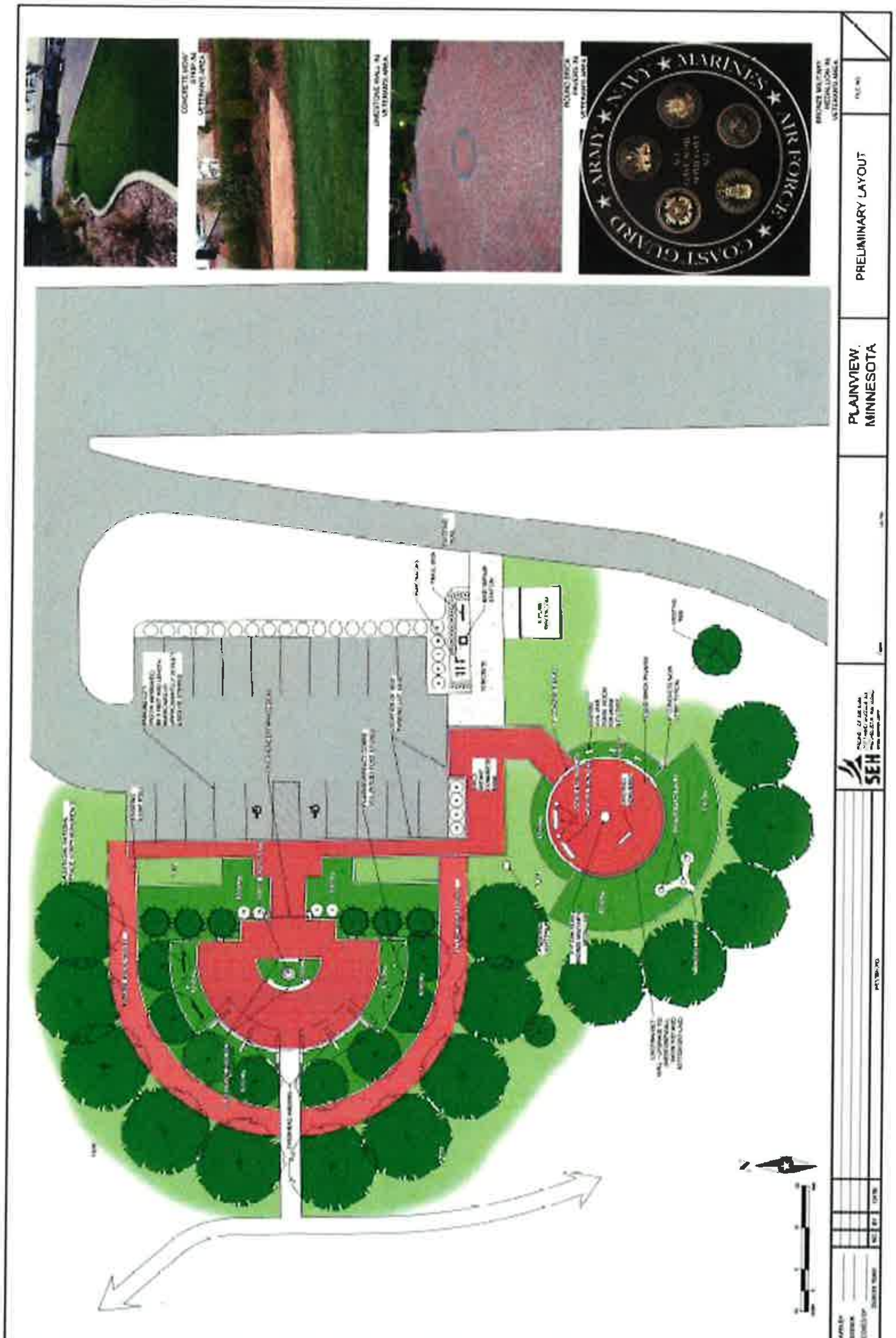
Article IV. **Non-Binding**

1. The Parties understand and expressly acknowledge that this Memorandum outlines only certain general terms that might be included in a Definitive Agreement concerning the Plaza construction project, based on mutual approval of Plan B and that essential elements of a Definitive Agreement still remain to be negotiated and agreed upon by the Parties. It is the express mutual intention of the parties that, except as expressly stated to the contrary, this Memorandum shall not give rise to any legally binding contractual obligations between the Parties. Rather, this Memorandum only expresses the intention of the parties to conduct negotiations relative to the Plaza based on the approved Plan B which may or may not result in the formation and consummation of a formal, binding Definitive Agreement for the construction of the Plaza. It is the express mutual intention of the Parties that, notwithstanding anything to the contrary contained herein, the execution of a formal, written Definitive Agreement by duly authorized representatives of the Parties is a condition precedent to the creation of a binding contractual relationship between the Parties and that no party hereto will be under any legal obligation of any kind whatsoever with respect to the Plaza construction project by virtue of this or any other written or oral expression by it or by any of its representatives. The CITY shall not withhold the signing of the Definitive Agreement with PCLA, provided the MOU conditions have been met. Any party may, upon written notice, amend, or discontinue its role outlined in this Memorandum. Because of the mutual desire to proceed, each party fully intends to make a good faith effort to achieve the goals described above including working together to find mutually beneficial solutions when problems arise.

IN WITNESS WHEREOF, the parties have caused the Memorandum to be duly executed, intending to be bound thereby.

By: [signature]	By: ______________
Title: Mayor, City of Plainview	Title: ______________
Date: 12/10/2024	Date: ______________

Exhibit A


ARMY ★ NAVY ★ MARINES ★ AIR FORCE ★ COAST GUARD
PRELIMINARY LAYOUT
PLAINVIEW, MINNESOTA
SEH

LETTER OF UNDERSTANDING

between

PEACE CORPS LEGACY ASSOCIATION

and

PLAINVIEW AMERICAN LEGION

This letter of understanding intends to clarify responsibilities related to the Peace Corps Legacy Association "PCLA" and the Plainview American Legion "LEGION" known collectively as the "PARTIES". The Parties agree to the following Provisions:

The PARTIES intentions are to communicate and collaborate as appropriate and in a mutually beneficial manner in meeting their respective goals in developing a portion of the existing Great River Ridge Trailhead Park, hereinafter referred to as the "PARK." This area includes existing military and Peace Corps markers, and its enhancements shall be referred to as the "PLAZA." The PLAZA will also be called Phase I of the proposed National Service Park, depending on acquired funding.

The PARTIES acknowledge that the City of Plainview "CITY" owns a 3.5-acre park designated for development as a National Service Park to honor military, national, and public service, including the Peace Corps. To fulfill this goal, the CITY, working with PCLA, led the successful launch of this concept via a public all-day conference and subsequently established it in name as a separate organization, referred to as the National Service Park Association "NSPA."

Subsequently, the CITY on December 10, 2024 signed a Memorandum of Understanding "MOU" with PCLA to work with the CITY to complete the design of the PLAZA based on review and discussion over a period of four years with the PARTIES and others, culminating in an accepted preliminary design. Said design was reviewed by citizens in a public meeting, approved by the CITY and attached to the MOU as Exhibit B.

PCLA has funded the approved design plans and cost estimations as dictated in the current MOU. These plans adhere to a theme honoring Plainview's unique national historical military and Peace Corps significance while preserving, integrating, and enhancing the existing military and Peace Corps markers in the design and development of the PLAZA. The development shall also include keeping the current level of existing bike and recreational amenities and parking facilities within the PARK. This design was completed in August of 2025 and presented to the public and LEGION for approval to continue fundraising activities. The PARTIES agree to seek approval of the reviewed design from the CITY.

The PARTIES and the CITY recognize that the PLAZA design may require further adjustment based on the needs of both parties and the practical realities of fundraising, construction, or other unforeseen circumstances. Such adjustment may include, but is not limited to, the physical or community aspects of the design. Depending on fundraising, the development of the PLAZA may proceed in phases (Phase I, II, and III). Such adjustments are not intended to impede going forward with the project currently.

NSPA will form a board of directors to include members of the PARTIES, and the CITY as well as additional pertinent individuals and file its bylaws and incorporation documentation with the State of Minnesota for 501(c) (3) non-profit status, defining responsibilities of NSPA and the PARTIES. With the establishment of NSPA all understanding and provision of the current MOU between the CITY and PCLA shall be superseded by and the responsibility of NSPA. Until that time, all understanding and provisions of the exiting MOU between the CITY and PCLA shall continue to persist. Until NSPA is active, PCLA shall continue its fundraising and development activities.

Peace Corps Legacy Association	Plainview American Legion
By: Kenneth E. Fries	By: Timothy J Scanlon
Title: President	Title: Finance Officer
Date: December 8 2025	Date: December 8, 2025

Agenda Item

Date: November 10, 2025

Venue: Plainview City Council Meeting

Parties: The City of Plainview and Peace Corps Legacy Association (PCLA)

Discussion Topic: Approval of Trailhead Park Construction Design

On December 4, 2024, the CITY and PCLA signed a Memorandum of Understanding (MOU) for the development and enhancement of the Trailhead Park in Plainview. Item 4., of the MOU states, "*The City and PCLA agree to meet and discuss the details of construction, including the parties responsible for leading the contracting for the construction of the PLAZA.*"

Give this objective, PCLA has invested significant funds in the proposed final design of the Plaza portion of the park in accordance with the design plan attached to the signed MOU and is seeking City acceptance to proceed with fundraising and further construction planning for the park.

PCLA has held public review meetings with Plainview citizens and interests on the proposed design in concert with item 4.b.v. of the MOU, "*The CITY and PCLA recognize that the Designer's design may require further adjustment based on the needs of both parties and the practical realities of construction, maintenance, or other unforeseen circumstances. Such adjustment may include, but is not limited to, the physical or community aspects of the design.*"

In addition to funding of the design, PCLA has made significant progress in fundraising for the Plaza development. Approval of the design is critical to continuing fundraising and progress for the project.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM: 2026 Pool Staff Wages	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO. 7.C**
ATTACHMENTS:	**APPROVED BY: DT**

RECOMMENDED ACTION:
1. **Motion** 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.
2. **Motion** to approve the 2026 wage scale for pool staff as listed below.

SUMMARY

Michelle Olig is a seasonal employee who manages the swimming pool each year. She typically works from January-August of each year. We are requesting her salary be set at $13,905 for the 2026 season plus an additional $21.22 per hour for lifeguard training hours. This will be Michelle's 12th season as the Pool Manager. This reflects a 3% COLA increase from her 2025 salary and hourly rate which is the same increase other full-time and permanent part-time employees are receiving in 2026.

We are requesting a smaller 1.5% increase for all other pool staff wages for the 2026 pool season. This is the same increase we did in 2025. For reference, the MN State minimum wage requirement for 2026 is $11.41 an hour for all employers.

The process of planning for the season and hiring pool staff begins in January of each year. Once that process is complete and all staff are hired, the employee list will be brought to the council for approval. The 2026 pay scale for pool employees is as follows:

Position:
- 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.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: January 13, 2026

AGENDA ITEM: 2026 Public Works Seasonal Wages	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO.** 7.D
ATTACHMENTS:	**APPROVED BY:** DT
RECOMMENDED ACTION: 1. **Motion** to approve the 2026 wage scale for the Public Works seasonal employees as listed below.	

SUMMARY

Each summer we hire seasonal help to assist with mowing, trimming, watering flowers, cleaning parks, and other tasks as needed for the Public Works department. They also help with weekend duties, which helps reduce overtime expenses for full-time employees.

We are requesting a 1.5% increase for Public Works seasonal employees. This is the same increase we did in 2025. For reference, the MN State minimum wage requirement for 2026 is $11.41 an hour for all employers.

Once the hiring process is complete, the employee list will be brought to the council for approval. The 2026 pay scale for Public Works seasonal employees is as follows:

__**Position:**__

- Mower - $16.07
- Trimmer, Parks - $15.00

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM:	Immanuel Lutheran School Crosswalk Request	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO. 7.E.**
ATTACHMENTS: None		**APPROVED BY: dt**
RECOMMENDED ACTION: **Motion** to authorize Bolton and 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.		

SUMMARY

The city has received a request from the Immanuel Lutheran School Principal, Billy Zuelsdorff, to place a lighted crosswalk on W. Broadway Ave. at 1st Street NW, across from the church. He has indicated that he has been approached by families asking for one to benefit the children crossing Broadway Ave from the north. City Council, at its regular meeting in October 2025, authorized staff to conduct and research the feasibility of and petition MNDOT for authorization to place lighted crossing flashers at this location.

Brian Malm with Bolton and Menk spoke with David Tsang at MnDOT regarding the potential installation of a crossing flasher at the intersection of 1st Street NW and W Broadway (TH 247). David said he would be supportive of the installation, but before approving it, they require some additional information:

- **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 and 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. I believe Plainview has a plan (perhaps done by PEM Schools?), but I'm unsure if this location is included. 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. Due to Federal requirements, I **would not recommend** this option, especially for a relatively low-cost project like this.

Assuming City Council wishes to move forward with this project, staff are seeking authorization to allow Bolton and Menk to work with Immanual 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.

Respectfully Submitted,

David Todd
City Administrator

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: January 13, 2026

AGENDA ITEM:	3rd Ave NE Watermain Relocation Pay Estimate No. 2	**AGENDA SECTION:** New Business
PREPARED BY:	Drew Weber, Bolton & Menk	**AGENDA NO. 7.F.**
ATTACHMENTS:	Estimate No. 2	**APPROVED BY: dt**

RECOMMENDED ACTION:
Motion 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.

SUMMARY

See Memo from Drew Weber.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

Real People. Real Solutions.

January 7th, 2025

Andy Moyer
Danckwart Companies LLC
Wabasha Septic LLC
16240 627th St.
Kellogg, MN 55945

RE: 3rd Ave NE Watermain Relocation
City of Plainview, MN
Project No.: 25X.136500

Dear Andy:

Enclosed is Contractor's Estimate No. 2 in the amount of $20,109.57.

Please review the quantities and amounts shown to be assured of complete satisfaction. If everything is in order, please process through DocuSign as soon as possible.

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

Sincerely,

Bolton & Menk, Inc.

Drew Weber, PE
Project Manager

Enclosures

Contractor's Application for Payment

Owner:	CITY OF PLAINVIEW	**Owner's Project No.:**	
Engineer:	BOLTON & MENK	**Engineer's Project No.:**	24X.136500.000
Contractor:	DANCKWART COMPANIES	**Agency's Project No.:**	
Project:	3RD AVE NE WATERMAIN RELOCATION		
Contract:			

Application No.: 2 **Application Date:** 1/7/2026

Application Period: **From** 12/3/2025 **to** 1/7/2026

1. Original Contract Price	$	64,599.31
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	64,599.31
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	51,594.03
5. Retainage		
a. 5% X $ 51,594.03 Work Completed	$	2,579.70
b. X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	2,579.70
6. Amount eligible to date (Line 4 - Line 5.c)	$	49,014.33
7. Less previous payments	$	28,904.76
8. Amount due this application	**$**	**20,109.57**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Danckwart Companies LLC

Signature: **Date:**

Name: Andy Moyer **Title:** Owner

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Name:	Drew Weber PE	**Name:**	Carol Kujath
Title:	Project Manager	**Title:**	City Clerk
Date:		**Date:**	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: CITY OF PLAINVIEW
Engineer: BOLTON & MENK
Contractor: DANCKWART COMPANIES
Project: 3RD AVE NE WATERMAIN RELOCATION
Contract:

Owner's Project No.:
Engineer's Project No.: 24X.136500.000
Agency's Project No.:

Application No.: 2 **Application Period:** From 12/03/25 to 01/07/26 **Application Date:** 01/07/26

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
		Contract Information				Previous Estimate		Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
					Original Contract								
1	MOBILIZATION	1.00	L S	6,000.00	6,000.00	0.90	5,400.00	0.90	5,400.00		5,400.00	90%	600.00
2	AGGREGATE SURFACING CLASS 2	30.00	TON	45.00	1,350.00	-	-	30.00	1,350.00		1,350.00	100%	-
3	REMOVE GATE VALVE AND BOX	1.00	EACH	1,350.00	1,350.00	-	-	1.00	1,350.00		1,350.00	100%	-
4	REMOVE HYDRANT	1.00	EACH	1,350.00	1,350.00	-	-	1.00	1,350.00		1,350.00	100%	-
5	PLUG, FILL & ABANDON WATER MAIN	129.00	L F	25.19	3,249.51	-	-	129.00	3,249.51		3,249.51	100%	-
6	CONNECT TO EXISTING WATER MAIN	4.00	EACH	1,762.50	7,050.00	2.00	3,525.00	3.00	5,287.50		5,287.50	75%	1,762.50
7	HYDRANT (8.0' BURY)	1.00	EACH	6,850.00	6,850.00	-	-	1.00	6,850.00		6,850.00	100%	-
8	8" GATE VALVE AND BOX	1.00	EACH	3,300.00	3,300.00	1.00	3,300.00	1.00	3,300.00		3,300.00	100%	-
9	8" WATERMAIN DUCTILE IRON CL 52	150.00	L F	107.67	16,150.50	146.00	15,719.82	146.00	15,719.82		15,719.82	97%	430.68
10	WATERMAIN FITTINGS	305.00	L B	14.26	4,349.30	174.00	2,481.24	220.00	3,137.20		3,137.20	72%	1,212.10
11	TURF ESTABLISHMENT	1.00	LS	6,850.00	6,850.00	-	-	-	-		-		6,850.00
12	TRAFFIC CONTROL	1.00	L S	750.00	750.00	-	-	1.00	750.00		750.00	100%	-
13	CONSTRUCTION ALLOWANCE	6,000.00	UNIT	1.00	6,000.00	-	-	3,850.00	3,850.00		3,850.00	64%	2,150.00
		-	-	-	-				-		-		-
				Original Contract Totals	**$ 64,599.31**		**$ 30,426.06**		**$ 51,594.03**	**$ -**	**$ 51,594.03**	**80%**	**$ 13,005.28**

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: January 13, 2026

AGENDA ITEM:	2026 Lead Service Line Replacement Work Order Agreement with Bolton & Menk.	**AGENDA SECTION:** New Business
PREPARED BY:	Shane Loftus, PW Director	**AGENDA NO. 7.G.**
ATTACHMENTS:	Work Order	**APPROVED BY:**
RECOMMENDED ACTION: Motion 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.		

SUMMARY

We have been working with Bolton & Menk for a couple of years getting inventory of the service lines in our community. So far, we have determined that there are 15 non-acceptable service lines in Plainview. This does not mean they are lead service lines but are still not acceptable 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 service lines. Individual residents cannot apply for this funding; it is only available for projects administered by the Public Water System. While funds remain, the program offers 100% reimbursement for eligible project costs, including construction, engineering, and contingency. The City 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.

We plan to complete 10 service line replacements this year and reapply for funding next year. By then, we expect to have our inventory completed and a clearer understanding of how many additional lines need replacement.

Respectfully submitted,
Shane Loftus
Public Works Director

CITY OF PLAINVIEW, MINNESOTA AND BOLTON & MENK, INC.
WORK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES

PROJECT: 2026 Lead Service Line Replacement

CLIENT: City of Plainview, Minnesota

CONSULTANT: Bolton & Menk, Inc.
DATE OF THIS WORK ORDER: January 12, 2026

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: March 13, 2018

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services ("Master Agreement") as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Work Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 Scope of Services:
CONSULTANT shall perform the Services listed in the attached Scope. All terms and conditions of the Master Agreement are incorporated by reference in this Work Order, except as explicitly modified in writing herein.

2.0 Fees:
CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement and as described in the attached Scope. Total cost of services provided by CONSULTANT for this Work Order shall not exceed $25,750 without prior approval of CLIENT.

3.0 Schedule:
The Consultant shall perform the services for the Project on a schedule that is mutually agreeable to the City and Consultant.

4.0 Deliverables
Deliverables will be as set forth in Exhibit A.

5.0 Term
In the event that the Schedule for this Work Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Work Order Scope or by Work Order extension, then this Work Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Work Order or until a new Master Agreement is executed incorporating this Work Order.

7.0 Project Managers

Project managers and contact information for the CLIENT and CONSULTANT for this Work Order, if different than the Master Agreement, are as follows:

CLIENT:
David Todd
241 West Broadway
Plainview, MN 55964
Office Phone: 507-710-4327
Email: d.todd@plainviewmn.com

BOLTON & MENK, INC.
Brian Malm, P.E.
2900 43rd St NW, Suite 100
Rochester, MN 55901
Office Phone: 507-208-4332
Email: brian.malm@bolton-menk.com

CLIENT:

By:______________________________

Printed Name: Keith Holm

Title: Mayor

By:______________________________

Printed Name: David Todd

Title: City Administrator

BOLTON & MENK, INC.

BY:____________________________________

Printed Name: Brian Malm, PE

Title: Principal Engineer

ATTACHMENTS TO THIS WORK ORDER: Exhibit A, Exhibit B, and Exhibit C

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

Project Name: 2026 Lead Service Line Replacement

Project Limits: See Exhibit C.

Project Scope: Project consists of water service line replacement as illustrated in Exhibit C.

Task 1 – Design & Bidding Services

a. Review and validate GIS records.
b. Meet with City Staff as needed.
c. Research utility records and plans.
d. Develop work site plans via GIS.
e. Prepare bid documents including construction plans, construction specifications, and construction contracts in accordance with the requirements of the City, MPCA, MDH, and PFA.
f. Finalize documents based on MDH feedback and field investigations.
g. Coordinate public notifications.
h. Answer contractor questions.
i. Facilitate pre-bid meeting.
j. Facilitate and attend (in-person) on-line Bid Opening.
k. Prepare bid tabulation and letter of recommendation.
l. Prepare project contracts.
m. Assist with pre-bid and post-bid PFA financing applications.

Project Schedule:

Plans and specifications must be submitted to the Minnesota Department of Health (MDH) by **March 31, 2026** for plan certification.

EXHIBIT B

CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	Total Cost
1	Design & Bidding Services	$25,750
TOTALS		**$25,750**

Task 1 shall be hourly not to exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant.

Additional services will be performed on an hourly basis, as requested by the City.

EXHIBIT C

PROJECT LOCATION