CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

REGULAR PLAINVIEW CITY COUNCIL MEETING
AGENDA
Tuesday, December 11, 2018, at 6:00 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
   A. City Council Minutes - No Minutes
   B. Bills
   C. Permits/Licenses/Donations - Garbage
   D. Department Head Reports and Board Minutes
   E. Resolution 2018-21 Designate Polling Places for 2019
   F. Donation-Disposal of Public Property
   G. LMCIT-Tort Limit
   H. MnDOT Landscape Grant
   I. Library Board Appointments
   J. Sale of 1988 L8000 Truck

5. **PUBLIC HEARINGS**
   A. 2019 Budget/Truth in Taxation Hearing

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

7. **UNFINISHED BUSINESS**

8. **NEW BUSINESS**
   A. 2019 Pay Scale
   B. Law Enforcement Labor Services (LELS)
   C. Personnel Policies
   D. Council Tools Policy
   E. Assistant Liquor Store Manager Position

9. **INFORMATION ONLY DOCUMENTS**
   A. Joint meeting with City of Elgin to approve the Plainview-Elgin Sanitary Sewer Board Member

10. **COUNCIL COMMENTS**

11. **ADJOURN**

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Executive Summary
City Council Regular Meeting: December 11, 2018

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106550 AB CUSTOM BUILDERS								
11/27/2018	PL17-22	1	Invoice	REFUND DEPOSIT	11/26/2018	11/28/2018	1,000.00	101-41500-32210
Total 106550 AB CUSTOM BUILDERS:							1,000.00	
416 AFLAC								
11/28/2018	167397	1	Invoice	EMPLOYEE INS.	11/12/2018	12/01/2018	1,136.88	101-21705
11/28/2018	167397	2	Invoice	EMPLOYEE INS.	11/12/2018	12/01/2018	102.57	230-21705
11/28/2018	167397	3	Invoice	EMPLOYEE INS.	11/12/2018	12/01/2018	156.90	601-21705
Total 416 AFLAC:							1,396.35	
751 ANCOM TECHNICAL CENTER								
11/28/2018	83255	1	Invoice	MOVE RADIO PW	11/07/2018	11/28/2018	412.50	101-43100-310
Total 751 ANCOM TECHNICAL CENTER:							412.50	
106440 AXLEY, VICKI								
11/28/2018	NOV-2018	1	Invoice	MILEAGE WITH EXPERT-BILLING	11/13/2018	11/28/2018	74.12	230-49020-331
Total 106440 AXLEY, VICKI:							74.12	
104716 BAKER & TAYLOR								
11/27/2018	2034029990	1	Invoice	BOOKS/LIBRARY	10/01/2018	11/28/2018	244.97	211-45500-592
11/27/2018	2034031556	1	Invoice	BOOKS/LIBRARY	10/01/2018	11/28/2018	173.31	211-45500-592
11/27/2018	2034065192	1	Invoice	BOOKS/LIBRARY	10/15/2018	11/28/2018	156.23	211-45500-592
11/27/2018	2034099715	1	Invoice	BOOKS/LIBRARY	10/29/2018	11/28/2018	48.92	211-45500-592
Total 104716 BAKER & TAYLOR:							623.43	
106023 BECKLUND'S AUTO REPAIR & TOWING								
11/27/2018	4204	1	Invoice	TOWING/POLICE	11/22/2018	11/28/2018	250.00	101-42100-319
Total 106023 BECKLUND'S AUTO REPAIR & TOWING:							250.00	
106472 BILL'S TOWING								
11/28/2018	20485	1	Invoice	LOADER/COMPOST PILE	11/15/2018	11/28/2018	250.00	101-43100-310
Total 106472 BILL'S TOWING:							250.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106463 BOLTON & MENK, INC.								
11/28/2018	0224423	1	Invoice	GENERAL ENGINEERING	10/18/2018	11/28/2018	1,237.50	101-41500-303
11/28/2018	0224424	1	Invoice	EAST WINDS 2ND SUBDIVISION	10/18/2018	11/28/2018	214.00	101-41500-303
11/28/2018	0224425	1	Invoice	TAP LIGHT & SURFACE IMPRV	10/18/2018	11/28/2018	11,487.50	101-43100-590
Total 106463 BOLTON & MENK, INC.:							12,939.00	
106455 BRAUN INTERTEC CORPORATION								
11/28/2018	8147991	1	Invoice	CONSTRUCTION OBSERVE/LIBRARY	10/25/2018	11/28/2018	4,033.50	211-45500-590
11/28/2018	8147992	1	Invoice	MOISTURE INTRUSION ASSM/ PW	10/25/2018	11/28/2018	2,746.00	101-43100-590
11/28/2018	B150521	1	Invoice	MOISTURE INTRUSION ASSM PW BLDG.	11/15/2018	11/28/2018	574.00	101-43100-590
Total 106455 BRAUN INTERTEC CORPORATION:							7,353.50	
106219 BRAUN, DAVID								
11/27/2018	711088	1	Invoice	REPAIRS/SNOW	11/20/2018	11/28/2018	246.00	101-43125-221
Total 106219 BRAUN, DAVID:							246.00	
107 BREAKTHRU BEVERAGE								
11/27/2018	1080891018	1	Invoice	LIQUOR	11/20/2018	11/28/2018	958.47	609-49750-251
Total 107 BREAKTHRU BEVERAGE:							958.47	
104828 CENTER POINT LARGE PRINT								
11/27/2018	1632884	1	Invoice	LG PRT BOOKS/LIBRARY	10/09/2018	11/28/2018	45.00	211-45500-592
11/27/2018	1639334	1	Invoice	LG PRT BOOKS/LIBRARY	11/03/2018	11/28/2018	80.41	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							125.41	
572 CENTURYLINK/PHOENIX								
11/28/2018	313054219 N	1	Invoice	PHONE/POOL	11/11/2018	11/28/2018	54.02	225-45128-321
11/28/2018	313539040 N	1	Invoice	PHONE/PARKBOARD	11/11/2018	11/28/2018	55.02	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							109.04	
105952 COAST TO COAST SOLUTIONS								
11/28/2018	INC0088925	1	Invoice	SUPPLIES/POLICE	11/19/2018	11/28/2018	238.27	101-42100-437
Total 105952 COAST TO COAST SOLUTIONS:							238.27	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106384 CRESCENT LANDSCAPE SUPPLY, INC.								
11/28/2018	021921	1	Invoice	PLAYGROUND CHIPS	11/14/2018	11/28/2018	1,900.00	225-45200-590
Total 106384 CRESCENT LANDSCAPE SUPPLY, INC.:							1,900.00	
105876 CURTISS, MEG								
11/27/2018	JT 11-19-18	1	Invoice	SUPPLIES/LBIRARY	11/18/2018	11/28/2018	5.97	211-45500-437
Total 105876 CURTISS, MEG:							5.97	
106227 D & R STAR								
11/28/2018	110118	1	Invoice	DEPOSIT POOL TABLE CART	11/01/2018	11/01/2018	100.00	609-49750-348
11/27/2018	112718	1	Invoice	POOL TABLE/LIQUOR ST.	11/27/2018	11/28/2018	735.25	609-49750-348
Total 106227 D & R STAR:							835.25	
106428 DATA SMART COMPUTERS INC.								
11/28/2018	58416	1	Invoice	BACKUP OCTL 2018	10/22/2018	11/28/2018	149.00	101-41500-309
11/28/2018	58496	1	Invoice	DATTO BACKUP/ADM	11/02/2018	11/28/2018	149.00	101-41500-310
11/28/2018	58547	1	Invoice	ANTI VIRUS NODE/ADM	11/02/2018	11/28/2018	16.00	101-41500-309
11/28/2018	58602	1	Invoice	OFFICE 365 FEES	11/02/2018	11/28/2018	132.50	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							446.50	
105564 DEARBORN NATIONAL								
11/27/2018	F017376-1 D	1	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	137.84	101-41500-131
11/27/2018	F017376-1 D	2	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	276.54	101-42100-131
11/27/2018	F017376-1 D	3	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	73.88	101-43100-131
11/27/2018	F017376-1 D	4	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	36.63	211-45500-131
11/27/2018	F017376-1 D	5	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	33.51	225-45200-131
11/27/2018	F017376-1 D	6	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	79.38	230-49020-131
11/27/2018	F017376-1 D	7	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	33.51	601-49400-131
11/27/2018	F017376-1 D	8	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	28.92	602-49450-131
11/27/2018	F017376-1 D	9	Invoice	EMPLOYEE INS.	11/13/2018	12/01/2018	54.64	609-49750-131
Total 105564 DEARBORN NATIONAL:							754.85	
105433 DELTA DENTAL OF MINNESOTA								
11/28/2018	7474082	1	Invoice	EMPLOY DENTAL	11/15/2018	12/01/2018	62.30-	609-21705
11/28/2018	7474082	2	Invoice	EMPLOY DENTAL	11/15/2018	12/01/2018	367.75	101-21705
11/28/2018	7474082	3	Invoice	EMPLOY DENTAL	11/15/2018	12/01/2018	65.05	230-21705

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
	Total 105433 DELTA DENTAL OF MINNESOTA:						370.50	
70 DPC INDUSTRIES								
11/28/2018	827002091-1	1	Invoice	CHEMICALS/WATER	11/07/2018	11/28/2018	282.01	601-49400-217
	Total 70 DPC INDUSTRIES:						282.01	
74 EBSCO								
11/27/2018	1563544	1	Invoice	BOOKS/LIBRARY	11/02/2018	11/28/2018	877.61	211-45500-592
	Total 74 EBSCO:						877.61	
106327 ELM USA								
11/27/2018	16365	1	Invoice	PAY GO/LIBRARY	11/05/2018	11/28/2018	33.75	211-45500-201
	Total 106327 ELM USA:						33.75	
106543 ESS BROTHERS & SONS, INC.								
11/28/2018	YY9635	1	Invoice	MANHOLE RINGS/STREETS	11/08/2018	11/28/2018	881.00	101-43100-224
	Total 106543 ESS BROTHERS & SONS, INC.:						881.00	
105646 EXPERT T BILLING								
11/28/2018	OCT 2018	1	Invoice	OCT.2018 BILLING/AMB	11/09/2018	12/09/2018	696.00	230-49020-401
	Total 105646 EXPERT T BILLING:						696.00	
106517 FIRE HOUSE PIZZA								
11/28/2018	15358	1	Invoice	PIZZAS/LIQUOR STORE	11/13/2018	11/28/2018	105.75	609-49750-259
	Total 106517 FIRE HOUSE PIZZA:						105.75	
105806 FLAHERTY & HOOD, P.A.								
11/28/2018	12119	1	Invoice	RETAINER/ADM	11/01/2018	11/28/2018	1,462.48	101-41500-304
11/28/2018	12192	1	Invoice	LEGAL FEES LABOR & EMPLOYM	11/02/2018	11/28/2018	62.50	101-41500-304
	Total 105806 FLAHERTY & HOOD, P.A.:						1,524.98	
106489 GINGERICH CONSTRUCTION								
11/28/2018	NOV 2018	1	Invoice	LIBRARY PROJECT	11/05/2018	11/20/2018	25,263.86	211-45500-590

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106489 GINGERICH CONSTRUCTION:							25,263.86	
105285 GOLD CROSS CONTRACT SERVICES								
11/28/2018	18-652	1	Invoice	DEC.MANAGE AMB	11/07/2018	11/17/2018	18,436.28	230-49020-401
Total 105285 GOLD CROSS CONTRACT SERVICES:							18,436.28	
105970 HG ELECTRIC, LLC								
11/28/2018	C489	1	Invoice	REPAIRS/WEDGEWOOD	11/09/2018	11/28/2018	472.00	225-45200-223
Total 105970 HG ELECTRIC, LLC:							472.00	
106344 J.F.AHERN CO.								
11/28/2018	284710	1	Invoice	OCT. ANNUAL INSPECT/PW BLDG	10/29/2018	11/28/2018	275.00	101-43100-310
Total 106344 J.F.AHERN CO.:							275.00	
384 JACK NEUMANN TRUCKING								
11/27/2018	23266	1	Invoice	LIQUOR FREIGHT	11/20/2018	11/28/2018	100.00	609-49750-251
Total 384 JACK NEUMANN TRUCKING:							100.00	
348 JOHN DEERE FINANCIAL								
11/28/2018	IP82035	1	Invoice	PARTS/SNOW	11/05/2018	11/28/2018	130.90	101-43125-221
Total 348 JOHN DEERE FINANCIAL:							130.90	
134 JOHNSON BROS-ST. PAUL								
11/27/2018	1157195	1	Invoice	LIQUOR	11/19/2018	11/28/2018	2,720.88	609-49750-251
Total 134 JOHNSON BROS-ST. PAUL:							2,720.88	
106261 L.N.CURTIS & SONS								
11/28/2018	231632	1	Invoice	GENERAL UNIFORM/POLICE	11/06/2018	11/28/2018	16.95	101-42100-417
Total 106261 L.N.CURTIS & SONS:							16.95	
106329 LAKE CITY RECYCLING & DISPOSAL								
11/28/2018	81491	1	Invoice	GARBAGE/CEMETERY	11/01/2018	11/02/2018	61.35	235-49010-401

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							61.35	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
11/28/2018	283132	1	Invoice	ACROBAT PAYMENT	10/10/2018	11/28/2018	233.00	101-41500-309
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							233.00	
105619 MCCABE-EVANS, LISA								
11/28/2018	240559815	1	Invoice	CPR CARDS/AMBULANCE	11/15/2018	11/28/2018	102.01	230-49020-208
Total 105619 MCCABE-EVANS, LISA:							102.01	
137 MCFOA								
11/28/2018	2018-2019	1	Invoice	MEMBERSHIP V. AXLEY	11/16/2018	11/28/2018	45.00	101-41500-433
Total 137 MCFOA:							45.00	
370 MEDPRO MIDWEST GROUP								
11/19/2018	0001773	2	Adjustmen	COT CONTRACT/AMB	09/12/2018	09/26/2018	112.75-	230-49020-221
11/28/2018	00017738	1	Invoice	QTR COT BILL/AMB	09/12/2018	11/19/2018	112.75	230-49020-221
Total 370 MEDPRO MIDWEST GROUP:							.00	
106547 MIDWEST CONTRACTING								
11/28/2018	2159	1	Invoice	SEED & WILDFLOWERS/PARKS	11/05/2018	11/25/2018	600.00	225-45200-590
Total 106547 MIDWEST CONTRACTING:							600.00	
105702 MILLER, BRANDON								
11/28/2018	2018	1	Invoice	MILEAGE/POLICE	11/14/2018	11/28/2018	81.75	101-42100-331
Total 105702 MILLER, BRANDON:							81.75	
378 MN DEPARTMENT OF AGRICULTURE								
11/28/2018	20106291/20	1	Invoice	TREE LIC. M.BURGDORF	11/15/2018	11/28/2018	25.00	225-45200-433
Total 378 MN DEPARTMENT OF AGRICULTURE:							25.00	
104410 MN DEPARTMENT OF HEALTH								
11/28/2018	FBL-30103-4	1	Invoice	LICENSE RENEW/LIQUOR STORE	11/19/2018	11/28/2018	315.00	609-49750-433

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 104410 MN DEPARTMENT OF HEALTH:							315.00	
379 MN POLLUTION CONTROL AGENCY								
11/28/2018	SC-2489	1	Invoice	WASTEWATER RECERT V.WELCH	11/05/2018	11/28/2018	23.00	602-49450-331
Total 379 MN POLLUTION CONTROL AGENCY:							23.00	
376 NORTHERN BEVERAGE DISTB.								
11/28/2018	0000404031	1	Invoice	BEER/LIQUOR STORE	11/15/2018	11/28/2018	1,606.35	609-49750-252
11/27/2018	0000404468	1	Invoice	BEER/LIQUOR STORE	11/23/2018	11/28/2018	1,599.10	609-49750-252
Total 376 NORTHERN BEVERAGE DISTB.:							3,205.45	
106539 OLYMPIC FIRE PROTECTION CORP								
11/27/2018	#2	1	Invoice	SPRINKLER SYSTEM FIRE HALL	11/15/2018	11/28/2018	16,585.57	101-42200-590
Total 106539 OLYMPIC FIRE PROTECTION CORP:							16,585.57	
106466 OVERDRIVE, INC.								
11/27/2018	02225DA181	1	Invoice	AUDIO/LIBRARY	10/16/2018	11/28/2018	73.65	211-45500-592
Total 106466 OVERDRIVE, INC.:							73.65	
106548 OVERHEAD DOOR CO.								
11/28/2018	6865-000	1	Invoice	REMOTES/STREETS	11/08/2018	11/28/2018	246.00	101-43100-223
Total 106548 OVERHEAD DOOR CO.:							246.00	
104630 PADCO								
11/28/2018	2019	1	Invoice	2019 MEMBERSHIP	11/19/2018	11/28/2018	100.00	101-41110-433
Total 104630 PADCO:							100.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
11/28/2018	2643900 OC	1	Invoice	ELEC/WELL #3	11/05/2018	11/25/2018	180.00	601-49400-381
11/28/2018	2647400 OC	1	Invoice	ELEC/RINK	11/05/2018	11/25/2018	57.00	225-45200-381
11/28/2018	2652400 OC	1	Invoice	ELEC/LIQUOR STORE	11/05/2018	11/25/2018	707.00	609-49750-381
11/28/2018	2657300 OC	1	Invoice	ELEC/TENNIS COURT	11/05/2018	11/25/2018	71.78	225-45200-381
11/28/2018	2657400 OC	1	Invoice	ELEC/ATH. FIELD	11/05/2018	11/25/2018	110.00	225-45200-381
11/28/2018	2658900 OC	1	Invoice	ELEC/POOL	11/05/2018	11/25/2018	313.00	225-45128-381

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/28/2018	2706100 OC	1	Invoice	ELEC/NE LIFT STATION	11/05/2018	11/25/2018	142.00	602-49450-381
11/28/2018	2709900 OC	1	Invoice	ELEC/W.BDWY SIREN	11/05/2018	11/25/2018	11.00	101-42500-381
11/28/2018	2714900 OC	1	Invoice	ELEC/ST. LIGHTS	11/05/2018	11/25/2018	2,491.00	101-43100-381
11/28/2018	2732200 OC	1	Invoice	ELEC/SIGNAL LIGHT	11/05/2018	11/25/2018	33.00	101-43100-381
11/28/2018	2738000 OC	1	Invoice	ELEC/WELL #2	11/05/2018	11/25/2018	2,249.00	601-49400-381
11/28/2018	2739100 OC	1	Invoice	ELEC/PW BLDG	11/05/2018	11/25/2018	273.00	101-43100-381
11/28/2018	2747700 OC	1	Invoice	ELEC/SW SIREN	11/05/2018	11/25/2018	42.00	101-42500-381
11/28/2018	2764400 OC	1	Invoice	ELEC/NW LIFT STATION	11/05/2018	11/25/2018	530.00	602-49450-381
11/28/2018	2767800 OC	1	Invoice	ELEC/CEMETERY	11/05/2018	11/25/2018	29.00	235-49010-381
11/28/2018	2777600 OC	1	Invoice	ELEC/LIBRARY	11/05/2018	11/25/2018	287.00	211-45500-381
11/28/2018	3026600 OC	1	Invoice	ELEC/AMB BLDG	11/05/2018	11/25/2018	281.00	230-49020-381
11/28/2018	3036800 OC	1	Invoice	ELEC/FIRE HALL	11/05/2018	11/25/2018	267.00	101-42200-381
11/28/2018	3038100 OC	1	Invoice	ELEC/CITY HALL	11/05/2018	11/25/2018	126.34	101-41500-381
11/28/2018	3038100 OC	2	Invoice	ELEC/CITY HALL	11/05/2018	11/25/2018	126.33	101-42100-381
11/28/2018	3038100 OC	3	Invoice	ELEC/CITY HALL	11/05/2018	11/25/2018	126.33	101-41110-381
11/28/2018	3041300 OC	1	Invoice	ELEC/WEDGEWOOD PARK	11/05/2018	11/25/2018	55.00	225-45200-381
11/28/2018	3042300 OC	1	Invoice	ELEC/WATER TOWER	11/05/2018	11/25/2018	142.00	601-49400-381
11/28/2018	3043900 OC	1	Invoice	ELEC/BIKE TRAIL	11/05/2018	11/25/2018	45.00	225-45200-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							8,694.78	
105723 PEOPLES STATE BANK-GENERAL								
11/28/2018	NOV 2018	1	Invoice	2013A WA BOND PRINCIPAL	11/06/2018	11/19/2018	40,000.00	602-49450-601
11/28/2018	NOV 2018	2	Invoice	2013A WA BOND INTEREST	11/06/2018	11/19/2018	1,705.00	602-49450-611
11/28/2018	NOV 2018	3	Invoice	2009 A GO BOND PRINCIPAL	11/06/2018	11/19/2018	19,000.00	500-49020-601
11/28/2018	NOV 2018	4	Invoice	2009 A GO BOND INTEREST	11/06/2018	11/19/2018	1,087.50	500-49020-611
Total 105723 PEOPLES STATE BANK-GENERAL:							61,792.50	
217 PHILLIPS ST. PAUL.								
11/27/2018	2460669	1	Invoice	LIQUOR	11/19/2018	11/28/2018	1,940.47	609-49750-251
Total 217 PHILLIPS ST. PAUL.:							1,940.47	
105272 PLAINVIEW LAWN & SNOW								
11/27/2018	7088	1	Invoice	OPEN & CLOSE/CEMETERY	11/20/2018	11/28/2018	450.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							450.00	
106549 PLAINVIEW VETERINARY CLINIC								
11/28/2018	167165	1	Invoice	SERVICES/POLICE	10/29/2018	11/28/2018	145.00	101-42100-437

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106549 PLAINVIEW VETERINARY CLINIC:							145.00	
106442 PRESTIGE PLUMBING LLC								
11/27/2018	1800750	1	Invoice	REPAIRS/FIRE HALL	11/13/2018	11/28/2018	238.00	101-42200-223
Total 106442 PRESTIGE PLUMBING LLC:							238.00	
245 RANDY'S FOODS LLC								
11/28/2018	11192018	1	Invoice	SNACKS/LIQUOR ST.	11/19/2018	11/28/2018	110.25	609-49750-259
11/27/2018	11262018	1	Invoice	SNACKS/LIQUOR ST.	11/26/2018	11/28/2018	101.00	609-49750-259
Total 245 RANDY'S FOODS LLC:							211.25	
264 SCHOTT DISTRIBUTING CO INC								
11/28/2018	333939	1	Invoice	BEER/LIQUOR STORE	11/14/2018	11/28/2018	5,472.51	609-49750-252
11/27/2018	334774	1	Invoice	BEER/LIQUOR STORE	11/21/2018	11/28/2018	6,096.72	609-49750-252
Total 264 SCHOTT DISTRIBUTING CO INC:							11,569.23	
268 SELCO								
11/27/2018	045680	1	Invoice	FEES, MAILS/LIBRARY	11/02/2018	11/28/2018	1,072.67	211-45500-418
Total 268 SELCO:							1,072.67	
105779 TEI LANDMARK AUDIO								
11/27/2018	11859636	1	Invoice	ANNUAL BILLING/LIBRARY	11/01/2018	11/28/2018	3,552.00	211-45500-592
Total 105779 TEI LANDMARK AUDIO:							3,552.00	
105796 U.S. BANK EQUIPMENT FINANCE								
11/27/2018	371260738	1	Invoice	COPIER/CITYHALL	11/16/2018	12/12/2018	218.01	101-41500-401
Total 105796 U.S. BANK EQUIPMENT FINANCE:							218.01	
168 VISA								
11/28/2018	0165 OCT 20	1	Invoice	BOOKS,DVDS/LIBRARY	11/02/2018	11/27/2018	375.30	211-45500-592
11/28/2018	6113 OCT-20	1	Invoice	MEALS & HOTEL/POLICE	11/02/2018	11/27/2018	244.95	101-42100-331
11/28/2018	6113 OCT-20	2	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	32.43	101-42100-437
11/28/2018	6113 OCT-20	3	Invoice	UNIFORM K.DOUGLAS/POLICE	11/02/2018	11/27/2018	99.99	101-42100-417
11/28/2018	6121 OCT-20	1	Invoice	MEALS TRAINING/POLICE	11/02/2018	11/27/2018	100.05	101-42100-331

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
11/28/2018	6121 OCT-20	2	Invoice	HOSTGATOR/POLICE	11/02/2018	11/27/2018	8.99	101-42100-321
11/28/2018	6121 OCT-20	3	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	31.13	101-42100-437
11/28/2018	6139 OCT-20	1	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	32.16	101-42100-201
11/28/2018	6139 OCT-20	2	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	48.39	101-42100-437
11/28/2018	6154 OCT-20	1	Invoice	SUPPLIES/SEWER	11/02/2018	11/27/2018	38.73	602-49450-217
11/28/2018	6154 OCT-20	2	Invoice	SUPPLIES/STREETS	11/02/2018	11/27/2018	21.54	101-43100-223
11/28/2018	6154 OCT-20	3	Invoice	SEEDING/PARKS	11/02/2018	11/27/2018	467.56	225-45200-590
11/28/2018	6196 OCT 20	1	Invoice	REPAIRS/STREETS	11/02/2018	11/27/2018	146.20	101-43100-310
11/28/2018	6196 OCT 20	2	Invoice	POSTAGE/WATER	11/02/2018	11/27/2018	3.75	601-49400-310
11/28/2018	6196 OCT 20	3	Invoice	RENTAL EXCAVATOR/PARKS	11/02/2018	11/27/2018	600.00	225-45200-590
11/28/2018	6204 OCT 20	1	Invoice	CLEANING SUPPLIES/CITY HALL	11/02/2018	11/27/2018	23.84	101-41500-211
11/28/2018	6246 OCT 20	1	Invoice	SUPPLIES/ADM	11/02/2018	11/27/2018	118.87	101-41500-201
11/28/2018	6246 OCT 20	2	Invoice	UNIFORM M.SCHNEIDER	11/02/2018	11/27/2018	293.25	101-41500-417
11/28/2018	6360 OCT-20	1	Invoice	MEALS TRAINING/POLICE	11/02/2018	11/27/2018	158.21	101-42100-331
11/28/2018	6360 OCT-20	2	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	119.99	101-42100-201
11/28/2018	6360 OCT-20	3	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	38.49	101-42100-221
11/28/2018	6360 OCT-20	4	Invoice	SUPPLIES/POLICE	11/02/2018	11/27/2018	34.26	101-42100-437
11/28/2018	6469 OCT 20	1	Invoice	ANNUAL LUNCHEON/C.HADLER	11/02/2018	11/28/2018	32.54	101-41500-331
11/28/2018	6469 OCT 20	2	Invoice	SUPPLIES/ADM	11/02/2018	11/28/2018	20.39	101-41500-437
11/28/2018	6469 OCT 20	3	Invoice	FACEBOOK/ADM	11/02/2018	11/28/2018	21.00	101-41500-343
11/28/2018	6469 OCT 20	4	Invoice	CREDIT/ADM	11/02/2018	11/28/2018	15.58-	101-41500-201
11/28/2018	6519-OCT 20	1	Invoice	LOGO DESIGN/LIQUOR STORE	11/02/2018	11/27/2018	158.75	101-41110-310
11/28/2018	6519-OCT 20	2	Invoice	ADVERTISE/LIQUOR STORE	11/02/2018	11/27/2018	108.00	609-49750-343
11/28/2018	6519-OCT 20	3	Invoice	GLASSES/LIQUOR STORE	11/02/2018	11/27/2018	59.04	609-49750-214
11/28/2018	6519-OCT 20	4	Invoice	CONFERENCE/LIQUOR STORE	11/02/2018	11/27/2018	116.77	609-49750-331
11/28/2018	6519-OCT 20	5	Invoice	SUPPLIES/LIQUOR STORE	11/02/2018	11/27/2018	44.59	609-49750-214
	Total 168 VISA:						3,583.58	
307 WABASHA COUNTY AUDITOR/TREAS.								
11/28/2018	10873	1	Invoice	2018 TRUTH & TAX FORMS	11/14/2018	11/28/2018	282.24	101-41500-217
	Total 307 WABASHA COUNTY AUDITOR/TREAS.:						282.24	
104731 WABASHA COUNTY SHERIFFS OFFICE								
11/28/2018	2018-WCSO-	1	Invoice	MAINT.LICENSE RENEW/POLICE	08/29/2018	11/28/2018	1,892.94	101-42100-228
11/28/2018	2018-WCSO-	1	Invoice	MAINT. MEMBERSHIP/POLICE	08/29/2018	11/28/2018	334.08	101-42100-228
11/28/2018	2018-WCSO-	1	Invoice	NET MOTION/POLICE	10/12/2018	11/28/2018	1,072.27	101-42100-228
	Total 104731 WABASHA COUNTY SHERIFFS OFFICE:						3,299.29	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106269 WATER SYSTEMS COMPANY								
11/28/2018	458502	1	Invoice	WATER/AMB BLDG.	10/31/2018	11/20/2018	55.15	230-49020-223
Total 106269 WATER SYSTEMS COMPANY:							55.15	
781 WELCH, VINCE								
11/28/2018	7678	1	Invoice	UNIFORM REIMBURSE	11/06/2018	11/28/2018	109.99	101-43100-417
Total 781 WELCH, VINCE:							109.99	
106448 WIDSETH SMITH NOLTING								
11/28/2018	127223	1	Invoice	LIBRARY PROJECT	10/22/2018	11/28/2018	4,040.97	211-45500-590
Total 106448 WIDSETH SMITH NOLTING:							4,040.97	
Grand Totals:							205,058.04	

Report GL Period Summary

GL Period	Amount
11/18	99,396.07
00/00	105,661.97
Grand Totals:	205,058.04

Vendor number hash:	8594768
Vendor number hash - split:	10183829
Total number of invoices:	118
Total number of transactions:	155

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	205,058.04	.00	205,058.04
Grand Totals:	205,058.04	.00	205,058.04

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: Refuse License Approvals	**AGENDA SECTION:** Consent
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO.** **4.C.**
ATTACHMENTS: None	**APPROVED BY:**
RECOMMENDED ACTION: 1.Motion to approve Advanced Disposal Refuse License for 2019 2.Motion to approve Waste Management Refuse License for 2019 3.Motion to approve Sunshine Sanitation Refuse License for 2019 4.Motion to approve Lake City Disposal/Hagedorn Enterprises Refuse License for 2019	

Summary:

The following companies have submitted the required applications, proof of insurance, and paid the $500.00 license fees to the City of Plainview.

Advanced Disposal
Waste Management
Sunshine Sanitation
Lake City Disposal/Hagedorn Enterprises

Recommendation:

Staff recommends the approval of the Refuse License Applications afore mentioned companies for 2019.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

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

CITY OF PLAINVIEW
ADMINISTRATOR'S UPDATE

City Council Meeting – Dec. 11, 2018

Ongoing Projects / Activities:

- **Comprehensive Plan –** Met with Kristi of Bolton & Menk this week to review and give feedback on first draft.
- **Gold Cross Agreement –** Transition date set for January 1, 2018. Gold Cross requested a number of building fixes, and PW staff has been working diligently through that list.
- **2019 Budgets –** Ongoing work on a 10-year capital budget and 2019 operating budgets.
- **Branding –** Branding Committee has received initial positive feedback on the proposed logo from Council, EDA, PADCO. We plan to start a vetting process with an online survey to gather public feedback.
- **TAP Grant –**Environmental report sent to state. Mike Bubany attended Council work session to give information about funding options. Bolton & Menk is continuing work on the final design so the project can go out for bid early-2019. We did not make it to the next round of the 2023 TAP cycle; MnDOT would like to meet to have in-depth discussions regarding changes to Hwy. 247, and they recommend a Downtown Master Plan.
- **Flooding issue in resident yards (Stoning) –** We've given up on the ground drying out. The plan is to do the work when the ground freezes. No update as yet.
- **City Buildings –** Waiting for Braun Intertec report of their building assessment.
- **Blandin Community Leadership Program –** Blandin held another community informational meeting. I've been working on Facebook advertising. We were up to 25 applicants as of Friday, Dec. 7. Last day to apply is December 10.
- **Total Compensation Report –** Started work on this a couple months ago. We will get to pieces of this as Vicki and Peg are able.
- **Legal Issues –** Working with City Attorney Flaherty and LMCIT attorney Sullivan on current and potential litigation. Depositions and court dates have been scheduled in the Hall case. Received extensive request for documentation from plaintiff that will take a lot of staff time to gather.
- **Union Negotiations –** LELS negotiations were held this week and went very well. We were able to come to an agreement within a couple hours, with both parties gaining some ground on issues of concern.
- **East Winds Second Addition –** Lots of meetings and work on this project. Moving forward steadily. WSB and Bolton & Menk have helped make this a very smooth process, since this is my first time handling a development. Still working out final details on the Development Agreement, as the developer is leery of paying more for inspection than they have in the past.
- **Other Regular Activities**
  - Council Requests & Meetings
  - Packet Creation
  - Resident Concerns & Questions
  - Staff Questions & Mgmt.
  - Personnel Issues
  - IT Issues
  - Library Repairs Qusts./Mtgs.
  - Data Requests
  - Lots of Miscellaneous!
- **Goals Tracking - Accomplishments:**
  - Design and implement performance review system – Haven't gotten back to this just yet but dealing with individual issues as they arise.
  - Policy Review – A couple quick edits to Personnel Policies. Recommend changes to Council Tools Policy in this agenda. Next up; Purchasing Policy.
- **Meetings/Trainings Attended:**
  - SE MN EDA Professionals meeting at People's Coop Electric.
- **Personnel Issues:**
  - Lots of time spent on personnel issues this month.

MONTHLY REPORT OF FINANCE DIRECTOR
November 2018

Routine Work/General Items

- Processed bi-weekly payroll and all related duties to payroll and benefits administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Monthly sales tax report and payment
- Provide financial information and assistance as needed to departments/liquor store
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Assist in front office as needed
- Dept. Budget Reports
- Investments Redeemed/Purchased

Activities

- Insurance/Benefits Open Enrollments-Created & sent packets to all full-time employees
- Continued work on cleaning up account coding errors/journal entries
- Continued working with Fire Dept. personnel for City & Rural Fire and the Fire Relief Assn
- Implemented the Xpress Bill Pay Online System and set up the new credit card system and did training. I am still working through the process to ensure everything is set up correctly and working properly but we can now accept online payments and credit card payments in the office.
- Review all cash distribution codes in cash receipting to correct g/l accounts & make more user-friendly.
- Upgraded the Civic Systems Financial Software to the newest version. I am working through some minor issues and procedural changes as a result of the upgrade and making adjustments as necessary.
- Reviewing utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R

Projects

- Budget Work, Capital Improvement Budget and Discussions
- Continued work on these on-going projects:
    - Working with Civic to update the Chart of Accounts to match MN Uniform Chart of Accts.
    - 2018 bank recs and account reconciliations
    - Update financial processes/procedures and reporting
    - File/Organize Financial/Personnel Records
    - Total Compensation Report
    - Admin Front Counter Remodel
    - Develop system to track capital improvement projects in system. Will continue after budget is finalized for 2019.
- Upcoming Projects
    - Tap Grant Project
    - SMIF Grant-Plainview One-Meeting
    - East Winds TIF
    - MnDOT Landscaping Grant Reimbursement

Reports

- Monthly Department of Labor Report

Training

Meetings

- Dept. head meetings
- Admin meetings
- Council meetings/Work Sessions
- Attended Rural Fire Board Meeting
- Meeting at Expert T Billing on the upcoming ambulance transition & plan for billing & collections process.
- Met with Mark at Greenwood Agency & Clarissa to review liability/work comp insurance

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL FUND				
Council				
101-41110-103	Part-Time Employees	13,091.70	13,300.00	208.30
101-41110-122	FICA	1,001.52	1,018.00	16.48
101-41110-151	Worker s Comp Insurance Prem	75.00	480.00	405.00
101-41110-201	Office Supplies(paper-pens-et)	248.30	500.00	251.70
101-41110-310	Other Professional Services	10,053.75	20,000.00	9,946.25
101-41110-317	Dial A Ride Bus	50.00	.00	50.00-
101-41110-331	Meetings-Conferences (mtgs/mi)	314.78	2,500.00	2,185.22
101-41110-344	Community Engagement	251.68	.00	251.68-
101-41110-362	Property - Casualty Ins (Auto)	5,812.60	5,815.00	2.40
101-41110-381	Electric Utilities	1,567.30	1,480.00	87.30-
101-41110-383	Gas Utilities	752.49	900.00	147.51
101-41110-401	Contractual Services	3,380.27	2,900.00	480.27-
101-41110-433	Dues and Subscriptions	10,953.00	10,825.00	128.00-
101-41110-437	Miscellaneous	109.67	.00	109.67-
101-41110-440	City Cleanup	4,858.78	.00	4,858.78-
Total Council:		52,520.84	59,718.00	7,197.16
Elections				
101-41410-103	Part-Time Employees	3,805.00	.00	3,805.00-
101-41410-309	Software and Design	270.00	800.00	530.00
101-41410-331	Meetings-Conferences (mtgs/mi)	412.56	.00	412.56-
101-41410-437	Miscellaneous	2,381.00	1,000.00	1,381.00-
101-41410-590	Capital Outlay	5,910.88	12,000.00	6,089.12
Total Elections:		12,779.44	13,800.00	1,020.56
Administration				
101-41500-101	Full-Time Employees Regular	242,984.32	232,340.00	10,644.32-
101-41500-102	Full-Time Employees Overtime	4,441.80	2,500.00	1,941.80-
101-41500-121	PERA	17,381.69	17,403.00	21.31
101-41500-122	FICA	18,673.17	17,967.00	706.17-
101-41500-131	Employer Paid Health	53,147.44	52,920.00	227.44-
101-41500-151	Worker s Comp Insurance Prem	2,235.60	1,050.00	1,185.60-
101-41500-201	Office Supplies(paper-pens-et)	4,740.41	5,500.00	759.59
101-41500-211	Operating Supplies - Cleaning	587.76	600.00	12.24
101-41500-217	Other Operating Supplies	1,777.47	700.00	1,077.47-
101-41500-221	Repair/Maint - Equipment	144.39	1,000.00	855.61
101-41500-223	Repair/Maintain - Building	5,607.72	4,000.00	1,607.72-
101-41500-301	Auditing and Acct g Services	26,168.00	28,000.00	1,832.00
101-41500-303	Engineering Fees	5,296.00	.00	5,296.00-
101-41500-304	Legal Fees	23,090.05	30,000.00	6,909.95
101-41500-309	Software and Design	8,653.50	8,500.00	153.50-
101-41500-310	Other Professional Services	22,934.45	2,000.00	20,934.45-
101-41500-312	CITY WEBSITE	1,320.00	4,050.00	2,730.00
101-41500-316	Building Inspections	20,323.11	25,000.00	4,676.89
101-41500-317	Dial A Ride Bus	7,468.75	9,000.00	1,531.25
101-41500-321	Communications	4,044.83	7,000.00	2,955.17
101-41500-331	Meetings-Conferences (mtgs/mi)	1,765.91	8,500.00	6,734.09
101-41500-343	Advertising	2,273.20	2,500.00	226.80
101-41500-362	Property - Casualty Ins (Auto)	2,798.85	2,800.00	1.15
101-41500-381	Electric Utilities	1,567.36	1,800.00	232.64
101-41500-383	Gas Utilities	797.33	1,200.00	402.67

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-41500-401	Contractual Services	8,579.41	6,500.00	2,079.41-
101-41500-406	Safety	360.00	750.00	390.00
101-41500-417	Uniforms	1,015.58	1,800.00	784.42
101-41500-433	Dues and Subscriptions	1,264.30	1,200.00	64.30-
101-41500-434	Sales Tax Paid	10.00	.00	10.00-
101-41500-437	Miscellaneous	620.49	3,500.00	2,879.51
101-41500-442	Bank Service Charges	20.00	.00	20.00-
101-41500-560	Furniture & Fixtures	2,328.84	1,500.00	828.84-
101-41500-580	Computers & Technology	36,426.36	18,000.00	18,426.36-
101-41500-590	Capital Outlay	.00	12,000.00	12,000.00
101-41500-700	Tansfers Out	893,589.00	.00	893,589.00-
Total Administration:		1,424,437.09	511,580.00	912,857.09-
Police				
101-42100-101	Full-Time Employees Regular	464,530.87	483,401.00	18,870.13
101-42100-102	Full-Time Employees Overtime	17,423.87	15,000.00	2,423.87-
101-42100-103	Part-Time Employees	62,955.78	62,500.00	455.78-
101-42100-121	PERA	80,230.05	90,866.00	10,635.95
101-42100-122	FICA	10,474.40	10,937.00	462.60
101-42100-131	Employer Paid Health	38,244.28	46,770.00	8,525.72
101-42100-151	Worker s Comp Insurance Prem	22,958.00	17,340.00	5,618.00-
101-42100-201	Office Supplies(paper-pens-et)	3,681.45	5,000.00	1,318.55
101-42100-212	Motor Fuels-Gas	8,364.93	13,000.00	4,635.07
101-42100-217	Other Operating Supplies	44.50	.00	44.50-
101-42100-221	Repair/Maint - Equipment	13,147.13	13,000.00	147.13-
101-42100-228	Repair/Maintain Other	3,299.29	.00	3,299.29-
101-42100-304	Legal Fees	19,800.00	21,600.00	1,800.00
101-42100-310	Other Professional Services	3,686.50	3,800.00	113.50
101-42100-313	Task Force	7,399.00	7,000.00	399.00-
101-42100-318	Animal Control	99.60	2,000.00	1,900.40
101-42100-319	Forfeitures	483.40	1,500.00	1,016.60
101-42100-321	Communications	11,557.82	14,000.00	2,442.18
101-42100-331	Meetings-Conferences (mtgs/mi)	6,757.46	7,500.00	742.54
101-42100-362	Property - Casualty Ins (Auto)	4,498.15	4,500.00	1.85
101-42100-381	Electric Utilities	1,521.34	1,500.00	21.34-
101-42100-383	Gas Utilities	664.32	1,000.00	335.68
101-42100-401	Contractual Services	2,224.42	3,000.00	775.58
101-42100-406	Safety	.00	1,200.00	1,200.00
101-42100-417	Uniforms	7,027.61	8,000.00	972.39
101-42100-418	Range/Ammo	6,527.87	7,000.00	472.13
101-42100-433	Dues and Subscriptions	761.50	1,000.00	238.50
101-42100-436	Towing Charges	250.00	.00	250.00-
101-42100-437	Miscellaneous	2,935.78	3,500.00	564.22
101-42100-438	Police - DARE Prog	4,921.71	5,000.00	78.29
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	.00
101-42100-590	Capital Outlay	10,221.90	10,000.00	221.90-
Total Police:		817,692.93	861,914.00	44,221.07
City Fire				
101-42200-103	Part-Time Employees	19,826.41	14,000.00	5,826.41-
101-42200-122	FICA	1,516.75	1,071.00	445.75-
101-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
101-42200-201	Office Supplies(paper-pens-et)	50.00	600.00	550.00
101-42200-207	Fire Prevention Instruct Supps	1,943.96	600.00	1,343.96-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-42200-212	Motor Fuels-Gas	644.94-	400.00	1,044.94
101-42200-217	Other Operating Supplies	126.53	350.00	223.47
101-42200-221	Repair/Maint - Equipment	32,013.75	50,000.00	17,986.25
101-42200-223	Repair/Maintain - Building	7,589.13	3,000.00	4,589.13-
101-42200-226	Foam	.00	2,000.00	2,000.00
101-42200-228	Repair/Maintain - Other	1,650.74	.00	1,650.74-
101-42200-310	Other Professional Services	986.50	1,000.00	13.50
101-42200-315	Jaws of Life	375.00	.00	375.00-
101-42200-321	Communications	1,996.89	2,200.00	203.11
101-42200-331	Meetings-Conferences (mtgs/mi)	2,217.30	3,000.00	782.70
101-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
101-42200-381	Electric Utilities	2,287.00	2,400.00	113.00
101-42200-383	Gas Utilities	2,898.69	3,800.00	901.31
101-42200-417	Uniforms	1,177.90	.00	1,177.90-
101-42200-433	Dues and Subscriptions	157.00	800.00	643.00
101-42200-590	Capital Outlay	36,358.64	40,000.00	3,641.36
Total City Fire:		121,730.27	133,721.00	11,990.73
Emergency Management				
101-42500-103	Part-Time Employees	1,074.30	1,000.00	74.30-
101-42500-122	FICA	82.19	77.00	5.19-
101-42500-151	Worker s Comp Insurance Prem	.00	410.00	410.00
101-42500-221	Repair/Maint - Equipment	1,050.80	1,000.00	50.80-
101-42500-310	Other Professional Services	660.00	.00	660.00-
101-42500-381	Electric Utilities	505.00	600.00	95.00
Total Emergency Management:		3,372.29	3,087.00	285.29-
Public Works (GENERAL)				
101-43100-101	Full-Time Employees Regular	118,361.67	123,704.00	5,342.33
101-43100-102	Full-Time Employees Overtime	3,599.15	4,000.00	400.85
101-43100-121	PERA	8,872.43	9,578.00	705.57
101-43100-122	FICA	9,232.93	9,770.00	537.07
101-43100-131	Employer Paid Health	25,122.74	27,230.00	2,107.26
101-43100-151	Worker s Comp Insurance Prem	21,320.48	12,400.00	8,920.48-
101-43100-201	Office Supplies(paper-pens-et)	177.14	200.00	22.86
101-43100-212	Motor Fuels-Gas	4,790.76	7,000.00	2,209.24
101-43100-217	Other Operating Supplies	27,326.94	15,000.00	12,326.94-
101-43100-221	Repair/Maint - Equipment	23,532.84	20,000.00	3,532.84-
101-43100-222	Tree trimming	5,187.50	20,000.00	14,812.50
101-43100-223	Repair/Maintain - Building	5,050.88	4,000.00	1,050.88-
101-43100-224	Repair/Maintain - Streets	25,085.75	45,000.00	19,914.25
101-43100-225	Landscaping Det Ponds -	2,209.60	20,000.00	17,790.40
101-43100-226	Sidewalk Repairs	67,475.90	40,000.00	27,475.90-
101-43100-228	Repair/Maintain - Other	.00	2,500.00	2,500.00
101-43100-303	Engineering Fees	16,492.05	7,000.00	9,492.05-
101-43100-310	Other Professional Services	4,431.61	7,000.00	2,568.39
101-43100-321	Communications	4,245.82	4,400.00	154.18
101-43100-331	Meetings-Conferences (mtgs/mi)	283.75	400.00	116.25
101-43100-343	Advertising	305.00	.00	305.00-
101-43100-362	Property - Casualty Ins (Auto)	11,995.06	12,000.00	4.94
101-43100-381	Electric Utilities	28,222.00	32,000.00	3,778.00
101-43100-383	Gas Utilities	2,055.17	4,000.00	1,944.83
101-43100-401	Contractual Services	852.40	.00	852.40-
101-43100-406	Safety	308.75	800.00	491.25

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
101-43100-417	Uniforms	193.72	1,200.00	1,006.28
101-43100-418	Rentals	160.98	500.00	339.02
101-43100-590	Capital Outlay	364,014.14	150,000.00	214,014.14-
Total Public Works (GENERAL):		780,907.16	579,682.00	201,225.16-
Ice & Snow Removal				
101-43125-101	Full-Time Employees Regular	22,605.36	24,741.00	2,135.64
101-43125-102	Full-Time Employees Overtime	685.53	1,237.00	551.47
101-43125-121	PERA	1,689.87	1,948.00	258.13
101-43125-122	FICA	1,758.63	1,893.00	134.37
101-43125-131	Employer Paid Health	4,989.79	5,446.00	456.21
101-43125-212	Motor Fuels-Gas	5,652.56	8,000.00	2,347.44
101-43125-217	Other Operating Supplies	13,248.80	10,000.00	3,248.80-
101-43125-221	Repair/Maint - Equipment	4,708.18	5,000.00	291.82
101-43125-310	Other Professional Services	24,071.50	25,000.00	928.50
101-43125-343	Advertising	90.60	.00	90.60-
Total Ice & Snow Removal:		79,500.82	83,265.00	3,764.18
Economic Develop mt-Assistance				
101-46500-491	Contributions/Donations Expend	50,416.74	55,000.00	4,583.26
Total Economic Develop mt-Assistance:		50,416.74	55,000.00	4,583.26
Other Finanacing Uses/Contrib				
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00
101-49300-423	Ye Old Fashioned Christmas	1,000.00	1,000.00	.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00
101-49300-425	Senior Center	8,500.00	8,500.00	.00
101-49300-426	Blue Bell Festival	1,000.00	1,000.00	.00
Total Other Finanacing Uses/Contrib:		13,800.00	13,800.00	.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
ROCHESTER SALES TAX DOLLARS				
Economic Opportunity				
203-46600-700	Transfers Out	101,568.00	.00	101,568.00-
Total Economic Opportunity:		101,568.00	.00	101,568.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LIBRARY				
Libraries (GENERAL)				
211-45500-101	Full-Time Employees Regular	62,829.36	63,648.00	818.64
211-45500-103	Part-Time Employees	51,530.80	48,727.00	2,803.80-
211-45500-121	PERA	8,424.47	8,428.00	3.53
211-45500-122	FICA	8,650.10	8,598.00	52.10-
211-45500-131	Employer Paid Health	7,638.46	7,864.00	225.54
211-45500-151	Worker s Comp Insurance Prem	679.12	75.00	604.12-
211-45500-201	Office Supplies(paper-pens-et)	4,756.69	4,000.00	756.69-
211-45500-221	Repair/Maint - Equipment	6,445.56	6,500.00	54.44
211-45500-223	Repair/Maintain - Building	2,308.81	3,000.00	691.19
211-45500-310	Other Professional Services	137.50	.00	137.50-
211-45500-321	Communications	1,253.34	1,550.00	296.66
211-45500-331	Meetings-Conferences (mtgs/mi)	1,911.15	2,000.00	88.85
211-45500-362	Property - Casualty Ins (Auto)	3,998.35	4,000.00	1.65
211-45500-381	Electric Utilities	3,052.00	3,900.00	848.00
211-45500-383	Gas Utilities	1,193.12	2,000.00	806.88
211-45500-401	Contractual Services	9,725.00	11,990.00	2,265.00
211-45500-418	Rentals	11,920.57	13,031.00	1,110.43
211-45500-434	Sales Tax Paid	145.00	130.00	15.00-
211-45500-437	Miscellaneous	3,871.00	1,500.00	2,371.00-
211-45500-590	Capital Outlay	339,277.19	.00	339,277.19-
211-45500-592	Books/Periodicals	27,438.33	30,000.00	2,561.67
	Total Libraries (GENERAL):	557,185.92	220,941.00	336,244.92-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
PARK				
Recreation Facilities-Rink				
225-45127-212	Motor Fuels-Gas	12.16	.00	12.16-
225-45127-217	Other Operating Supplies	1,594.69	250.00	1,344.69-
225-45127-221	Repair/Maint - Equipment	.00	250.00	250.00
225-45127-223	Repair/Maintain - Building	370.01	2,000.00	1,629.99
225-45127-381	Electric Utilities	282.00	200.00	82.00-
225-45127-383	Gas Utilities	484.08	800.00	315.92
	Total Recreation Facilities-Rink:	2,742.94	3,500.00	757.06
Recreation Facilities-Pool				
225-45128-103	Part-Time Employees	71,408.81	65,000.00	6,408.81-
225-45128-121	PERA	489.38	.00	489.38-
225-45128-122	FICA	5,462.71	4,973.00	489.71-
225-45128-151	Worker s Comp Insurance Prem	3,329.00	2,600.00	729.00-
225-45128-211	Operating Supplies - Cleaning	14.32	.00	14.32-
225-45128-217	Other Operating Supplies	6,666.51	8,500.00	1,833.49
225-45128-221	Repair/Maint - Equipment	1,903.54	2,500.00	596.46
225-45128-223	Repair/Maintain - Building	2,991.71	500.00	2,491.71-
225-45128-259	Merchandise For Resale - Other	7,631.69	5,000.00	2,631.69-
225-45128-310	Other Professional Services	2,712.25	3,000.00	287.75
225-45128-321	Communications	455.64	800.00	344.36
225-45128-331	Meetings-Conferences (mtgs/mi)	3,034.00	1,500.00	1,534.00-
225-45128-343	Advertising	181.20	400.00	218.80
225-45128-362	Property - Casualty Ins (Auto)	9,995.88	10,000.00	4.12
225-45128-381	Electric Utilities	6,907.00	6,000.00	907.00-
225-45128-383	Gas Utilities	4,753.48	7,000.00	2,246.52
225-45128-417	UNIFORMS	2,025.52	2,000.00	25.52-
225-45128-418	Rentals	.00	100.00	100.00
225-45128-433	Dues and Subscriptions	670.00	1,220.00	550.00
225-45128-434	Sales Tax Paid	3,498.00	4,500.00	1,002.00
225-45128-437	Miscellaneous	264.36	700.00	435.64
225-45128-590	Capital Outlay	6,942.02	7,500.00	557.98
	Total Recreation Facilities-Pool:	141,337.02	133,793.00	7,544.02-
Parks (GENERAL)				
225-45200-101	Full-Time Employees Regular	56,457.54	56,795.00	337.46
225-45200-102	Full-Time Employees Overtime	4,502.38	2,000.00	2,502.38-
225-45200-103	Part-Time Employees	16,733.58	16,000.00	733.58-
225-45200-121	PERA	4,485.32	5,610.00	1,124.68
225-45200-122	FICA	5,911.33	5,723.00	188.33-
225-45200-131	Employer Paid Health	13,934.35	14,742.00	807.65
225-45200-151	Worker s Comp Insurance Prem	2,706.00	2,900.00	194.00
225-45200-201	Office Supplies(paper-pens-et)	25.00	100.00	75.00
225-45200-212	Motor Fuels-Gas	3,401.22	3,500.00	98.78
225-45200-217	Other Operating Supplies	4,819.50	7,500.00	2,680.50
225-45200-221	Repair/Maint - Equipment	6,174.06	8,500.00	2,325.94
225-45200-223	Repair/Maintain - Building	5,024.03	5,000.00	24.03-
225-45200-228	Repair/Maintain - Other	8,775.00	.00	8,775.00-
225-45200-310	Other Professional Services	3,456.92	200.00	3,256.92-
225-45200-321	Communications	518.19	900.00	381.81
225-45200-331	Meetings-Conferences (mtgs/mi)	55.00	100.00	45.00
225-45200-343	Advertising	.00	250.00	250.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
225-45200-362	Property - Casualty Ins (Auto)	13,494.44	13,500.00	5.56
225-45200-381	Electric Utilities	2,724.37	3,500.00	775.63
225-45200-383	Gas Utilities	42.30	.00	42.30-
225-45200-406	Safety	.00	200.00	200.00
225-45200-417	Uniforms	.00	600.00	600.00
225-45200-418	Rentals	3,888.00	500.00	3,388.00-
225-45200-433	Dues and Subscriptions	25.00	.00	25.00-
225-45200-434	Sales Tax Paid	76.00	.00	76.00-
225-45200-437	Miscellaneous	138.50	.00	138.50-
225-45200-590	Capital Outlay	40,116.61	29,000.00	11,116.61-
Total Parks (GENERAL):		197,484.64	177,120.00	20,364.64-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE				
Ambulance				
230-49020-101	Full-Time Employees Regular	92,330.09	79,080.00	13,250.09-
230-49020-102	Full-Time Employees OT	37,659.02	43,000.00	5,340.98
230-49020-103	Part-Time Employees	101,950.67	42,000.00	59,950.67-
230-49020-121	PERA	10,238.28	12,306.00	2,067.72
230-49020-122	FICA	17,258.50	12,551.00	4,707.50-
230-49020-131	Employer Paid Health	13,130.15	20,475.00	7,344.85
230-49020-135	Employer Paid Deferred Comp	4,234.01	4,400.00	165.99
230-49020-151	Worker s Comp Insurance Prem	17,313.84	5,625.00	11,688.84-
230-49020-201	Office Supplies(paper-pens-et)	373.79	1,200.00	826.21
230-49020-208	Training and Instruction	814.86	2,600.00	1,785.14
230-49020-211	Operating Supplies - Cleaning	853.09	300.00	553.09-
230-49020-212	Motor Fuels-Gas	10,302.29	5,000.00	5,302.29-
230-49020-213	Vehicle Maintenance	7,057.19	8,000.00	942.81
230-49020-216	Chemicals and Chem Prod-Oxygen	2,611.51	3,500.00	888.49
230-49020-217	Other Operating Supplies	16,016.90	30,000.00	13,983.10
230-49020-221	Repair/Maint - Equipment	1,691.98	2,500.00	808.02
230-49020-223	Repair/Maintain - Building	2,931.25	5,000.00	2,068.75
230-49020-229	Reimburse Homeowner	114.49	.00	114.49-
230-49020-309	Software and Design	.00	2,000.00	2,000.00
230-49020-310	Other Professional Services	1,638.50	750.00	888.50-
230-49020-321	Communications	3,653.81	4,500.00	846.19
230-49020-331	Meetings-Conferences (mtgs/mi)	124.12	1,000.00	875.88
230-49020-332	EMT Training	2,761.47	.00	2,761.47-
230-49020-340	Advertising	.00	350.00	350.00
230-49020-343	Advertising	316.00	.00	316.00-
230-49020-362	Property - Casualty Ins (Auto)	5,497.73	5,500.00	2.27
230-49020-381	Electric Utilities	3,870.52	3,500.00	370.52-
230-49020-383	Gas Utilities	1,401.91	1,900.00	498.09
230-49020-384	Refuse/Garbage Disposal (Liq)	355.19	400.00	44.81
230-49020-401	Contractual Services	157,288.31	89,500.00	67,788.31-
230-49020-417	Uniforms	1,818.57	2,000.00	181.43
230-49020-433	Dues and Subscriptions	25.00	300.00	275.00
230-49020-434	Sales Tax Paid	2,105.90	.00	2,105.90-
230-49020-437	Miscellaneous	56.37	.00	56.37-
230-49020-560	Furniture & Fixtures	1,021.22	250.00	771.22-
Total Ambulance:		518,816.53	389,487.00	129,329.53-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
CEMETERY				
Cemetery				
235-49010-217	Other Operating Supplies	2,304.83	.00	2,304.83-
235-49010-223	Repair/Maintain - Building	434.42	200.00	234.42-
235-49010-228	Repair/Maintain - Other	5.49	.00	5.49-
235-49010-310	Other Professional Services	2,450.00	.00	2,450.00-
235-49010-362	Property - Casualty Ins (Auto)	2,548.95	2,550.00	1.05
235-49010-381	Electric Utilities	285.00	325.00	40.00
235-49010-401	Contractual Services	26,468.02	32,000.00	5,531.98
235-49010-590	Capital Outlay	16,313.74	5,000.00	11,313.74-
Total Cemetery:		50,810.45	40,075.00	10,735.45-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
RURAL FIRE				
Rural Fire				
245-42200-103	Part-Time Employees	8,911.41	12,000.00	3,088.59
245-42200-122	FICA	681.71	918.00	236.29
245-42200-151	Worker s Comp Insurance Prem	4,405.00	3,700.00	705.00-
245-42200-201	Office Supplies(paper-pens-et)	.00	150.00	150.00
245-42200-212	Motor Fuels-Gas	1,034.64	1,300.00	265.36
245-42200-217	Other Operating Supplies	171.03	.00	171.03-
245-42200-221	Repair/Maint - Equipment	18,834.40	7,000.00	11,834.40-
245-42200-226	Foam	.00	2,000.00	2,000.00
245-42200-228	Repair/Maintain - Other	1,487.97	.00	1,487.97-
245-42200-310	Other Professional Services	986.50	1,000.00	13.50
245-42200-315	Jaws of Life	375.00	.00	375.00-
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	250.00	250.00
245-42200-362	Property - Casualty Ins (Auto)	4,798.02	4,800.00	1.98
245-42200-417	Uniform	221.15	.00	221.15-
245-42200-433	Dues and Subscriptions	262.50	850.00	587.50
Total Rural Fire:		42,169.33	33,968.00	8,201.33-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
FIRE RELIEF				
Fire Relief				
250-42300-124	Fire Pension Contributions	45,795.26	35,000.00	10,795.26-
250-42300-490	Donations - Fire Relief Assoc	.00	6,600.00	6,600.00
Total Fire Relief:		45,795.26	41,600.00	4,195.26-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
POOL CONSTRUCTION BONDS				
Recreation Facilities-Pool				
316-45128-601	Debt Srv Bond Principal	68,000.00	68,000.00	.00
316-45128-611	Bond Interest	31,950.00	31,950.00	.00
316-45128-620	Fiscal Agent s Fees	.00	450.00	450.00
Total Recreation Facilities-Pool:		99,950.00	100,400.00	450.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
STREET RECONSTRUCTION				
Public Works (GENERAL)				
325-43100-601	Debt Srv Bond Principal	120,000.00	120,000.00	.00
325-43100-611	Bond Interest	32,768.76	31,419.00	1,349.76-
325-43100-620	Fiscal Agent s Fees	500.00	450.00	50.00-
	Total Public Works (GENERAL):	153,268.76	151,869.00	1,399.76-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
EAST BROADWAY-WATER BOND 2011				
Public Works (GENERAL)				
332-43100-601	Debt Srv Bond Principal	13,000.00	13,000.00	.00
332-43100-611	Bond Interest	3,981.88	3,982.00	.12
	Total Public Works (GENERAL):	16,981.88	16,982.00	.12

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
GENERAL CAPITAL PROJECTS				
Administration				
430-41500-700	Transfers Out	300,000.00	.00	300,000.00-
Total Administration:		300,000.00	.00	300,000.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
AMBULANCE BUILDING PROJECT				
Ambulance				
500-49020-601	Debt Srv Bond Principal	19,000.00	19,000.00	.00
500-49020-611	Bond Interest	2,175.00	2,176.00	1.00
Total Ambulance:		21,175.00	21,176.00	1.00

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
LEVAN TIF				
Economic Develop mt-Assistance				
505-46500-439	TIF Payments	52,092.86	85,760.00	33,667.14
	Total Economic Develop mt-Assistance:	52,092.86	85,760.00	33,667.14
Benedictine Health Systems				
505-49850-304	Legal Fees	100.00	.00	100.00-
	Total Benedictine Health Systems:	100.00	.00	100.00-

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
WATER FUND				
Water Utilities (GENERAL)				
601-49400-101	Full-Time Employees Regular	58,878.68	56,795.00	2,083.68-
601-49400-102	Full-Time Employees Overtime	5,663.23	5,680.00	16.77
601-49400-121	PERA	4,772.56	4,686.00	86.56-
601-49400-122	FICA	4,949.13	4,780.00	169.13-
601-49400-131	Employer Paid Health	13,900.13	14,742.00	841.87
601-49400-151	Worker s Comp Insurance Prem	1,517.00	1,885.00	368.00
601-49400-201	Office Supplies(paper-pens-et)	2,812.04	3,250.00	437.96
601-49400-212	Motor Fuels-Gas	804.82	750.00	54.82-
601-49400-217	Other Operating Supplies	12,393.36	7,800.00	4,593.36-
601-49400-221	Repair/Maint - Equipment	22,325.00	25,000.00	2,675.00
601-49400-223	Repair/Maintain - Building	1,497.72	.00	1,497.72-
601-49400-224	Repair/Maintain - Streets	412.50	.00	412.50-
601-49400-228	Repair/Maintain - Other	22,076.11	28,000.00	5,923.89
601-49400-229	Refunds	355.76	.00	355.76-
601-49400-303	Engineering Fees	4,029.81	5,000.00	970.19
601-49400-310	Other Professional Services	8,712.92	11,500.00	2,787.08
601-49400-331	Meetings-Conferences (mtgs/mi)	1,287.39	1,000.00	287.39-
601-49400-343	Advertising	.00	600.00	600.00
601-49400-362	Property - Casualty Ins (Auto)	4,997.94	5,000.00	2.06
601-49400-381	Electric Utilities	27,599.00	38,000.00	10,401.00
601-49400-406	SAFETY	631.94	.00	631.94-
601-49400-417	Uniforms	.00	600.00	600.00
601-49400-420	Depreciation	.00	74,140.00	74,140.00
601-49400-433	Dues and Subscriptions	1,094.06	500.00	594.06-
601-49400-437	Miscellaneous	20.00	.00	20.00-
601-49400-570	Capital Outlay - Equipment	14,900.00	16,000.00	1,100.00
601-49400-590	Capital Outlay	58,648.31	.00	58,648.31-
601-49400-601	Debt Srv Bond Principal	60,000.00	60,000.00	.00
601-49400-611	Bond Interest	6,575.00	6,575.00	.00
Total Water Utilities (GENERAL):		340,854.41	372,283.00	31,428.59

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
SEWER FUND				
Sewer (GENERAL)				
602-49450-101	Full-Time Employees Regular	47,992.32	48,075.00	82.68
602-49450-102	Full-Time Employees Overtime	5,773.64	4,810.00	963.64-
602-49450-121	PERA	4,028.74	3,967.00	61.74-
602-49450-122	FICA	4,109.33	4,046.00	63.33-
602-49450-131	Employer Paid Health	13,873.78	14,742.00	868.22
602-49450-151	Worker s Comp Insurance Prem	.01-	465.00	465.01
602-49450-201	Office Supplies(paper-pens-et)	2,381.06	3,150.00	768.94
602-49450-212	Motor Fuels-Gas	430.81	250.00	180.81-
602-49450-217	Other Operating Supplies	6,364.48	6,500.00	135.52
602-49450-221	Repair/Maint - Equipment	3,495.99	5,000.00	1,504.01
602-49450-223	BUILDING REPAIR	434.84	.00	434.84-
602-49450-228	Repair/Maintain - Other	730.00	4,500.00	3,770.00
602-49450-229	Reimburse homeowner	186.20	.00	186.20-
602-49450-303	Engineering Fees	1,275.00	2,000.00	725.00
602-49450-310	Other Professional Services	1,003.53	600.00	403.53-
602-49450-331	Meetings-Conferences (mtgs/mi)	1,179.15	1,500.00	320.85
602-49450-362	Property - Casualty Ins (Auto)	3,748.45	3,750.00	1.55
602-49450-381	Electric Utilities	5,797.00	7,800.00	2,003.00
602-49450-383	Gas Utilities	867.40	800.00	67.40-
602-49450-385	Sewer Plv-Elgin Sewer District	590,436.46	785,000.00	194,563.54
602-49450-417	UNIFORM	599.46	600.00	.54
602-49450-420	Depreciation	.00	13,122.00	13,122.00
602-49450-437	Miscellaneous	40.00	.00	40.00-
602-49450-601	Debt Srv Bond Principal	40,000.00	40,000.00	.00
602-49450-611	Bond Interest	3,410.00	3,410.00	.00
	Total Sewer (GENERAL):	738,157.63	954,087.00	215,929.37

Account Number	Account Title	2018-18 Current year Actual	2018-18 Current year Budget	2018-18 Current year Budget Remaining
MUNICIPAL LIQUOR FUND				
Liquor Store (GENERAL)				
609-49750-101	Full-Time Employees Regular	83,867.74	106,184.00	22,316.26
609-49750-102	Full-Time Employees Overtime	3,232.90	3,000.00	232.90-
609-49750-103	Part-Time Employees	49,106.35	29,633.00	19,473.35-
609-49750-121	PERA	9,910.23	10,412.00	501.77
609-49750-122	FICA	10,245.65	10,620.00	374.35
609-49750-131	Employer Paid Health	12,401.20	8,284.00	4,117.20-
609-49750-151	Worker s Comp Insurance Prem	7,429.97	4,500.00	2,929.97-
609-49750-201	Office Supplies(paper-pens-et)	1,428.53	300.00	1,128.53-
609-49750-211	Operating Supplies - Cleaning	1,223.55	200.00	1,023.55-
609-49750-214	Liquor Store Bar Supply	10,166.74	6,000.00	4,166.74-
609-49750-217	Other Operating Supplies	2,965.02	.00	2,965.02-
609-49750-221	Repair/Maint - Equipment	164.42	1,500.00	1,335.58
609-49750-223	Repair/Maintain - Building	13,335.76	6,000.00	7,335.76-
609-49750-251	Merchandise Resale - Liquor	147,766.15	113,150.00	34,616.15-
609-49750-252	Merchandise Resale - Beer	386,662.09	287,200.00	99,462.09-
609-49750-259	Merchandise For Resale - Other	13,209.36	4,000.00	9,209.36-
609-49750-261	Merch- On-Sale Liquor	25.43	6,850.00	6,824.57
609-49750-262	Merch- On-Sale Beer	.00	17,800.00	17,800.00
609-49750-269	Merch- On-Sale Other	423.89	.00	423.89-
609-49750-310	Other Professional Services	2,329.14	500.00	1,829.14-
609-49750-311	Video Technology/Security	319.92	.00	319.92-
609-49750-321	Communications	3,421.22	2,300.00	1,121.22-
609-49750-322	Postage (Liq)	38.44	.00	38.44-
609-49750-331	Meetings-Conferences (mtgs/mi)	319.92	400.00	80.08
609-49750-343	Advertising	4,084.75	1,000.00	3,084.75-
609-49750-348	Program Expense	3,140.62	800.00	2,340.62-
609-49750-362	Property - Casualty Ins (Auto)	3,498.56	3,500.00	1.44
609-49750-364	Dram Shop Ins	.00	3,000.00	3,000.00
609-49750-381	Electric Utilities	9,063.12	9,000.00	63.12-
609-49750-383	Gas Utilities	1,575.19	2,000.00	424.81
609-49750-384	Refuse/Garbage Disposal (Liq)	3,899.77	4,900.00	1,000.23
609-49750-401	Contractual Services	331.32	11,200.00	10,868.68
609-49750-406	Safety	180.57	.00	180.57-
609-49750-420	Depreciation	.00	6,000.00	6,000.00
609-49750-433	Dues and Subscriptions	935.00	400.00	535.00-
609-49750-434	Sales Tax Paid	.00	14,000.00	14,000.00
609-49750-437	Miscellaneous	195.00	200.00	5.00
609-49750-491	Contributions/Donations Expend	200.00	.00	200.00-
609-49750-590	Capital Outlay	18,634.35	.00	18,634.35-
Total Liquor Store (GENERAL):		805,731.87	674,833.00	130,898.87-

Executive Summary

City Council Meeting: Dec. 11, 2018

The Monthly Draft

AGENDA ITEM: Monthly Liquor Store Update	AGENDA SECTION: Consent
PREPARED BY: Alisha Mohs, Liquor Manager	AGENDA NO 4.D.
ATTACHMENTS: Financial YTD	APPROVED BY: cgh
RECOMMENDED ACTION: None. Information Only.	

Highlights of the Month

1. Had 7 families ask to reserve the Muni on-sale for their family holiday party. I declined due to lack of space for hosting private parties.
2. Muni was packed on 11/21 and 11/23 at night. People came in and walked out because of how busy it was.
3. Had Bob Schlief who played acoustic guitar on November 17. Lots of praise for him and requests to have him again. Looking at February to bring him back.
4. Lots of requests for more hoodies and stocking hats. We ordered 46 hoodies, more than half have sold at the time of this report. Hats should be arriving Dec. 5th.
5. Beer prices have been $1.00 higher for a month now and our movement hasn't slowed. Sales are staying steady.
6. Had meat raffles every Saturday in November. No more in December. Going to be every other Friday in 2019.

Financials at a Glance

ON SALE REVENUE COMPARISON

	Nov 2017	Nov 2018	Comparison
Merchandise Sales	546.50	1,839.25	+ 1,292.75
Beer Sales	6,787.10	12,706.25	+ 5,919.15
Liquor Sales	4,763.95	9,420.50	+ 4,656.55
Cash Short/Over	1,009.34	44.52	n/a
Rents	620.89	1,586.36	+ 965.47
Overall	13,727.78	25,596.88	+ 11,869.1

On/Off Sale Combined

	2017	2018	Comparison
Nov Revenue	59,696.86	82,673.05	+ 22,976.19
Nov Expenses	69,065.84	81,673.41	+ 12,607.57
Nov Total Net Revenue (Loss)	(9,368.98)	999.64	+ 10,368.62
YTD Revenue	**68,3084.15**	**85,3619.15**	+ 170,535.00
YTD Expenses	633,627.61	797,398.71	+ 163,771.10
YTD Net Comparison	49,456.54	56,220.44	+ 6,763.90

New Items Offered on Off-Sale
Korbel Champaigne
Fre Moscato (Alcohol free wine) (customer requested)
More size options in Patron, Jag, Titos, Smirnoff

Items in the Works
-Scheduling/planning of events
-Point-of-Sale software quotes
-Cleaning bids & renovating ideas/quotes
-employee training and policy manual for bartenders

Upcoming Events
-Karaoke night, Dec. 7th 8 -11 pm
-New Years Eve, DJ Big Tony, 8:30 pm - 12:30 pm
-Mike Puetz Acoustic, Jan. 19th 7:30-9:30 pm

It's very encouraging and exciting to have the momentum of the bar and liquor store continue to grow. Lots of new faces coming into both the on and off sale (especially on weekend nights). During certain times we have 3 people working (2 in bar, 1 in liquor store) to provide exceptional customer service. A TV was broken, a new one was purchased on Black Friday for a great deal of $700 instead of $1299. Public Works installed it. Thank you!

Submitted Respectfully,

Alisha

PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

TIMOTHY J. SCHNEIDER
CHIEF OF POLICE

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

Executive Summary

City Council Regular Meeting: December 11, 2018

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

SUMMARY

- Numerous Permit to Purchase reviews
  - Local LE responsibility to run multi-facetted checks on residents that wish to purchase a handgun or assault type rifle. Permit good for 1 year.
- Monthly Officers Meeting/Training
  - Met on November 28th – Yearly Taser certification refresher
- Ambulance – PD Collaboration
  - Slight uptick in PD assistance needed as the transition draws closer and full-time staff is changing.
  - EMT resignations have strained scheduling
- General Election – November 6th
  - Chief assisted as a "Head Judge at Precinct 1 (Community Center) both day and evening shift.
- Council Meeting – November 13th
  - Did not attend (Saskatchewan).

- SRO Contract
    - Discussion with Administrator Hadler and Superintendent Ihrke about a contract for SRO (School Resource Officer) position.
    - Have had the position since 1998 without a contract.
    - School pays 75% of 12 month salary and some related expenses at this time.
    - No update at this time, waiting on a school district draft.

- Board of Directors for the Law Enforcement Memorial Foundation of Southeast MN. November 14th
    - Did not attend (Saskatchewan).

- Department Head meeting
    - Weekly Meetings with Department heads and essential staff

- Comprehensive Plan meeting participation
    - No new information in November

- Branding Committee participation
    - Logo's sent to committee participants for ideas/opinions
    - Several good local options chosen for refinement
    - Opportunity given to a graphic designer to send some new options
    - Designer provided a group favorite design.
    - Refinement and public opinion to follow.
    - "Final" draft out for vetting by stakeholders.

- Call highlights
    - Multiple warrant arrests
    - Vulnerable Adult reports handled
    - Court appearances
    - Juvenile issues/placements
    - Felony Assualt
    - Alarm calls
    - Multiple welfare checks
    - Gas Drive-offs
    - Facilitated several child custody exchanges
    - Multiple Funeral Escorts
    - Car unlocks
    - Crash reports
    - Motorist Assists
    - Assisting Wabasha County, Plainview EMS, and Plainview Fire as requested
    - Civil property issues
    - Parking issues
    - Domestic Assault
    - Animals at Large
    - Animal Bite
    - Felony Animal Cruelty

- School Bus Stop Arm Violation
- Found Property
- Suspicious Activity
- Probation and Predatory Offender checks.
- Damage to Property Complaints (Arrest made)
- Driving Complaints
- DUI Arrests
- Fraud
- Trespassing Complaints
- Harassment Complaints
- Lost property
- Found property
- Death notifications
- Sudden Deaths

- Building Committee participation
  - Met September 18th.
  - Isolated several options for further development
  - Tasks to be completed by members of committee
  - Presented first round ideas at October Work Session
  - No November update

- Blandin Group participation
  - Chief is a member of the Steering Committee
  - Chief has applied for inclusion as a member of the 24 member team
  - Met June 11th with stakeholders, Blandin representative, and City Staff
  - July 18th meeting (unable to attend due to conflict, but communicated with facilitator)
  - Morning meeting on Thursday Aug 9th, brainstormed possible participant pool and divided candidates into groups to be contacted.
  - Ongoing communication between Foundation and community stakeholders as candidate recruitment continues.
  - Informational Meeting in Plainview October 25th.
  - Additional informational meetings held at Eagles Nest on November 28th.
  - Approximately 20 applicants so far.

- Community Policing
  - Contacts made at school events.
  - Officer Jacobs spoke to kids at COY (Wednesday night youth group held at PEM school)

- DUI – Forfeiture
  - Vehicle forfeited due to high level DUI offense.
  - 3 vehicles in process for forfeiture at this time.

- NIBRS Implementation

- National Incident Based Reporting System
- MN Law Enforcement switching from a State driven system to the National system of crime reporting for continuity of data across the country.
- Wabasha County to be switched over around the first of the year.
- Support staff (Police Tech Specialist Henry-Loftus and myself) have been trained on the basics of NIBRS.
- 2 implementation calls with MN BCA, County LE agencies, and RMS (records management system) vendor in July.
- Several Trainings in October for Record staff (Chief and Tech Specialist)
- Basic Officer training last two weeks of October
- Go-Live date of November 1st.
- Change over and live reporting went well throughout November

- Council Work Session – November 27th
  - Budget discussion
  - Pay scale discussion

- Budget 2019
  - Individual meeting September 20th with Administrator Hadler and Finance Director Axley for one on one line-item discussions.
  - Presentation material provided to Hadler for inclusion in a PowerPoint overview.
  - Presentation at the October 23rd Council Workshop
  - "Final" discussions held at November 27th work session.

- Weekly activity reports to newspaper
  - Weekly activity report/media release is sent to the Plainview News for publication.

- Communication with Liaison
  - Communication as needed with Council Member O'Connor on Police Department issues/concerns/successes

- Task Force Board meeting – November 15th
  - Monthly meeting in Rochester
  - Voting membership of the board (Chief) included as a paying member of the SEMVCET (Southeast MN Violent Crime Enforcement Team).
  - Did not attend (Saskatchewan)

- Daily morning Child Protection conference call and case review
  - Phone conference to work through the past days county-wide child protection reports to be screened in or out as a team for further investigations.
  - Members of the team include a member of the 3 Police Department, a Sheriff's Office representative, multiple Social Service workers, and the County Attorney's Office.

- We work through 1-2 case each morning on average, very few days there are none, and some days there are as high as 4-5 cases.

- Upcoming Events
  - December 1st – Old Fashioned Christmas
  - December 4th – Planning and Zoning Commission
  - December 11th – Night/Inclement Weather shoot
  - December 11th – Regular Council Meeting
  - December 12th – PPD monthly staff meeting/training – Use of Force
  - December 13th – City of Plainview Holiday Party
  - December 19th – Law Enforcement Memorial Assn of SE MN (LEMFSEM) board of directors meeting – Not city paid.
  - December 20th – Task Force Board Meeting
  - December 25th – Council Workshop (Cancelled)

Administrative

Agency PPD

Dates 11/01/2018 **thru** 11/30/2018

ALL	All Other	2
ALM	Alarm All	3
ANML	Animal Complaint	8
AOD	Assist Other Department	20
ASS	Assault	1
ATL	Attempt To Locate	1
CM	Civil Matter	2
DC	Driving Complaint	1
DEAT	Sudden Death	3
DISO	Disorderly Conduct	1
DRUG	Drugs All Types	1
DUI	Driving Under The Influen	1
ESC	Escort	1
FA	Funeral Assist	4
FIRE	Fire All	1
FP	Found Property	1
HAR	Harassment/Threats	3
IDTH	Identity Theft	1
INFO	Misc Information	6
LIQ	Liquor Violations	1
LP	Lost Property	2
MA	Motorist Assist	8
MED	Medical Call	16
OFP	OFP/HRO Violation	1
PA	Public Assist	10
PV	Parking Violations	2
RUN	Runaway	1
SC	Security Check	3
SUSP	Suspicious Activity	8

Administrative

Agency PPD

Dates 11/01/2018 **thru** 11/30/2018

TC	Traffic Crash	5
THEF	Theft Offense	3
TV	Traffic Violation	69
VA	Vulnerable Adult	1
WEAP	Weapons Violation	1
WEL	Welfare	9
WRNT	Warrants All	2
203		

PLAINVIEW
EMERGENCY MEDICAL SERVICES

Executive Summary

City Council Regular Meeting: December 11, 2018

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

SUMMARY

Total Calls:	**30**
Primary Calls (771)	30
Second Calls (772)	0
Billable Calls:	23
Mayo One:	0
No Transport/Stand-by:	7
Hosp – Hosp Requests:	4

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

Hours PEMS covered Elgin	**28**
Weekday:	28
Weekend:	0
Calls for Service:	1

The ambulance department has received an above average amount of calls for service in comparison to previous years at this time. Year-to-date we are at 414 calls for service. In 2017, the ambulance received 402 calls for service.

This month we received reimbursement in the amount of $1,100.00 from the Emergency Medical Services Regulatory Board (EMSRB). This was received after a request was submitted to the EMSRB on behalf of the City for several of the PEMS EMTs that renewed their EMT license.

Also in November, PEMS team members Chris Hughes and Tristan Olson along with Gold Cross contracted EMT Tim Wolfgram, taught approximately twenty 8-10 year old cub scouts the basics of first aid at the ambulance station.

Respectfully,
Angie Jarrett, NRP
Plainview EMS

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

Director's Report: December 2018

Building Renovation: We are still wrapping up some final details with the building renovation. We have had some issues with our handicap door operator and are waiting for a replacement piece. The installers will also be shifting the operator so that the mullion between the entry doors can be removed as needed to allow us to bring larger items into the building.

We have had a few colder days recently, and I am happy to report that the windows have not frosted up as they would have in the past. I have also been able to set our thermostats 2 degrees lower than is normal for us at this time of year.

New Hire Update: Our new hire process was delayed to an unanticipated medical leave. Interviews have been completed, and I will bring forth a recommendation to the Library Board at their December 18 meeting. The new target start date for the position is December 21.

If you have any questions, concerns, or ideas, please feel free to contact me.

Respectfully Submitted,
Alice L. Henderson

Public Works Report November 2018

1. A lot of PTO was taken this month, Public Works was short at least 1 person each week in November.
2. A lot of time spent on getting information on snow plowing policy, procedures, League of MN Cities, and surrounding cities information.
3. Winter sand/salt mixed, same ratio as most cities in the surrounding area.
4. Wabasha county will let us borrow from their salt bin, keep track the amount taken, and replace the amount that we took to heat up our mix as needed.
5. Wabasha county will let us get liquid brine to activate the salt at a faster rate of speed than just spreading sand and salt. ***** I got the impression at the workshop that it was thought that both trucks had brine capabilities. Only the new truck can carry brine.
6. The fire hall sprinkler project is completed, final inspection completed, and operational.
7. The LeVan lift station generator had a 2-day complete inspection and parts replaced as needed.
8. Ordered an unusual amount of sidewalk salt. The question that I posed was not answered. Are we going to charge other departments for snow removal?
9. Public Works went on 2 separate occasions to a residence to check and explain the amount of chlorine in the water.
10. Chlorine injector plugs every 2 weeks. We need to clean the lines. Found out that there is a difference in liquid chlorine. One supplier has polyphosphate in the chlorine, that doesn't plug the lines. St. Charles cleans 1X per year. Elgin cleans every 3-4 months. We had a supplier add a gallon of polyphosphate to our chlorine, we'll see how it works. We may have to switch to a different supplier at an increased cost.
11. Please see the Water Fluoridation Quality Award the city received from U.S Department of Health and Human Services. Kudos to my staff, take time to thank them.
12. Communicated with Marty Hassig on Olde Fashion Christmas.
13. Communicated with Kim Bauer on the luminaires & lighting of the Christmas tree.
14. Met with Gold Cross on the ambulance building & items that they were requesting to be repaired.
15. Only a couple of items left to do at the ambulance building before January 1, 2019.
16. Steering arm pins and bushing wore out on the loader, parts ordered, RDO here the week of 12-10-18 to replace.
17. The belly scraper on the new truck needs to be adjusted, that will take place the week of 12-10-18.
18. Traut Well to be here for Well #3 the week of 12-10 or 12-17-2018.
19. Attended the city council meeting on 11-13-18, and the workshop 11-27.
20. Election set up and take down @ city hall & the community center on November5th & 7th.
21. Flags taken down from the light poles.
22. Christmas decorations Had the light bulbs replaced as needed.
23. Christmas decorations hung on the street light poles on main street.

24. Placed Christmas lights on the Community Christmas tree @ Wedgewood Park.
25. Set out barricades, cones, & no parking signs for Olde Fashion Christmas.
26. Met on Eastwinds Second Subdivision.
27. Many emails with the city engineer on Tap Grant, Eastwinds Second Subdivision, & well #3.
28. Braun Intertec was here and did building surveys on city hall, liquor store, ambulance building, & the public works building.
29. There was a webinar on GIS training that Shane & Spencer took part in.
30. The League of Minnesota Cities Loss Control was here, and we went over handicap paring stalls, signage, handicap access at the liquor store, playgrounds, & restrooms.
31. Snow quotes were opened and approved for the 2018-19 season. *****Please note that during the last snow event, December 1 & 2, the blower hit a cement parking chalk that had been pushed into the street from private property. Later the blower caught a manhole on Broadway. With these 2 incidents Agri Power has said that they will not be blowing snow next year. With the cost incurred from these 2 incidents, they feel that they will not make any money on this service for the 2018-2019 season. They also cannot find anyone who is interested in running the blower.
32. The yearly inspection of the sprinkler system was done at the public works building, no issues.
33. A group of soccer enthusiasts are going to purchase soccer goals and use the open space north of the skating rink for practices, spring – fall. There is an understanding that if some has the park rented out and the renter wat to use the field soccer will move to a differ location or not practice.
34. A street light was hit by a car at the corner of the EDA building. The impact broke the bolts off holding the pole in place. The TAP Grant can't get rolling soon enough.
35. Helped at the liquor store with a few projects, pool tables, lights, plugged floor drain, and new TV was hung on the wall.
36. Continuing follow ups at the library, it is nearing completion.

Respectfully Submitted,

Michael L. Burgdorf
Public Works Director

2017

Water Fluoridation Quality Award

PLAINVIEW

Minnesota

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the fluoride content to the recommended level for oral health for 12 consecutive months in 2017. High quality water fluoridation, as demonstrated by this water system, is a safe and effective method to prevent tooth decay and improve the oral health of all community residents.

Casey Hannan, MPH
Director Acting, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention

Kip Duchon, MS, PE
National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention

CDC

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

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MEMORANDUM

Date: December 6, 2018

To: Clarissa Hadler, City Administrator

Cc: Michael Burgdorf, Public Works Director

From: Brian Malm, P.E., City Engineer

Subject: Current Projects Update
City of Plainview
Project No.: H19.116204

TAP Lighting, Sidewalk, and Bus Turnout Project

Project Memorandum has been completed, approved by Wabasha County, and submitted to MnDOT for review. Current work includes continued work on final design, plans and specifications, as well as preparing for temporary easement acquisition.

Orchard Hills-Future Phase

No recent activity on this project.

Orchard Hills 6th

Reviewed remaining punch list work and there is still work to be completed on this. Will be sending developer an updated list with the work to be completed prior to City acceptance.

East Winds 2nd Subdivision

Working with developer's engineer to complete construction plan review. Also working on completing the pond modification design. Topographic survey and soil borings for this work have been completed. Borings showed that infiltration is not an option, which is good news and is as expected. We will be putting together the plans and specs for bidding over the next few weeks.

Eide Development

No recent activity this project.

Well No. 3

Worked with staff to obtain quotes for updated video inspection of the well, which is needed to verify the actual cause of the continuing sand problem and determine the viability and cost of some possible solutions. Council authorized proceeding with this work and we are working with staff and the well contractor to schedule that work.

2nd Avenue SW Drainage Analysis

Working on a brief analysis to evaluate possible solutions to flooding in the area of 2nd Avenue SW and 6th Street SW.

GIS Web-Mapping

Continuing to work on updating utilities to match GPS locates that were completed. Will be developing new paper maps for City staff once utility map updating is completed.

City-wide Infrastructure Analysis

Continuing to work on the city-wide infrastructure analysis. The analysis is being coordinated with completion of the infrastructure portion of the Comprehensive Plan.

Plainview Public Library Board of Trustees

Tuesday October 16, 2018 7:00pm

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

Staff: Alice Henderson

City Council Representative: None

The meeting was called to order by Mary at 7:00pm

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

A motion was made by Amy and seconded by Missy to approve the consent agenda as follows:

- Board minutes from 9-18-18
- Director's Report
- Children's Services Report
- Liaison Reports
- Library Statistical Report
- Acknowledgment of Donations
- Alice added on a third Item to New Business: C. New Hire

Payment of Bills:

A motion was made by Amy and seconded by Missy to approve payment of the Payables by Payee. Motion carried.

Unfinished Business:

Update and discussion on donation tree: It was decided that moving forward there will be no physical recognition of donations. There will be a thank you sent and Alice is going to look into other possible ways to acknowledge donors in a cost-effective manner such as The Plainview News or on the Website.

New Business:

- The Library sign that was hanging in the lobby was damaged when it was taken down to paint the walls. Alice wondered if there was interest in having it repaired. It was agreed that Missy would look into how much it would cost and report back next month.
- Potential Foundation projects were discussed:
    - Possible friendlier seating for hallway
    - Possible outdoor patio with seating
    - Hallway art

  Alice will get prices on items discussed

- New hire: It was requested by a staff member to work less hours. Alice will look into a possible new hire to fill in the gap. It was decided that no hiring committee was necessary. Alice will prepare a recommendation and bring it to the board.

A motion was made by Carla and seconded by Missy to adjourn at 7:48.

Next Regular Board Meeting will Tuesday November 20 at 7:00 p.m.

Plainview Public Library
Monthly Statistics Report
November 2018

Circulation

Items Checked Out

Physical Materials	2935
Wi Fi	221
Public Computers	422
eBooks and Audiobooks	243
eMagazines	35
Total Items Checked Out	**3856**

Circulation by Material Type

Adult Items	2062
Children's Items	1794

County Circulation Breakdown

Wabasha	1185
Winona	130
Other	175
Total County Circulation	**1490**
County Percentage of Items Checked Out	**39%**

Total Circulation This Month	3856
Total Circulation 1 Year Ago	4598
Difference	**-742**

Inter-Library Loan

Our items sent to other libraries	
Items brought in for our patrons	
Total Items Handled for ILL	**0**

*ILL stats will be updated for the printed packet

Borrowers

New Borrowers

Adult	12
Children	8
Total New Borrowers:	**20**

New Borrowers by Location

City of Plainview	10
Wabasha County	5
Other	5

Programs

Number of Programs

Children's	5
Young Adult	0
Adult	3
Total Programs:	**8**

Number of Participants

Children's	45
Young Adult	0
Adult	15
Total Participants:	**60**

EDA

Economic Development Authority ***for the City of Plainview***

Plainview Business Center
445 West Broadway
Plainview, MN 55964
(507) 421-6564
www.plainvieweda.org

EDA Director Update
December, 2018

Some of the activities undertaken in November 2018 by the Plainview EDA include:

- **Plainview Housing Fund** – The EDA has continued work on a policy for the Plainview Housing Fund. The City Attorney has provided direction regarding statute and content. The EDA Board has discussed the third draft and provided direction to the EDA Director. The final draft of the policy is now being reviewed by the City Attorney with the goal of presenting the policy to Council in January 2019.
- **Alternative Dwelling Unit Policy** – The EDA is starting work on drafting a policy for ADUs in Plainview.
- **Housing Development –** The EDA Director has met with another developer and continues to be in conversations with parties interested in housing. Efforts continue regarding development of the parcels south of Highway 42 by the golf course. The EDA Director has also fielded a request for assistance from a developer working on lots in another housing development in the city.
- **Plainview Promotional Brochure** – The EDA Director completed the 2018 Plainview Promotional Brochure, which went to Stumpf Printing in November. The content of the brochure was revised to include information on city activities with the goal of providing residents with good information about services and activities (2019 TAP grant activities, Blandin recruitment, library repairs, etc.). This piece also promotes the school and volunteer organizations. The goal of the publication is to promote Plainview to area residents as a good place to raise your family or retire to. The printed piece is now being sent via direct mail to 6,500 addresses in our three county area via the USPO's Retail Every Door Direct Mail option.
- **2019 Public Relations -** The EDA submitted a request to Peoples Electric Cooperative/Dairyland Power for funds in 2019 for a Plainview outreach brochure.
- **Grants –** The EDA Director continues to provide support as requested on grant submissions. A proposal to other cities's EDAS for cooperation on a collaborative entrepreneurial ecosystem submission to SMIF was supported by the City of Elgin only.
- **TAP Grant/Streetlight Design and 2019 Letter of Intent –**The second TAP grant request for $1,078,157 in funding in the 2019 grant round was rejected by MnDOT. The city was invited to submit in 2020 when it has a comprehensive plan for the downtown.
- **Meetings –** The EDA Director staffed the November EDA Board of Commissioners and PADCO Board of Directors meetings.
- **EDA Business Incubator –** Work is underway to add another 368 sq. ft. to Elite Tile's showroom.

EDA

Economic Development Authority *for the City of Plainview*

445 West Broadway
Plainview, MN 55964
(507) 421-6564
www.plainviewcvb.com

Plainview Economic Development Authority
MINUTES
Tuesday, November 20th, 2018
6:30 p.m. Plainview City Hall – Council Chambers

I. CALL TO ORDER

The regular meeting of the EDA Board of Commissioners was called to order at 6:35 p.m. on Tuesday, November 20th, 2018 at Plainview City Hall's Council Chambers by Board President John Coons.

EDA members present: John Coons, Will Harrington, Steve Sawyer and Dustin Boettcher and Stephen O'Connor (Council representatives) - *Quorum present*

EDA members absent: Carrie Eversman and Marie Zabel Stelling

City and EDA Staff Present: Clarissa Hadler, City Administrator; and Judith Jordan, EDA Director

II. APPROVAL OF NOVEMBER 20TH, 2018 EDA AGENDA

To accommodate the City Administrator, the agenda was amended so the Update from the City could be the first order of business. The agenda was approved with the following motion:

MOTION: Stephen O'Connor made a motion to amend the agenda by moving the Council Update to be heard as the first item of Business and approve the amended meeting agenda. Dustin Boettcher seconded the motion, which passed on a voice vote.

III. APPROVAL OF OCTOBER 16TH, 2018 EDA MINUTES

The minutes of the October 16th, 2018 EDA Board of Commissioners meeting were approved with the following motion:

MOTION: Steve Sawyer made a motion to approve the October 16th, 2018 EDA Board of Commissioners meeting minutes as presented. Stephen O'Connor seconded the motion, which was approved by a voice vote.

IV. OLD BUSINESS –

A. Council Update – *Logo/Tag Line:* The City Administrator presented the first pass on city logo designs, which started as the EDA/business community branding effort in 2017. The work has now become a city-directed effort with two department heads, the city administrator and two community members participating in the design process. The City Administrator discussed the tag line and logo in terms of broader "place-making," the specific icon representations above the "Plainview" type, and the logo's flexibility in regard to customization for seasons and special events. The EDA Board shared their impressions of the tag line— "The Perfect Place To Be You!"—and the new logo design. The Board specifically discussed the previous tag line, "Plainview, Plateau of Plenty." Consensus was that "Plateau of Plenty" has lost meaning as fewer people are involved with agriculture and that verbiage is therefore limiting. Some icon variations were suggested. Overall, the response from the EDA Board was positive.

2019 TAP Grant Letter of Intent– Project proposals for the 2019 Transportation Alternative Program were due October 31st. The EDA Director worked with City Engineer Brian Malm and the Administrator to submit a Letter of Intent proposing a $1.6M project to complete curb extensions from 5th St. SW to Hwy. 247/42 and add sidewalk by Trailhead Park where commuters are picked up. MnDOT is interested in the project but wants the City to submit the proposal in 2020 after the city has a Downtown Master Plan[1].

Comprehensive Plan Update– There is no upcoming Comp Plan meeting. The Administrator anticipates that a draft of the plan and the first review meeting will be held in January 2019. The EDA Director asked if

[1] The City submitted a Letter of Intent in the 2019 MnDOT TAP grant round for the following: A funding request of $1,078,157.20 on a total project budget of $1,684,620.60; city matching funds total $606,463.43 ($583,486.43 - Hwy 247 bump-outs; $22,977 - 3rd St. SW sidewalk). Cost for Hwy 247 bump-outs at street intersections, landscaping improvements, sidewalk replacement, storm sewer, and 2" mill and overlay is $1,620,795.63. TAP eligible cost is $1,296.636.50 with $1,037,309.20 requested in TAP funds. Cost of the 3rd St. SW sidewalk is $63,825 with TAP eligible costs totaling $51,060 and $40,848 requested in TAP funds.

there was a role for the business community in developing part of the comp plan. The Administrator said that the business community could help develop the Downtown Master Plan.

Blandin Community Leadership Program Update – The Administrator said there are 16 people who have turned in Leadership Program applications. The Board was asked to encourage people to apply to the program so that Plainview fields the team of 24 people required by Blandin for Plainview to remain eligible for training. The deadline for applications is December 10th. The retreat is set for Feb. 26th through March 1st, 2019.

B. Housing Development / Housing Policy Update – In discussion of housing, the EDA Director said she had met with Pete Meyer of Meyer Builders; Jamie Judisch of Judisch & Judisch; Leah Hall, Community Development Director for Three Rivers CAC; and one other potential developer. All are interested in the new Plainview Housing Fund. Based on feedback from potential developers and the City Attorney , changes to the Housing Policy are:

1) length of loan changed from 10 years to 15 years to match the length of loans made by equity investors in LIHTC affordable housing projects. A working capital loan category with a loan length of 5 years was added;

2) distinctions that define the type of housing (market rate vs. workforce or affordable) will be removed so that the city has more flexibility in supporting housing. The policy will not specify a "per unit" loan amount; applications will be evaluated on a case-by-case basis.

3) as per instructions from the City Attorney, the terms of the loan have been added to the policy, and due diligence for financial and legal oversight have been strengthened. Changes in loan terms from previous versions of the policy are as follows:

   a. interest rate is 2% conforming to the rate charged by other HRAs instead of 1% over prime (roughly 6.25% currently); loans accrue interest from Day 1 with principal and interest due at the end of Year 5 for Working Capital loans. Loan payments start at the beginning of Year 6 for 10- and 15-year loans with the balance due as a balloon payment at the end of the loan period.

   b. The EDA may hire a third-party to analyze the project to meet financial and legal due diligence requirements.

4) Wage floor was set at 150% of minimum wage for all the full-time jobs created by the project (livable wage based on Living Wage Calculator, Dept. of Urban Studies and Planning, MIT; example – 150% minimum wage to be paid for a full-time property managers for a completed housing project; vs. minimum wage for a part-time/seasonal high-school student or retiree who mows the lawn at the same housing project)

5) A Term Sheet and explicit approval process was added to the policy.

6) Pre-payment language was reviewed and no Board requested no pre-payment penalty for 5-, 10- and 15-year loans.

DISCUSSION POINTS: One area needing to be clarified is whether letters of credit from a bank or financing agency, which are usually valid for one year, can be substituted for the specific documentation requested in the application (i.e. business financial statements including three years of profit/loss statements and balance sheets, letters of feasibility and/or letters of commitment from lender, pro forma analysis, personal financial statements of all principals with 20% or more ownership in the business, etc.)?

The question was asked whether the letter of commitment would be "binding" and whether the bank issuing the letter of credit is obligated to advance money or has discretion to hold funds back? The option of releasing the public dollars as the last amount advanced and having that advance contingent on the bank advancing all loan funds was discussed. Will Harrington was asked to provide language that explains the option of providing the documentation requested or providing a "binding" letter of commitment. The EDA Director will discuss the issue with the City Attorney.

The option of lending money to businesses located outside city limits was also raised. The EDA Director said that the USDA specialist for our region had cautioned programs to stay within city limits after the Attorney General's office had taken issue with a loan made by another SE Minnesota town to a business outside its city limits. The option of having a borrower outside city limits request to become part of the city so that they could borrow from the city or EDA was discussed.

V. NEW BUSINESS

A. Accessory Dwelling Unit Policy – Stephen O'Connor distributed an AARP / Green Step Cities.com summary of ADUs. The EDA Director suggested that Stephen O'Connor and she review all the available plans and draft a policy for review and revision by the EDA before an ADU policy is submitted to Planning & Zoning Commission and Council. The EDA Director will summarize some existing policies and provide the summary to Board members. Feedback should be directed to her to be shared with Stephen as they work on the policy.

The option of having a Health Dwelling Units was discussed. Consensus was that HDUs would not be included in an ADU policy. The Administrator said that by statute HDUs are permitted and cities have to "opt out" of the statute. Discussion also touched on requirements for residency, AirB&B, etc.

B. <u>2019 EDA Work Plan</u> – The EDA must submit a work plan to Council by the end of December. The EDA Director will generate a work plan for the EDA Board to review at its regular December meeting.

VI. ADJOURNMENT - With no other business to conduct, the November 20th, 2018 EDA Board meeting was adjourned at 8:20 p.m. with the following motion.

MOTION: Dustin Boettcher made a motion to adjourn the meeting. Stephen O'Connor seconded the motion, which passed on a voice vote.

Minutes respectfully submitted by Judith Jordan, November 28, 2018

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: Designate Polling Places for 2019	**AGENDA SECTION:** Consent.
PREPARED BY: MariClair Schneider, City Clerk	**AGENDA NO. 4.E.**
ATTACHMENTS: None	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to approve the designated polling place for Precinct 1 at the Plainview Area Community Center, 346 Wes Broadway, Plainview, MN 55964
2. **Motion** to approve the designated polling place for Precinct 2 at the Plainview City Hall Building, 241 West Broadway, Plainview, MN 55964**.**

According to State Statute 204B.16, subd. 1, by December 31, of each year, the Governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable; or

(3) because a township designates one location for all state and federal elections and one location for all township only elections.

Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2018-21

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW, MINNESOTA TO DESIGNATE POLLING PLACES FOR PRECINCT 1 AND PRECINCT 2 IN THE CITY OF PLAINVIEW

WHEREAS, Precincts are the basic geographical areas for organizing and administering elections; and

WHEREAS, Two precincts have previously been established in the City of Plainview by the Plainview City Council – Precinct 1 and Precinct 2; and

WHEREAS, Pursuant to Minn. Stat. 204B.16, subd. 1, the governing body of the City of Plainview must designate polling places for each precinct within the City of Plainview no later than December 31 of each calendar year; and

WHEREAS, The City of Plainview has previously used the Plainview Area Community Center located at 346 West Broadway, Plainview, MN as the polling place for Precinct 1;

WHEREAS, The City of Plainview has previously used the City Hall building at 241 W Broadway, Plainview, MN as the polling place for Precinct 2; and

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

1. Pursuant to Minn. Stat. 204B.16, subd. 1, the polling place for Plainview Precinct 1 is designated as the Plainview Community Center located at 346 W Broadway, Plainview, MN.

2. Pursuant to Minn. Stat. 204B.16, subd. 1, the polling place for Plainview Precinct 2 is designated as Plainview City Hall located at 241 W Broadway, Plainview, MN.

3. The polling places designated in this Resolution shall be used for Precinct 1 and Precinct 2 until such time as the City Council designates a new polling place for either precinct, and no other location shall be used as a polling place unless a condition listed in Minn. Stat. 204B.16, subd. 1(1) through (3) is present, or unless otherwise allowed by law.

Passed by the City Council of the City of Plainview, Minnesota this ____ day of __________________, 2018.

ATTEST:

_________________________________ _________________________________
City Clerk Mayor

VOTE: WALKES____ BOETTCHER ___ ZIEBELL ___ CUCCIO____O'CONNOR___

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	Donation & Disposal of Public Property	**AGENDA SECTION:** Consent
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO. 4.F.**
ATTACHMENTS:		**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to accept donation from Leslie Dankwart in the amount of $1000 for the purpose of purchasing a television at the Liquor Store.
2. **Motion** to approve sale of public property (broken television set) to Leslie Dankwart in amount of $100.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: LMCIT Tort Limit	**AGENDA SECTION:** Consent
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 4.G.**
ATTACHMENTS: LMCIT Liability Coverage - Waiver Form	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. 466.04.	

SUMMARY

LMCIT Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body. The effects of waiving and not waiving are discussed on the form itself.

LEAGUE OF MINNESOTA CITIES

CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of Plainview

Check one:

- [x] The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

- [ ] The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: ____________________

Signature: ____________________ Position: ____________________

145 UNIVERSITY AVE. WEST
ST. PAUL, MN 55103-2044

PHONE: (651) 281-1200 FAX: (651) 281-1299
TOLL FREE: (800) 925-1122 WEB: WWW.LMC.ORG

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: December 11, 2018

AGENDA ITEM: MnDOT Landscape Grant	**AGENDA SECTION:** Consent
PREPARED BY: Clarissa Hadler, City Administrator	**AGENDA NO. 4.H.**
ATTACHMENTS: Resolution	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion adopt Resolution Authorizing Grant Application and Primary Contact Person.	

SUMMARY

The City of Plainview applied and received a grant from the Minnesota Department of Transportation (MnDOT) to install Landscaping on Highway 42 coming into Plainview on the south side.

Staff wishes to reapply for funding for 2019 to add similar landscaping on the north side of town. Design work will be completed by MnDOT staff in coordination with city staff. Installation will likely be scheduled for late summer as it was in 2018.

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2018 - 22

RESOLUTION AUTHORIZING GRANT APPLICATION
AND PRIMARY CONTACT PERSON

WHEREAS, The City of Plainview wishes to apply and implement a grant funded landscape project in coordination with the Minnesota Department of Transportation and the Plainview Economic Development Association.

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

The City of Plainview act as sponsoring unit for the project defined as Plainview MnDOT Landscape Partnership on the state trunk highways 42 and 247 to be conducted during the spring through summery, 2019; and

BE IT FURTHER RESOLVED that Judith Jordan, Plainview EDA Director, is hereby authorized to apply to the Minnesota Department of Transportation for funding of this project on behalf of the City of Plainview and act as the Primary Contact Person; and

Passed by the City Council of the City of Plainview, Minnesota, this 11th day of December, 2018.

____
Roger Ziebell, Mayor

ATTEST:

____
MariClair Schneider, City Clerk

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: December 11, 2018

AGENDA ITEM: Appoint Library Board Trustees	**AGENDA SECTION:** Consent
PREPARED BY: Alice Henderson, Library Director	**AGENDA NO. 4.I.**
ATTACHMENTS:	**APPROVED BY: cgh**

RECOMMENDED ACTION: Motion to Appoint Library Board Trustees as follows;
- Amy Appel for term January 1, 2019 – December 31, 2021
- Miranda Muller for term January 1, 2019 – December 31, 2021
- Adam Feils for term January 1, 2019 – December 31, 2019

SUMMARY

The following Library Board Trustees have completed their terms or have recently moved outside of city limits:

Amy Appel (completed term, eligible for another)
Mary Schneider (completed term, not eligible for another)
Carla Tentis (moved, ineligible for her current seat)

RECOMMENDATION
I recommend that the following be appointed to terms that begin January 1, 2019.

Amy Appel: January 1 – December 31, 2021
Miranda Muller: January 1 – December 31, 2021
Adam Feils: January 1 – December 31, 2019

CITY OF PLAINVIEW MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: Sale of 1988 L8000 Truck	**AGENDA SECTION: Consent**
PREPARED BY: Michael L. Burgdorf, Public Works Director	**AGENDA NO. 4.J.**
ATTACHMENTS:	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve disposal of public property (1988 Ford L8000) via public auction.	

SUMMARY

I am requesting city council approval sale of the 1988 Ford L8000 single axle truck AS IS at auction. The truck has been replaced by a newer truck. We can't get this truck to pass MNDOT inspections because of the number of things that would need to be fixed. This truck has given the city 30 years of service. I am recommending that this truck be auctioned off by TMRA Auction Company.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	2019 Budget / Truth-in-Taxation Hearing	**AGENDA SECTION:** Public Hearing
PREPARED BY:	Clarissa Hadler, City Administrator Vicki Axley, Finance Director	**AGENDA NO. 5.A.**
ATTACHMENTS: Resolution, 2019 Budget, Department Budget Summary, Revenue Summary		**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to Adopt a Resolution Approving the 2019 General Fund Operating Budget, the 2019 Capital Improvements, Equipment & Special Projects Budget, and the 2019 Levy required by the City of Plainview.		

SUMMARY
The attached 2019 Budget is the result of ongoing discussions between Council and staff. Staff has been working diligently to reorganize the city finances to bring our practices in line with industry standards and provide added measures of transparency and long-term planning.

Staff has utilized these early discussions and draft budgets to determine that the 2019 Levy should be set at $2,235,500. This amount reflects an increase in the levy of $219,341, or 9.81%. Part of this increase is due to the Council deciding this year to fully fund the budget and CIP through the levy, leaving all enterprise fund profits and the existing reserves intact while long-term plans and budgets are developed. Due to a higher than normal increase in the city's estimated market value and net tax capacity, this proposed levy will produce the same tax rate of 96.42% the city had in 2018, which was slightly less than the 2017 tax rate of 96.58%.

Despite the steady tax rate, property owners may see an increase in their taxes due to an increase in the value of their property. We have heard from a number of property owners that their taxes and home values increased dramatically this year.

Budget Facts at a Glance	
Growth in Estimated Market Value	$ 19,864,100 / 9.6 %
Growth of Net Tax Capacity from 2018	$ 227,529 / 10.88 %
Change in Governmental Fund Budgets	+ 9.81 %
Change in Estimated City Tax Rate	0 %

BUDGET PROCESS
The drafting of the 2019 Budget began with department heads reviewing prior budgets and adjusting accordingly for upcoming projects. Finance Director Axley computed future wages, taxes and insurance based current contracts and expected rate increases. These drafts were reviewed by Finance Director Axley and City Administrator Hadler, who met with department heads individually

to discuss the budgets in detail. As part of the long-term budget process, staff has been estimating 10 years of capital, equipment and special projects, which are reflected in that budget.

In addition to these internal reviews, in-depth budget discussions were had with Council at the July and October Council Work Sessions. It was determined at the first work session that the goal for 2019 would be to maintain the current tax rate; not increase and not decrease. This strategy would allow us to fully-fund the 2019 budget through levies. (The 2018 budget was not fully-funded through levies; approximately $300,000 was expected to be transferred out of enterprise funds, thereby reducing the reserves in those funds which will eventually be needed for infrastructure replacement.) Each department head then presented their budget to Council at the October work session.

In accordance with state law, the preliminary budget and levy were adopted in September, and the final budget must be adopted by December 28th and following a public hearing.

FACTORS AFFECTING THE BUDGET

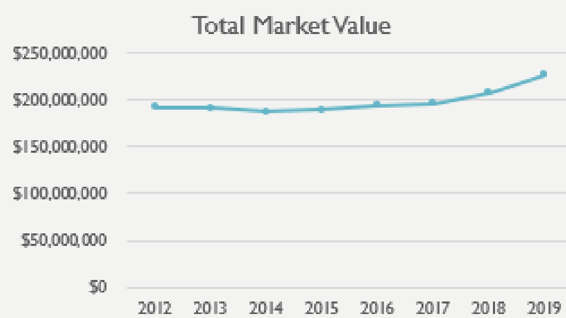
Tax Base

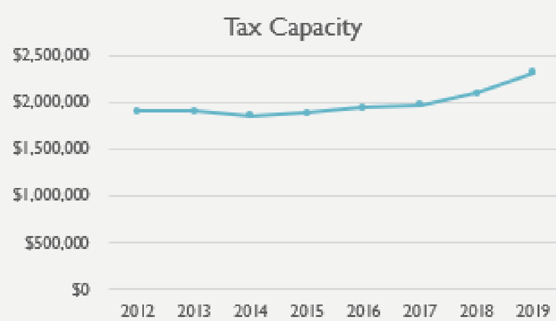
For the sixth consecutive year, the overall tax base in the community has increased. The overall tax capacity within the City is estimated to be 10.88% higher in 2019 than it was in 2018. The increase in the market value of the median home in Plainview is _____.

- Total Market Value / Tax Capacity

Year	Total Market Value	Tax Capacity
2012	$191,801,500	$1,901,091
2013	$191,652,300	$1,898,996
2014	$187,093,700	$1,851,728
2015	$189,727,300	$1,880,268
2016	$194,311,500	$1,941,843
2017	$195,618,700	$1,969,482
2018	$207,005,400	$2,091,071
2019	$226,869,500	$2,318,600

Changes in the ratio of TMV to TC are typically due to a changing ratio of Commercial vs. Residential property values.





State Budget and Legislative Impacts

There were no significant changes in state legislation impacting the 2019 Budget.

Revenues

Property Taxes fund 59% of governmental funds budgets. Approximately 24% of revenues come from Local Government Aid (LGA) and other State Aid. Just 17% of revenues come from earned and other income.

Staff has not yet completed a review of the Fee Ordinance. Such a review may produce changes that will increase earned revenues. For budgeting purposes staff generally assumed only slight increases based on inflationary trends.

Expenditures

Overall, staff has attempted to keep expenditure increases to a minimum and look for ways to increase efficiencies. Below are a few areas where the majority of increases are occurring.

The following departments are seeing increases of over 10%; Administration, Parks, Library, and Pool.

Salaries: Plainview currently has 20 full-time and 17 permanent part-time employees. The wage scale implementation for 2017 increased wages for a number of positions, which as impacted budgets going forward. In addition, the Administration department added a full-time Finance Director in 2018.

Insurance: Work Comp claims from past year continue to cause increases in the work comp premiums. Staff is researching safety training and incentives to try to decrease claims in the future.

Utilities: Electric and Gas prices continue to rise.

Engineering: Engineering costs are expected to rise with the new firm. This change was at the request of Council and implemented in 2018.

CONCLUSION

The 2019 Budget and Levy reflect a change in the city organization that are already improving financial practices, long-term planning, transparency and competitiveness in the employment marketplace. Unfortunately, other increases are outside the control of staff with the tools we have in place. To address those, staff will continue to research innovations that will increase efficiencies in the organization.

CITY OF PLAINVIEW, MN
CITY COUNCIL

RESOLUTION 2018 - _____

RESOLUTION APPROVING THE 2019 GENERAL FUND OPERATING BUDGET, THE 2019 CAPITAL IMPROVEMENT, EQUIPMENT & SPECIAL PROJECTS BUDGET, THE 2019 ENTERPRISE FUND BUDGETS, AND THE 2019 LEVY REQUIRED BY CITY OF PLAINVIEW

WHEREAS, the City Council of the City of Plainview has determined that operating budgets of governmental funds for the year 2019 are currently estimated in the amount of $2,950,000; and

WHEREAS, the City Council of the City of Plainview has determined that debt service expenditures for the year 2019 will be in the amount of approximately $290,000; and

WHEREAS, the City Council of the City of Plainview has determined that capital investments and projects budgets for the year 2019 should be at least $350,000; and

WHEREAS, the City Council has determined that actual incomes, fund transfers and anticipated aids for governmental funds will be approximately $1,360,000; and

WHEREAS, the City Council has determined that it is both prudent and advantageous to fully fund the General Fund via levied funds; and

WHEREAS, the City Council has determined that the tax rate for city taxes should not exceed the 2018 tax rate; and

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

The following sums of money be levied for the current year, collectible in 2019, upon taxable property in the City of Plainview, in these maximum amounts, for the following purposes:

Fund/Account Name	Proposed Levy Amount
General	1,395,470
Fire Relief	6,600
Ambulance PERA	4,400
Capital Projects	350,000
Library	188,577
Debt Service	21,486
Sub-Total	**$ 1,966,533**
Special Election Pool Bond Referendum	107,877
2010 GO Street Reconstruction Bond Levy	161,090
TOTAL	**$ 2,235,500**

BE IT FURTHER RESOLVED, that the City Council approves the 2019 General Fund operating budget as presented to them at the Truth-in-Taxation public hearing held this evening and attached herein for reference; and

BE IT FURTHER RESOLVED, that the City Council approves the 2019 Capital, Equipment & Special Projects budget, and the three (3) 2019 Enterprise Fund operating budgets (Sewer, Water, Liquor) as presented to them at the Truth-in-Taxation public hearing held this evening; and

ADOPTED by the City Council of the City of Plainview, Minnesota, this 11th day of December, 2018.

Roger Ziebell, Mayor

ATTEST:

MariClair Schneider, City Clerk

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
GENERAL FUND								
Council								
101-41110-31010	Property Taxes	.00	.00	.00	.00	.00	54,742.00	
101-41110-33408	Insurance Premium - Refund	1,554.00	1,016.72	227.00	.00	.00	.00	
101-41110-36200	Miscellaneous Revenues	225.00	205.00	32,510.55	.00	.01	.00	
Total Council:		1,779.00	1,221.72	32,737.55	.00	.01	54,742.00	
Elections								
101-41410-31010	Property Taxes	.00	.00	.00	.00	.00	1,775.00	
101-41410-33422	Other State Grants & Aids	.00	.00	.00	3,400.00	.00	.00	
101-41410-36290	Miscellaneous	.00	20.00	.00	.00	75.00	.00	
Total Elections:		.00	20.00	.00	3,400.00	75.00	1,775.00	
Administration								
101-41500-31010	Property Taxes	901,178.28	1,078,166.67	1,051,358.13	953,125.00	533,803.99	.00	
101-41500-32100	Business Licenses	7,500.00	3,745.00	8,260.00	4,000.00	7,975.00	5,000.00	
101-41500-32210	Building Permits	22,627.32	20,342.97	44,556.55	20,000.00	23,824.22	35,000.00	
101-41500-33401	Local Government Aid	718,215.00	722,170.50	723,678.00	757,262.00	378,631.00	409,225.00	
101-41500-33402	Homestead-Agriculture Cr Aid	1,280.81	1,199.99	1,203.96	1,200.00	.00	1,200.00	
101-41500-33408	Insurance Premium - Refund	1,379.93	1,132.53	254.24	.00	.00	.00	
101-41500-33422	Other State Grants - Aids	.00	302,890.69	388,503.55	.00	61,353.81	.00	
Budget notes:								
SEMMCHRA GRANT FOR 2016 & 2017 YRS ONLY-DONE 12/31/17								
~2018 SEMMCHRA GRANT FOR 2016 & 2017 YRS ONLY-DONE 12/31/17								
101-41500-33429	PERA STATE AID	.00	.00	.00	.00	1,147.50	1,147.00	
101-41500-34103	Zoning and Subdivision Fees	800.00	2,820.00	400.00	800.00	1,640.00	800.00	
101-41500-34910	Transit Revenues	9,133.25	8,459.25	7,486.50	9,000.00	7,026.25	8,000.00	
101-41500-34950	Other Revenues	80.00	6,963.33	.00	.00	1,326.50	.00	
101-41500-36200	Miscellaneous Revenues	3,386.00	99,818.67	1,883.47	3,500.00	132.54	1,500.00	
101-41500-36210	Interest Earnings	34,136.70	39,938.13	47,109.16	35,000.00	23,779.49	35,000.00	
101-41500-36220	Rents	54.00	325.00	54.00	50.00	81.00	50.00	
101-41500-36250	Contract Payment	10,909.64	5,334.69	7,293.00	7,293.00	7,293.00	7,293.00	
Budget notes:								
~2018 General fund share of township fire contracts - started in 2017								
101-41500-36270	Franchise Fees	25,852.93	23,467.99	32,966.72	23,290.00	21,711.18	24,000.00	
Budget notes:								
MN ENERGY FRANCHISE FEE								

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
101-41500-36290	Miscellaneous	352.00	23,424.89	1,646.95	1,500.00	3,128.45	4,000.00	
101-41500-39203	Transfer from Other Fund	63,188.62-	.00	.00	.00	.00	.00	
	Total Administration:	1,673,697.24	2,340,200.30	2,316,654.23	1,816,020.00	1,072,853.93	532,215.00	
Police								
101-42100-31010	Property Taxes	.00	.00	.00	.00	.00	391,492.00	
101-42100-32200	Non-Business Licenses/Permits	.00	1,700.00	.00	.00	20.00	.00	
101-42100-32240	Animal Licenses	945.00	840.00	765.00	1,000.00	750.00	850.00	
101-42100-33000	Intergovernmental Revenues	.00	.00	358.92	350.00	1,382.87	1,000.00	
Budget notes:								
	TASK FORCE OT							
101-42100-33401	Local Government Aid	.00	.00	.00	.00	.00	349,991.00	
101-42100-33406	Police - State Aid	47,853.64	57,881.65	58,781.08	60,000.00	60,900.67	60,901.00	
Budget notes:								
	MN STATE AID-SUBSIDY							
101-42100-33408	Insurance Premium - Refund	1,642.01	6,463.70	1,461.88	.00	.00	.00	
101-42100-33422	Other State Grants - Aids	5,384.75	3,693.36	6,823.62	3,500.00	13,682.87	12,000.00	
Budget notes:								
	TZD GRANTS, POST TRAINING							
101-42100-33630	Other Local Grants	45,365.36	29,273.17	585.00-	.00	.00	.00	
101-42100-34000	Charges for Services	.00	.00	48,424.71	54,600.00	51,042.21	55,000.00	
Budget notes:								
	SCHOOL LIAISON OFFICER-PEM SCHOOLS							
101-42100-34950	Other Revenues	1,630.19	3,677.24	16.95	.00	339.75	.00	
101-42100-35000	Fines and Forfeits	10,811.73	10,161.67	9,252.72	10,000.00	6,298.88	10,000.00	
Budget notes:								
	COURT FEES, DOG IMPOUND							
101-42100-35104	Other Fines	2,306.75	5,190.00	4,592.00	3,500.00	2,504.25	3,500.00	
Budget notes:								
	SNOWBIRD & PARKING TICKETS							
101-42100-35200	Forfeits	.00	2,226.00	2,620.00	1,500.00	750.00	1,500.00	
101-42100-36235	Donations-Police Dept	125.00	1,000.00	.00	.00	.00	.00	
101-42100-36280	Other Sales	57.50	1,355.50	237.57	.00	157.93	150.00	
Budget notes:								
	POLICE REPORTS							
101-42100-36290	Miscellaneous	22,549.25	3,477.85	10,361.24	300.00	895.50	1,000.00	
Budget notes:								
	ATV/GOLF CART LICENSES							

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Total Police:		138,671.18	126,940.14	143,110.69	134,750.00	138,724.93	887,384.00	
Police - DARE Program								
101-42110-33630	Other Local Grants	2,000.00	.00	.00	.00	.00	.00	
101-42110-36235	Donations-Police Dept	.00	100.00	.00	.00	.00	.00	
Total Police - DARE Program:		2,000.00	100.00	.00	.00	.00	.00	
City Fire								
101-42200-31010	Property Taxes	.00	.00	.00	.00	.00	46,735.00	
101-42200-33400	State Grants and Aids	5,899.07	.00	3,075.00	5,000.00	2,115.00	3,000.00	
101-42200-33408	Insurance Premium - Refund	1,805.81	2,611.43	590.20	.00	.00	.00	
101-42200-34207	Fire Calls	2,845.00	9,275.00	12,305.00	5,500.00	6,730.00	10,000.00	
101-42200-34208	Accident/Extrication	.00	565.00	.00	.00	.00	.00	
101-42200-34900	Other Charges	.00	.00	.00	.00	169.00	.00	
101-42200-36200	Miscellaneous Revenues	.00	852.53	3,537.17	.00	.00	.00	
101-42200-36230	Contributions and Donations	64,925.37	43,613.95	54,519.00	40,000.00	16,350.00	50,000.00	
Budget notes:								
FIRE RELIEF ASSN DONATIONS								
Total City Fire:		75,475.25	56,917.91	74,026.37	50,500.00	25,364.00	109,735.00	
Emergency Management								
101-42500-31010	Property Taxes	.00	.00	.00	.00	.00	2,776.00	
Total Emergency Management:		.00	.00	.00	.00	.00	2,776.00	
Public Works (GENERAL)								
101-43100-31010	Property Taxes	.00	.00	.00	.00	.00	383,883.00	
101-43100-33408	Insurance Premium - Refund	3,378.00	7,166.11	1,616.24	.00	.00	.00	
101-43100-33440	SMALL CITIES-STATE AID	.00	.00	.00	.00	12,162.50	24,689.00	
101-43100-34000	Charges for Services	4,779.27	442.66	542.67	500.00	321.33	500.00	
101-43100-34301	Sidewalk Fee	24,741.88	22,513.28	27,367.25	26,000.00	24,064.23	26,000.00	
101-43100-34408	Other Sanitation Charges	5,713.05	7,476.69	7,678.84	7,400.00	6,870.09	7,500.00	
101-43100-36200	Miscellaneous Revenues	40,577.36	6,879.97	1,873.30	500.00	281.20	500.00	
101-43100-36280	Other Sales	448,346.00	60.25	.00	.00	53.69	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
	Total Public Works (GENERAL):	527,535.56	44,538.96	39,078.30	34,400.00	43,753.04	443,072.00	
Ice & Snow Removal								
101-43125-31010	Property Taxes	.00	.00	.00	.00	.00	79,981.00	
101-43125-33422	Other State Grants - Aids	3,092.00	2,552.00-	.00	2,552.00	.00	.00	
101-43125-34000	Charges for Services	2,553.76	1,080.00	4,161.63	2,398.00	3,568.88	2,500.00	
101-43125-34300	Highways-Street Srvs Charges	630.00	2,439.55	.00	1,500.00	.00	1,500.00	
	Total Ice & Snow Removal:	6,275.76	967.55	4,161.63	6,450.00	3,568.88	83,981.00	
Economic Develop mt-Assistance								
101-46500-31010	Property Taxes	.00	.00	.00	.00	.00	55,000.00	
	Total Economic Develop mt-Assistance:	.00	.00	.00	.00	.00	55,000.00	
One-Meeting Community Planning								
101-46700-36230	Contributions and Donations	.00	.00	.00	.00	500.00	.00	
	Budget notes: FIRE RELIEF ASSN DONATIONS							
101-46700-36290	Miscellaneous Revenues	.00	.00	.00	.00	1,250.00	.00	
	Total One-Meeting Community Planning:	.00	.00	.00	.00	1,750.00	.00	
Other Finanacing Uses/Contrib								
101-49300-31010	Property Taxes	.00	.00	.00	.00	.00	13,800.00	
	Total Other Finanacing Uses/Contrib:	.00	.00	.00	.00	.00	13,800.00	
ROCHESTER SALES TAX DOLLARS								
Economic Opportunity								
203-46600-36210	INTEREST EARNINGS	.00	89.85	365.04	.00	.00	350.00	
203-46600-36250	CONTRACT PAYMENT	.00	.00	90,000.00	.00	20,000.00	.00	
	Total Economic Opportunity:	.00	89.85	90,365.04	.00	20,000.00	350.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
CIVIL WAR HISTORICAL MARKER								
DEPARTMENT: 49010								
204-49010-33630	Other Local Grants	7,105.00	.00	.00	.00	.00	.00	
204-49010-36230	Contributions & Donations	1,547.00	1,000.00	.00	.00	.00	.00	
	Total DEPARTMENT: 49010:	8,652.00	1,000.00	.00	.00	.00	.00	
PIONEER PEACE CORPS MARKER								
DEPARTMENT: 49010								
205-49010-33630	Other Local Grants	2,290.00	.00	.00	.00	.00	.00	
205-49010-36230	Contributions & Donations	3,890.00	3,025.00	2,200.00	1,000.00	1,120.17	1,000.00	
	Total DEPARTMENT: 49010:	6,180.00	3,025.00	2,200.00	1,000.00	1,120.17	1,000.00	
LIBRARY								
Libraries (GENERAL)								
211-45500-31010	Property Taxes	167,464.20	163,584.00	163,449.60	163,165.00	91,869.64	190,087.00	
211-45500-33408	Insurance Premium - Refund	1,820.46	1,528.18	345.04	.00	.00	.00	
211-45500-33620	Other County Grants/Aid	51,596.00	52,888.00	55,615.56	52,876.00	29,637.77	52,613.00	
211-45500-33630	Grants/Library	.00	.00	.00	.00	240.00	.00	
211-45500-35000	Fines and Forfeits	3,010.40	1,959.65	2,704.49	3,500.00	1,065.55	1,500.00	
211-45500-36230	Contributions and Donations	650.00	660.00	750.00	750.00	125.00	.00	
211-45500-36280	Other Sales	1,489.85	2,358.43	1,933.90	1,400.00	1,795.70	1,500.00	
211-45500-36290	Miscellaneous	90.00	.00	11,575.10	.00	.00	.00	
211-45500-39101	Sales of General Fixed Assets	446.38	704.14	451.12	.00	485.98	.00	
	Total Libraries (GENERAL):	226,567.29	223,682.40	236,824.81	221,691.00	125,219.64	245,700.00	
LIBRARY MEMORIAL								
Libraries (GENERAL)								
215-45500-36210	Interest Earnings	1,375.00	1,809.00-	386.00	.00	.00	400.00	
215-45500-36230	Contributions and Donations	.00	.00	3,396.00	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
	Total Libraries (GENERAL):	1,375.00	1,809.00-	3,782.00	.00	.00	400.00	
PARK								
Recreation Facilities-Rink								
225-45127-31010	Property Taxes	.00	.00	.00	.00	.00	3,950.00	
225-45127-36230	Contributions and Donations	.00	.00	1,000.00	.00	.00	1,000.00	
	Total Recreation Facilities-Rink:	.00	.00	1,000.00	.00	.00	4,950.00	
Recreation Facilities-Pool								
225-45128-31010	Property Taxes	.00	.00	.00	.00	.00	71,196.00	
225-45128-33408	Insurance Premium - Refund	1,799.90	2,024.26	454.00	.00	.00	.00	
225-45128-34720	Swimming Pool Lessons - Charge	15,893.00	23,571.00	15,205.00	15,200.00	18,295.00	18,500.00	
225-45128-34721	Swimming Pool Admissions-Chrg	44,450.50	35,436.50	44,509.00	42,300.00	43,018.50	42,300.00	
225-45128-36230	Contributions and Donations	350.00	950.00	1,150.00	7,400.00	170.00	1,000.00	
225-45128-36280	Other Sales	8,436.59	8,817.17	7,776.50	6,300.00	8,154.90	6,300.00	
225-45128-36290	Miscellaneous	.00	.00	6,652.87	.00	892.00	.00	
	Total Recreation Facilities-Pool:	70,929.99	70,798.93	75,747.37	71,200.00	70,530.40	139,296.00	
Parks (GENERAL)								
225-45200-31010	Property Taxes	156,627.38	170,000.00	188,719.70	157,420.00	94,503.31	155,679.00	
225-45200-33408	Insurance Premium - Refund	4,069.13	5,305.55	1,198.56	.00	.00	.00	
225-45200-33422	Other State Grants - Aids	.00	.00	100,000.00	.00	.00	.00	
225-45200-34000	Charges for Services	2,255.74	1,972.47	214.75	8,500.00	8,609.00	7,000.00	
Budget notes:	~2018 CONTRACT PEM SCHOOLS FOR USE OF ECKSTEIN FIELD ~2019 CONTRACT PEM SCHOOLS FOR USE OF ECKSTEIN FIELD							
225-45200-34740	Park & Rec Fees - Serv Charges	1,110.00	480.00	.00	.00	.00	.00	
225-45200-36220	Rents	8,811.00	1,052.00	9,043.00	1,000.00	1,175.00	1,000.00	
225-45200-36230	Contributions and Donations	200.00	900.00	1,000.00	.00	.00	.00	
225-45200-36280	Other Sales	27.00	.00	.00	.00	10.00	.00	
225-45200-36290	Miscellaneous	.00	.00	.00	.00	3,979.57	.00	
225-45200-39201	Transfer from General Fund	.00	.00	.00	.00	387,800.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Total Parks (GENERAL):		173,100.25	179,710.02	300,176.01	166,920.00	496,076.88	163,679.00	
POOL RECONSTRUCT								
Recreation Facilities-Pool								
226-45128-39203	Transfer from Other Fund	23,248.80-	.00	.00	.00	.00	.00	
Total Recreation Facilities-Pool:		23,248.80-	.00	.00	.00	.00	.00	
AMBULANCE								
Ambulance								
230-49020-31010	Property Taxes	58,898.38	111,500.00	177,762.02	252,345.00	223,475.25	29,400.00	
230-49020-33400	State Grants and Aids	.00	.00	.00	.00	2,750.00	.00	
230-49020-33408	Insurance Premium - Refund	1,792.78	2,581.52	581.12	.00	.00	.00	
230-49020-33416	Training Reimbursement	190.00	1,837.00	5,745.60	3,000.00	1,950.00	.00	
Budget notes:								
REIMB TRAINING CLASSES								
230-49020-33630	Other Local Grants	300.00	3,540.00	.00	.00	.00	.00	
230-49020-34000	Training Charges	.00	.00	700.00-	.00	3,880.00-	.00	
230-49020-34500	Ambulance Charges for Services	146,502.26	241,169.61	189,807.65	185,000.00	144,391.73	15,000.00	
230-49020-36230	Contributions and Donations	300.00	1,775.00	980.00	1,000.00	1,140.00	.00	
230-49020-36290	Miscellaneous	45.99	136.43	916.16	.00	129.26	.00	
230-49020-39201	Transfer from General Fund	.00	.00	.00	.00	477,213.00	.00	
Total Ambulance:		208,029.41	362,539.56	375,092.55	441,345.00	847,169.24	44,400.00	
AMULANCE TRAINING INSTITUTE								
Ambulance								
231-49020-34000	Charges for Services	3,885.00	396.60	280.00	2,500.00	.00	.00	
231-49020-36200	Miscellaneous Revenues	.00	20.00	.00	.00	.00	.00	
Total Ambulance:		3,885.00	416.60	280.00	2,500.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
AMBULANCE RETIREMENT								
Ambulance								
232-49020-31010	Property Taxes	4,584.51	4,400.00	4,365.58	4,400.00	2,484.95	4,400.00	
Total Ambulance:		4,584.51	4,400.00	4,365.58	4,400.00	2,484.95	4,400.00	
CEMETERY								
Cemetery								
235-49010-31010	Property Taxes	19,000.90	18,207.00	18,087.53	25,475.00	14,207.73	30,950.00	
235-49010-33408	Insurance Premium - Refund	1,315.81	672.40	154.36	.00	.00	.00	
235-49010-34940	Cemetery - Service Charges	4,270.00	8,370.00	5,085.00	7,500.00	5,930.00	7,500.00	
235-49010-36230	Contributions and Donations	50.00	.00	15.00	.00	.00	.00	
235-49010-36280	Other Sales	3,600.00	1,200.00	1,900.00	2,100.00	600.00	2,100.00	
235-49010-36290	Miscellaneous	.00	.00	24.00	.00	.00	.00	
235-49010-39201	Transfer from General Fund	.00	.00	.00	.00	19,868.00	.00	
Total Cemetery:		28,236.71	28,449.40	25,265.89	35,075.00	40,605.73	40,550.00	
CEMETERY PERPETUAL CARE								
Cemetery Perpetual Care								
240-49015-34940	Cemetery - Service Charges	1,300.00	400.00	500.00	800.00	100.00	500.00	
240-49015-36210	Interest Earnings	1,504.24	1,428.69	1,184.70	1,200.00	889.34	1,100.00	
Total Cemetery Perpetual Care:		2,804.24	1,828.69	1,684.70	2,000.00	989.34	1,600.00	
RURAL FIRE								
Rural Fire								
245-42200-33400	State Grants and Aids	1,050.00	350.00	.00	.00	.00	.00	
245-42200-33408	Insurance Premium - Refund	1,805.81	2,611.43	590.20	.00	.00	.00	
245-42200-34207	Rural Fire Calls	12,480.00	11,720.45	6,109.00	10,000.00	7,905.00	10,000.00	
245-42200-34208	Accident/Extrication	4,275.00	760.00	1,970.00	1,000.00	2,730.00	2,000.00	
245-42200-34900	Other Charges	29,817.00	43,118.00	35,360.00	30,000.00	28,870.00	31,620.00	

Budget notes:

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
TOWNSHIP CONTRACTS								
245-42200-34950	Other Revenues	.00	.00	.00	.00	13,331.29	.00	
245-42200-36210	Interest Earnings	3.00	5.00	1,417.50	.00	7.40	.00	
245-42200-36230	Contributions and Donations	.00	10,000.00	722.00	.00	.00	.00	
Total Rural Fire:		49,430.81	68,564.88	46,168.70	41,000.00	52,843.69	43,620.00	
FIRE RELIEF								
Fire Relief								
250-42300-31010	Property Taxes	6,890.12	6,600.00	6,559.53	6,600.00	3,681.09	13,200.00	
Budget notes:								
VOLUNTEER RETIREMENT FUND								
250-42300-33400	State Grants and Aids	.00	35,717.03	3,000.00	3,000.00	.00	.00	
Budget notes:								
FIRE RELIEF ASSN								
250-42300-33407	Fire - 2% Premium	35,460.20	.00	35,671.02	35,000.00	36,195.36	36,195.36	
Budget notes:								
FIRE STATE AID								
Total Fire Relief:		42,350.32	42,317.03	45,230.55	44,600.00	39,876.45	49,395.36	
VEHICLE FORFEITURE								
Police								
252-42100-39203	Transfer from Other Fund	2,981.09-	.00	.00	.00	.00	.00	
Total Police:		2,981.09-	.00	.00	.00	.00	.00	
CABLE TV								
Cable TV (GENERAL)								
255-49840-36270	Franchise Fees	20,408.35	20,674.71	21,506.36	21,500.00	20,338.87	21,500.00	
Budget notes:								
HBC & MIDO FRANCHISE FEES								
~2018 HBC FRANCHISE FEE - $11,100 -- MIDCO FRANCHISE FEE - $10,400								

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
	Total Cable TV (GENERAL):	20,408.35	20,674.71	21,506.36	21,500.00	20,338.87	21,500.00	
SESQUICENTENNIAL								
Administration								
280-41500-39203	Transfer from Other Fund	40.00-	.00	.00	.00	.00	.00	
	Total Administration:	40.00-	.00	.00	.00	.00	.00	
ECONOMIC DEVELOPMENT FUND								
Economic Develop mt-Assistance								
290-46500-39203	Transfer from Other Fund	4,466.48	.00	.00	.00	.00	.00	
	Total Economic Develop mt-Assistance:	4,466.48	.00	.00	.00	.00	.00	
PLAINVIEW EDA HOUSING FUND								
PLAINVIEW EDA HOUSING FUND								
291-46500-39203	Transfer from Other Fund	.00	.00	.00	.00	401,568.00	.00	
	Total PLAINVIEW EDA HOUSING FUND:	.00	.00	.00	.00	401,568.00	.00	
POOL CONSTRUCTION BONDS								
Recreation Facilities-Pool								
316-45128-31010	Property Taxes	110,437.93	98,690.83	111,375.56	109,126.00	61,136.00	107,877.00	
316-45128-36290	Miscellaneous	.00	.00	.00	.00	796.46	.00	
316-45128-39203	Transfer from Other Fund	23,248.80	.00	.00	.00	.00	.00	
316-45128-39300	Proceeds-Gen Long-term Debt	1,225,000.32	.00	.00	.00	.00	.00	
	Total Recreation Facilities-Pool:	1,358,687.05	98,690.83	111,375.56	109,126.00	61,932.46	107,877.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
STREET RECONSTRUCTION								
Public Works (GENERAL)								
325-43100-31010	Property Taxes	163,334.00	.00	167,145.56	158,990.00	89,348.10	161,090.00	
325-43100-34000	Charges for Services	150,348.25	297,525.91	161,112.09	149,897.00	87,970.68	.00	
Budget notes: ~2019 MOVED TO FUND 601- WA SERVICE CHARGES								
325-43100-36290	Miscellaneous	.00	.00	11,611.69-	.00	.00	.00	
325-43100-39203	Transfer from Other Fund	267,419.16	.00	.00	.00	.00	.00	
Total Public Works (GENERAL):		581,101.41	297,525.91	316,645.96	308,887.00	177,318.78	161,090.00	
STREETS								
Administration								
402-41500-39203	Transfer from Other Fund	52,015.77	.00	.00	.00	.00	.00	
Total Administration:		52,015.77	.00	.00	.00	.00	.00	
STORMWATER PROJECTS								
Administration								
404-41500-34900	Other Charges	7,522.77	7,120.07	3,785.20	3,600.00	3,389.47	3,750.00	
Budget notes: STORMWATER FUND FEES FROM UB								
Total Administration:		7,522.77	7,120.07	3,785.20	3,600.00	3,389.47	3,750.00	
CAPITAL SET-ASIDE								
Administration								
405-41500-31010	Property Taxes	20,707.31	19,847.00	19,715.05	19,884.00	270.78	416,001.00	
Total Administration:		20,707.31	19,847.00	19,715.05	19,884.00	270.78	416,001.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Public Works (GENERAL)								
Public Works (GENERAL)								
415-43100-39203	Transfer from Other Fund	267,419.16-	.00	.00	.00	.00	.00	
	Total Public Works (GENERAL):	267,419.16-	.00	.00	.00	.00	.00	
WELLHEAD PROTECTION								
Repairs and Maintenance								
435-49851-39203	Transfer from Other Fund	2,216.32	.00	.00	.00	.00	.00	
	Total Repairs and Maintenance:	2,216.32	.00	.00	.00	.00	.00	
EAST BROADWAY-WATER								
Water Utilities (GENERAL)								
445-49400-39203	Transfer from Other Fund	201,629.64	.00	.00	.00	.00	.00	
	Total Water Utilities (GENERAL):	201,629.64	.00	.00	.00	.00	.00	
EAST BROADWAY-SEWER								
Sewer (GENERAL)								
455-49450-39203	Transfer from Other Fund	28,009.48	.00	.00	.00	.00	.00	
	Total Sewer (GENERAL):	28,009.48	.00	.00	.00	.00	.00	
AMBULANCE BUILDING PROJECT								
Debt Service (GENERAL)								
500-47000-31010	Property Taxes	21,472.17	19,375.00	20,553.00	22,234.00	12,467.39	21,486.00	
	Total Debt Service (GENERAL):	21,472.17	19,375.00	20,553.00	22,234.00	12,467.39	21,486.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
TIF 1-4 (HDI)								
Benedictine Health Systems								
501-49850-39203	Transfer from Other Fund	433.84-	.00	.00	.00	.00	.00	
	Total Benedictine Health Systems:	433.84-	.00	.00	.00	.00	.00	
ANTIQUE FIRE TRUCK								
City Fire								
502-42200-39203	Transfer from Other Fund	1,959.03-	.00	.00	.00	.00	.00	
	Total City Fire:	1,959.03-	.00	.00	.00	.00	.00	
LEVAN TIF								
Economic Develop mt-Assistance								
505-46500-31010	Property Taxes	400.00-	158.00-	.00	.00	.00	.00	
505-46500-39201	Transfer from General Fund	.00	.00	.00	.00	8,708.00	.00	
	Total Economic Develop mt-Assistance:	400.00-	158.00-	.00	.00	8,708.00	.00	
Benedictine Health Systems								
505-49850-31050	Tax Increments	88,065.91	89,662.85	85,756.33	85,760.00	52,680.22	85,760.00	
	Total Benedictine Health Systems:	88,065.91	89,662.85	85,756.33	85,760.00	52,680.22	85,760.00	
TIF 1-6 (FISK)								
Benedictine Health Systems								
510-49850-39203	Transfer from Other Fund	16,586.81	.00	.00	.00	.00	.00	
	Total Benedictine Health Systems:	16,586.81	.00	.00	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
WATER FUND								
Water Utilities (GENERAL)								
601-49400-33408	Insurance Premium - Refund	1,777.22	2,015.75	454.00	.00	.00	.00	
601-49400-34900	Other Charges	.00	.00	.00	.00	125.50	200.00	
601-49400-36220	Rents	8,250.00	13,285.00	12,573.00	13,285.00	.00	13,000.00	
Budget notes:								
VERIZON TOWER RENT								
601-49400-36290	Miscellaneous	976.66	307.36	1,989.77	.00	800.00	1,000.00	
601-49400-37100	Water Sales	316,279.47	407,525.92	495,045.08	415,000.00	440,675.62	450,000.00	
601-49400-37120	WA Capital Outlay Fee	.00	.00	.00	.00	50,676.63	150,000.00	
601-49400-37150	Water Connect/Reconnect Fee	2,511.00	3,540.00	3,706.09	5,000.00	1,500.00	3,500.00	
601-49400-37160	Water Penalty	5,157.07	5,657.45	5,673.80	6,000.00	5,201.10	5,000.00	
601-49400-37170	Other(St Charge-misc wtr sale)	7,923.61	7,931.76	7,960.90	7,800.00	7,311.93	7,800.00	
601-49400-37180	Sales Tax Collected - Utility	327.89	593.84	2.17	300.00	47.16	200.00	
601-49400-37250	Sewer Connect/Reconnect Fee	2,000.00	10,000.00	9,000.00	5,000.00	9,000.00	9,000.00	
601-49400-39203	Transfer from Other Fund	203,845.96-	.00	.00	.00	.00	.00	
Total Water Utilities (GENERAL):		141,356.96	450,857.08	536,404.81	452,385.00	515,337.94	639,700.00	
SEWER FUND								
Sewer (GENERAL)								
602-49450-33408	Insurance Premium - Refund	1,510.83	935.25	208.84	.00	.00	.00	
602-49450-36290	Miscellaneous	.00	.00	1,049.06	.00	.00	.00	
602-49450-37200	Sewer Charges - Utility	1,005,519.60	1,053,547.35	1,284,167.36	1,140,000.00	1,186,928.76	1,285,000.00	
602-49450-37250	Sewer Connect/Reconnect Fee	2,000.00	9,000.00	9,000.00	5,000.00	9,000.00	9,000.00	
602-49450-37260	Sewer Penalty	16,472.84	14,851.87	14,721.22	15,000.00	12,740.16	15,000.00	
602-49450-39203	Transfer from Other Fund	28,009.48-	.00	.00	.00	.00	.00	
Total Sewer (GENERAL):		997,493.79	1,078,334.47	1,309,146.48	1,160,000.00	1,208,668.92	1,309,000.00	
MUNICIPAL LIQUOR FUND								
Liquor Store (GENERAL)								
609-49750-33408	Insurance Premium - Refund	1,515.31	4,203.17	944.32	.00	.00	.00	
609-49750-34900	Other Charges	546.52-	.00	2,100.00-	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
609-49750-36210	Interest Earnings	1,536.82	1,776.08	2,150.36	1,950.00	1,274.55	1,000.00	
609-49750-36220	Rents	5,573.23	5,897.11	8,453.08	5,000.00	14,208.38	14,000.00	
Budget notes:								
D&R, PULL TAB AND ATM RENTS								
609-49750-36290	Miscellaneous	.00	.00	7,347.21	.00	1,154.95	1,125.00	
609-49750-37811	Liquor Sales -Off Sale -Beer	388,951.37	382,060.34	409,902.30	420,000.00	443,085.05	450,000.00	
609-49750-37812	Liquor Sales -Off Sale	141,890.43	148,260.88	163,052.50	160,500.00	166,427.16	172,000.00	
609-49750-37815	Other Merchandise -Off Sale	4,318.30	5,811.39	4,401.53	5,090.00	5,445.35	5,500.00	
609-49750-37821	On Sale - Beer	98,873.70	82,397.02	87,000.40	80,560.00	126,515.08	130,000.00	
609-49750-37822	On Sale - Liquor	58,709.69	46,116.62	54,724.79	45,550.00	82,802.02	81,000.00	
609-49750-37825	On Sale - Merchandise	10,527.72	7,675.90	6,967.30	8,000.00	13,105.67	13,000.00	
609-49750-37830	Cash Over (Short)	8,095.44	8,886.48	11,326.27	.00	2,976.21	.00	
609-49750-37837	Other Liquor Store Receipts	.00	.00	.00	.00	375.74-	.00	
609-49750-37930	Cash Discounts -Off-Sale	.00	.00	.00	.00	74.70-	.00	
Total Liquor Store (GENERAL):		719,445.49	693,084.99	754,170.06	726,650.00	856,543.98	867,625.00	
Net Grand Totals:		7,216,263.31	6,330,934.85	6,997,010.78	5,987,277.00	6,302,231.09	6,557,609.36	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
GENERAL FUND								
Council								
101-41110-103	Part-Time Employees	13,300.00	13,300.00	13,300.00	13,300.00	13,091.70	13,300.00	
101-41110-122	FICA	1,017.45	1,017.45	1,017.45	1,018.00	1,001.52	1,017.00	
101-41110-151	Worker s Comp Insurance Prem	307.16	334.34	457.08	480.00	75.00	75.00	
101-41110-201	Office Supplies(paper-pens-et)	264.42	743.32	442.52	500.00	248.30	500.00	
101-41110-310	Other Professional Services	4,400.00	883.59	50.00	20,000.00	10,053.75	5,000.00	
101-41110-317	Dial A Ride Bus	.00	.00	.00	.00	50.00	.00	
101-41110-331	Meetings-Conferences (mtgs/mi)	4,478.51	2,528.30	604.30	2,500.00	314.78	1,000.00	
101-41110-344	Community Engagement	.00	.00	.00	.00	251.68	2,000.00	
101-41110-362	Property - Casualty Ins (Auto)	2,641.00	3,035.36	5,538.72	5,815.00	5,812.60	5,800.00	
101-41110-381	Electric Utilities	1,444.15	1,750.31	1,770.63	1,480.00	1,567.30	1,500.00	
101-41110-383	Gas Utilities	925.93	853.35	789.68	900.00	752.49	1,000.00	
101-41110-401	Contractual Services	3,264.27	2,224.03	2,913.93	2,900.00	3,380.27	3,000.00	
101-41110-417	Uniforms	3,278.39	.00	381.15	.00	.00	.00	
101-41110-433	Dues and Subscriptions	9,351.00	3,680.00	10,849.00	10,825.00	10,953.00	10,850.00	
101-41110-437	Miscellaneous	118.27	1,100.00	41.11	.00	109.67	100.00	
101-41110-440	City Cleanup	.00	.00	.00	.00	4,858.78	6,600.00	
101-41110-489	Grant Opport/Matching Funds	.00	.00	.00	.00	.00	3,000.00	
Total Council:		44,790.55	31,450.05	38,155.57	59,718.00	52,520.84	54,742.00	
Elections								
101-41410-103	Part-Time Employees	.00	3,865.00	.00	.00	3,805.00	.00	
101-41410-309	Software and Design	453.75	495.00	778.33	800.00	270.00	775.00	
101-41410-331	Meetings-Conferences (mtgs/mi)	.00	71.17	.00	.00	412.56	.00	
101-41410-437	Miscellaneous	.00	867.88	1,955.13	1,000.00	2,381.00	1,000.00	
101-41410-590	Capital Outlay	.00	5,585.00	.00	12,000.00	5,910.88	.00	
Budget notes: ~2018 Voting Machine $12,000								
Total Elections:		453.75	10,884.05	2,733.46	13,800.00	12,779.44	1,775.00	
Administration								
101-41500-101	Full-Time Employees Regular	201,456.90	216,048.20	258,428.33	232,340.00	242,984.32	259,779.00	
101-41500-102	Full-Time Employees Overtime	.00	.00	1,714.05	2,500.00	4,441.80	5,000.00	
101-41500-121	PERA	14,631.54	15,331.68	13,853.75	17,403.00	17,381.69	19,520.00	
101-41500-122	FICA	16,486.12	15,670.40	18,312.96	17,967.00	18,673.17	19,528.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
101-41500-131	Employer Paid Health	37,398.99	37,771.85	35,276.88	52,920.00	53,147.44	57,628.00	
101-41500-151	Worker s Comp Insurance Prem	1,212.52	963.89	1,035.54	1,050.00	2,235.60	2,560.00	
101-41500-201	Office Supplies(paper-pens-et)	6,292.76	5,461.82	5,812.97	5,500.00	4,740.41	6,000.00	
101-41500-211	Operating Supplies - Cleaning	553.88	461.35	845.90	600.00	587.76	850.00	
101-41500-217	Other Operating Supplies	443.35	690.37	387.58	700.00	1,777.47	1,000.00	
101-41500-221	Repair/Maint - Equipment	152.48	141.01	7,709.94	1,000.00	144.39	1,000.00	
101-41500-223	Repair/Maintain - Building	917.34	2,207.81	851.71	4,000.00	5,607.72	4,000.00	
101-41500-229	Reimburse Homeowner	.00	196.70	5.00	.00	.00	.00	
101-41500-301	Auditing and Acct g Services	28,245.00	28,792.00	25,800.00	28,000.00	26,168.00	28,000.00	
101-41500-303	Engineering Fees	1,788.68	.00	.00	.00	5,296.00	5,000.00	
101-41500-304	Legal Fees	19,385.60	15,518.00	48,402.59	30,000.00	23,090.05	30,000.00	
101-41500-309	Software and Design	4,899.00	5,764.86	10,886.45	8,500.00	8,653.50	10,000.00	
101-41500-310	Other Professional Services	1,181.65	1,954.40	3,050.44	2,000.00	22,934.45	5,000.00	
101-41500-312	CITY WEBSITE	.00	.00	2,025.00	4,050.00	1,320.00	500.00	
101-41500-316	Building Inspections	18,263.77	17,849.58	24,271.01	25,000.00	20,323.11	25,000.00	
101-41500-317	Dial A Ride Bus	9,681.00	24,591.75	9,037.00	9,000.00	7,468.75	8,000.00	
101-41500-321	Communications	5,728.01	5,878.90	6,502.59	7,000.00	4,044.83	6,500.00	
101-41500-331	Meetings-Conferences (mtgs/mi)	7,666.66	10,368.24	5,256.58	8,500.00	1,765.91	4,500.00	
101-41500-343	Advertising	1,214.09	1,000.69	2,711.83	2,500.00	2,273.20	2,500.00	
101-41500-362	Property - Casualty Ins (Auto)	2,640.00	3,034.35	2,711.69	2,800.00	2,798.85	2,800.00	
101-41500-381	Electric Utilities	1,475.17	1,750.38	1,781.71	1,800.00	1,567.36	1,800.00	
101-41500-383	Gas Utilities	783.06	853.43	794.45	1,200.00	797.33	1,200.00	
101-41500-401	Contractual Services	15,854.38	434,291.75	429,819.09	6,500.00	8,579.41	7,000.00	
101-41500-406	Safety	350.00	40.00	370.00	750.00	360.00	750.00	
101-41500-417	Uniforms	1,291.93	1,901.62	2,088.24	1,800.00	1,015.58	1,800.00	
101-41500-433	Dues and Subscriptions	696.00	612.70	1,555.87	1,200.00	1,264.30	1,500.00	
101-41500-434	Sales Tax Paid	9.00	1.00	16.00	.00	10.00	.00	
101-41500-437	Miscellaneous	10,384.82	9,889.68	10,908.31	3,500.00	620.49	1,000.00	
101-41500-442	Bank Service Charges	.00	.00	.00	.00	20.00	5,400.00	
101-41500-443	Credit Card Merchant Fees	.00	.00	.00	.00	.00	3,600.00	
101-41500-560	Furniture & Fixtures	.00	.00	1,455.93	1,500.00	2,328.84	2,000.00	
101-41500-570	Office Equipment & Furnishings	.00	.00	1,672.00	.00	.00	1,500.00	
101-41500-580	Computers & Technology	.00	.00	30.00	18,000.00	36,426.36	.00	
Budget notes:								
~2018 $18,000 upgrade server/phone system								
101-41500-590	Capital Outlay	23,450.00	.00	.00	12,000.00	.00	.00	
Budget notes:								
~2018 $12,000 fire files								
101-41500-700	Tansfers Out	4,466.48	.00	.00	.00	893,589.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Total Administration:		439,000.18	859,038.41	935,381.39	511,580.00	1,424,437.09	532,215.00	
Police								
101-42100-101	Full-Time Employees Regular	387,125.56	457,553.23	504,939.95	483,401.00	464,530.87	512,745.00	
101-42100-102	Full-Time Employees Overtime	.00	.00	17,083.74	15,000.00	17,423.87	18,000.00	
101-42100-103	Part-Time Employees	65,465.48	68,496.70	46,072.93	62,500.00	62,955.78	50,000.00	
101-42100-121	PERA	66,253.14	75,238.38	81,024.69	90,866.00	80,230.05	93,616.00	
101-42100-122	FICA	8,302.95	9,600.42	10,179.95	10,937.00	10,474.40	11,683.00	
101-42100-131	Employer Paid Health	29,523.61	32,733.81	37,899.96	46,770.00	38,244.28	44,782.00	
101-42100-151	Worker s Comp Insurance Prem	8,978.12	13,230.23	17,338.68	17,340.00	22,958.00	22,958.00	
101-42100-201	Office Supplies(paper-pens-et)	2,533.64	5,934.15	3,616.38	5,000.00	3,681.45	5,000.00	
101-42100-212	Motor Fuels-Gas	12,467.51	12,635.30	12,723.59	13,000.00	8,364.93	13,000.00	
101-42100-217	Other Operating Supplies	61.23	151.26	129.90	.00	44.50	.00	
101-42100-221	Repair/Maint - Equipment	21,237.17	12,535.46	19,449.00	13,000.00	13,147.13	13,000.00	
101-42100-228	Repair/Maintain Other	.00	.00	10,446.32	.00	3,299.29	.00	
101-42100-304	Legal Fees	21,600.00	21,600.00	21,600.00	21,600.00	19,800.00	21,600.00	
101-42100-309	Software and Design	.00	.00	.00	.00	.00	5,000.00	
101-42100-310	Other Professional Services	543.96	15,667.58	825.25	3,800.00	3,686.50	4,800.00	
101-42100-313	Task Force	1,060.00	4,500.00	7,181.46	7,000.00	7,399.00	7,450.00	
101-42100-318	Animal Control	1,760.00	1,900.00	1,233.85	2,000.00	99.60	2,000.00	
101-42100-319	Forfeitures	530.00	1,101.73	1,004.00	1,500.00	483.40	1,500.00	
101-42100-321	Communications	10,717.22	11,202.50	16,358.37	14,000.00	11,557.82	14,000.00	
101-42100-331	Meetings-Conferences (mtgs/mi)	7,032.26	6,204.67	7,497.35	7,500.00	6,757.46	7,500.00	
101-42100-343	Advertising	.00	29.60	44.80	.00	.00	.00	
101-42100-362	Property - Casualty Ins (Auto)	3,928.00	4,322.35	4,038.69	4,500.00	4,498.15	4,500.00	
101-42100-381	Electric Utilities	1,444.13	1,753.76	1,837.33	1,500.00	1,521.34	1,800.00	
101-42100-383	Gas Utilities	642.35	853.36	789.70	1,000.00	664.32	900.00	
101-42100-401	Contractual Services	2,687.89	2,828.26	2,538.22	3,000.00	2,224.42	2,800.00	
101-42100-406	Safety	.00	.00	.00	1,200.00	.00	1,000.00	
101-42100-417	Uniforms	8,522.52	15,466.46	10,001.93	8,000.00	7,027.61	10,000.00	
101-42100-418	Range/Ammo	4,453.50	6,888.98	8,334.56	7,000.00	6,527.87	7,000.00	
101-42100-433	Dues and Subscriptions	2,170.35	986.96	823.39	1,000.00	761.50	1,000.00	
101-42100-434	Sales Tax Paid	.00	5.00	.00	.00	.00	.00	
101-42100-436	Towing Charges	.00	265.00	.00	.00	250.00	250.00	
101-42100-437	Miscellaneous	1,835.24	6,101.94	3,681.49	3,500.00	2,935.78	3,500.00	
101-42100-438	Police - DARE Prog	4,085.65	8,401.00	1,461.70	5,000.00	4,921.71	5,000.00	
101-42100-491	Contributions/Donations Expend	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
101-42100-560	Furniture & Fixtures	.00	.00	750.00	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
101-42100-590	Capital Outlay	46,666.45	33,202.45	50,764.64	10,000.00	10,221.90	.00	
Budget notes:								
~2018 2 GETAC In-Squad Cameras - $10,000								
Total Police:		722,627.93	832,390.54	902,671.82	861,914.00	817,692.93	887,384.00	
City Fire								
101-42200-103	Part-Time Employees	14,249.54	12,572.32	21,289.11	14,000.00	19,826.41	20,000.00	
101-42200-122	FICA	1,090.09	961.80	1,628.61	1,071.00	1,516.75	1,530.00	
101-42200-151	Worker s Comp Insurance Prem	3,082.52	3,239.51	3,529.95	3,700.00	4,405.00	4,405.00	
101-42200-201	Office Supplies(paper-pens-et)	656.12	582.76	486.91	600.00	50.00	600.00	
101-42200-207	Fire Prevention Instruct Supps	740.11	580.00	.00	600.00	1,943.96	1,200.00	
101-42200-211	Operating Supplies - Cleaning	27.99	.00	42.31	.00	.00	.00	
101-42200-212	Motor Fuels-Gas	165.97	354.64	1,048.20	400.00	644.94-	1,000.00	
101-42200-217	Other Operating Supplies	32.74	446.76	154.27	350.00	126.53	100.00	
101-42200-221	Repair/Maint - Equipment	48,422.69	26,976.73	27,606.33	50,000.00	32,013.75	50,000.00	
101-42200-223	Repair/Maintain - Building	3,090.01	2,825.73	26,224.01	3,000.00	7,589.13	3,000.00	
101-42200-226	Foam	2,055.63	2,080.00	2,445.00	2,000.00	.00	2,500.00	
101-42200-228	Repair/Maintain - Other	2,296.57	.00	.00	.00	1,650.74	2,000.00	
101-42200-310	Other Professional Services	1,356.50	1,103.00	330.00	1,000.00	986.50	1,000.00	
101-42200-315	Jaws of Life	.00	.00	.00	.00	375.00	1,000.00	
101-42200-321	Communications	2,092.90	2,145.39	2,285.75	2,200.00	1,996.89	2,200.00	
101-42200-331	Meetings-Conferences (mtgs/mi)	4,393.44	1,527.45	2,714.00	3,000.00	2,217.30	3,000.00	
101-42200-362	Property - Casualty Ins (Auto)	4,732.00	5,126.35	4,597.69	4,800.00	4,798.02	4,800.00	
101-42200-381	Electric Utilities	2,002.37	1,841.00	2,335.00	2,400.00	2,287.00	2,400.00	
101-42200-383	Gas Utilities	3,600.08	2,805.95	3,391.64	3,800.00	2,898.69	3,500.00	
101-42200-401	Contractual Services	.00	.00	1,487.97	.00	.00	1,500.00	
101-42200-406	Safety	.00	.00	.00	.00	.00	1,000.00	
101-42200-417	Uniforms	.00	.00	1,865.62	.00	1,177.90	2,000.00	
101-42200-433	Dues and Subscriptions	566.37	482.37	1,066.87	800.00	157.00	1,000.00	
101-42200-437	Miscellaneous	91.89	293.13	.00	.00	.00	.00	
101-42200-491	Contributions/Donations Expend	.00	2,500.00	.00	.00	.00	.00	
101-42200-590	Capital Outlay	312,334.82	39,979.10	.00	40,000.00	36,358.64	.00	
Budget notes:								
~2018 $40,000 Fire Hall Sprinkler System								
Total City Fire:		407,080.35	108,423.99	104,529.24	133,721.00	121,730.27	109,735.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Emergency Management								
101-42500-103	Part-Time Employees	992.81	1,017.80	.00	1,000.00	1,074.30	1,000.00	
101-42500-122	FICA	75.95	77.86	.00	77.00	82.19	76.00	
101-42500-151	Worker s Comp Insurance Prem	3.00	.00	407.33	410.00	.00	.00	
101-42500-221	Repair/Maint - Equipment	.00	530.31	.00	1,000.00	1,050.80	1,000.00	
101-42500-310	Other Professional Services	.00	330.00	330.00	.00	660.00	.00	
101-42500-362	INSURANCE PREMIUM	.00	549.36	15.00	.00	.00	.00	
101-42500-381	Electric Utilities	634.89	633.45	639.00	600.00	505.00	700.00	
	Total Emergency Management:	1,706.65	3,138.78	1,391.33	3,087.00	3,372.29	2,776.00	
Public Works (GENERAL)								
101-43100-101	Full-Time Employees Regular	149,157.85	149,271.85	154,378.52	123,704.00	118,361.67	124,492.00	
101-43100-102	Full-Time Employees Overtime	.00	.00	3,205.07	4,000.00	3,599.15	5,250.00	
101-43100-103	Part-Time Employees	3,835.30	4,131.23	251.55	.00	.00	.00	
101-43100-121	PERA	10,259.29	10,500.39	10,663.01	9,578.00	8,872.43	9,805.00	
101-43100-122	FICA	11,467.57	11,504.10	11,485.04	9,770.00	9,232.93	9,730.00	
101-43100-131	Employer Paid Health	22,952.04	24,110.55	25,117.48	27,230.00	25,122.74	29,893.00	
101-43100-151	Worker s Comp Insurance Prem	9,142.00	9,364.64	12,344.70	12,400.00	21,320.48	23,202.00	
101-43100-201	Office Supplies(paper-pens-et)	162.30	226.00	111.38	200.00	177.14	200.00	
101-43100-211	Operating Supplies - Cleaning	.00	96.96	.00	.00	.00	.00	
101-43100-212	Motor Fuels-Gas	5,937.41	4,757.00	6,062.05	7,000.00	4,790.76	6,000.00	
101-43100-217	Other Operating Supplies	14,765.85	14,470.80	13,474.96	15,000.00	27,326.94	15,000.00	
101-43100-221	Repair/Maint - Equipment	9,051.82	14,983.39	35,297.55	20,000.00	23,532.84	20,000.00	
101-43100-222	Tree trimming	42,237.40	45,386.77	64,543.28	20,000.00	5,187.50	20,000.00	
101-43100-223	Repair/Maintain - Building	7,669.36	4,518.67	10,509.43	4,000.00	5,050.88	4,000.00	
101-43100-224	Repair/Maintain - Streets	29,200.17	18,670.50	29,970.24	45,000.00	25,085.75	20,000.00	
101-43100-225	Landscaping Det Ponds -	25,385.00	1,323.50	.00	20,000.00	2,209.60	20,000.00	
101-43100-226	Sidewalk Repairs	.00	.00	6,753.60	40,000.00	67,475.90	40,000.00	
101-43100-228	Repair/Maintain - Other	149.23	11,090.50	237.00	2,500.00	.00	2,500.00	
101-43100-303	Engineering Fees	10,921.18	12,769.45	28,351.09	7,000.00	16,492.05	30,000.00	
101-43100-310	Other Professional Services	4,277.39	7,896.91	31,311.78	7,000.00	4,431.61	7,000.00	
101-43100-321	Communications	4,012.87	3,851.75	4,608.43	4,400.00	4,245.82	4,400.00	
101-43100-331	Meetings-Conferences (mtgs/mi)	99.63	134.68	115.00	400.00	283.75	400.00	
101-43100-343	Advertising	.00	250.20	.00	.00	305.00	.00	
101-43100-362	Property - Casualty Ins (Auto)	12,455.00	12,849.36	11,438.69	12,000.00	11,995.06	12,500.00	
101-43100-381	Electric Utilities	30,434.48	30,606.45	31,250.00	32,000.00	28,222.00	32,000.00	
101-43100-383	Gas Utilities	3,390.11	2,389.34	2,924.30	4,000.00	2,055.17	4,000.00	
101-43100-401	Contractual Services	.00	.00	275.00	.00	852.40	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
101-43100-406	Safety	350.00	370.00	2,510.01	800.00	308.75	1,000.00	
101-43100-417	Uniforms	559.29	431.62	499.78	1,200.00	193.72	1,200.00	
101-43100-418	Rentals	346.01	222.92	938.50	500.00	160.98	500.00	
101-43100-433	DUES & SUBSCRIPTIONS	.00	128.00	.00	.00	.00	.00	
101-43100-437	Miscellaneous	.00	.00	99.36	.00	.00	.00	
101-43100-590	Capital Outlay	188,683.17	51,127.36	4,600.97	150,000.00	364,014.14	.00	
Budget notes:								
~2018 $150,000 Plow Truck								
Total Public Works (GENERAL):		596,901.72	447,434.89	503,327.77	579,682.00	780,907.16	443,072.00	
Ice & Snow Removal								
101-43125-101	Full-Time Employees Regular	.00	.00	3,706.75	24,741.00	22,605.36	23,712.00	
101-43125-102	Full-Time Employees Overtime	.00	.00	55.67	1,237.00	685.53	1,000.00	
101-43125-121	PERA	.00	.00	133.55	1,948.00	1,689.87	1,853.00	
101-43125-122	FICA	.00	.00	285.30	1,893.00	1,758.63	1,890.00	
101-43125-131	Employer Paid Health	4,538.84	4,775.22	4,975.04	5,446.00	4,989.79	5,526.00	
101-43125-212	Motor Fuels-Gas	3,474.96	3,086.06	4,615.94	8,000.00	5,652.56	8,000.00	
101-43125-217	Other Operating Supplies	4,717.30	11,637.90	8,315.56	10,000.00	13,248.80	12,000.00	
101-43125-221	Repair/Maint - Equipment	5,055.98	10,051.68	6,010.52	5,000.00	4,708.18	5,000.00	
101-43125-310	Other Professional Services	9,562.95	22,169.75	17,927.00	25,000.00	24,071.50	25,000.00	
101-43125-343	Advertising	.10-	40.00-	40.00	.00	90.60	.00	
101-43125-418	Rental Expense	550.00	.00	550.00	.00	.00	.00	
101-43125-590	Capital Outlay	.00	.00	2,897.70	.00	.00	.00	
Total Ice & Snow Removal:		27,899.93	51,680.61	49,513.03	83,265.00	79,500.82	83,981.00	
Economic Develop mt-Assistance								
101-46500-310	Other Professional Services	6,000.00	.00	.00	.00	.00	.00	
101-46500-433	Dues and Subscriptions	500.00	.00	.00	.00	.00	.00	
101-46500-491	Contributions/Donations Expend	50,448.87	60,380.00	37,500.00	55,000.00	50,416.74	55,000.00	
Total Economic Develop mt-Assistance:		56,948.87	60,380.00	37,500.00	55,000.00	50,416.74	55,000.00	
Other Finanacing Uses/Contrib								
101-49300-422	Corn on the Cob Activities	5,200.00	5,300.00	5,300.00	3,000.00	3,000.00	3,000.00	
101-49300-423	Ye Old Fashioned Christmas	.00	.00	.00	1,000.00	1,000.00	1,000.00	
101-49300-424	Sesquicentennial/Garden Club	.00	.00	.00	300.00	300.00	300.00	
101-49300-425	Senior Center	.00	.00	.00	8,500.00	8,500.00	8,500.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
101-49300-426	Blue Bell Festival	.00	.00	.00	1,000.00	1,000.00	1,000.00	
	Total Other Finanacing Uses/Contrib:	5,200.00	5,300.00	5,300.00	13,800.00	13,800.00	13,800.00	
ROCHESTER SALES TAX DOLLARS								
Economic Opportunity								
203-46600-303	Engineering Fees	245.12	.00	.00	.00	.00	.00	
203-46600-310	OTHER PROFESSIONAL SERVICES	.00	5,795.92	.00	.00	.00	.00	
203-46600-460	LOANS MADE	.00	125,000.00	15,000.00	.00	.00	.00	
203-46600-700	Transfers Out	.00	.00	.00	.00	101,568.00	.00	
	Total Economic Opportunity:	245.12	130,795.92	15,000.00	.00	101,568.00	.00	
CIVIL WAR HISTORICAL MARKER								
DEPARTMENT: 49010								
204-49010-310	Other Professional Services	6,855.00	.00	.00	.00	.00	.00	
	Total DEPARTMENT: 49010:	6,855.00	.00	.00	.00	.00	.00	
PIONEER PEACE CORPS MARKER								
DEPARTMENT: 49010								
205-49010-310	Other Professional Services	3,710.00	5,115.78	1,209.69	.00	.00	.00	
205-49010-437	Miscellaneous	.00	42.00	88.00	.00	.00	.00	
	Total DEPARTMENT: 49010:	3,710.00	5,157.78	1,297.69	.00	.00	.00	
LIBRARY								
Libraries (GENERAL)								
211-45500-101	Full-Time Employees Regular	99,185.89	103,265.52	67,175.25	63,648.00	62,829.36	65,398.00	
211-45500-103	Part-Time Employees	.00	.00	40,565.56	48,727.00	51,530.80	64,820.00	
211-45500-121	PERA	7,244.32	7,572.22	7,683.72	8,428.00	8,424.47	9,768.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
211-45500-122	FICA	7,425.47	7,754.33	7,888.89	8,598.00	8,650.10	9,963.00	
211-45500-131	Employer Paid Health	7,294.91	7,294.65	7,457.44	7,864.00	7,638.46	8,937.00	
211-45500-142	UNEMPLOYMENT BENEFITS PAYMEN	.00	1,939.19	.00	.00	.00	.00	
211-45500-151	Worker s Comp Insurance Prem	528.88	465.71	475.63	75.00	679.12	744.00	
211-45500-201	Office Supplies(paper-pens-et)	3,630.85	5,201.08	3,899.49	4,000.00	4,756.69	4,000.00	
211-45500-221	Repair/Maint - Equipment	5,282.82	4,747.43	5,371.30	6,500.00	6,445.56	5,500.00	
211-45500-223	Repair/Maintain - Building	1,004.95	5,871.03	4,223.93	3,000.00	2,308.81	4,500.00	
211-45500-310	Other Professional Services	29.75	119.50	.00	.00	137.50	.00	
211-45500-321	Communications	1,452.59	1,239.61	1,464.80	1,550.00	1,253.34	1,550.00	
211-45500-325	Audio Books	.00	750.00	1,001.91	.00	.00	.00	
211-45500-331	Meetings-Conferences (mtgs/mi)	526.00	659.20	559.71	2,000.00	1,911.15	2,000.00	
211-45500-362	Property - Casualty Ins (Auto)	4,804.00	5,198.36	3,820.69	4,000.00	3,998.35	4,000.00	
211-45500-381	Electric Utilities	3,799.18	3,682.00	3,238.00	3,900.00	3,052.00	3,400.00	
211-45500-383	Gas Utilities	1,344.09	1,560.96	1,587.03	2,000.00	1,193.12	2,000.00	
211-45500-401	Contractual Services	14,918.27	13,321.43	14,275.07	11,990.00	9,725.00	11,990.00	
211-45500-406	Safety	.00	.00	.00	.00	.00	500.00	
211-45500-418	Rentals	12,224.72	13,740.79	13,382.39	13,031.00	11,920.57	13,500.00	
211-45500-434	Sales Tax Paid	112.00	170.00	126.00	130.00	145.00	130.00	
211-45500-437	Miscellaneous	1,042.52	850.70	3,120.17	1,500.00	3,871.00	1,500.00	
211-45500-590	Capital Outlay	39,223.00	3,552.00	7,267.04	.00	339,277.19	.00	
211-45500-592	Books/Periodicals	26,844.27	27,815.42	34,839.91	30,000.00	27,438.33	31,500.00	
Total Libraries (GENERAL):		237,918.48	216,771.13	229,423.93	220,941.00	557,185.92	245,700.00	

PARK

Recreation Facilities-Rink

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
225-45127-212	Motor Fuels-Gas	.00	.00	.00	.00	12.16	.00	
225-45127-217	Other Operating Supplies	42.11	7,818.74	2,071.27	250.00	1,594.69	1,500.00	
225-45127-221	Repair/Maint - Equipment	312.22	39.33	53.34	250.00	.00	250.00	
225-45127-223	Repair/Maintain - Building	.00	161.72	1,810.76	2,000.00	370.01	2,000.00	
225-45127-381	Electric Utilities	106.94	67.00	64.00	200.00	282.00	400.00	
225-45127-383	Gas Utilities	632.92	522.51	553.27	800.00	484.08	800.00	
Total Recreation Facilities-Rink:		1,094.19	8,609.30	4,552.64	3,500.00	2,742.94	4,950.00	

Recreation Facilities-Pool

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
225-45128-102	Full-Time Employees Overtime	63,018.13	63,993.18	763.38	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
225-45128-103	Part-Time Employees	.00	83.67	64,349.40	65,000.00	71,408.81	72,000.00	
225-45128-121	PERA	.00	.00	489.10	.00	489.38	489.00	
225-45128-122	FICA	4,820.87	4,901.91	4,981.16	4,973.00	5,462.71	5,508.00	
225-45128-151	Worker s Comp Insurance Prem	2,079.52	1,782.94	2,578.76	2,600.00	3,329.00	3,329.00	
225-45128-211	Operating Supplies - Cleaning	50.26	.00	.00	.00	14.32	.00	
225-45128-217	Other Operating Supplies	9,206.60	9,281.32	8,608.21	8,500.00	6,666.51	9,000.00	
225-45128-221	Repair/Maint - Equipment	3,384.08	8,281.19	3,354.09	2,500.00	1,903.54	2,500.00	
225-45128-223	Repair/Maintain - Building	1,924.23	1,698.84	258.76	500.00	2,991.71	500.00	
225-45128-259	Merchandise For Resale - Other	5,695.90	5,257.79	6,215.16	5,000.00	7,631.69	5,000.00	
225-45128-310	Other Professional Services	4,196.64	2,308.05	3,082.25	3,000.00	2,712.25	3,000.00	
225-45128-321	Communications	792.55	793.46	625.27	800.00	455.64	800.00	
225-45128-331	Meetings-Conferences (mtgs/mi)	3,477.14	4,568.65	2,584.00	1,500.00	3,034.00	3,000.00	
225-45128-343	Advertising	1,082.00	417.00	833.40	400.00	181.20	400.00	
225-45128-362	Property - Casualty Ins (Auto)	4,703.00	5,097.36	9,538.69	10,000.00	9,995.88	10,500.00	
225-45128-381	Electric Utilities	5,460.87	6,460.00	6,257.00	6,000.00	6,907.00	6,500.00	
225-45128-383	Gas Utilities	5,454.22	3,116.10	8,338.06	7,000.00	4,753.48	7,500.00	
225-45128-417	UNIFORMS	.00	.00	1,902.38	2,000.00	2,025.52	2,200.00	
225-45128-418	Rentals	.00	39.00	105.60	100.00	.00	150.00	
225-45128-433	Dues and Subscriptions	.00	475.00	1,220.00	1,220.00	670.00	1,220.00	
225-45128-434	Sales Tax Paid	4,289.00	4,578.00	4,403.00	4,500.00	3,498.00	5,000.00	
225-45128-437	Miscellaneous	1,701.68	1,028.32	730.00	700.00	264.36	700.00	
225-45128-590	Capital Outlay	20,290.00	.00	11,378.00	7,500.00	6,942.02	.00	
Budget notes:								
~2018 $7,500 Funbrellas - Pool								
Total Recreation Facilities-Pool:		141,626.69	124,161.78	142,595.67	133,793.00	141,337.02	139,296.00	
Parks (GENERAL)								
225-45200-101	Full-Time Employees Regular	54,350.71	57,776.78	59,947.42	56,795.00	56,457.54	58,091.00	
225-45200-102	Full-Time Employees Overtime	15,323.94	16,294.57	1,252.61	2,000.00	4,502.38	4,000.00	
225-45200-103	Part-Time Employees	4,103.42	2,201.98	16,001.60	16,000.00	16,733.58	16,000.00	
225-45200-121	PERA	4,169.61	4,434.55	4,474.02	5,610.00	4,485.32	4,500.00	
225-45200-122	FICA	5,521.03	5,814.64	5,763.91	5,723.00	5,911.33	5,943.00	
225-45200-131	Employer Paid Health	14,078.29	13,609.98	14,351.20	14,742.00	13,934.35	16,389.00	
225-45200-151	Worker s Comp Insurance Prem	2,240.08	2,342.52	2,820.39	2,900.00	2,706.00	2,706.00	
225-45200-201	Office Supplies(paper-pens-et)	.00	54.90	85.88	100.00	25.00	100.00	
225-45200-212	Motor Fuels-Gas	3,166.53	2,681.25	3,026.76	3,500.00	3,401.22	3,200.00	
225-45200-217	Other Operating Supplies	4,362.64	5,148.83	9,660.52	7,500.00	4,819.50	7,500.00	
225-45200-221	Repair/Maint - Equipment	8,508.26	17,227.60	7,575.39	8,500.00	6,174.06	8,000.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
225-45200-223	Repair/Maintain - Building	7,260.96	10,246.19	2,646.02	5,000.00	5,024.03	10,000.00	
225-45200-228	Repair/Maintain - Other	1,028.40	.00	21,552.00	.00	8,775.00	5,000.00	
225-45200-303	Engineering Fees	465.25	4,209.06	4,042.74	.00	.00	1,000.00	
225-45200-310	Other Professional Services	651.97	12,303.03	2,394.43	200.00	3,456.92	600.00	
225-45200-321	Communications	873.25	957.09	947.58	900.00	518.19	900.00	
225-45200-331	Meetings-Conferences (mtgs/mi)	25.00	25.00	195.00	100.00	55.00	100.00	
225-45200-343	Advertising	693.60	.00	626.80	250.00	.00	250.00	
225-45200-362	Property - Casualty Ins (Auto)	15,850.00	16,245.36	12,922.69	13,500.00	13,494.44	14,000.00	
225-45200-381	Electric Utilities	3,182.34	3,219.93	3,253.64	3,500.00	2,724.37	3,500.00	
225-45200-383	Gas Utilities	.00	.00	.00	.00	42.30	.00	
225-45200-406	Safety	.00	370.00	20.00	200.00	.00	200.00	
225-45200-417	Uniforms	561.44	654.78	2,467.20-	600.00	.00	600.00	
225-45200-418	Rentals	1,501.42	1,208.49	729.00	500.00	3,888.00	1,000.00	
225-45200-433	Dues and Subscriptions	.00	.00	.00	.00	25.00	.00	
225-45200-434	Sales Tax Paid	.00	.00	.00	.00	76.00	100.00	
225-45200-437	Miscellaneous	214.15	1,667.60	80.71	.00	138.50	.00	
225-45200-590	Capital Outlay	33,639.54	23,744.86	226,113.30	29,000.00	40,116.61	.00	

Budget notes:
~2018 $20,000 Walking Trail Bridge
$9,000 Playground Wood Chips

Total Parks (GENERAL):	181,771.83	202,438.99	398,016.41	177,120.00	197,484.64	163,679.00

AMBULANCE

Ambulance

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
230-49020-101	Full-Time Employees Regular	70,922.60	137,340.10	85,326.57	79,080.00	92,330.09	.00	
230-49020-102	Full-Time Employees OT	.00	.00	45,070.72	43,000.00	37,659.02	.00	
230-49020-103	Part-Time Employees	.00	34,974.00	89,069.05	42,000.00	101,950.67	.00	
230-49020-121	PERA	4,000.00	7,329.90	9,711.17	12,306.00	10,238.28	4,400.00	
230-49020-122	FICA	5,425.74	11,819.00	16,450.29	12,551.00	17,258.50	.00	
230-49020-131	Employer Paid Health	.00	9,502.76	13,904.97	20,475.00	13,130.15	.00	
230-49020-135	Employer Paid Deferred Comp	.00	.00	4,400.25	4,400.00	4,234.01	.00	
230-49020-142	Unemployment Benefit Payments	.00	1,436.11	.00	.00	.00	5,000.00	
230-49020-151	Worker s Comp Insurance Prem	3,703.36	3,208.46	5,624.32	5,625.00	17,313.84	.00	
230-49020-201	Office Supplies(paper-pens-et)	1,222.47	1,187.29	477.62	1,200.00	373.79	.00	
230-49020-208	Training and Instruction	2,700.00	3,538.18	2,980.78	2,600.00	814.86	.00	
230-49020-211	Operating Supplies - Cleaning	390.70	2,032.95	553.55	300.00	853.09	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
230-49020-212	Motor Fuels-Gas	4,008.24	3,606.14	5,376.19	5,000.00	10,302.29	.00	
230-49020-213	Vehicle Maintenance	3,916.82	6,213.03	10,910.47	8,000.00	7,057.19	.00	
230-49020-216	Chemicals and Chem Prod-Oxygen	2,980.11	3,186.97	3,633.58	3,500.00	2,611.51	.00	
230-49020-217	Other Operating Supplies	32,785.57	18,243.88	27,162.05	30,000.00	16,016.90	.00	
230-49020-221	Repair/Maint - Equipment	1,055.82	2,618.19	2,033.75	2,500.00	1,691.98	.00	
230-49020-223	Repair/Maintain - Building	796.42	7,170.09	10,736.86	5,000.00	2,931.25	5,000.00	
230-49020-229	Reimburse Homeowner	929.87	578.90	1,355.66	.00	114.49	.00	
230-49020-304	Legal Fees	865.00	.00	.00	.00	.00	.00	
230-49020-309	Software and Design	13,657.95	1,788.61	1,749.69	2,000.00	.00	.00	
230-49020-310	Other Professional Services	1,917.76	2,929.92	673.50	750.00	1,638.50	.00	
230-49020-312	Website	41.73	.00	.00	.00	.00	.00	
230-49020-321	Communications	4,231.49	4,366.58	4,029.65	4,500.00	3,653.81	.00	
230-49020-331	Meetings-Conferences (mtgs/mi)	2,610.39	1,108.28	904.55	1,000.00	124.12	.00	
230-49020-332	EMT Training	6,012.32	7,127.54	4,273.34	.00	2,761.47	.00	
230-49020-340	Advertising	.00	.00	.00	350.00	.00	.00	
230-49020-343	Advertising	514.98	490.23	567.24	.00	316.00	.00	
230-49020-347	Other	.00	.00	186.42	.00	.00	.00	
230-49020-362	Property - Casualty Ins (Auto)	4,668.00	5,062.36	5,487.69	5,500.00	5,497.73	5,000.00	
230-49020-381	Electric Utilities	2,914.81	3,070.00	3,366.00	3,500.00	3,870.52	.00	
230-49020-383	Gas Utilities	1,382.75	1,817.66	1,574.85	1,900.00	1,401.91	.00	
230-49020-384	Refuse/Garbage Disposal (Liq)	1,114.39	895.29	355.19	400.00	355.19	.00	
230-49020-401	Contractual Services	98,857.60	85,404.82	105,525.68	89,500.00	157,288.31	25,000.00	
230-49020-407	Grant Expenditure	.00	116.55	.00	.00	.00	.00	
230-49020-417	Uniforms	1,424.77	4,065.09	1,548.88	2,000.00	1,818.57	.00	
230-49020-433	Dues and Subscriptions	538.00	389.00	850.00	300.00	25.00	.00	
230-49020-434	Sales Tax Paid	.00	.00	2,495.19	.00	2,105.90	.00	
230-49020-437	Miscellaneous	1,119.87	1,058.96	84.31-	.00	56.37	.00	
230-49020-560	Furniture & Fixtures	147.47	748.06	159.00	250.00	1,021.22	.00	
230-49020-590	Capital Outlay	9,900.00	.00	56,105.00	.00	.00	.00	
Total Ambulance:		286,757.00	374,424.90	524,545.41	389,487.00	518,816.53	44,400.00	

AMULANCE TRAINING INSTITUTE

Ambulance

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
231-49020-103	Part-Time Employees	288.00	.00	.00	.00	.00	.00	
231-49020-208	Training and Instruction	1,311.75	.00	.00	.00	.00	.00	
231-49020-210	Operating Supplies (GENERAL)	225.80	249.65	59.85	.00	.00	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Total Ambulance:		1,825.55	249.65	59.85	.00	.00	.00	
CEMETERY								
Cemetery								
235-49010-151	Worker s Comp Insurance Prem	.00	.00	452.33	.00	.00	.00	
235-49010-212	Motor Fuels-Gas	275.83	.00	.00	.00	.00	.00	
235-49010-217	Other Operating Supplies	963.84	2,740.23	2,519.93	.00	2,304.83	2,500.00	
235-49010-221	Repair/Maint - Equipment	.00	17.35	11.49	.00	.00	.00	
235-49010-223	Repair/Maintain - Building	107.09	584.31	647.61	200.00	434.42	600.00	
235-49010-228	Repair/Maintain - Other	4,323.54	.00	.00	.00	5.49	.00	
235-49010-229	Reimburse Homeowner	250.00	.00	80.00	.00	.00	.00	
235-49010-310	Other Professional Services	.00	.00	2,450.00	.00	2,450.00	2,500.00	
235-49010-343	Advertising	367.20	.00	.00	.00	.00	.00	
235-49010-362	Property - Casualty Ins (Auto)	2,325.00	2,720.36	2,538.69	2,550.00	2,548.95	2,600.00	
235-49010-381	Electric Utilities	296.83	291.85	311.00	325.00	285.00	350.00	
235-49010-401	Contractual Services	7,717.84	37,030.64	30,888.71	32,000.00	26,468.02	32,000.00	
235-49010-590	Capital Outlay	.00	.00	.00	5,000.00	16,313.74	.00	
Budget notes:								
~2018 $5,000 - Trees - Cemetery								
Total Cemetery:		16,627.17	43,384.74	39,899.76	40,075.00	50,810.45	40,550.00	
CEMETERY PERPETUAL CARE								
Cemetery Perpetual Care								
240-49015-590	Capital Outlay	.00	10,057.80	.00	.00	.00	.00	
Total Cemetery Perpetual Care:		.00	10,057.80	.00	.00	.00	.00	
RURAL FIRE								
Rural Fire								
245-42200-103	Part-Time Employees	17,325.06	10,481.99	9,363.56	12,000.00	8,911.41	12,000.00	
245-42200-122	FICA	1,325.39	801.88	716.33	918.00	681.71	918.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
245-42200-151	Worker s Comp Insurance Prem	3,082.52	3,239.51	3,529.95	3,700.00	4,405.00	4,405.00	
245-42200-201	Office Supplies(paper-pens-et)	140.21	98.36	128.97	150.00	.00	150.00	
245-42200-212	Motor Fuels-Gas	1,286.16	854.04	809.36	1,300.00	1,034.64	1,500.00	
245-42200-217	Other Operating Supplies	.00	162.21	.00	.00	171.03	175.00	
245-42200-221	Repair/Maint - Equipment	12,470.90	9,010.94	7,412.00	7,000.00	18,834.40	10,000.00	
245-42200-226	Foam	1,555.62	520.00	2,445.00	2,000.00	.00	2,000.00	
245-42200-228	Repair/Maintain - Other	.00	.00	.00	.00	1,487.97	1,500.00	
245-42200-310	Other Professional Services	495.00	978.00	.00	1,000.00	986.50	1,000.00	
245-42200-315	Jaws of Life	.00	.00	.00	.00	375.00	375.00	
245-42200-331	Meetings-Conferences (mtgs/mi)	269.89	224.45	18.90	250.00	.00	200.00	
245-42200-362	Property - Casualty Ins (Auto)	4,732.00	5,126.35	4,597.69	4,800.00	4,798.02	4,800.00	
245-42200-401	Contractual Services	.00	.00	1,487.97	.00	.00	.00	
245-42200-417	Uniform	.00	957.82	22.49	.00	221.15	300.00	
245-42200-433	Dues and Subscriptions	372.00	289.00	894.50	850.00	262.50	850.00	
245-42200-437	Miscellaneous	32.70	88.78	1,420.00	.00	.00	500.00	
Total Rural Fire:		43,087.45	32,833.33	32,846.72	33,968.00	42,169.33	40,673.00	
FIRE RELIEF								
Fire Relief								
250-42300-124	Fire Pension Contributions	35,460.20	35,717.03	35,671.02	35,000.00	45,795.26	36,195.36	
250-42300-490	Donations - Fire Relief Assoc	6,600.00	6,600.00	6,600.00	6,600.00	.00	13,200.00	
Total Fire Relief:		42,060.20	42,317.03	42,271.02	41,600.00	45,795.26	49,395.36	
POOL CONSTRUCTION BONDS								
Recreation Facilities-Pool								
316-45128-601	Debt Srv Bond Principal	1,270,000.00	58,000.00	68,000.00	68,000.00	68,000.00	73,000.00	
316-45128-611	Bond Interest	62,689.30	42,515.42	33,990.00	31,950.00	31,950.00	29,835.00	
316-45128-620	Fiscal Agent s Fees	450.00	.00	.00	450.00	.00	450.00	
Total Recreation Facilities-Pool:		1,333,139.30	100,515.42	101,990.00	100,400.00	99,950.00	103,285.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
STREET RECONSTRUCTION								
Public Works (GENERAL)								
325-43100-601	Debt Srv Bond Principal	110,000.00	115,000.00	115,000.00	120,000.00	120,000.00	120,000.00	
325-43100-611	Bond Interest	39,818.76	37,568.76	35,268.76	31,419.00	32,768.76	26,856.00	
325-43100-620	Fiscal Agent s Fees	450.00	450.00	450.00	450.00	500.00	500.00	
Total Public Works (GENERAL):		150,268.76	153,018.76	150,718.76	151,869.00	153,268.76	147,356.00	
EAST BROADWAY-WATER BOND 2011								
Public Works (GENERAL)								
332-43100-601	Debt Srv Bond Principal	13,000.00	.00	.00	13,000.00	13,000.00	14,000.00	
332-43100-611	Bond Interest	7,916.40	4,483.42	4,232.66	3,982.00	3,981.88	3,731.00	
Total Public Works (GENERAL):		20,916.40	4,483.42	4,232.66	16,982.00	16,981.88	17,731.00	
GENERAL CAPITAL PROJECTS								
Administration								
430-41500-700	Transfers Out	.00	.00	.00	.00	300,000.00	.00	
Total Administration:		.00	.00	.00	.00	300,000.00	.00	
AMBULANCE BUILDING PROJECT								
Ambulance								
500-49020-601	Debt Srv Bond Principal	16,000.00	16,000.00	16,000.00	19,000.00	19,000.00	19,000.00	
500-49020-611	Bond Interest	3,975.00	3,375.00	2,775.00	2,176.00	2,175.00	1,462.00	
Total Ambulance:		19,975.00	19,375.00	18,775.00	21,176.00	21,175.00	20,462.00	

LEVAN TIF

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Economic Develop mt-Assistance								
505-46500-439	TIF Payments	.00	.00	85,860.78	85,760.00	52,092.86	85,760.00	
Total Economic Develop mt-Assistance:		.00	.00	85,860.78	85,760.00	52,092.86	85,760.00	
Benedictine Health Systems								
505-49850-304	Legal Fees	.00	.00	.00	.00	100.00	.00	
505-49850-437	Miscellaneous	88,065.91	89,662.85	.00	.00	.00	.00	
Total Benedictine Health Systems:		88,065.91	89,662.85	.00	.00	100.00	.00	
WATER FUND								
Water Utilities (GENERAL)								
601-49400-101	Full-Time Employees Regular	58,793.50	57,596.00	62,378.94	56,795.00	58,878.68	58,238.00	
601-49400-102	Full-Time Employees Overtime	.00	.00	4,990.54	5,680.00	5,663.23	6,000.00	
601-49400-103	Part-Time Employees	4,700.56	4,353.75	193.50	.00	.00	.00	
601-49400-121	PERA	4,605.62	43,268.36	12,028.57	4,686.00	4,772.56	4,914.00	
601-49400-122	FICA	4,774.73	4,864.83	4,851.69	4,780.00	4,949.13	4,817.00	
601-49400-131	Employer Paid Health	13,020.98	13,623.73	15,002.20	14,742.00	13,900.13	16,390.00	
601-49400-151	Worker s Comp Insurance Prem	2,200.56	1,838.12	1,794.74	1,885.00	1,517.00	1,517.00	
601-49400-201	Office Supplies(paper-pens-et)	3,722.04	2,839.22	3,290.76	3,250.00	2,812.04	3,500.00	
601-49400-212	Motor Fuels-Gas	332.48	2,669.95	699.37	750.00	804.82	750.00	
601-49400-217	Other Operating Supplies	10,188.09	7,762.87	8,504.11	7,800.00	12,393.36	7,800.00	
601-49400-221	Repair/Maint - Equipment	35,364.35	2,792.69	5,362.74	25,000.00	22,325.00	30,000.00	
Budget notes:								
WELL REPAIR/MAINT								
601-49400-223	Repair/Maintain - Building	2,572.03	.00	48.83	.00	1,497.72	500.00	
601-49400-224	Repair/Maintain - Streets	.00	.00	.00	.00	412.50	.00	
601-49400-228	Repair/Maintain - Other	35,204.23	14,070.45	32,058.22	28,000.00	22,076.11	30,000.00	
Budget notes:								
WATERMAIN REPAIRS								
601-49400-229	Refunds	42.04	781.99	189.43	.00	355.76	100.00	
601-49400-303	Engineering Fees	20,754.44	25,153.55	10,572.59	5,000.00	4,029.81	25,000.00	
601-49400-310	Other Professional Services	11,696.41	12,491.37	18,716.42	11,500.00	8,712.92	10,000.00	
601-49400-331	Meetings-Conferences (mtgs/mi)	475.00	379.00	1,126.70	1,000.00	1,287.39	1,500.00	
601-49400-343	Advertising	721.50	487.50	460.65	600.00	.00	600.00	
601-49400-362	Property - Casualty Ins (Auto)	4,591.00	4,986.36	4,680.69	5,000.00	4,997.94	5,500.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
601-49400-381	Electric Utilities	33,895.27	35,906.10	35,114.00	38,000.00	27,599.00	38,000.00	
601-49400-401	Contractual Services	19,906.40	38,147.95	.28	.00	.00	.00	
601-49400-406	SAFETY	.00	.00	.00	.00	631.94	1,200.00	
601-49400-417	Uniforms	488.34	500.73	559.01	600.00	.00	600.00	
601-49400-418	Rentals	.00	6,386.21	.00	.00	.00	.00	
601-49400-420	Depreciation	76,140.00	74,139.84	78,688.00	74,140.00	.00	74,000.00	
601-49400-433	Dues and Subscriptions	250.00	1,077.82	352.00	500.00	1,094.06	750.00	
601-49400-434	Sales Tax Paid	2,590.00	3,998.00	3,908.62-	.00	.00	.00	
601-49400-437	Miscellaneous	1,540.62	.00	30,425.81	.00	20.00	.00	
601-49400-570	Capital Outlay - Equipment	.00	.00	29,780.57	16,000.00	14,900.00	.00	
Budget notes:								
~2018 $16,000 - Water Tower Mixer								
601-49400-590	Capital Outlay	9,627.41	.00	1.27	.00	58,648.31	.00	
601-49400-601	Debt Srv Bond Principal	.00	.00	.00	60,000.00	60,000.00	62,000.00	
601-49400-611	Bond Interest	7,294.40	8,993.80	7,476.70	6,575.00	6,575.00	4,997.00	
Total Water Utilities (GENERAL):		365,492.00	369,110.19	365,439.71	372,283.00	340,854.41	388,673.00	

SEWER FUND

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
Sewer (GENERAL)								
602-49450-101	Full-Time Employees Regular	.00	30,505.85	49,293.20	48,075.00	47,992.32	51,588.00	
602-49450-102	Full-Time Employees Overtime	.00	.00	2,514.87	4,810.00	5,773.64	5,000.00	
602-49450-103	Part-Time Employees	.00	1,246.32	293.25	.00	.00	.00	
602-49450-121	PERA	.00	50,914.12	39,334.77	3,967.00	4,028.74	4,244.00	
602-49450-122	FICA	.00	2,165.61	3,883.92	4,046.00	4,109.33	4,328.00	
602-49450-131	Employer Paid Health	.00	9,074.40	14,460.52	14,742.00	13,873.78	16,314.00	
602-49450-151	Worker s Comp Insurance Prem	.00	.00	442.78	465.00	.01-	.00	
602-49450-201	Office Supplies(paper-pens-et)	3,331.20	2,839.14	3,454.26	3,150.00	2,381.06	3,500.00	
602-49450-212	Motor Fuels-Gas	.00	123.53	351.20	250.00	430.81	250.00	
602-49450-217	Other Operating Supplies	4,790.63	5,031.11	2,894.96	6,500.00	6,364.48	6,500.00	
602-49450-221	Repair/Maint - Equipment	35,752.15	49,512.89	14,592.22	5,000.00	3,495.99	10,000.00	
602-49450-223	BUILDING REPAIR	.00	.00	9.48	.00	434.84	500.00	
602-49450-228	Repair/Maintain - Other	2,665.00	10,320.20	.00	4,500.00	730.00	60,000.00	
Budget notes:								
SEWER JET								
602-49450-229	Reimburse homeowner	42.05	4,189.67	189.43	.00	186.20	185.00	
602-49450-303	Engineering Fees	1,845.70	524.74	769.17	2,000.00	1,275.00	4,000.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
602-49450-310	Other Professional Services	376.34	722.23	2,305.27	600.00	1,003.53	600.00	
602-49450-321	Communications	.00	50.00	.00	.00	.00	.00	
602-49450-331	Meetings-Conferences (mtgs/mi)	46.00	1,200.70	1,954.00	1,500.00	1,179.15	1,700.00	
602-49450-362	Property - Casualty Ins (Auto)	3,283.00	3,678.36	3,648.69	3,750.00	3,748.45	3,800.00	
602-49450-381	Electric Utilities	5,428.32	6,381.80	7,118.00	7,800.00	5,797.00	7,800.00	
602-49450-383	Gas Utilities	665.98	528.45	595.61	800.00	867.40	900.00	
602-49450-385	Sewer Plv-Elgin Sewer District	784,927.29	785,467.42	778,662.93	785,000.00	590,436.46	800,000.00	
602-49450-417	UNIFORM	.00	682.83	587.46	600.00	599.46	600.00	
602-49450-420	Depreciation	13,123.00	13,122.43	13,122.00	13,122.00	.00	13,000.00	
602-49450-437	Miscellaneous	3,774.76	2,039.96	39,983.00	.00	40.00	2,000.00	
602-49450-601	Debt Srv Bond Principal	.00	.00	.00	40,000.00	40,000.00	40,000.00	
602-49450-611	Bond Interest	6,717.00	5,188.52	4,443.50	3,410.00	3,410.00	2,310.00	
	Total Sewer (GENERAL):	866,768.42	985,510.28	984,904.49	954,087.00	738,157.63	1,039,119.00	

MUNICIPAL LIQUOR FUND

Liquor Store (GENERAL)

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
609-49750-101	Full-Time Employees Regular	109,264.60	116,325.90	108,353.21	106,184.00	83,867.74	88,982.00	
609-49750-102	Full-Time Employees Overtime	18,086.88	17,142.11	4,573.53	3,000.00	3,232.90	3,000.00	
609-49750-103	Part-Time Employees	276.57	798.65	29,013.25	29,633.00	49,106.35	61,968.00	
609-49750-121	PERA	9,000.48	107,590.70	24,415.32	10,412.00	9,910.23	11,425.00	
609-49750-122	FICA	9,340.73	9,783.23	10,156.22	10,620.00	10,245.65	12,855.00	
609-49750-131	Employer Paid Health	7,693.67	6,192.29	5,813.14	8,284.00	12,401.20	15,201.00	
609-49750-142	Unemployment Benefit Payments	.00	.00	112.02	.00	.00	.00	
609-49750-151	Worker s Comp Insurance Prem	3,876.73	4,549.13	4,419.82	4,500.00	7,429.97	7,949.00	
609-49750-201	Office Supplies(paper-pens-et)	6,530.28	5,126.09	3,832.47	300.00	1,428.53	1,000.00	
609-49750-211	Operating Supplies - Cleaning	344.68-	176.00	261.94	200.00	1,223.55	1,000.00	
609-49750-214	Liquor Store Bar Supply	7,041.23	7,169.82	7,460.01	6,000.00	10,166.74	11,000.00	
609-49750-217	Other Operating Supplies	.00	.00	.00	.00	2,965.02	.00	
609-49750-221	Repair/Maint - Equipment	.00	38.97	474.58	1,500.00	164.42	1,000.00	
609-49750-223	Repair/Maintain - Building	3,145.01	5,383.73	6,858.31	6,000.00	13,335.76	6,000.00	
609-49750-251	Merchandise Resale - Liquor	107,006.50	112,301.42	121,605.02	113,150.00	147,766.15	120,000.00	
609-49750-252	Merchandise Resale - Beer	313,541.31	306,004.01	325,051.23	287,200.00	386,662.09	330,000.00	
609-49750-259	Merchandise For Resale - Other	6,996.77	4,022.56	3,641.64	4,000.00	13,209.36	10,000.00	
609-49750-261	Merch- On-Sale Liquor	.00	.00	.00	6,850.00	25.43	.00	
609-49750-262	Merch- On-Sale Beer	.00	.00	.00	17,800.00	.00	.00	
609-49750-269	Merch- On-Sale Other	.00	.00	93.41	.00	423.89	.00	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES
609-49750-310	Other Professional Services	482.25	229.25	816.81	500.00	2,329.14	3,500.00	
609-49750-311	Video Technology/Security	.00	.00	.00	.00	319.92	540.00	
609-49750-321	Communications	2,137.83	2,263.71	2,420.32	2,300.00	3,421.22	2,300.00	
609-49750-322	Postage (Liq)	.00	.00	.00	.00	38.44	.00	
609-49750-331	Meetings-Conferences (mtgs/mi)	124.75	143.52	265.53	400.00	319.92	800.00	
609-49750-343	Advertising	2,167.50	2,182.69	792.00	1,000.00	4,084.75	5,000.00	
609-49750-348	Program Expense	1,222.14	1,103.60	1,380.56	800.00	3,140.62	16,000.00	
609-49750-362	Property - Casualty Ins (Auto)	3,305.00	3,617.00	3,000.00	3,500.00	3,498.56	3,500.00	
609-49750-364	Dram Shop Ins	5,685.82	1,760.00	2,195.00	3,000.00	.00	3,000.00	
609-49750-381	Electric Utilities	8,854.80	9,112.00	9,983.85	9,000.00	9,063.12	9,000.00	
609-49750-383	Gas Utilities	2,196.75	1,636.67	1,881.35	2,000.00	1,575.19	2,100.00	
609-49750-384	Refuse/Garbage Disposal (Liq)	3,787.18	3,754.26	5,129.23	4,900.00	3,899.77	5,000.00	
609-49750-401	Contractual Services	3,741.32	4,061.30	3,262.64	11,200.00	331.32	4,000.00	
609-49750-406	Safety	.00	.00	.00	.00	180.57	500.00	
609-49750-420	Depreciation	11,130.00	10,888.07	11,528.00	6,000.00	.00	11,528.00	
609-49750-433	Dues and Subscriptions	2,325.77	3,485.22	2,972.17	400.00	935.00	2,000.00	
609-49750-434	Sales Tax Paid	11,964.58	14,115.00	13,258.00	14,000.00	.00	15,000.00	
609-49750-437	Miscellaneous	859.26	539.12	2,196.61	200.00	195.00	500.00	
609-49750-491	Contributions/Donations Expend	.00	.00	.00	.00	200.00	800.00	
609-49750-590	Capital Outlay	.00	.00	.00	.00	18,634.35	.00	
	Total Liquor Store (GENERAL):	661,441.03	761,496.02	717,217.19	674,833.00	805,731.87	766,448.00	
FIXED ASSETS FUND								
General Government (GENERAL)								
901-41000-420	Depreciation	.00	429,661.00	432,342.00	.00	.00	.00	
	Total General Government (GENERAL):	.00	429,661.00	432,342.00	.00	.00	.00	
GENERAL LONG-TERM DEBT GROUP								
Police								
902-42100-101	Full-Time Employees Regular	.00	937.00	.00	.00	.00	.00	
	Total Police:	.00	937.00	.00	.00	.00	.00	
	Net Grand Totals:	6,772,255.43-	6,515,093.61-	6,872,493.30-	5,733,441.00-	7,543,380.08-	5,481,957.36-	

Account Number	Account Title	2015-15 Prior year 3 Actual	2016-16 Prior year 2 Actual	2017-17 Prior year Actual	2018-18 Current year Budget	2018-19 Current year Actual	2019-19 Future year Budget	BUDGET NOTES

City of Plainview

2019 - 2028 Capital Improvements, Equipment & Special Projects Budget

In accordance with the City of Plainview Purchasing Policy, budgeted Items greater than $5000 shall require final approval from City Council prior to purchase.

GENERAL FUND

Department	Expenditure	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Administration	Utility Billing Printer	2,000				2,200				2,420	
Administration	Website	2,000									
Administration	Paint Hall & Council Chamber	3,000									
Administration	Cemetery Database - Move to GIS	4,000									
Police	Community Security Camera Program	5,000	5,000								
Administration	David Drown Capital Budget Software	5,000									
Public Works/Cemetery	Trees	5,000									
Administration	Codification	6,000									
Administration	Counter / Entry	10,000									
Administration	Downtown Master Plan	10,000									
Public Works/Cemetery	Consultant for Cemetery Plan & Fundraising	10,000									
Administration	Fire Files (4)	12,000									
Administration	Document Management System	15,000									
Public Works/Parks	Walking Trail Bridges	20,000	25,000								
Administration	Major Maintenance Projects on City Hall - Tuckpoin	20,000									
Public Works/Parks	Mower	20,000									
Public Works/General	Pickup	30,000									
Police	Replace 2013 Squad ($29k + $9.5k equip)	38,500									
Public Works/General	Skid Loader	55,000									
Public Works/Street Reconst.	TAP Grant Street Work (tentative $630K - $800K)	630,000									
Police	Server		4,000								
Public Works/Cemetery	Concrete Tombstone Bases (no more weed whipping around headstones)		5,000	5,000	5,000	5000					
Administration	City Hall Copier		5,000					5,500			
Police	Office computers (5@ $1K)		5,000								
Public Works/General	Mobile & Portable Radios		15,000		10,000						
Public Works/Cemetery	Entrance		15,000								
Police	Squad Computers (4@ $4k)		16,000								
Public Works/Cemetery	Columbarium		20,000								
Public Works/Cemetery	New Fence		20,000								
Public Works/General	Holiday Lights		27,500								

City of Plainview

2019 - 2028 Capital Improvements, Equipment & Special Projects Budget

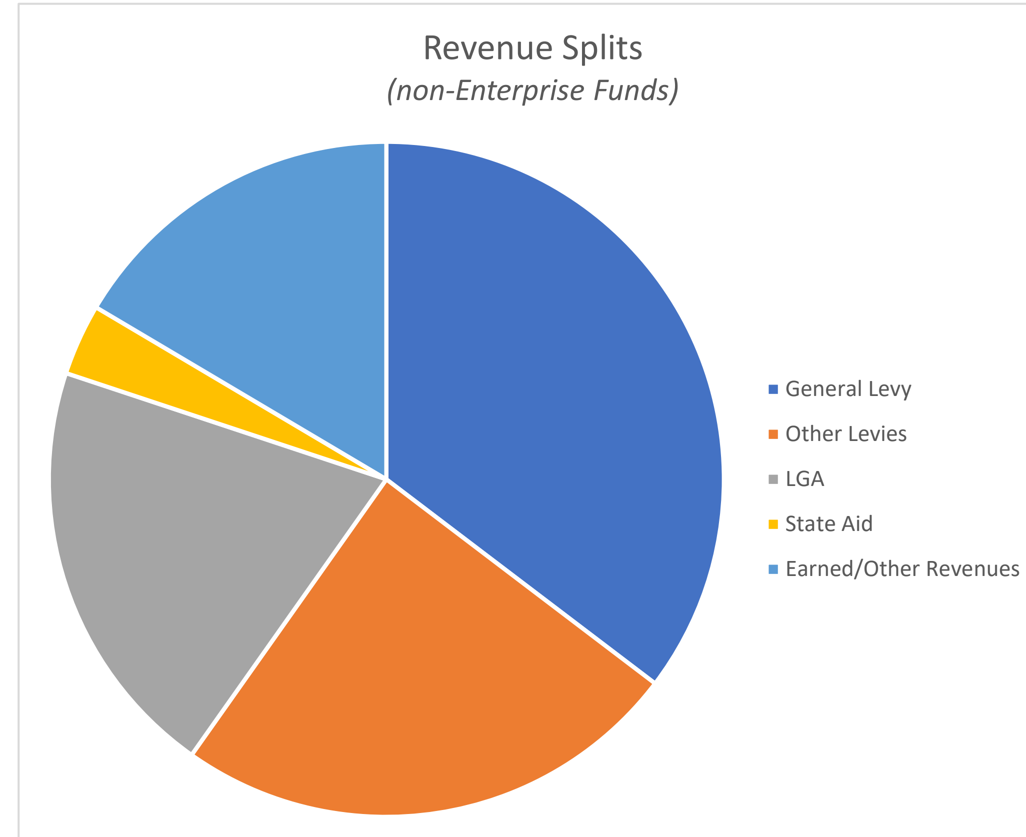
In accordance with the City of Plainview Purchasing Policy, budgeted Items greater than $5000 shall require final approval from City Council prior to purchase.

GENERAL FUND

Department	Expenditure	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Public Works/General	Entrance Signs		30,000								
Public Works/Cemetery	Blacktop/Repair Roads		100,000								
Administration	City Hall Computers			5,000			5,500			6,050	
Police	Radios (8@ $5k)			40,000							
Public Works/General	Loader			143,000							
Fire - City	Replace 1985 City Ladder Truck			900,000							
Public Works/Street Reconst.	Chip Seal			1,063,920							
Administration	City Hall Building New/Rehab			1,500,000							
Police	New Police Department/Rehab			1,500,000							
Police	Replace 2017 Squad ($31k + $6k equip)				37,000						
Public Works/General	Sweeper				110,000						
Police	Radio Replacements					45,000					
Public Works/Street Reconst.	2023 TAP Project (Downtown Curb Extensions)					1,000,000					
Police	Replace 2019 Ford & 1 Squad Camera						45,000				
Police	Replace 2015 Tahoe & 1 Squad Camera							47,000			
Police	Replace 2016 Ram & 1 Squad Camera								47,000		
Police	Replace 2022 Squad & 1 Squad Camera									47,000	
Police	Computer Replacements										30,000

Revenue Summary Report

Column1	Total Revenues	General Levy	Other Levies	LGA	State Aid	Earned/Other Revenues
Council	$ 54,742	$ 54,742	$ -	$ -	$ -	$ -
Elections	$ 1,775	$ 1,775	$ -	$ -	$ -	$ -
Administration	$ 532,215	$ -	$ -	$ 409,225	1,200.00	$ 121,790
Police	$ 887,384	$ 391,492	$ -	$ 349,991	60,901.00	$ 85,000
City - Fire	$ 109,735	$ 46,735	$ -	$ -	$ 3,000	$ 60,000
Emergency Management	$ 2,776	$ 2,776	$ -	$ -	$ -	$ -
Public Works (General)	$ 443,072	$ 383,883	$ -	$ -	24,689.00	$ 34,500
Ice & Snow Removal	$ 83,981	$ 79,981	$ -	$ -	$ -	$ 4,000
Economic Development Assistance	$ 55,000	$ 55,000	$ -	$ -	$ -	$ -
Other Financing Uses	$ 13,800	$ 13,800	$ -	$ -	$ -	$ -
Rochester Sales Tax Dollars (Economic Op	$ 350	$ -	$ -	$ -	$ -	$ 350
Civil War Historical Marker	$ -	$ -	$ -	$ -	$ -	$ -
Pioneer Peace Corps Marker	$ 1,000	$ -	$ -	$ -	$ -	$ 1,000
Library	$ 245,700	$ -	$ 190,087	$ -	$ -	$ 55,613
Recreation Facilities - Rink	$ 4,950	$ 3,950	$ -	$ -	$ -	$ 1,000
Recreation Facilities - Pool	$ 139,296	$ 71,196	$ -	$ -	$ -	$ 68,100
Parks (General)	$ 163,679	$ 155,679	$ -	$ -	$ -	$ 8,000
Ambulance	$ 44,400	$ 29,400	$ -	$ -	$ -	$ 15,000
Ambulance Training	$ -	$ -	$ -	$ -	$ -	$ -
Ambulance Retirement	$ 4,400		$ 4,400	$ -	$ -	$ -
Cemetery	$ 40,550	$ 30,950	$ -	$ -	$ -	$ 9,600
Cemetery Perpetual Care	$ 1,600	$ -	$ -	$ -	$ -	$ 1,600
Rural Fire	$ 43,620	$ -	$ -	$ -	$ -	$ 43,620
Fire Relief Association	$ 51,200	$ -	$ 13,200	$ -	38,000.00	$ -
Cable Franchise Fees	$ 21,500	$ -	$ -	$ -	$ -	$ 21,500
Pool Construction Bonds	$ 107,877	$ -	$ 107,877	$ -	$ -	$ -
Street Reconstruction (Bond)	$ 161,090	$ -	$ 161,090	$ -	$ -	$ -
Capital Set-aside ("Capital Improvements	$ 416,001	$ -	$ 416,001	$ -	$ -	$ -
Ambulance Building Project	$ 21,486	$ -	$ 21,486	$ -	$ -	$ -
Levan Tif District	$ 85,760	$ -	$ -	$ -	$ -	$ 85,760
East Broadway - Water Bond 2011	$ -	$ -	$ -	$ -	$ -	$ -
	$ 3,738,939	**$ 1,321,359**	**$ 914,141**	**$ 759,216**	**$ 127,790**	**$ 616,433**
		$ 1,321,359	$ 914,176			
		$ -	$ (35)	over max. levy		
			Max. Levy	**$ 2,235,535**		



DRAFT Department Budget Summary

Current Levy Name	New Levy Category	Dept. #	Department	2019 Revenues Budget	2019 Budget Expenses (Operating*)	Capital & Projects	Excess Revenues / (Short)
Administration	General Government	101-41110	Council	54,742	54,742	0	0
Administration	General Government	101-41410	Elections	1,775	1,775	0	0
Administration	General Government	101-41500	Administration	532,215	532,215	0	0
Administration	Emergency Services	101-42100	Police	887,384	887,384	0	0
Administration	Emergency Services	101-42200	City - Fire	109,735	109,735	0	0
Administration	Emergency Services	101-42500	Emergency Management	2,776	2,776	0	0
Administration	Public Works & Recreation	101-43100	Public Works (General)	443,072	443,072		0
Administration	Public Works & Recreation	101-43125	Ice & Snow Removal	83,981	83,981	0	0
Administration	Community & Economic Development	101-46500	Economic Development Assistance	55,000	55,000	0	0
Administration	Community & Economic Development	101-49300	Other Financing Uses	13,800	13,800	0	0
Administration	Community & Economic Development	203-46600	Rochester Sales Tax Dollars (Economic Op	350	0	0	350
Administration	Community & Economic Development	204-49010	Civil War Historical Marker	-	0	0	0
Administration	Community & Economic Development	205-49010	Pioneer Peace Corps Marker	1,000	0	0	1,000
Library	Library	211-45500	Library	245,700	245,700	0	0.00
Administration	Public Works & Recreation	225-45127	Recreation Facilities - Rink	4,950	4,950	0	0.00
Administration	Public Works & Recreation	225-45128	Recreation Facilities - Pool	139,296	139,296	0	0.00
Parks (General)	Public Works & Recreation	225-45200	Parks (General)	163,679	163,679		0.00
Ambulance	Emergency Services	230-49020	Ambulance	44,400	44,400	0	0.00
Ambulance	Emergency Services	231-49020	Ambulance Training	-	0	0	0.00
Ambulance	Emergency Services	232-49020	Ambulance Retirement	4,400	4,400	0	0.00
Cemetery	Public Works & Recreation	235-49010	Cemetery	40,550	40,550		0.00
Cemetery	Public Works & Recreation	240-49015	Cemetery Perpetual Care	1,600	0	0	1,600.00
None	Emergency Services	245-42200	Rural Fire	43,620	40,673	0	2,947.00
Fire Relief Association	Emergency Services	250-42300	Fire Relief Association	51,200	48,875	0	2,325.00
	General Government	255-49840	Cable Franchise Fees	21,500			21,500.00
Pool Construction Bonds	Debt Service	316-45128	Pool Construction Bonds	107,877.00	103,285.00		4,592.00
Street Reconstruction Bond	Debt Service	325-43100	Street Reconstruction (Bond)	161,090.00	147,306.00		13,784.00
	Capital	405-41500	Capital Set-aside ("Capital Improvements	416,001.00		416,001.00	0.00
Amb. Building Project	Debt Service	500-49020	Ambulance Building Project	21,486.00	20,462.00		1,024.00
None	Debt Service	505-46500	Levan Tif District	85,760.00	85,760.00		0.00
Administration	Enterprise Fund	332-43100	East Broadway - Water Bond 2011	17,731.00	17,731.00		0.00
None	Enterprise Fund	601-49400	Water Fund	489,700.00	393,670.00		96,030.00
None	Enterprise Fund	602-49450	Sewer	1,309,000.00	991,429.00		317,571.00
None	Enterprise Fund	609-49750	Municipal Liquor	783,000.00	701,273.00		81,727.00

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: 2019 Pay scale	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator,	**AGENDA NO.** 8.A.
ATTACHMENTS: Proposed 2019 Pay scale, 2018 Pay scale	**APPROVED BY:** cgh
RECOMMENDED ACTION: **Motion** to adopt the draft 2019 Pay Scale incorporating a 2.75% cost of living increase, and an additional increase to $29.81 to Police Officer Step 7.	

SUMMARY

Staff is recommending a 2.75% increase to the current Pay Scale for 2019, and an additional increase to $29.81 to Police Officer Step 7. This is in line with the 49ers union contract, the draft LELS union contract, national statistics, and Social Security's 2019 COLA increase.

(See November 27, 2018, Work Session item 4.C. for detailed information on economic statistics and discussion on this topic.)

As clarification and documentation of the discussion at the last work session, the following is staff's understanding of how Pay Scale Step increases shall be implemented. Following earlier practices and union terms, all employees (who are not currently fully stepped up) receive their next step as of January 1, except someone who was hired after July 1 and in a Step higher than 1, who would then have to wait a full-year and until the following January 1 to receive their next Step.

It is also staff's understanding that Council is interested in pursuing some sort of "satisfactory performance" standard to connect with an employee's Step increase. We will plan to implement that in the near future.

November 14, 2018.

Agenda Item

Adopt 2018 Pay Scale

Discussion

Flaherty & Hood's Classification and Compensation study included a pay scale for 2016 and 2017. The 2017 pay scale included a 2.75% increase over the 2016 scale. When looking at our LELS union agreement and negotiating with both the 49ers and AFSCME, it became apparent that the 2017 pay scale was not adequate. That pay scale had over 80% of our employees currently making more than the highest step on that scale. Comparables used were discussed with Brandon Fitzsimmons and the Personnel Committee and we determined that current comparables are higher and that some adjustment needed to be made. We agreed to increase the 2016 scale by 6.5% instead of the 2.75%. The new scale reduced those "overpaid" to 30% and created a shorter timeframe for the pay scale to catch up to those whose pay would be frozen. It also better reflected comparables found on the League of Minnesota Cities salary survey. The proposed 2018 pay scale includes a 2.75% increase over the 2017 pay scale which is in line with increases reflected in statewide data.

Recommendation/Action Required

Adopt the 2018 Proposed Pay Scale. This will also be the basis for ongoing union negotiations.

11/14/2018 packet

2018 Proposed Pay Scale

Position	Points	Grade	Step 1 Starting	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 3 Years	Step 6 4 Years	Step 7 5 Years
Library Clerk	268	2	13.32	13.88	14.43	14.99	15.54	16.10	16.66
Bartender	288	3	14.38	14.98	15.57	16.17	16.77	17.37	17.97
Emergency Medical Technician	328	4	15.51	16.16	16.80	17.45	18.10	18.74	19.39
Library Assistant	333	5	16.74	17.44	18.13	18.83	19.53	20.22	20.92
Children's Librarian	358	6	18.06	18.81	19.56	20.32	21.07	21.82	22.58
Administrative Assistant	376	6	18.06	18.81	19.56	20.32	21.07	21.82	22.58
City Clerk/Treasurer	400	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Deputy Clerk	401	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Public Works Assistant	408	7	19.49	20.30	21.11	21.92	22.73	23.55	24.36
Liquor Store Manager	451	8	21.03	21.90	22.78	23.66	24.53	25.41	26.28
Police Technical Specialist	455	8	21.03	21.90	22.78	23.66	24.53	25.41	26.28
Police Officer	481	9	22.69	23.63	24.58	25.52	26.47	27.41	28.36
Head Librarian	508	10	24.48	25.50	26.52	27.54	28.56	29.58	30.60
Police Investigator	560	11	26.41	27.51	28.61	29.72	30.82	31.92	33.02
Public Works Director	630	13	30.75	32.03	33.31	34.60	35.88	37.16	38.44
Chief of Police	650	13	30.75	32.03	33.31	34.60	35.88	37.16	38.44
City Administrator	773	15	35.80	37.29	38.78	40.28	41.77	43.26	44.75

Position	Points	Grade	Step 1 Starting	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 3 Years	Step 6 4 Years	Step 7 5 Years
Library Clerk	268	2	27,715	28,868	30,022	31,179	32,333	33,486	34,643
Bartender	288	3	29,904	31,149	32,394	33,642	34,887	36,132	37,380
Emergency Medical Technician	328	4	32,267	33,610	34,953	36,300	37,643	38,986	40,333
Library Assistant	333	5	34,816	36,265	37,714	39,168	40,617	42,066	43,520
Children's Librarian	358	6	37,566	39,130	40,694	42,262	43,826	45,389	46,958
Administrative Assistant	376	6	37,566	39,130	40,694	42,262	43,826	45,389	46,958
City Clerk/Treasurer	400	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Deputy Clerk	401	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Public Works Assistant	408	7	40,534	42,221	43,908	45,601	47,288	48,975	50,667
Liquor Store Manager	451	8	43,736	45,557	47,377	49,203	51,024	52,844	54,670
Police Technical Specialist	455	8	43,736	45,557	47,377	49,203	51,024	52,844	54,670
Police Officer	481	9	47,191	49,156	51,120	53,090	55,054	57,019	58,989
Head Librarian	508	10	50,919	53,039	55,158	57,284	59,404	61,523	63,649
Police Investigator	560	11	54,942	57,229	59,516	61,810	64,097	66,384	68,677
Public Works Director	630	13	63,966	66,628	69,291	71,961	74,624	77,287	79,957
Chief of Police	650	13	63,966	66,628	69,291	71,961	74,624	77,287	79,957
City Administrator	773	15	74,471	77,571	80,671	83,780	86,880	89,980	93,089

2017 predicted pay increased by 6.5% - 2018 pay increased by 2.75%

2019 DRAFT Pay Scale

Position	Points	Grade/Points	Step 1 Starting	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 3 Years	Step 6 4 Years	Step 7 5 Years
Library Clerk	268	2 (257-279)	13.69	14.26	14.83	15.40	15.97	16.54	17.12
Bartender	288	3 (280-303)	14.78	15.39	16.00	16.61	17.23	17.85	18.46
~~Emergency Medical Technician~~	~~328~~	~~4 (304-329)~~	~~15.94~~	~~16.60~~	~~17.26~~	~~17.93~~	~~18.60~~	~~19.26~~	~~19.92~~
Library Assistant	333	5 (330-357)	17.20	17.92	18.63	19.35	20.07	20.78	21.50
Children's Librarian	358	6 (358-388)	18.56	19.33	20.10	20.88	21.65	22.42	23.20
Administrative Assistant	376	6 (358-388)	18.56	19.33	20.10	20.88	21.65	22.42	23.20
Deputy Clerk	401	7 (389-421)	20.03	20.86	21.69	22.52	23.36	24.20	25.03
Public Works Assistant	408	7 (389-421)	20.03	20.86	21.69	22.52	23.36	24.20	25.03
City Clerk/Treasurer	450	8 (422-456)	21.61	22.50	23.41	24.31	25.20	26.11	27.00
Liquor Store Manager	451	8 (422-456)	21.61	22.50	23.41	24.31	25.20	26.11	27.00
Police Technical Specialist	455	8 (422-456)	21.61	22.50	23.41	24.31	25.20	26.11	27.00
Finance Director	461	9 (457-495)	23.31	24.28	25.26	26.22	27.20	28.16	29.14
Police Officer	481	9 (457-495)	23.31	24.28	25.26	26.22	27.20	28.16	29.81
Head Librarian	508	10 (496-536)	25.15	26.20	27.25	28.30	29.35	30.39	31.44
Police Investigator	560	11 (537-581)	27.14	28.27	29.40	30.54	31.67	32.80	33.93
Public Works Director	630	13 (630-681)	31.60	32.91	34.23	35.55	36.87	38.18	39.50
Chief of Police	650	13 (630-681)	31.60	32.91	34.23	35.55	36.87	38.18	39.50
City Administrator	773	15 (738-797)	36.78	38.32	39.85	41.39	42.92	44.45	45.98

Position	Points	Grade	Step 1 Starting	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 3 Years	Step 6 4 Years	Step 7 5 Years
Library Clerk	268	2 (257-279)	28,477	29,662	30,848	32,036	33,222	34,407	35,596
Bartender	288	3 (280-303)	30,726	32,006	33,285	34,567	35,846	37,126	38,408
~~Emergency Medical Technician~~	~~328~~	~~4 (304-329)~~	~~33,154~~	~~34,534~~	~~35,914~~	~~37,298~~	~~38,678~~	~~40,058~~	~~41,442~~
Library Assistant	333	5 (330-357)	35,773	37,262	38,751	40,245	41,734	43,223	44,717
Children's Librarian	358	6 (358-388)	38,599	40,206	41,813	43,424	45,031	46,637	48,249
Administrative Assistant	376	6 (358-388)	38,599	40,206	41,813	43,424	45,031	46,637	48,249
Deputy Clerk	401	7 (389-421)	41,649	43,382	45,115	46,855	48,588	50,322	52,060
Public Works Assistant	408	7 (389-421)	41,649	43,382	45,115	46,855	48,588	50,322	52,060
City Clerk/Treasurer	450	8 (422-456)	44,939	46,810	48,680	50,556	52,427	54,297	56,173
Liquor Store Manager	451	8 (422-456)	44,939	46,810	48,680	50,556	52,427	54,297	56,173
Police Technical Specialist	455	8 (422-456)	44,939	46,810	48,680	50,556	52,427	54,297	56,173
Finance Director	461	9 (457-495)	48,489	50,508	52,526	54,550	56,568	58,587	60,611
Police Officer	481	9 (457-495)	48,489	50,508	52,526	54,550	56,568	58,587	62,005
Head Librarian	508	10 (496-536)	52,319	54,498	56,675	58,859	61,038	63,215	65,399
Police Investigator	560	11 (537-581)	56,453	58,803	61,153	63,510	65,860	68,210	70,566
Public Works Director	630	13 (630-681)	65,725	68,460	71,197	73,940	76,676	79,412	82,156
Chief of Police	650	13 (630-681)	65,725	68,460	71,197	73,940	76,676	79,412	82,156
City Administrator	773	15 (738-797)	76,519	79,704	82,889	86,084	89,269	92,454	95,649

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	Law Enforcement Labor Services (LELS) Contract	**AGENDA SECTION:** New Business
PREPARED BY:	Clarissa Hadler, City Administrator	**AGENDA NO. 8.B.**
ATTACHMENTS:	LELS Draft Contract	**APPROVED BY: cgh**
RECOMMENDED ACTION: Motion to approve 2019 – 2020 Collective Bargaining Agreement between City of Plainview and Law Enforcement Labor Services.		

SUMMARY

The attached proposed contract includes some minor changes to the 2017 – 2018 contract and a 2.75% wage increase, as detailed below;

Section	Summary
3.2	**Remove Assistant Chief.** We do not have an assistant chief.
4.4	**Remove Paragraph.** Eliminate reference to unconstitutional fair share fees. (*Janus v. AFSCME*) ~~4.4. When requested to do so by LELS, the Employer shall deduct each month from the pay of those Employees not members of LELS, a fair share that shall not exceed that provided by PELRA.~~
4.8	**Limit Language allowing for time off with pay.** Language changes; The Employer agrees to allow officers and representatives time off with pay, but no more than 30 hours per ~~year~~ contract period allocated among all members of Local 352, for the purpose of conducting LELS business, excluding trainings unless authorized, when such time will not unduly interfere with the operations of the Department.
9.4	**Remove right to accrued PTO if employee is terminated.** Add sentence "If an employee is terminated for just cause, she/he will forfeit unused accrued PTO."

10.1	**Add Floating Holiday.**
24.1	**Remove second sentence.** PELRA states that a contract carries over in its existing form until there is a new contract. ~~Either party desiring to amend, modify, or terminate this Agreement shall notify the other in writing at least sixty (60) days prior to the termination date or any anniversary thereof.~~
Schedule A	The contract will implement the 2019 City of Plainview Pay Scale, which includes a 2.75% increase from the 2018 City of Plainview Pay Scale, as well as an additional increase for Police Officer Step 7 to $29.81. The additional increase to the Police Officer Step 7 brings it closer to the average of competitive departments, and reflects a 2.75% increase from the current union contract Step 7. In addition, there will be a cost of living increase in 2020 of 2.75%.
Employee Steps	The City recognizes the wage scale in prior contracts as equivalent to that of the existing City Wage Scale (1 – 7). Officers will be moved to the next step on January 1, as follows; Officer Jacobs – Step 4 Officer Purdue – Step 6 Officer Kuhlmeier – Step 7 Officer Brueske – Step 7 Officer Miller – Step 7 Investigator Douglas – Step 7

LABOR AGREEMENT

BETWEEN

CITY OF PLAINVIEW, MINNESOTA

AND

LAW ENFORCEMENT LABOR SERVICES, INC.

(LOCAL NO. 352)

Effective January 1, ~~2017~~ 2019 through December 31, ~~2018~~2020

THIS AGREEMENT is made and entered into between the City of Plainview, herein ("EMPLOYER") and Law Enforcement Labor Services, Inc., herein (LELS or UNION) representing Loca1 No.352.

ARTICLE 1 - PURPOSE OF AGREEMENT:

The intent of this Agreement is to:

1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application;

1.2 Specify the full and complete understanding of the parties; and

1.3 Place in written form the parties' agreement upon terms and conditions of employment for the duration of the Agreement.

ARTICLE 2 - RECOGNITION:

2.1 The Employer recognizes LELS as the sole and exclusive bargaining agent for all essential licensed Employees of the City of Plainview Police Department, Plainview, Minnesota, who are public Employees within the meaning of Minn. Stat. § 179A.63, subd. 14, excluding supervisory and confidential Employees.

2.2 In the event the Employer and LELS are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 - DEFINITIONS:

3.1 LELS: Law Enforcement Labor Services, Inc., the Exclusive Representative for the members of Local 352.

3.2 EMPLOYER: City of Plainview or its' designated representatives, identified as the Chief of Police.~~, or Assistant Chief of Police~~.

3.3 LELS MEMBER: A member of LELS and Local 352.

3.4 EMPLOYEE: A member of the bargaining unit covered by this Agreement.

3.5 REGULAR EMPLOYEE: Employee who has completed the required probationary period.

3.6 PROBATIONARY EMPLOYEE: Employee who has not completed the probationary period.

3.7 SENIORITY: Length of continuous service with the Employer.

3.8 LELS OFFICER: Duly appointed or elected officer of LELS, Local 352.

3.9 FULL TIME EMPLOYEE: An employee who is employed on a full-time basis by the Employer, meaning an average of forty (40) hours per week and two thousand eighty (2,080) hours per year.

3.10 PART TIME EMPLOYEE: An employee who is employed on an average of more than fourteen (14) hours per week and less than forty (40) hours per week. Membership for a six-month period will be determined based on the average number of hours worked in the previous six months.

3.11 DAY: The length of the Employee's regularly scheduled work shift.

3.12 FRINGE BENEFITS: Include, but are not limited to, Paid Time Off (PTO), insurance benefits, holidays, funeral leave and other leaves as provided in Article 12.

ARTICLE 4 - EMPLOYEE SECURITY:

4.1 There shall be no discrimination against any employee because of LELS membership or non-membership, or because of race, creed, sex, color or religious or political belief.

4.2 LELS may designate Employees from the bargaining unit to act as stewards and shall inform the Employer in writing of the names of such stewards.

4.3 The Employer shall deduct from the first pay of each month, for those Employees who certify to it in writing, the regular monthly dues, and forward such monies to the designated office of LELS.

~~4.4 When requested to do so by LELS, the Employer shall deduct each month from the pay of those Employees not members of LELS, a fair share that shall not exceed that provided by P.E.L.R.A.~~

4.4~~5~~ LELS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of Subsection 4.3 ~~and 4.4~~ of this Article.

4.~~6~~5 The Employer agrees not to enter into any agreement with Employees individually or collectively covered by this Agreement, which conflicts with the provisions of this Agreement, unless ordered by a Court, administrative agency of the State or Federal Government, or as required by the laws of the State of Minnesota or the United States.

4.~~7~~ 6 The Employer agrees to make space available on the Employer bulletin board for the posting of LELS notice(s) and announcements and to make space available in the Police Department for meetings when it does not conflict with the operation of the department.

4.~~8~~ 7 The Employer agrees to allow officers and representatives of the bargaining unit reasonable time off with pay, but no more than 30 hours per ~~year~~ contract period allocated among all members of Local 352, for the purpose of conducting LELS business (excluding LELS training, unless authorized by the Employer) when such time will not unduly interfere with the operations of the Department.

4.~~9~~8 The Employer agrees to allow one representative of the bargaining unit to participate in contract negotiations while on-duty, subject to calls for service. The Employer will allow the discussion and conducting of other union business as long as it does not unduly interfere with the operations of the Department.

ARTICLE 5 - EMPLOYER AUTHORITY:

5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 6 - EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE:

6.1 DEFINITION OF A GRIEVANCE. A grievance is defined as a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement.

6.2 LOCAL REPRESENTATIVES. The Employer will recognize Representatives designated by LELS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. LELS shall notify the Employer in writing of the names of such LELS Representatives and of their successors when so designated.

6.3 PROCESSING OF A GRIEVANCE. It is recognized and accepted by LELS and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the Employees and shall therefore be accomplished during normal working hours when consistent with such employee duties and responsibilities. The aggrieved employee and a representative shall be allowed a reasonable amount of time without a loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the LELS representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

6.4 PROCEDURE: Grievances, as defined by Section 6.1, shall be resolved in conformance with the following procedure:

Step 1. An employee or the Union acting on behalf of an Employee claiming violation concerning the interpretation or application of this Agreement shall within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Chief of Police or Assistant Chief of Police. A grievance not presented within the twenty-one (21) days as herein required shall be considered waived. The Chief of Police or Assistant Chief of Police shall discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing, setting forth the nature of the grievance, the facts on which it is based, the provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 by LELS within ten (10) calendar days after receiving the answer to Step 1. A grievance not appealed to Step 2 in ten (10) days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by LELS and discussed with the City Council in a closed session. The City Council shall give LELS the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days after receiving the Employer’s final answer in Step 2. A grievance not appealed in ten (10) days shall be considered waived.

Step 2A. A grievance unresolved in Step 2 and appealed to Step 3 by LELS may be submitted to the Minnesota Bureau of Mediation Services for mediation if the UNION and the EMPLOYER both agree, or to arbitration within ten (10) calendar days following the EMPLOYER’S final Step 2 answer. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within ten (10) calendar days following the mediation.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 by LELS shall be submitted to arbitration as defined herein.

6.5 ARBITRATION.
Submission of an unresolved grievance to arbitration must be within ten (10) days after final determination under Step 2 or 2A. The selection of an arbitrator shall be made in accordance with the Rules Governing the Arbitration of Grievances as established by the Bureau of Mediation Services.

6.6 ARBITRATOR AUTHORITY.
A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and will

have no authority to make a decision on any other issue not so submitted.
B. The arbitrator will be without power to make decisions contrary to or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision will be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision will be binding on both the EMPLOYER and the Union and will be based solely on the arbitrator's interpretation or application of the express terms of this contract and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings will be borne equally by the EMPLOYER and the Union provided that each party will be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost will be shared equally.

6.7 CHOICE OF REMEDY. If, as a result of the written Employer response in Step 2, the grievance remains unresolved and if the grievance involves the discipline of an employee as provided in Article 15 and who has completed the required probationary period, the grievance may be appealed either to Step 3 of Article 6 or a procedure such as: Veteran's Preference or Human Rights. If appealed to any procedure other than Step 3, the grievance is not subject to the arbitration procedure as provided in Step 3. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 3 or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 3. Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

6.8 WAIVER. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union shall elect to treat the grievance as denied at that step and may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

ARTICLE 7 - WORK SCHEDULES:

7.1 The normal work year shall consist of two-thousand eighty (2,080) hours, accounted for by each employee through:

a. Hours worked on assigned shifts;
b. Assigned training by Employer;
c. Authorized leave time and PTO;

7.2 Voluntary shift switching by Employees may be arranged between Employees if requested and approved by the Chief of Police or their designee not less than 24 hours in advance of the schedule shift. Such switching may not be used as the basis for a claim of overtime.

7.3 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign Employees per day, per week or per year.

7.4 Split shifts and flex schedules are not allowed for the purpose of avoiding the payment of overtime. Employees who accept special assignments such as School Officer may be requested to flex their schedules to accommodate school functions, and may do so with the Employee and the Chief of Police agreeing as to how the schedule will be adjusted.

ARTICLE 8 - OVERTIME:

8.1 All hours worked by an employee in excess of a normally scheduled daily work shift shall be paid for at the rate of one and one-half (1½) times the Employee's regular straight time rate of pay. In computing overtime compensation, overtime hours shall not be pyramided, compounded, or paid twice for the same hours worked. To receive compensation for overtime, the overtime shall be approved by the Employee's immediate supervisor when practical.

8.2 A change of shift does not qualify an employee for overtime under the provisions of this Article.

8.3 Employees required to appear in Court during their off-duty hours shall receive a minimum of three (3) hours pay at one and one-half (1½) times their regular straight time hourly rate. Employees who receive less than 24 hours' notice that they are not required to appear at a scheduled Court appearance, shall receive the Court minimum pay provided by this Section. This Section shall not apply to early reports or extensions of regular shifts.

8.4 An employee called back to work after completion of a regular shift, or on a day off, shall receive a minimum of two (2) hours at one and one-half (1½) times their regular straight time hourly rate of pay. This Section shall not apply to early reports or extensions of regular shifts.

8.5 Overtime will be distributed as equally as practicable. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked. Overtime will be calculated to the nearest fifteen (15) minutes.

8.6 Any overtime earned pursuant to this Article may be taken as cash or compensatory time at the Employee's discretion. An employee electing compensatory time in lieu of cash overtime will earn at the rate of one and one-half (1½) hours of compensatory time for each hour of overtime earned. There is no limit on the amount of compensatory time earned in a year, but an Employee's compensatory time may not exceed eighty (80) hours and this amount may be carried over into the next year. All compensatory time accrued by an employee will be paid to the employee upon termination of service for any reason.

ARTICLE 9 - PAID TIME OFF:

9.1 All full-time Employees will earn Paid Time Off (PTO) based on the following schedule and the PTO will be credited to qualified Employees the last pay period of each month.

Length of Service	Monthly Accrual	Annual Accrual
Less than 12 months	10.00 hours per month	120 hours
One (1) to two (2) years	11.67 hours per month	140 hours
After two (2) years	13.33 hours per month	160 hours
After five (5) years	15.00 hours per month	180 hours
After ten (10) years	16.67 hours per month	200 hours
After fifteen (15) years	18.33 hours per month	220 hours
After twenty (20) years	20.00 hours per month	240 hours
After twenty (25) years	21.67 hours per month	260 hours

9.2 PTO may be used as soon as it is earned and can be taken in ¼ hour increments (15 minutes). Requests for planned use of PTO made with more than fourteen (14) days notice shall be approved. Requests made with less than fourteen (14) days notice shall be approved subject to staffing needs of the Department. In the event of illness or in an emergency, the employee will notify the appropriate supervisor as soon as possible prior to the start of their work shift, and the use shall not be denied. The City may require a certificate from a Doctor before an Employee may return to work after 3 or more days of unscheduled PTO use.

9.3 Employees may carry over up to 80 hours of PTO that they earned in that calendar year. Any unused PTO earned in excess of 80 for that calendar year will be paid to the Employee by December 1 of each year, provided the employee has used at least eighty (80) hours of PTO during the calendar year. There is no limit to the number of hours of PTO an employee may accumulate. Employees in their first year of employment with the City are exempt from this provision, and may carry over PTO in excess of 80 hours accrued in their first year.

9.4 When an employee ends their employment with the City, for any reason, 100% of the accrued unused PTO will be paid up to 500 hours. Those Employees who retire and are receiving a pension from the Public Employees Retirement Association (PERA) shall have all of their accrued PTO placed in their Health Care Savings Plan (HCSP) established by the Employer with the Minnesota State Retirement System (MSRS). All City property in the personal possession of the employee (i.e. keys, original files, uniforms, etc.) must be turned in to the Chief ~~or~~ of Police or their designee before unused PTO will be paid. If an employee is terminated for just cause, they will forfeit their unused accrued PTO.

9.5 Employees may choose to grant a portion of their PTO to another employee to assist with medical treatment and/or recovery. Such donation must be approved by the City Council.

9.6 Employees who wish to use more than 120 hours of PTO in any calendar month must get prior authorization from the Police Chief.

ARTICLE 10 - HOLIDAYS:

10.1 In addition to their regular wage all full-time Employees shall receive the following ~~10~~ 11 paid holidays at their regular rate of pay whether they are scheduled to work or not. Each holiday shall be based on the normal length of the Employee's work shift. The employee shall have the ability to receive the holiday pay as cash or accrue the holiday to be taken as paid time-off. Employees may not carry over more holiday time than the equivalent of two work shifts.

New Years Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
One (1) Floating Holiday	

10.2 All Employees who are scheduled to work any of the observed paid holidays will be paid one and one-half (1½) times their regular rate of pay for all scheduled hours worked in addition to the holiday pay provided in Section 10.1. The premium pay will be in either cash or compensatory time at the Employee's discretion.

10.3 In addition to the named holidays, full-time Employees shall receive ½ paid holiday for Christmas Eve Day based on the normal length of their work shift. All Employees who work will be paid one and one-half (1½) times their regular rate of pay for ½ of the hours worked.

10.4 Full-time Employees who work overtime on a paid holiday will be paid two (2) times their regular rate of pay for all holiday overtime hours worked, in either cash or compensatory time at the Employee's discretion.

ARTICLE 11 - FUNERAL LEAVE:

11.1 In the event of death in the immediate family of a regular Employee, the Employee shall be granted days of bereavement leave with pay according to the following schedule:

Up to five (5) days for deaths in the Employee's family. The Employee's family is defined as the Employee's spouse, and child, mother, father, brother, sister, daughter-in-law, son-in-law, grandchildren and grandparents of the Employee or the Employee's spouse.

Up to three (3) days for family members other than those listed.

11.2 Any Employee may request an unpaid leave or use of PTO to attend the funeral of a friend, subject to the approval of the Chief of Police or their designee.

ARTICLE 12 - OTHER LEAVES:

12.1 Any military leave of absence shall be handled as provided by law. An Employee who requests to take military leave shall notify the Employer in writing of the period requested and fourteen (14) days in advance of such dates when possible.

12.2 Any Employee who is scheduled to work within 12 hours prior to the time the Employee is required to report for military duty qualifying under MN Statute § 192.26, shall be allowed to take any part or portion of the shift off falling within said 12 hour period as PTO, or be allowed to switch with another Employee provided notice thereof complies with the applicable provisions of this contract.

12.3 Any Employee called for jury duty or subpoenaed as a witness in court will receive their regular rate of pay less any amounts received as a juror or witness, excluding mileage reimbursement. The Employee may be required to submit verification of the amounts received for service as a witness or juror.

12.4 All Employees will be eligible for other leaves as provided by law and/or City policy.

ARTICLE 13 - INSURANCE:

13.1 The Employer shall provide health insurance for all full-time Employees and their dependents if elected by the Employee.

13.2 The Employer will pay one-hundred percent (100%) of the cost for individual health coverage for the employee. In addition to the cost of individual coverage, the Employer will pay an additional one hundred twenty-five dollars ($125.00) or the amount paid other employees if more than $125.00 per month, toward elected dependent health coverage. Any premium costs exceeding the Employer contributions shall be paid by the Employee through payroll deduction. Employees are allowed to opt out of the Employer's health plan and if an Employee chooses to do so, the Employee will be paid three hundred dollars ($300.00) per month and the one hundred twenty-five dollars ($125.00) or the amount paid other employees if more than $125.00 per month, toward elected dependent health coverage if the Employee would qualify for such coverage.

13.3 The Employer shall provide at their expense a $25,000 group life insurance policy for all Employees.

13.4 The Employer shall provide a liability insurance plan for the Employees, the terms of which shall be determined by the Employer.

ARTICLE 14 - SENIORITY, PROBATION:

14.1 All newly hired or rehired Employees will serve a twelve (12) month probationary period. Probationary Employees may be terminated at the sole discretion of the Employer.

14.2 Upon completion of the probationary period, Employees shall become regular Employees within the meaning of this Agreement, and shall be credited with seniority dating from the first date of continuous employment with the Employer. Service in all full-time classifications will be used to determine seniority for purposes of lay-offs.

14.3 The principles of seniority shall apply in lay-offs, recalls, and transfers, provided however, no regular Employee shall be laid off while probationary or part-time Employees are working and being used to fill the normally scheduled work hours of the full-time Employee.

14.4 Job openings shall be posted on the Employees' bulletin board, and Employees shall have five (5) working days in which to apply; any such application shall be considered on the same basis as any outside applications.

14.5 Notices of openings will be mailed to Employees absent from work under any authorized leave, at the time such openings are posted.

14.6 Prior to laying off an Employee the Employer will offer a voluntary lay-off to other Employees to prevent the involuntary layoff of an Employee. An Employee who accepts the lay-off shall continue to accrue seniority as though the Employee was working, but the lay-off shall be without pay or fringe benefits. The lay-off shall be for a period not to exceed two (2) years from the effective date of the lay-off. An Employee returning from any lay-off must meet the peace officer requirements of a new hire and will not be required to serve a probationary period.

ARTICLE 15 - DISCIPLINE:

15.1 Regular Employees shall be disciplined for just cause only. Discipline shall be in one of the following forms:

a) Oral reprimand
b) Written reprimand
c) Suspension
d) Demotion
e) Termination

15.2 Except as provided in Section 14.1, prior to suspension, demotion or termination of an Employee for disciplinary reasons, the Employer shall prepare and furnish a statement of the reasons therefore, and the proposed disciplinary action to the Employee.

15.3 If the Employer, because of the serious nature of pending charges against an Employee, causes the immediate suspension of said Employee, the statement of reasons shall be served within forty-eight (48) hours after the suspension.

15.4 The statement of charges shall be in written form and shall contain the allegations that will be presented by the Employer at any hearing to justify the intended action. The charges shall be served upon the Employee or in their absence by registered mail, with a copy by registered mail to LELS.

15.5 Discipline as provided for in Section 15.1, except for oral reprimands, will be subject to the grievance procedure in Article 6. In the case of a demotion or discharge, the grievance will start at Step 2.

15.6 If the Employer has reason to reprimand an Employee, it should be done privately and in a manner that will not embarrass the Employee before other Employees or the public.

15.7 Employees disciplined by other than an oral reprimand, shall receive a copy of the discipline, within forty-eight (48) hours of the discipline. The Employer will also mail a copy of the discipline to the Union within forty-eight (48) hours.

ARTICLE 16 - OUTSIDE EMPLOYMENT:

16.1 Officers may engage in off-duty employment subject to the following limitations:

(1) Such employment shall not interfere with or be conducted during the Officer's hours of employment with the department;

(2) Officers shall not engage in any employment or business involving the sale or distribution of alcoholic beverages, bail bond agencies, investigative work for insurance agencies, or attorneys where there are or may exist matters involving their official capacity of Police Officers, collection agencies, or where the outside employment may reasonably:

(a) render the Officer unavailable during an emergency;

(b) physically or mentally exhaust the Officer to the point that the Officer's performance may be affected;

(c) require that any special consideration be given to the scheduling of the Officer's regular duty hours;

(d) bring the department disrepute or impair the operation or efficiency of the department; or

(e) require the use of the Department uniform and equipment, unless approval is granted by the Chief of Police or the Assistant Chief of Police.

ARTICLE 17 - JOB SAFETY:

17.1 It shall be the policy of the Employer that the safety of Employees, the protection of work areas, the adequate training in necessary safety practices, and the prevention of accidents are a continuing and integral part of its responsibilities. The extent of the safety program shall be determined by the Employer.

17.2 It shall also be the responsibility of all Employees to participate and cooperate in programs to promote safety to themselves and the public and to comply with rules promulgated to insure safety. This Employee responsibility shall include the proper use of all safety devices in accordance with recognized safety procedures.

ARTICLE 18 - WAGES:

18.1 All Employees shall be paid in accordance with Schedule "A" attached hereto and made a part of this Agreement. Schedule "A" is based on an average of 2,080 hours per year.

18.2 The Employer reserves the exclusive right to place a new Employee on any step of the attached salary Schedule "A" as may be mutually agreed to with the new Employee. Thereafter step increases shall correspond to the Employee's anniversary date.

18.3 All Employees shall be paid a night shift differential of one dollar ($1.00) per hour for each hour worked between 6PM and 6AM

ARTICLE 19 - UNIFORM ALLOWANCE:

19.1 The type and style of clothing and equipment shall be determined by the Employer. New full-time Employees shall be furnished with required uniforms, weapon, badges, brass, leather, duty ammunition, and safety equipment as determined by the Employer. Original issue to each new Employee shall be as follows:

One (1) Class A Uniform (Returned to Employer)
Three (3) Long sleeve shirts
Three (3) Short sleeve shirts
Three (3) Pairs of medium weight trousers
One (1) Jacket
One (1) Bullet proof safety vest (Employer will replace vests at the Employer's expense only upon the expiration date of the manufacturer.)
One (1) Handgun (Provided and owned by the Employer)
Two (2) Badges
One (1) equipment belt, black in color
One (1) holster, black in color

One (1) handcuff case, black in color
One (1) mace holder, black in color
One (1) flashlight/nightstick holder, black in color
One (1) Set of handcuffs and keys, can of mace and winter hat
One (1) Rain coat
One (1) Pair of Boots/Shoes not to exceed $200.00

19.2 Effective January 1, 2017, each Employee shall receive an annual allowance of $775.00. No Uniform Allowance money shall carry over from year to year. The Employee may purchase clothing and equipment directly and be reimbursed or bill the purchases to the City. All purchases and maintenance of Employer-required clothing and equipment by an Officer shall be related to the Officer's regular employment and shall be approved in advance by the Chief of Police. The Employer shall replace clothing, equipment and personal items damaged during the line of duty. All originally issued equipment and clothing shall be returned to the City if the Employee ends employment within five (5) years of their original date of hire. Changes to the Employer required uniform and equipment shall be paid by the Employer.

19.3 For new Officers, no clothing allowance will be provided until the first January 1 or July 1 that immediately follows the end of the first year of employment.

ARTICLE 20 - POST-BOARD FEES:

20.1 The Employer shall pay the fees for the renewal of each Employee’s POST license.

20.2 The Employer shall provide all POST required training at no cost to the Employee.

ARTICLE 21 - INJURY ON DUTY:

21.1 Any Employee injured during the performance of their duties for the Employer and unable to work will receive Injury On Duty (IOD) pay for up to seven-hundred twenty (720) hours per injury. The IOD pay will be the difference between the Employee’s regular pay and Workers’ Compensation payments and will begin after the first twenty-four (24) hours which will be charged to the Employee’s PTO balance less any Workers’ Compensation payments. The IOD pay and the Workers’ Compensation payments will not exceed the Employee’s regular rate of pay. The IOD pay will not be charged to the Employee’s PTO or any other accumulated benefits.

21.2 Any Employee who has received the IOD pay provided for the maximum seven-hundred twenty (720) hours and is still unable to work, may supplement their Workers’ Compensation payments with the use of the Employee’s PTO or any other accumulated benefits.

ARTICLE 22 - WAIVER:

22.1 Any and all agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

22.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this Agreement or with respect to any term or condition of employment not specifically referred to or covered by this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time this Contract was negotiated or executed.

ARTICLE 23 - SAVINGS CLAUSE:

23.1 This agreement is subject to the laws of the United States, and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

ARTICLE 24 - DURATION:

24.1 Except as otherwise indicated this Agreement shall be effective January 1, 2019~~2017~~, and shall continue in full force and effect until December 31, ~~2018~~2020, and shall continue thereafter until modified or amended by mutual agreement of the parties. ~~Either party desiring to amend, modify, or terminate this Agreement shall notify the other in writing at least sixty (60) days prior to the termination date or any anniversary thereof.~~

24.2 THIS AGREEMENT is dated the ____ day of ________________, ~~2017~~2018.

CITY OF PLAINVIEW	LAW ENFORCEMENT LABOR SERVICES, INC.
___________________________	____________________________
Mayor of Plainview	LELS Business Agent
____________________________	____________________________
Plainview City Clerk	LELS Local 352 Steward

SCHEDULE "A"

Hourly Wages:

	2019						
	City of Plainview Pay Scale Adopted						
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
Police Officer	$23.31	$24.28	$25.26	$26.22	$27.20	$28.16	$29.81
Police Investigator	$27.14	$28.27	$29.40	$30.54	$31.67	$32.80	$33.93

	2020						
	2.75% Cost of Living Increase						
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
Police Officer	$23.95	$24.95	$25.95	$26.94	$27.95	$28.93	$30.63
Police Investigator	$27.89	$29.05	$30.21	$31.38	$32.54	$33.70	$34.86

~~**PATROL OFFICER**~~

~~2017 WAGES ($1 Mkt Adj.; 2.75%)~~

	~~Hourly~~	~~Annually~~
~~Start~~	~~$ 20.30~~	~~$ 42,231.07~~
~~After 1 Year~~	~~$ 21.39~~	~~$ 44,496.50~~
~~After 2 Years~~	~~$ 22.55~~	~~$ 46,911.54~~
~~After 3 Years~~	~~$ 23.78~~	~~$ 49,454.81~~
~~After 4 Years~~	~~$ 25.08~~	~~$ 52,169.05~~
~~After 5 Years~~	~~$ 26.45~~	~~$ 55,011.53~~
~~After 6 Years~~	~~$ 27.90~~	~~$ 58,024.98~~

~~2018 WAGES (4.0%)~~

	~~Hourly~~	~~Annually~~
~~Start~~	~~$ 21.12~~	~~$ 43,920.31~~

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~~After 1 Year~~	~~$ 22.25~~	~~$ 46,276.36~~
~~After 2 Years~~	~~$ 23.46~~	~~$ 48,788.00~~
~~After 3 Years~~	~~$ 24.73~~	~~$ 51,433.00~~
~~After 4 Years~~	~~$ 26.08~~	~~$ 54,255.81~~
~~After 5 Years~~	~~$ 27.51~~	~~$ 57,211.99~~
~~After 6 Years~~	~~$ 29.01~~	~~$ 60,345.98~~

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~~INVESTIGATOR~~

~~2017-2018 WAGES~~

~~The hourly wage for the Investigator position shall be one dollar ($1.00) more per hour than the top Patrol Officer wage with night shift differential. In 2017 this wage is $29.90 and in 2018 this wage is $31.01 effective January 1st of each year.~~

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM: Personnel Policies	**AGENDA SECTION:** New Business
PREPARED BY: Clarissa Hadler, City Administrator, Vicki Axley, Finance Director	**AGENDA NO.** **8.C.**
ATTACHMENTS: Resolution	**APPROVED BY:** **cgh**
RECOMMENDED ACTION: **Motion** to Adopt Resolution amending City of Plainview Personnel Policies.	

SUMMARY

Questions occasionally arise in day-to-day interactions that require some clarification and/medication with regard to organization policies. Staff is recommending the following changes to the Personnel Policies, which are documented in the attached draft resolution.

Section 9 – Holidays

Clarification regarding the fact that while the policy states "The City observes the following official holidays for all regular full-time <u>and part-time</u> employees…", this doesn't necessarily mean they will be paid differently. Non-exempt full-time employees receive premium pay of 1.5 time the regular hourly wage, but the practice has been to not give part-time employees this same premium pay.

In addition, the former personnel policy allowed employees to carry over 16 hours of holiday time from one calendar year to the next, in the event they were scheduled to work a holiday. Given the fact that a number of holidays fall at the end of the year and employees may find it difficult to use these holidays in that timeframe, staff recommends re-implementing that policy.

Section 13.1 – Separation Pay

Council member O'Connor had requested additional language that states explicitly that an employee who is terminated shall receive no cash payout for accrued PTO.

CITY OF PLAINVIEW, MN
CITY COUNCIL

RESOLUTION 2018 -22

RESOLUTION AMENDING CITY OF PLAINVIEW PERSONNEL POLICIES

WHEREAS, the City of Plainview Personnel Policies were adopted in full on March 13, 2018 and amended on October 9, 2018; and

WHEREAS, the City Administrator and Finance Director recommend changes to the current policies.

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

Section 9 regarding Holidays is amended as follows;

> Premium pay of 1.5 times the regular hourly wage for non-exempt full-time employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday. Part-time employees do not receive premium pay for working on a holiday.
>
> Employees may carry over up to 16 hours of holiday time from one calendar year to the next. Holiday time is not paid out when an employee leaves.

Section 13.1 regarding Separation Pay is amended as follows;

> Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued PTO, not to exceed twice the employee's maximum annual accrual rate. Any employee who is terminated from employment by the City for just cause will forfeit their unused accrued PTO and shall receive no cash pay. All employees who leave employment with the City will receive 100% of accumulated, unused compensatory time.

Underlined language is new. ~~Stricken~~ language is removed.

Passed by the City Council of the City of Plainview, Minnesota, this 11th day of December, 2018.

Roger Ziebell, Mayor

ATTEST:

MariClair Schneider, City Clerk

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	Technology Policy - Council members	**AGENDA SECTION:** New Business
PREPARED BY:	Clarissa Hadler, City Administrator,	**AGENDA NO. 8.D.**
ATTACHMENTS:	Proposed Policy Revisions	**APPROVED BY: cgh**
RECOMMENDED ACTION: **Motion** to amend Technology Policy – Council members as attached.		

SUMMARY

With the new Council members coming on board next month, this seemed like appropriate timing to revisit the "Council Tool Allowance" policy. Staff recommends the attached changes to the policy, per discussion points below.

- The original policy refers to Council, staff and the City Attorney. Staff recommends narrowing to Council only, as staff technology needs can be dealt with in ordinary operations and the City Attorney is a contractor who should provide his own tools.
- Staff finds that the existing policy provides the "appearance of impropriety", in that it transfers ownership of a device to the council member at the end of their term. No policy should allow City staff or council members to obtain public property, even if it is nominal value. City technology should be disposed of through a formal process. In addition, because the electronic device is up to 4 years old does not mean it is necessarily obsolete and might be made available for use in other programs.
- Staff recommends having the purchase come through the city instead of dealing with reimbursements, both for the sake of transparency and again to avoid the appearance of impropriety.
- Narrow the policy to only electronic tablets and email. It should be possible to acquire these tools for a total of $600 per person.
- There doesn't seem to be support for fully paperless packets in today's Council. Change policy to encourage, but not require paperless packets and use of tech tools.

Some of the language of this policy seems like it would be more fitting for Council Rules or other policy, but in the absence of those, staff is comfortable leaving them in this policy.

Technology Policy – Council Members~~: Tool Allowance~~

PURPOSE and NEED for POLICY

The City of Plainview requires members of the Council ~~and City Attorney and staff~~ to read meeting materials and prepare for regular meetings, work sessions and public hearings. In order to facilitate this process in an environmentally friendly and efficient manner, the City hereby establishes a "Tool Allowance" to be used to provide Council Members ~~and City Attorney and staff~~ with the tools needed to access and store written materials for council meeting purposes. The purpose of this policy is to establish guidelines for council member's use of these tools. This policy applies to all Council Members~~, the Mayor, City Attorney and staff.~~. ~~The policy applies to all tools allowed under this policy including but not limited to computer systems, i-pads or other electron technology devises, voicemail systems, electronic mail, text messages, the Internet and other informational systems.~~ The intent of this policy and the establishment of council technology "tools" are to transfer and store meeting materials and communicate with staff and the public. All users of this data, technology and equipment are intended to maintain appropriate levels of data control.

POLICY GUIDELINES

This policy hereby establishes a four-~~-~~year term allowance ~~-~~of up to $600.00, for the purposes of providing electronic means of receiving, reviewing and storing council meeting materials and communicating with staff and the public. ~~The City data maintained on these devices are to be of a "public data" level and available to any requesting party. The materials are from and for the use at open public meetings. Members of the public may obtain the same materials when posted to the official city website prior to each meeting.~~

~~Dollar limit of $700.00 for use during a four year elected term. The life expectancy of the tools is expected to be four years.~~

- The Council Member or~~,~~ Mayor ~~, City Attorney and staff~~ may request an electronic tablet be purchased ~~thru~~ by the City~~the a~~ Administrator for their use at a cost of up to $350. Any device purchased for Council use remains the property of the City of Plainview.
- As an alternative to an electronic tablet, the Council member or Mayor may ~~or~~ add to a personal purchased unit to meet the tool needs of this policy, up to an amount of $100.~~.~~ Council members must submit receipts for items purchased to be used for policy purposes. Any data contained on the personal device may be subject to data practices requests.
- The Council member or Mayor may request a City email address, the cost of which is approximately $60 per year.
- ~~The tools, will at the end of each four year term become the property of the elected person, attorney and staff and have no cash value at the end of the four years.~~
- ~~The reimbursement will be done once per Council Member, Mayor ,City Attorney and staff for a four year term. Commencing on January 01, 2016 and eligibility within these terms shall follow to subsequent Councils. In the case of the Mayor the reimbursement will be every two years, only if there is a change in office. The tablet must be purchased~~

~~within the first twelve months of the member's term to be eligible for reimbursement.~~

- This policy applies equally to ~~A~~an appointed Council Member ~~would be subject to the same terms for reimbursement~~ as an ~~existing~~ elected Council Member.

If a council member or mayor serves more than one consecutive term, that person will be eligible for a new tool allowance. Members are not required to use all of the funds and no cash funds will be dispersed for balances at the end of terms.

CITY OWNERSHIP/RIGHT TO ACCESS

All City technology systems are the property of the City of Plainview. In order to protect the City technology systems the units and software covered under this policy shall not be connected directly to or have access to the City internal system. Materials needed to perform Council duties shall be accessed from the City ~~Official~~ web-site. ~~through the use of internet.~~ This limits access to public data and protects the server, internal network and City owned equipment from viruses and attack.

The Minnesota open meeting law generally requires that all meetings of public bodies be open to the public under Minnesota Statute 13D.01. These tools are not to be used to violate that statute. The City reserves the right to access, retrieve and read any data, messages or files stored on these devices. This includes but is not limited to use of internal and external e-mail and use of the Internet.

MEETING MATERIALS

Electronic communication of meeting materials should generally be conducted in a one-way communication from the administrator to the council.

- Council members may receive agenda materials, background information, and other meeting materials via the city's website
- If a council member has questions or comments about materials received, s/he should inquire via electronic means or telephone directly back to the city administrator. A council member should not copy other committee members on his/her inquiry.
- If the clarification is one of value to other council members, the city administrator may send follow-up materials or information to the council.

PROCEDURES FOR IMPLEMENTING PAPERLESS MEETING PACKTES

- One ~~netbook~~ electronic tablet will be available for each City Council member by request. ~~, Mayor, City Attorney and staff.~~
- Information pertaining to one or more scheduled meetings items (i.e. meeting "packets") shall be regularly available on the City's website at www.plainviewmn. ~~govoffice.~~com/councilpackets.
- All City Council members ~~will be required~~are asked to use ~~the netbook or personal~~ their electronic device to read and download information at meetings from the city website. At no time will paper copies be distributed after ~~the~~ a devices have been assigned to ~~the~~ a Council member. Council members who choose to opt out of paperless meeting packets will not receive an electronic tablet for their use.

- Upon receipt of an email from the City Administrators office, City Council members ~~, City Attorney and staff~~ shall be individually responsible for viewing the meeting's packet and to review their packet in advance of the scheduled meeting.
- Meeting information will be available on the website for City Council members and Staff by 12:00 p.m. the Friday prior to the meeting or equivalent day. Special meetings packet will be available by 4:00 pm the day prior to the meeting. On the day of the meeting the most current packet will be available by the start of the meeting.
- The media will be required to go online to access information on the City Council meeting.
- The City asks that ~~A~~all Staff, Consultants, Vendors and the Public ~~must~~ submit reports~~,~~ or requests in a PDF or MS Word ~~digital~~ electronic format or other format requested by the City.
- The City of Plainview will accept limited copies of reports or studies from the various Consultants, Vendors and the Public.
- Materials relating to agenda items of a meeting must also be made available to the public at the meeting. One paper copy of the meeting packet will be made available at the meeting to comply with the Minnesota Government Data Practices Act.

COMMUNICATION DURING COUNCIL MEETINGS

- Council members should not communicate with one another via electronic means during a public meeting.
- Council members should not communicate with any member of city staff via electronic means during a public meeting.
- Council members should not communicate with the public via electronic means during a public meeting.

COMMUNICATION OUTSIDE OF COUNCIL MEETINGS

- Council members should generally act with caution when using electronic means to communicate with one another, being mindful of the Minnesota Open Meeting Law.
- If a council member wishes to share information with other members, s/he should do so through the city clerk. The council member may request the city clerk distribute materials to others. The communication should not invite response to or discussion between any council members, including replies to the person making the distribution request. This should be considered a method for providing one-way information to other members of the council. Again remember that materials relating to agenda items for city business must be provided to the public at the meeting.
- If a council member wishes to address only one other member through electronic means on any topic related to city business, s/he can do so directly, but should be mindful of the following:

    - One-to-one communication is ideal.
    - The recipient of an electronic message or inquiry should reply only to the sender, should not copy others on the reply and should not forward the original communication to other council members.

- The sender of an electronic message should not forward or copy the recipient's reply to any other council member.
- Neither the recipient or sender should publish such correspondence on any blogs or other social media site unless it is part of an official communication of the whole of the Council, and part of the city-managed electronic communication strategy.

- If a council member receives an electronic communication from any source related to city business and distributed to multiple council members (i.e. an email sent to the entire council from a member of the public; or an email sent to three council members from a local business), s/he should reply only to the sender. The reply should not be copied to all on the original distribution or forwarded to any other council member.

- If a council member receives listserv distributions, electronic newsletters, or participates in electronic discussion forums, chatrooms, or on Facebook, Twitter or blogs where other council members are also likely to participate, the council member should not reply to any distribution or comment so that the reply is copied to the entire distribution group, or any part of the group that might include other council members. The council member should instead respond only to the sender of any message or inquiry.

CLASSIFICATION AND RETENTION OF ELECTRONIC COMMUNICATIONS
Regardless of whether electronic communication by a council member is taking place on a city-provided computer, home computer or other computer system, classification of information as public, private or other is governed by the Minnesota Government Data Practices Act (Minn. Stat. Chapt. 13) and should be treated accordingly

PERSONAL USE OF TECHNOLOGY AND TOOLS The City offers the council members and mayor the privilege of personal use of the tools listed in this policy. The tools are not intended to replace a personal computer, operate a business or profit from use of the tools. The tools listed in this policy are intended to facilitate the duties of the council members and mayor as elected officials during their term of elected service.

Received by: __________________________

Signed: ________________________________ Date: _________

A copy shall be retained of this page for record of the receipt of policy.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary

City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	Assistant Liquor Store Manager Position	**AGENDA SECTION:** New Business
PREPARED BY:	Alisha Mohs, Liquor Manager	**AGENDA NO. 8.E.**
ATTACHMENTS:	Job Description	**APPROVED BY: cgh**

RECOMMENDED ACTION:

1. **Motion** to create Assistant Liquor Store Manager Position.
2. **Motion** to amend 2019 Pay Scale with position wage steps as follows;

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
We have requested a job points analysis from Flaherty & Hood and will have the wage steps available at the meeting on Tuesday.						

3. **Motion** to hire Heather Bennett-Streich to the position of Assistant Liquor Store Manager.

SUMMARY

Currently, the liquor store is staffed by one manager, one full time bartender and 4 part-time bartenders. In the past, the full-time position picked up any management duties when needed.

I'm requesting that this model change and we utilize the skills and knowledge of our full-time bartender, Heather Bennett-Streich to her full potential as an assistant manager.

Heather already performs a number of managerial duties. For example, when I'm on PTO she covers the financial book work and ordering duties. As our operation is growing I'm asking her to assist more with inventory and loss control. She works more night shifts than I do so she is with the customers more than me and often times hears the suggestions or complaints, and then passes them on to me.

From my experience working with Heather, she is an amazing asset to the City of Plainview. She's been working here almost 9 years and knows the customers and citizens and knows what they like and want. I ask her a lot of questions as to how we can serve Plainview better since she knows this area so well. I'd feel better when taking time away from work that Heather will be managing and paid accordingly for it. I don't want to lose her as she is a priceless asset to helping us succeed at pouring profits into Plainview. A change in title and pay would show appreciation for her hard work and commitment to the city municipal liquor department.

I've asked my peers at other municipal managers what their pay scale is for assistant managers. This is what I've received back:

Brooklyn Center	Start: $18.18	Max: $22.13
Delano	Start: $16.36	Max: $22.40
Elk River:	Salaried: $66,500	Max:$78,303
Hinkley	Start: $15.00	
Isanti	Start: $20.80	
Mapleton	Start: $16.54	Max: $22.90 (3% increase each step -max 12 steps)
Sauk Rapids	Start: $17.60	Max: $24.75

Staff has recently requested a job points analysis from Flaherty & Hood and hopes to have the wage steps available at the meeting on Tuesday.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Job Description

JOB TITLE: Assistant Liquor Store Manager		Department: Liquor Store
REPORTS TO: Liquor Store Manager	**SUPERVISES: Liquor Store Employees**	**FLSA STATUS:** Non-Exempt
EFFECTIVE DATE: 12/11/2018		

Position Summary
With limited supervision, this supervisory position The Assistant Liquor Operations Manager serves as bartender, and assists Liquor Operations Manager with managerial duties including inventory management, reporting, and supervision of employees. bar manager. Assumes operational control as directed by Liquor Operations Manager.

Essential Functions

1. Performs cashier duties.
   A. Rings up sales, receives payment, gives change, provides petty cash services.
   B. Prepares and makes deposits when manager is away.
   C. Performs miscellaneous maintenance duties to maintain a clean store and orderly merchandise appearance.

2. Performs inventory management activities.
   A. Moves merchandise and stock, unloads deliveries, moves stock to and from the storeroom.
   B. Stocks merchandise on shelves, in coolers, and on displays.
   C. Stores and retrieves data from the store's liquor management information system.
   D. Assists in maintaining adequate inventory levels.
   E. Conducts weekly inventory and compares and verifies all product counts.

3. Prepares various reports.
   A. Assists liquor manager in ordering inventory and supplies.
   B. Assists in reconciliation procedures when needed.

4. Performs supervision activities.
    A. Assists in training and delegating work.
    B. Assists in preparing employee work schedules when needed.
    C. Assists in selection of part- and full-time employees.
    D. Serves as Acting Liquor Operations Manager in Manager's absence.

5. Performs retail operations.
    A. Assists in planning and directing retail operations with Operations Manager.
    B. Assists Manager in controlling expenses while maintaining an acceptable profit margin.
    C. Assists in determining which products and brand names to carry.
    D. Assists in conducting price surveys and setting prices.
    E. Assists in supervising the daily operations of the liquor store and bar including the receiving of incoming shipments, stocking and storing new inventory, and setting up displays of merchandise.
    F. Performs proper store opening and closing procedures.

6. Performs other duties as assigned including but not limited to;
    A. Regular and timely work attendance.
    B. Follows all safety procedures.
    C. Participates in safety training.

Required Knowledge, Skills, and Abilities

- Knowledge of products, profit margins, overhead.
- Expert bartender skills & drink knowledge.
- Exceptional customer service skills.
- Complete and thorough knowledge of inventory management system.
- Skill in operating a cash register and 10-key calculator.
- Ability to quickly and accurately make change.
- Ability to communicate with the public.
- Ability to positively communicate with fellow employees.
- Ability to communicate with customers.
- Ability to supervise employees.
- Ability to operate computer.
- Ability to attend seminars and classes as directed.
- Ability to work a variety of hours including evenings, weekends and holidays.
- Ability to lift 50 pounds.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Five years experience as a bartender.
- Two years experience working in a liquor store.
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Degree in business, marketing, or related field.
- Municipal Liquor Store experience.
- Liquor, beer and wine product knowledge.

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

This position carries out a group of procedures using the general methods and desired results that the supervisor indicates. This position selects from among the most appropriate of several guidelines, makes minor adjustments to methods, and refers unforeseen situations to others for solution.

Impact

While performing the normal duties of this job, this position relieves others in the work group of simple, repetitive tasks. The work has minimal impact outside of the immediate organizational unit.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may occasionally climb 2 to 5 steps, balance, bend/stoop, kneel, crouch, squat, sit, push/pull 25 to 100 lbs., lift 25 to 50 lbs., finger/enter data/keystroke, feel, and smell. This position may frequently reach above shoulder level, stand, walk, carry 10 to 50 lbs.; and continuously talk, and hear.

While performing the duties of this job, this position will use close vision, far vision, depth perception, color vision, and peripheral vision.

While performing the duties of this job, this position will use their right and left hand for firm handling or grasping.

While performing the duties of this job, this position will use their right and left foot for repetitive movements.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, and indoor refrigerated environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee	**Date**

I acknowledge reviewing and approving this job description.

Department Head	**Date**
City Administrator	**Date**

This Position Description is not intended to be all-inclusive. It is within the City of Plainview's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.

CITY OF
PLAINVIEW
MINNESOTA

The Heart of Greenwood Prairie

Executive Summary
City Council Regular Meeting: December 11, 2018

AGENDA ITEM:	Joint Meeting with City of Elgin-Appointing of Plainview Elgin Sanitary Sewer Board Member	**AGENDA SECTION:** Information Only
PREPARED BY:	MariClair Schneider, City Clerk	**AGENDA NO.** 9.A.
ATTACHMENTS:	None	**APPROVED BY:**
RECOMMENDED ACTION:		

Background:

This is a friendly reminder that we need at least 3 Council members to attend the Elgin City Council meeting on December 19, 2018 at 7:00 p.m.

Merlin Bratberg's term is up on the Plainview-Elgin Sanitary Sewer board on December 31, 2018. He has expressed interest that he would like to renew his term, and no other volunteers have come forward expressing interest in the open position.

Both Plainview's City Council and Elgin's City Council need to have a joint meeting to recommend the board member candidate for the Sanitary Sewer District Board. Last year Elgin's City Council came to Plainview, so this year, it's Plainview's turn to attend the Elgin City Council meeting. There needs to be at least 3 Council members willing to attend the meeting on December 19, 2018 at 7:00 p.m.