REGULAR CITY COUNCIL MEETING
AGENDA
Tuesday, April 13, 2021, at 6:00 P.M.
Location: Church of Christ 205 1st St. NE Plainview

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, David Todd, City Administrator for the City of Plainview, determine that in-person meetings of the city council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. Additionally, I determine the presence of any members of the public is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

"Due to COVID-19 Restrictions Regarding Public Gatherings, The City will regulate the number of participants allowed within the Church of Christ Building. Broadcast of the City Council Meetings will continue to be streamed on FaceBook Live" https://www.facebook.com/plainviewmn/

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

   While the City Council welcomes and encourages participation from community members, we ask that citizens maintain social distancing and that all comments remain respectful. In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.

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

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

4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT AGENDA**
   - A. City Council Minutes- March 16, 2021
   - B. Bills
   - C. Permits/Licenses/Donations
     - a. Chicken Permit – R. Peterson/E. Humbert
     - b. Loudspeaker Permit Application - Plainview Library
   - D. Department Head Reports and Board Minutes

6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
   - A. Marshman Addition Development Agreement – Resolution 2021-08
   - B. Police Dept. Full Time Staff Increase
   - C. Lot Split Application 305 E. Broadway
   - D. Bolton – Menk Pay Estimate
   - E. Bolton -Menk Dog Park
   - F. Water Main Extension Discussion
   - G. Summer Hires
   - H. Paint Sprayer
   - I. Toolcat
   - J. Well #3 VFD
   - K. Tennis Court Resurfacing
   - L. Engineering Bids
   - M. Planner/Community Development Coordinator
   - N. Procedures for Council Member Agenda Requests
   - O. Budget Amendments

8. **INFORMATION ONLY DOCUMENTS**
   - A. Spring Clean-Up
   - B. From the Mayor's Desk – April
   - C. EDA Strategic Doing Workshop

9. **COUNCIL COMMENT**
10. **CLOSED SESSION**
    - A. Discuss Client/Attorney Privileged Information

11. **ADJOURN**

SPECIAL PLAINVIEW CITY COUNCIL MEETING
Tuesday February 16, 2021 at 6:00 P.M.

1. CALL TO ORDER- Mayor Luckstein called the Special Plainview City Council meeting to order on Tuesday March 16, 2021 at 6:00 p.m.

Council Members in attendance: Aaron Luckstein, Lindsay Hammer Bartley, Ben Jacobs, and Holly Reeve.
Council Members absent: Adam Daschner
Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Police Chief Jason Timm, and Public Works Director Shane Loftus.
Department Heads absent: Library Director Alice Henderson and Fire Chief Ed Jacobs.
Guests in attendance: Brian Malm, Lucas Marshman, Eric Bennett, Dave Walkes, Brandon Miller, Art White, and Richard Johnson.

2. PLEDGE OF ALLEGIANCE-

3. PUBLIC HEARING – MARSHMAN ADDITION FINAL PLAT–

Mayor Luckstein asked for a motion to close the regular council meeting and open the public hearing to discuss the Marshman Addition Final Plat application. At 6:01 pm a motion was made by Jacobs, second by Reeve to open the public meeting.
-Lucas Marshman-Developer- In agreement with the Final Plat and asked the council for approval of the Final Plat application, so we can move forward to the Development Agreement.
-David Todd – No one contacted City Hall with comments for this public hearing.
Motion made by Jacobs, second, by Hammer Bartley to close the public hearing. Motion carried. Public hearing was closed at 6:03 pm.
Motion made by Reeve, second, by Jacobs to reopen the council meeting. Motion carried. Council meeting reopened at 6:03 pm.

4. PUBLIC COMMENTS –

-Art White– 250 North Wabasha – Owner of AW Bead Blasting – addressed the council about an ongoing dispute with the city regarding nuisance issues.

5. **APPROVAL OF AGENDA-**

-Mayor Luckstein requested to remove 8.B from the agenda due to the on-going negotiations with the development agreement. Motion by Reeve second, by Hammer Bartley to approve the agenda with the removal of 8.B. Motion carried.

6. APPROVAL OF CONSENT AGENDA-

-Motion by Hammer Bartley second by Jacobs, to approve the Consent Agenda. Motion carried.

- **A.** City Council Minutes – February 9, 2021 and February 27, 2021.
- **B.** Bills
- **C.** Permits/Licenses/Donations-
  - **a)** 3.2% Liquor License -Kwik Trip and BP Lyons Oil
  - **b)** Gambling Permit – St Joachim's Fall Festival September 25 & 26, 2021
  - **c)** Loudspeaker Permit – St Joachim's Fall Festival September 25 & 26, 2021
  - **d)** Liquor Temporary On-Sale Permit – St Joachim's Fall Festival September 25 & 26, 2021
- **D.** Department Head Reports and Board Minutes
- **E.** Administrator 6- month Evaluation

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

A. **Marshman Addition Final Plat – Resolution 2021-07-** Lucas Marshman (Applicant) has made application to the City of Plainview for a subdivision to be named the Marshman Addition located in the east portion of the city. The request is for 4 single-family lots. A public hearing was held on February 2, 2021 at a special meeting of the Planning and Zoning Commission whereby the preliminary plat was discussed, and public input was heard. At the Planning and Zoning meeting this proposal was reviewed and the Commission, by a vote of 4-0-1, forwarded it to City Council recommending approval, contingent on a development agreement between the City and the developer. A public hearing for the Marshman addition Final Plat is scheduled for March 16, 2021 at a special meeting of the City Council. All property owners were notified through a published bulletin in the paper on February 25, 2021 over ten days before City Council that a public meeting would be held on March 9, 2021. Once it was determined that City Council could not meet on March 9th, the City gave public notice that the meeting would be moved to March 16, 2021. Staff and the Planning Commission recommend approval of the final plat to City Council, with the following conditions:
1. A determination that the proposed final plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the final plat is appropriate. *Staff and Planning Commission recommends in favor of this.*
2. A determination addressing the County Engineer's comments and that the City will accept responsibility for future maintenance or replacement of storm sewer beyond the extents of the existing culverts maintained by the County, as well as future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right-of way of County Road 8 (East Broadway). *Staff and Planning Commission recommends in favor of this.*
3. A determination that the included Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision is acceptable. A signed Development Agreement is required prior to final plat approval. *Staff recommends in favor of this.*
4. A determination in support of the applicant's proposal to pay $6,400 for fees in-lieu of parkland dedication. *Staff recommends in favor of this.*
5. Prior to final approval:
a. The applicant shall revise the construction plans for the proposed improvements, based on City Engineer comments, to conform with City and County requirements. *The applicant has submitted revised construction plans and specifications for the proposed improvements and the City Engineer approves of these plans and specifications.*
6. Easements included on the final plat shall conform with any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements. *The City Engineer has reviewed the proposed easement locations shown on the Final Plat and has determined them to be adequate.*
7. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.
Motion by Jacobs, second by Hammer Bartley to approve Resolution 2021-07 with conditions for the Final Plat for the Marshman Addition.
Roll call Vote:
Aye: Luckstein, Reeve, Jacobs, Hammer Bartley
Nay: None
Abstain: None
Absent: Daschner
Motion carried 4-0

B. ~~**Marshman Addition Development Agreement – Resolution 2021-08**~~ This item was removed from the Agenda due to the on-going negotiations with the development agreement.

C. **Sidewalk Plan Proposal –** At the February 2021 City Council meeting the issue of sidewalks was discussed. At that time, Council wanted staff to create a comprehensive sidewalk plan to develop consistency and address areas in which there was a lack of walkability in Plainview. Staff along with our City Engineers Bolton and Menk, have put together a sidewalk plan proposal and subsequent work order to address deficiencies in walkability and inconsistencies of sidewalks in Plainview. The cost of the work is estimated at $16,500 that will be taken out of the sidewalk budget for public works. This fund was increased by $20,000 in the 2021 FY Budget so there are adequate funds available for this project. Brian Malm explained to keep costs down, Bolton and Menk would need to limit their involvement, and gear it more to city staff and a focus group. Motion by Reeve, second by Hammer Bartley to approve the Sidewalk Plan Proposal and Work Order Agreement between Bolton and Menk and the City. Motion carried.

D. **2021 Capital Improvement Plan** – Administrator Todd, explained how during the budget process, each department head gives an updated list of capital improvement requests for the upcoming year, which are updated on the long-term capital improvement plan. This plan gets reviewed and updated each year as the needs of the city change. A capital improvement levy is included in the budget each year to help fund the capital improvement plan. For the 2021 budget, council approved a $175,000 levy for the capital improvement fund and a $175,000 levy for the street project fund. These levies are meant to help rebuild these funds each year after projects are completed and equipment is purchased. Due to some unexpected expenditures and repairs since the plan was first implemented, there is a need to review the entire plan and make changes, as necessary.
Motion by Jacobs, second by Reeve to approve the Capital Improvement Plan for 2021. Motion carried.

CAPITAL IMPROVEMENT PLAN
2021

DEPARTMENT	EQUIPMENT/PROJECT	FISCAL YEAR	COST ESTIMATE	SOURCE OF FUNDS
Administration	City Hall Roof Project	2021	70,655	Capital Improvement Fund
Administration	Codification	2021	25,000	Capital Improvement Fund
Administration	Fire Files	2021	10,000	Capital Improvement Fund
Administration	Document Management System	2021	15,000	Capital Improvement Fund
Administration	Admin Computers - 3 yr replacement	2021	12,500	Capital Improvement Fund
Police Dept.	(7) Tasers T7	2021	16,800	Capital Improvement Fund
Fire Dept.	none	2021	0	Capital Improvement Fund
Library Dept.	none	2021	0	Capital Improvement Fund
Public Works - General	Toolcat replacement	2021	35,000	Capital Improvement Fund
Public Works - General	Bucket Truck	2021	32,000	Capital Improvement Fund
Public Works - General	Street Painter	2021	7,500	Capital Improvement Fund
Public Works - Parks	Resurface Eastwood Tennis Courts	2021	15,000	Capital Improvement Fund
Public Works - Parks	Eckstein Park-Lighting Project	2021	58,668	Capital Improvement Fund
Cemetery	none	2021	0	Capital Improvement Fund
Water Utility	WA Meter Replacement Program-4 YR	2021	85,000	Water Fund Reserves

Total	**$383,123**

Funding Summary

$298,123	**CIP Fund**
$85,000	**Water Fund Reserves**

CIP Fund Balance

$80,656.00	**12/31/20 Estimated Balance**
$175,000.00	**2021 Levy Revenues**
$298,123.00	**2021 Expenses**
-$42,467.00	**12/31/21 Estimated Balance**

E. **Planning Commission Meeting Time Change – Resolution 2021-09** – During the open discussions at the March 2, 2021 Planning Commission meeting, the Commission proposed changing the time of the meetings from 7:00 pm on the first Tuesday of each month to 6:00 pm on the first Tuesday of each month in order to accommodate staff and members of the Planning Commission. The time change will not conflict with other City board or commission meetings. Planning Commission and staff feel that moving the time will benefit the Commission and the public, making the meeting more efficient with the ability to attend by all.
Motion made by Hammer Bartley, second by Reeve to approve Resolution 2021-09 approving the time change for the Planning Commission meetings. Motion carried.

F. **Outdoor Recreation Grant Program Eckstein Field Project Application – Resolution 2021-10** In January 2021, City Council approved seeing a grant from the DNR Outdoor Recreation Grant Program to assist the City with Eckstein Field improvements. The deadline for submittal of the application is March 31, 2021. The project will consist of updating the multi-purpose lighting, dugouts, equipment storage garage, ticket booth and two announcer booths. The current facility and structures are over 40 years old and have outlasted their useful life. The total cost is $106,608 and the City is seeking $50,000 in grant money to offset the project cost. This will leave the City with an amount of $56,608 which may come out of the Capital Improvement Program.
Motion made by Reeve, second by Jacobs to approve the grant application and Resolution 2021-10 approving the submittal of the grant to the DNR. Motion carried.

G. **2021 Pool Hires** – Pool Manager Michelle Olig completed the interview and hiring process for the City of Plainview 2021 pool season.

Headguards/$12.55
Marshall Simon
Kennedy Standinger
Grace Ranta
Madison Tentis
Sarah Ebin

WSI Guards/$11.47
Ellie Eidenschink
Lauren Uptagrafft
Kaitlynn Kahn

Lifeguards/$10.40
Karrington Czapiewski
Saydie Clark
Madilyn Simon
Nathan Elias
Eleanor Russell*
Kaylee Peter*
Claire Henry*
Allie Sveen*
Presley Newcomb*
Ethan Hill*
Kadin Pries*
Maren Graves*
Liam Heppner*
Noah Eidenschink*
Isabel Reeve*
Natalya Wilkes*

Desk Attendants/$10.40
Carly Goettl
Addison Graves
Teagan Loftus
MollyKate Hagen
Natalya Wilkes
Isabel Reeve

Water Aerobics/$12.58
Tamara Sawyer
Bonnie Bosma (sub for Tamara)

*Contingent on passing Lifeguard Training
on June 5, 6, and 7

Motion by Jacobs, second by Hammer Bartley to approve the hiring of pool employees as listed with the applicable pay rate.
Ayes: Luckstein, Jacobs, Hammer Bartley
Nays: None
Absent: Daschner
Abstain: Reeve

H. **Bucket Truck** - Public Works Director, Shane Loftus explained how the current bucket truck is a 1992 Ford with a 1982 boom on the back. There is a concern about safety of staff with the current truck and boom as there have been some hydraulic issues. To keep costs down, Loftus is looking for a used bucket for less than $32,000. There have been more jobs added that need the use of the bucket truck which includes hanging flowers, senior banners, and business banners. The bucket truck is also used for hanging flags, Christmas decorations, decorating the Christmas tree at Wedgewood Park, tree trimming, changing light bulbs and more.
Motion by Jacobs, second by Hammer Bartley to discuss and approve the purchase of a bucket truck not to exceed $32,000. Motion passed.

I. **Tennis Court Resurfacing** – Public Works Director, Shane Loftus explained the tennis courts are cracked, peeling, and faded. The tennis courts were installed over forty years ago and have been resurfaced once in 1995. It was noted with the increased interest in pickle ball the tennis courts are being used more often. Loftus is requesting to receive bids to resurface the tennis courts at

Eastwood Park. This was one of the assets Public Works put into the CIP last year. When doing research last year, Loftus received a ballpark figure of $16,500 to repair the courts. Loftus will look into any possible grant monies that could be used for the repairs and resurfacing of the tennis courts.
Motion by Reeve, second by Hammer Bartley to discuss and approve receiving quotes to resurface the tennis courts at Eastwood Park. Motion carried.

J. **Parks and Trails Commission Findings for Natural Playground and Dog Park** – The Plainview Parks and Trails Commission has conducted a needs and space evaluation regarding a natural playground and dog park for the City. This evaluation was based off requests made to the Commission and City Council in 2020. The findings noted that the City has limited space for development of parkland and the ability to accommodate a natural playground would exceed 8,000 to 16,000 square feet. A dog park would require an estimated .5 acres to develop. The Commission's report has identified a site (current sand volleyball courts) as a potential space for a dog park. Based on the report, staff is seeking direction from Council to proceed with further evaluation to include potential site evaluations in conjunction with Bolton and Menk. There has been a fundraising effort for a dog park and there are monies to be utilized toward that end. It is recommended that public meetings be held to involve the community in this project. Mayor spoke of concerns with adding another project, to the projects already in place. Not only the initial cost, but the continued costs of this project. A lengthy discussion followed.
Motion by Luckstein, seconded by Jacobs to approve the ability for Administrator Todd to seek a quote and scope of work document with Bolton and Menk for a dog park site evaluation. Motion carried.

K. **Sand Separator** - Public Works Director, Shane Loftus explained in 1998 Well #3 was constructed and there was an issue with drawing sand when the well was pumping. A sand separator was used to control this issue. In 2017, when the well started drawing sand again, a new sand separator was purchased to attempt to fix it, which did not remedy the problem. There is not a return policy on the purchase of the sand separator. Loftus is requesting to list the sand separator, along with 5 sections of pipe on the Minnesota Rural Association website to see if the city can recoup some of the cost.
Motion by Hammer Bartley, second by Reeve to approve the sale of the sand separator from Well #3. Motion carried.

9. INFORMATION ONLY DOCUMENTS

A. Board of Equalization Hearing Notice- The City of Plainview shall meet at the Wabasha County Courthouse 9:00 am -12:00 pm on April 12, 2021.

10. COUNCIL COMMENT

-Luckstein– Asked for Chief of Police Jason Timm's perspective on Mr. White's comments during the public comment portion of the meeting.
-Timm- This is based on the nuisance ordinance violations, which is from August 2019, and again in August 2020. The goal is to clean up the whole property. According to the ordinance a person has 10 days to comply. Mr. Todd and the Chief met with Mr. White in September of 2020 and gave Mr. White until the end of October 2020 to comply. Have done everything to work with Mr. White without success. Mr. White will be receiving at state summons and ticket for violations accordance with Ordinances 704.4. and 704.6.1, 704.6.2.a and b. Timm also offered to have the Administrator and himself visit with Mr. White and do an inventory of the things on his property.

-Todd – Received a phone call from Mr. White accusing Todd of being a cohort with Mr. Montgomery. Mr. White believes that the city is being unconstitutional for not letting him work on his own vehicles.
-Todd – Suggest letting a 3rd party, (judge) determine if the City's ordinance is lawful.
-Todd – Commended Chief Timm for trying to work with Mr. White.
- Todd – Noted Mr. White is also in violation with Ordinance 704.7. The City has given Mr. White every courtesy to get this litigated. Mr. White has declined these attempts.
- Todd – Noted Mr. White is moving into the city with a pontoon boat and 2 tractors from the farm.
-Luckstein – This is a very difficult issue. People have the ability to reach out to council individually, but in order to talk to the council as a whole, there are open law rules that need to be adhered to. There are limited options. This is an interpretation of an ordinance issue. Does not feel he has the ability to do that interpretation as a 3rd party for this issue. Respect the steps the staff needs to take.
Timm - The county attorney does all prosecutions, so the City will not be involved, besides the Chief of Police. It is the same as writing a speeding ticket.
Jacobs – Parks and Trails Minutes are on the website. Discussion in regard to a potential project at Trail Head Park, the Parks and Trails Commission is not involved in conversation per say other than being a coordinator between the peace corps, the legion, and the boy scouts. No plan to move existing memorials at the park, and it is not going to be called Peace Corps Memorial park. When the time comes there will be a public hearing for the public to be heard. The Planning Commission is moving to the 4th Tuesday of the month.
-Reeve – Mr. Todd has been with the city for over 6 months; It was a pleasure conducting a performance review and to read the feedback from staff and department heads about his performance and how he conducts himself on a daily basis as the city administrator. The City is on the right track.

11. ADJOURN –Motion by Luckstein, second by Jacobs to adjourn the Plainview City Council meeting. Motion carried. Meeting adjourned at 7:34 pm.

____
Aaron Luckstein, Mayor

____
Carol Kujath, City Clerk

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

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

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

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106762 AEDLAND								
04/05/2021	1320	1	Invoice	AED-CABINET/FIRE DEPT	03/26/2021	04/09/2021	1,700.00	101-42200-221
Total 106762 AEDLAND:							1,700.00	
416 AFLAC								
03/15/2021	913645	1	Invoice	EMPLOYEE INS.	03/15/2021	03/16/2021	151.06	101-21705
Total 416 AFLAC:							151.06	
104716 BAKER & TAYLOR								
03/17/2021	L2300462 M	1	Invoice	BOOKS/LIBRARY	03/16/2021	03/26/2021	695.51	211-45500-592
Total 104716 BAKER & TAYLOR:							695.51	
106536 BATTERIES PLUS BULBS								
04/02/2021	37761167	1	Invoice	BATTERIES/FIRE DEPT	03/17/2021	04/09/2021	37.90	101-42200-223
04/02/2021	37761167	2	Invoice	BATTERIES/PW	03/17/2021	04/09/2021	37.90	101-43100-223
Total 106536 BATTERIES PLUS BULBS:							75.80	
329 BECKLEYS OFFICE PRODUCTS								
04/05/2021	APRIL 5, 202	1	Invoice	paper shred	04/05/2021	04/09/2021	36.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							36.50	
31 BENNETT & SONS SAND & GRAVEL								
03/29/2021	37170	1	Invoice	SNOW HAULING	02/28/2021	04/01/2021	4,090.75	101-43125-310
03/31/2021	37178	1	Invoice	WATER MAIN BREAK 3RD AVE NW	02/28/2021	04/01/2021	305.16	601-49400-228
Total 31 BENNETT & SONS SAND & GRAVEL:							4,395.91	
106190 BILLER PRESS								
03/16/2021	BP-8211	1	Invoice	PARKING TICKETS/POLICE	03/01/2021	03/16/2021	192.34	101-42100-201
Total 106190 BILLER PRESS:							192.34	
106219 BRAUN, DAVID								
03/31/2021	197105	1	Invoice	SUPPLIES/WATER	03/02/2021	04/01/2021	134.00	601-49400-217
Total 106219 BRAUN, DAVID:							134.00	
104828 CENTER POINT LARGE PRINT								
03/17/2021	1827965	1	Invoice	LG PRINT BOOKS/LIB	03/16/2021	03/26/2021	16.49	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							16.49	
572 CENTURYLINK/PHOENIX								
03/18/2021	313054219	1	Invoice	PHONE POOL	03/11/2021	03/26/2021	34.85	225-45128-321
03/18/2021	313539040	1	Invoice	PHONE PARK BOARD	03/11/2021	03/26/2021	56.59	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							91.44	
106449 CINTAS CORPORATION								
03/31/2021	4077357173	1	Invoice	MATS & SCRAPER/PW	03/02/2021	04/01/2021	16.64	101-43100-310

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/31/2021	4078007815	1	Invoice	MATS & SCRAPER/PW	03/09/2021	04/01/2021	16.64	101-43100-310
03/31/2021	4078007905	1	Invoice	MOPS&TOWELS/CITYHALL	03/09/2021	04/01/2021	17.41	101-41500-310
03/31/2021	4078675631	1	Invoice	MATS & SCRAPER/PW	03/16/2021	04/01/2021	16.64	101-43100-310
03/31/2021	4079330359	1	Invoice	MATS & SCRAPER/PW	03/23/2021	04/01/2021	16.64	101-43100-310
03/31/2021	4079997019	1	Invoice	MATS & SCRAPER/PW	03/30/2021	04/01/2021	16.64	101-43100-310
Total 106449 CINTAS CORPORATION:							100.61	
106758 COMPASS MINERALS AMERICA INC.								
03/23/2021	787711	1	Invoice	BULK COARSE LA- HWY	03/17/2021	03/26/2021	3,497.59	101-43125-217
Total 106758 COMPASS MINERALS AMERICA INC.:							3,497.59	
51 CONSTRUCTION MGMT. SERVICES								
04/06/2021	MARCH 202	1	Invoice	BUILDING INSPECTION	03/31/2021	04/09/2021	925.51	101-41500-316
Total 51 CONSTRUCTION MGMT. SERVICES:							925.51	
782 COUGHLAN COMPANIES LLC								
03/17/2021	227759	1	Invoice	BOOKS/LIBRARY	03/16/2021	03/26/2021	711.64	211-45500-592
Total 782 COUGHLAN COMPANIES LLC:							711.64	
106760 CUSTOM CAGE								
03/16/2021	CC20-0435	1	Invoice	SINGLE CELL PARTITION FORD & FREIGHT	12/16/2020	03/16/2021	925.00	101-42100-590
Total 106760 CUSTOM CAGE:							925.00	
105949 CUSTOM COMMUNICATIONS INC.								
03/15/2021	483588	1	Invoice	ALARM MONITORING/PW BLDG.	03/09/2021	03/16/2021	103.50	101-43100-310
Total 105949 CUSTOM COMMUNICATIONS INC.:							103.50	
62 DALCO								
03/30/2021	3757356	1	Invoice	SUPPLIES/PARKS	03/22/2021	04/01/2021	434.14	225-45200-217
03/30/2021	3757356	2	Invoice	SUPPLIES/POOL	03/22/2021	04/01/2021	209.86	225-45128-217
03/30/2021	3757356	3	Invoice	SUPPLIES/CITYHALL	03/22/2021	04/01/2021	76.65	101-41500-217
03/30/2021	3757356	4	Invoice	SUPPLIES/PD	03/22/2021	04/01/2021	76.64	101-42100-217
03/30/2021	3757356	5	Invoice	SUPPLIES/PW	03/22/2021	04/01/2021	153.29	101-43100-217
Total 62 DALCO:							950.58	
106428 DATA SMART COMPUTERS INC.								
03/15/2021	68668	1	Invoice	ADMIN IT SUPPORT/COUNCIL SURFACE PR	03/11/2021	03/16/2021	562.50	101-41500-310
03/15/2021	68683	1	Invoice	ADMIN IT SUPPORT/EMAIL LICENSE	03/11/2021	03/16/2021	62.50	101-41500-310
03/31/2021	68791	1	Invoice	IT SUPPORT/FIRE DEPT	03/26/2021	04/01/2021	125.00	101-42200-310
04/06/2021	68870	1	Invoice	DATTO BACKUP	04/01/2021	04/09/2021	149.00	101-41500-309
04/06/2021	68871	1	Invoice	ADMIN ANTI-VIRUS MONTHLY	04/01/2021	04/09/2021	72.00	101-41500-309
04/06/2021	68968	1	Invoice	ANTI-VIRUS WITH REMOTE CONTROL/FIRE	04/01/2021	04/09/2021	6.49	101-42200-309
04/06/2021	68999	1	Invoice	MICROSOFT 365 LICENSES	04/02/2021	04/09/2021	201.50	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							1,178.99	
105564 DEARBORN LIFE INS CO.								
03/19/2021	APRIL 2021	1	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	131.51	101-41500-131
03/19/2021	APRIL 2021	2	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	265.84	101-42100-131
03/19/2021	APRIL 2021	3	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	73.88	101-43100-131
03/19/2021	APRIL 2021	4	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	38.35	211-45500-131

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03/19/2021	APRIL 2021	5	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	31.01	225-45200-131
03/19/2021	APRIL 2021	6	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	30.13	601-49400-131
03/19/2021	APRIL 2021	7	Invoice	EMPLOYEE INS.	03/19/2021	03/19/2021	31.88	602-49450-131
Total 105564 DEARBORN LIFE INS CO.:							602.60	
106686 FRANK WALLER AUTO SERVICE								
03/16/2021	2/17/21	1	Invoice	2016 RAM 1500 DIAGNOSIS OF BATTERY DR	02/17/2021	03/16/2021	90.00	101-42100-221
Total 106686 FRANK WALLER AUTO SERVICE:							90.00	
106764 FRIENDS ALONG THE GARDEN PATH								
04/08/2021	2021 CONTR	1	Invoice	ANNUAL CITY DONATION TO GARDEN CLUB	04/06/2021	04/09/2021	300.00	101-49300-422
Total 106764 FRIENDS ALONG THE GARDEN PATH:							300.00	
104 GOPHER STATE ONE CALL								
04/02/2021	1030680	1	Invoice	LOCATES SEWER	03/31/2021	04/09/2021	14.17	602-49450-310
04/02/2021	1030680	2	Invoice	LOCATES WATER	03/31/2021	04/09/2021	14.18	601-49400-310
Total 104 GOPHER STATE ONE CALL:							28.35	
104589 GOVOFFICE LLC								
04/08/2021	INV209081	1	Invoice	ANNUAL HOSTING FEE 2021/MULTI YEAR 1	03/19/2021	04/09/2021	2,650.00	101-41500-312
Total 104589 GOVOFFICE LLC:							2,650.00	
106564 HAWKINS, INC.								
04/08/2021	4912688	1	Invoice	Water Supplies	04/06/2021	04/09/2021	515.55	601-49400-217
04/08/2021	4912689	1	Invoice	Water Supplies/Wells	04/06/2021	04/09/2021	573.96	601-49400-221
Total 106564 HAWKINS, INC.:							1,089.51	
105808 HBC, INC.								
04/06/2021	105099 APRI	1	Invoice	PHONE&INTERNET/FIRE DEPT.	04/02/2021	04/09/2021	178.36	101-42200-321
04/07/2021	71466 APRIL	1	Invoice	PHONE&INTERN/LIBRARY	04/02/2021	04/09/2021	54.70	211-45500-321
04/06/2021	78487 APRIL	1	Invoice	PHONE INTERNET/ADMIN	04/02/2021	04/09/2021	523.38	101-41500-321
04/06/2021	78487 APRIL	2	Invoice	PHONE INTERNET/POLICE	04/02/2021	04/09/2021	301.23	101-42100-321
04/06/2021	78487 APRIL	3	Invoice	PHONE INTERNET/PUBLIC WORKS	04/02/2021	04/09/2021	288.55	101-43100-321
Total 105808 HBC, INC.:							1,346.22	
105970 HG ELECTRIC, LLC								
03/25/2021	C728	1	Invoice	OUTDOOR LIGHTS/FIRE DEPT	03/23/2021	03/26/2021	1,475.00	101-42200-223
Total 105970 HG ELECTRIC, LLC:							1,475.00	
116 HIGH PLAINS								
03/12/2021	175653	1	Invoice	FUEL/ICE RINK INVOICE #175653	02/01/2021	03/16/2021	32.35	225-45127-212
03/12/2021	175668	1	Invoice	FUEL/SNOW INVOICE #175668	02/01/2021	03/16/2021	11.14	101-43125-212
03/12/2021	175686	1	Invoice	FUEL/PW INVOICE #175686	02/02/2021	03/16/2021	64.78	101-43100-212
03/12/2021	175733	1	Invoice	FUEL/SNOW INVOICE #175733	02/03/2021	03/16/2021	29.73	101-43125-212
03/12/2021	175741	1	Invoice	FUEL/SNOW INVOICE #175741	02/03/2021	03/16/2021	48.05	101-43125-212
03/12/2021	175792	1	Invoice	FUEL/SNOW INVOICE #175792	02/04/2021	03/16/2021	11.83	101-43125-212
03/12/2021	175794	1	Invoice	FUEL/SNOW INVOICE #175794	02/04/2021	03/16/2021	66.55	101-43125-212
03/12/2021	175795	1	Invoice	FUEL/SNOW INVOICE #175795	02/04/2021	03/16/2021	74.24	101-43125-212
03/12/2021	175804	1	Invoice	FUEL/SNOW INVOICE #175804	02/05/2021	03/16/2021	47.30	101-43125-212
03/12/2021	175810	1	Invoice	FUEL/SNOW INVOICE #175810	02/05/2021	03/16/2021	77.62	101-43125-212

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03/12/2021	175824	1	Invoice	FUEL/SNOW INVOICE #175824	02/05/2021	03/16/2021	10.31	101-43125-212
03/12/2021	175899	1	Invoice	FUEL/SNOW INVOICE #175899	02/08/2021	03/16/2021	15.02	101-43125-212
03/29/2021	176003	1	Invoice	FUEL/FIRE DEPT INVOICE #176003	02/11/2021	03/30/2021	48.64	245-42200-212
03/29/2021	176004	1	Invoice	FUEL/FIRE DEPT INVOICE #176004	02/11/2021	03/30/2021	44.56	245-42200-212
03/29/2021	176005	1	Invoice	FUEL/FIRE DEPT INVOICE #176005	02/11/2021	03/30/2021	35.30	245-42200-212
03/12/2021	176009	1	Invoice	FUEL/PW INVOICE #176009	02/11/2021	03/16/2021	34.58	101-43100-212
03/12/2021	176017	1	Invoice	FUEL/ICE RINK INVOICE #176017	02/11/2021	03/16/2021	31.13	225-45127-212
03/12/2021	176052	1	Invoice	FUEL/SNOW INVOICE #176052	02/12/2021	03/16/2021	31.41	101-43125-212
03/29/2021	176125	1	Invoice	FUEL/FIRE DEPT INVOICE #176125	02/14/2021	03/30/2021	265.34	245-42200-212
03/12/2021	176180	1	Invoice	FUEL/SNOW INVOICE #176180	02/16/2021	03/16/2021	12.03	101-43125-212
03/12/2021	176235	1	Invoice	FUEL/SNOW INVOICE #176235	02/17/2021	03/16/2021	89.57	101-43125-212
03/12/2021	176257	1	Invoice	FUEL/SNOW INVOICE #176257	02/18/2021	03/16/2021	14.93	101-43125-212
03/12/2021	176258	1	Invoice	FUEL/SNOW INVOICE #176258	02/18/2021	03/16/2021	40.29	101-43125-212
03/12/2021	176270	1	Invoice	FUEL/SNOW INVOICE #176270	02/18/2021	03/16/2021	92.65	101-43125-212
03/12/2021	176381	1	Invoice	FUEL/SNOW INVOICE #176381	02/22/2021	03/16/2021	13.09	101-43125-212
03/12/2021	176384	1	Invoice	FUEL/SNOW INVOICE #176384	02/22/2021	03/16/2021	74.32	101-43125-212
03/12/2021	176389	1	Invoice	FUEL/SNOW INVOICE #176389	02/22/2021	03/16/2021	101.43	101-43125-212
03/12/2021	176391	1	Invoice	FUEL/SNOW INVOICE #176391	02/22/2021	03/16/2021	84.35	101-43125-212
03/12/2021	176435	1	Invoice	FUEL/SNOW INVOICE #176435	02/23/2021	03/16/2021	53.88	101-43125-212
03/12/2021	176504	1	Invoice	FUEL/PW INVOICE #176504	02/25/2021	03/16/2021	52.84	101-43100-212
03/12/2021	176507	1	Invoice	FUEL/PW INVOICE #176507	02/25/2021	03/16/2021	38.72	101-43100-212
03/12/2021	176552	1	Invoice	FUEL/PW INVOICE #176552	02/26/2021	03/16/2021	87.28	101-43100-212
Total 116 HIGH PLAINS:							1,735.26	
105810 HOFSCHULTE WELL & PUMP SERVICE								
03/16/2021	11215	1	Invoice	WATER PIPES	03/07/2021	03/16/2021	323.20	601-49400-217
Total 105810 HOFSCHULTE WELL & PUMP SERVICE:							323.20	
105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS								
04/05/2021	MAY 2021 M	1	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	3,975.00	101-41500-131
04/05/2021	MAY 2021 M	2	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,325.00	101-42100-131
04/05/2021	MAY 2021 M	3	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,113.00	101-43100-131
04/05/2021	MAY 2021 M	4	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	212.00	101-43125-131
04/05/2021	MAY 2021 M	5	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,325.00	225-45200-131
04/05/2021	MAY 2021 M	6	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,325.00	601-49400-131
04/05/2021	MAY 2021 M	7	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,325.00	602-49450-131
04/05/2021	MAY 2021 N	1	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,527.00	101-41500-131
04/05/2021	MAY 2021 N	2	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	10,689.00	101-42100-131
04/05/2021	MAY 2021 N	3	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	1,282.68	101-43100-131
04/05/2021	MAY 2021 N	4	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	244.32	101-43125-131
04/05/2021	MAY 2021 N	5	Invoice	EMPLOYEE HEALTH INSURANCE-MAY 2021	04/05/2021	04/09/2021	3,054.00	211-45500-131
Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:							27,397.00	
348 JOHN DEERE FINANCIAL								
04/06/2021	1501577	1	Invoice	BELT/PW	04/05/2021	04/09/2021	58.58	101-43100-221
04/07/2021	1501797	1	Invoice	PARTS/PW	04/06/2021	04/09/2021	205.37	101-43100-221
04/08/2021	IP09132	1	Invoice	PARTS/PW	04/07/2021	04/09/2021	33.83	101-43100-221
04/08/2021	IP09143	1	Invoice	GREASE POLY/PW	04/08/2021	04/09/2021	42.90	101-43100-221
Total 348 JOHN DEERE FINANCIAL:							340.68	
141 KREOFSKY BUILDING SUPPLIES								
04/08/2021	2103-397760	1	Invoice	FIRE TRUCK PLAN-3 PGS	03/25/2021	04/09/2021	6.00	101-42200-201
04/08/2021	2103-397767	1	Invoice	FIRE TRUCK PLANS-4 SETS	03/25/2021	04/09/2021	24.00	101-42200-201

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Total 141 KREOFSKY BUILDING SUPPLIES:							30.00	
106329 LAKE CITY RECYCLING & DISPOSAL								
04/06/2021	97076	1	Invoice	GARBAGE/PARKS	04/01/2021	04/09/2021	72.54	225-45200-384
04/06/2021	97076	2	Invoice	GARBAGE/PARKS	04/01/2021	04/09/2021	72.54	225-45200-384
04/06/2021	97076	3	Invoice	GARBAGE/CEMETERY	04/01/2021	04/09/2021	145.08	235-49010-384
04/06/2021	97076	4	Invoice	GARBAGE/STREETS	04/01/2021	04/09/2021	50.25	101-43100-384
04/06/2021	97076	5	Invoice	GARBAGE/PW	04/01/2021	04/09/2021	72.54	101-43100-384
04/06/2021	97076	6	Invoice	GARBAGE/FIRE HALL	04/01/2021	04/09/2021	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							467.71	
106017 LEAGUE OF MN CITIES INSURANCE TRUST								
04/06/2021	CMC 100067	1	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	7,141.32	101-41110-362
04/06/2021	CMC 100067	2	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	5,168.06	101-41500-362
04/06/2021	CMC 100067	3	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	5,542.98	101-42100-362
04/06/2021	CMC 100067	4	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	6,084.21	101-42200-362
04/06/2021	CMC 100067	5	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	15,397.05	101-43100-362
04/06/2021	CMC 100067	6	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	4,698.23	211-45500-362
04/06/2021	CMC 100067	7	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	13,303.52	225-45128-362
04/06/2021	CMC 100067	8	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	17,738.65	225-45200-362
04/06/2021	CMC 100067	9	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	3,357.36	235-49010-362
04/06/2021	CMC 100067	10	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	6,081.39	245-42200-362
04/06/2021	CMC 100067	11	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	6,774.85	601-49400-362
04/06/2021	CMC 100067	12	Invoice	2021 PROPERTY/LIABILITY INSURANCE	04/05/2021	04/07/2021	4,680.38	602-49450-362
04/05/2021	LMC GL 000	1	Invoice	DEDUCTABLE INS CLAIM/SKATING RINK	03/24/2021	04/09/2021	500.00	225-45127-437
04/06/2021	MEL 100067	1	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	752.39	101-41110-362
04/06/2021	MEL 100067	2	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	544.50	101-41500-362
04/06/2021	MEL 100067	3	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	584.00	101-42100-362
04/06/2021	MEL 100067	4	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	641.02	101-42200-362
04/06/2021	MEL 100067	5	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	1,622.20	101-43100-362
04/06/2021	MEL 100067	6	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	495.00	211-45500-362
04/06/2021	MEL 100067	7	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	1,401.63	225-45128-362
04/06/2021	MEL 100067	8	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	1,868.91	225-45200-362
04/06/2021	MEL 100067	9	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	353.72	235-49010-362
04/06/2021	MEL 100067	10	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	640.72	245-42200-362
04/06/2021	MEL 100067	11	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	713.79	601-49400-362
04/06/2021	MEL 100067	12	Invoice	2021 MUNICIPAL EXCESS LIABILITY INSURA	04/05/2021	04/07/2021	493.12	602-49450-362
Total 106017 LEAGUE OF MN CITIES INSURANCE TRUST:							106,579.00	
105769 LIBRARY JOURNAL								
03/17/2021	THROUGH J	1	Invoice	SUBSCRIPTION/LIB.	03/16/2021	03/26/2021	157.99	211-45500-592
Total 105769 LIBRARY JOURNAL:							157.99	
106720 LOFFLER COMPANIES INC.								
03/15/2021	28902302	1	Invoice	ADMIN COPIER LEASE	03/08/2021	03/16/2021	161.22	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							161.22	
160 LYONS OIL MINI MART								
04/05/2021	3/31/21 STAT	1	Invoice	CREDIT/DISCOUNT FOR MARCH 2021	03/31/2021	04/09/2021	6.47-	101-43100-212
04/05/2021	3/31/21 STAT	2	Invoice	CREDIT/DISCOUNT FOR MARCH 2021	03/31/2021	04/09/2021	.68-	225-45200-212
04/05/2021	5270217	1	Invoice	FUEL/PW	03/12/2021	04/09/2021	93.35	101-43100-212
04/05/2021	5771122	1	Invoice	FUEL/PW	03/24/2021	04/09/2021	57.37	101-43100-212
04/05/2021	5771297	1	Invoice	FUEL/PARKS	03/23/2021	04/09/2021	43.01	225-45200-212

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04/05/2021	5771610	1	Invoice	FUEL/PW	03/29/2021	04/09/2021	88.65	101-43100-212
04/05/2021	5771637	1	Invoice	FUEL/PW	03/30/2021	04/09/2021	86.48	101-43100-212
04/05/2021	5772345	1	Invoice	FUEL/PW	03/09/2021	04/09/2021	75.20	101-43100-212
Total 160 LYONS OIL MINI MART:							436.91	
106592 MCKELLIPS, JORDAN								
03/16/2021	3/16/21	1	Invoice	2 PAIRS MERRELL TACTICAL SHOES	03/10/2021	03/16/2021	176.00	101-42100-417
Total 106592 MCKELLIPS, JORDAN:							176.00	
105998 METERING & TECHNOLOGY SOLUTION								
03/23/2021	19043	1	Invoice	LOW LEAD BRONZE BARE METER/WATER	03/18/2021	03/26/2021	1,679.70	601-49400-550
03/23/2021	19048	1	Invoice	KEY FOB/WATER	03/18/2021	03/26/2021	260.00	601-49400-550
Total 105998 METERING & TECHNOLOGY SOLUTION:							1,939.70	
173 METRO SALES INC.								
04/07/2021	1778358	1	Invoice	COPIER USAGE LIBRARY	03/15/2021	04/09/2021	79.53	211-45500-201
Total 173 METRO SALES INC.:							79.53	
175 MICHAEL'S TIRE & AUTO								
04/06/2021	129126	1	Invoice	KEROSENE/PW	03/29/2021	04/09/2021	49.00	101-43100-212
Total 175 MICHAEL'S TIRE & AUTO:							49.00	
104646 MIDWEST LEAK DETECTION L.L.C.								
03/16/2021	2188	1	Invoice	WATER MAIN BREAK	02/25/2021	03/16/2021	325.00	601-49400-228
Total 104646 MIDWEST LEAK DETECTION L.L.C.:							325.00	
106719 MIDWEST TAPE								
03/17/2021	INVOICE 500	1	Invoice	BOOKS/LIBRARY	03/16/2021	03/26/2021	99.71	211-45500-592
03/17/2021	STATEMENT	1	Invoice	BOOKS/LIBRARY	03/16/2021	03/26/2021	18.99	211-45500-592
Total 106719 MIDWEST TAPE:							118.70	
104410 MN DEPARTMENT OF HEALTH								
03/15/2021	3/5/21	1	Invoice	WATER SUPPLY SYSTEM OPERATOR CLASS	03/05/2021	03/16/2021	23.00	601-49400-331
Total 104410 MN DEPARTMENT OF HEALTH:							23.00	
223 MN ENERGY RESOURCES CORP.								
03/30/2021	0503043614	1	Invoice	GAS UTILITY/SEWER	03/24/2021	04/01/2021	23.13	602-49450-383
03/29/2021	0503078391	1	Invoice	GAS UTILITY/FIRE HALL	03/24/2021	04/01/2021	347.18	101-42200-383
04/01/2021	0503494971	1	Invoice	GAS UTILITY/ICE RINK	03/26/2021	04/01/2021	52.36	225-45127-383
03/29/2021	0505377887	1	Invoice	GAS UTILITY/ADMIN	03/24/2021	04/01/2021	60.27	101-41500-383
03/29/2021	0505377887	2	Invoice	GAS UTILITY/COUNCIL	03/24/2021	04/01/2021	60.26	101-41110-383
03/29/2021	0505377887	3	Invoice	GAS UTILITY/PD	03/24/2021	04/01/2021	60.27	101-42100-383
04/02/2021	0506816622	1	Invoice	GAS UTILITY/SEWER	03/29/2021	04/09/2021	13.16	602-49450-383
03/30/2021	0506912263	1	Invoice	GAS UTILITY/PUBLIC WORKS	03/25/2021	04/01/2021	315.38	101-43100-383
04/07/2021	0507609025	1	Invoice	GAS UTILITY/LIBRARY	03/24/2021	04/09/2021	138.38	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							1,070.39	
106763 NELSON GRANITE LIMITED								
04/02/2021	79134	1	Invoice	COLUMBARIUM	04/01/2021	04/09/2021	22,500.00	240-49015-590

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106763 NELSON GRANITE LIMITED:							22,500.00	
202 OLMSTED MEDICAL CENTER								
04/05/2021	3/29/21	1	Invoice	NEW EMPLOYEE-DRUG SCREEN/POOL A. S	03/29/2021	04/09/2021	37.00	225-45128-310
Total 202 OLMSTED MEDICAL CENTER:							37.00	
106161 PEOPLE'S ENERGY COOPERATIVE								
03/16/2021	2643900 MA	1	Invoice	ELEC WELL #3	03/04/2021	03/16/2021	1,509.00	601-49400-381
03/16/2021	2647400 MA	1	Invoice	ELEC SKATING RINK	03/04/2021	03/16/2021	123.00	225-45127-381
03/16/2021	2658900 MA	1	Invoice	ELEC POOL	03/04/2021	03/16/2021	73.00	225-45128-381
03/16/2021	2706100 MA	1	Invoice	ELEC NE LIFT STATION	03/04/2021	03/16/2021	381.00	602-49450-381
03/16/2021	2709900 MA	1	Invoice	ELEC WEST BROADWAY	03/04/2021	03/16/2021	10.00	101-42500-381
03/16/2021	2714900 MA	1	Invoice	ELEC STREET LIGHTS	03/04/2021	03/16/2021	2,682.00	101-43100-381
03/16/2021	2738000 MA	1	Invoice	ELEC WELL #2	03/04/2021	03/16/2021	1,641.00	601-49400-381
03/16/2021	2739100 MA	1	Invoice	ELEC PW	03/04/2021	03/16/2021	325.00	101-43100-381
03/16/2021	2747700 MA	1	Invoice	ELEC SW SIREN	03/04/2021	03/16/2021	48.00	101-42500-381
03/16/2021	2764400 MA	1	Invoice	ELEC NW LIFT STATION	03/04/2021	03/16/2021	413.00	602-49450-381
03/16/2021	2767800 MA	1	Invoice	ELEC CEMETERY-FLAG LIGHT	03/04/2021	03/16/2021	35.00	235-49010-381
03/15/2021	2777600 MA	1	Invoice	ELEC LIBRARY	03/04/2021	03/16/2021	318.00	211-45500-381
03/15/2021	3036800 MA	1	Invoice	ELEC FIRE DEPT	03/04/2021	03/16/2021	250.00	101-42200-381
03/15/2021	3038100 MA	1	Invoice	ELEC COUNCIL	03/04/2021	03/16/2021	108.33	101-41110-381
03/15/2021	3038100 MA	2	Invoice	ELEC ADMIN	03/04/2021	03/16/2021	108.34	101-41500-381
03/15/2021	3038100 MA	3	Invoice	ELEC PD	03/04/2021	03/16/2021	108.33	101-42100-381
03/16/2021	3041300 MA	1	Invoice	ELEC WEDGEWOOD PARK	03/04/2021	03/16/2021	30.00	225-45200-381
03/16/2021	3042300 MA	1	Invoice	ELEC WATER TOWER	03/04/2021	03/16/2021	226.00	601-49400-381
03/16/2021	3043900 MA	1	Invoice	ELEC BIKE TRAIL	03/04/2021	03/16/2021	46.00	225-45200-381
03/15/2021	3274000 MA	1	Invoice	ELEC 6TH ST SW-LIGHTS	03/04/2021	03/16/2021	67.55	101-43100-381
03/15/2021	3274100 MA	1	Invoice	ELEC 4TH ST SW-LIGHTS	03/04/2021	03/16/2021	83.76	101-43100-381
03/15/2021	3274200 MA	1	Invoice	ELEC 2ND ST SW-LIGHTS	03/04/2021	03/16/2021	63.60	101-43100-381
03/15/2021	3274300 MA	1	Invoice	ELEC 1ST ST SW-LIGHTS	03/04/2021	03/16/2021	55.09	101-43100-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							8,705.00	
106761 PIERCE, ZACHARY								
03/29/2021	PL21-20 REF	1	Invoice	PL21-20 REFUND DEPOSIT	03/27/2021	04/01/2021	100.00	101-41500-32210
Total 106761 PIERCE, ZACHARY:							100.00	
104928 PITNEY BOWES INC.								
03/30/2021	1017782245	1	Invoice	POSTAGE MACHINE REPAIR/CLEANING	03/23/2021	04/01/2021	160.00	101-41500-310
Total 104928 PITNEY BOWES INC.:							160.00	
76 PLAINVIEW EDA								
03/15/2021	3-12-2021	1	Invoice	TRANSFER BALANCE OF SMIF/MATCHING F	03/12/2021	03/15/2021	11,937.00	101-46700-437
04/05/2021	APRIL 21	1	Invoice	APRIL 2021 CONTRIBUTION	04/05/2021	04/05/2021	3,750.00	101-46500-491
Total 76 PLAINVIEW EDA:							15,687.00	
105272 PLAINVIEW LAWN & SNOW								
03/29/2021	9043	1	Invoice	OPEN & CLOSE/J. HAACK	03/15/2021	04/01/2021	610.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							610.00	
239 PLAINVIEW NEWS								
04/05/2021	67451	1	Invoice	ADVERTISE/PUBLIC NOTICE-MARSHMAN	03/04/2021	04/09/2021	94.80	101-41500-343

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
04/05/2021	67451	2	Invoice	ADVERTISE/MEETING CHANGE	03/04/2021	04/09/2021	47.70	101-41500-343
04/05/2021	67490	1	Invoice	ADVERTISE/MEETING CHANGE	03/09/2021	04/09/2021	47.70	101-41500-343
04/05/2021	67565	1	Invoice	ADVERTISE/PW SUMMER POSITION	03/16/2021	04/09/2021	71.10	225-45200-343
04/05/2021	67728	1	Invoice	ADVERTISE/EQUALIZATION NOTICE	03/30/2021	04/09/2021	62.23	101-41500-343
Total 239 PLAINVIEW NEWS:							323.53	
238 PLAINVIEW PARTS HOUSE								
04/07/2021	650619	1	Invoice	UTILITY ROLL, GRINDING WHEEL DRESSER/	03/10/2021	04/09/2021	48.45	101-43100-217
03/16/2021	650630	1	Invoice	BATTERY FOR RANGER/PD	03/10/2021	03/16/2021	78.74	101-42100-221
04/07/2021	650958	1	Invoice	OIL, DEF/SNOW	03/15/2021	04/09/2021	26.57	101-43125-221
04/07/2021	651197	1	Invoice	CABLE TIES/PARKS	03/18/2021	04/09/2021	67.99	225-45200-217
Total 238 PLAINVIEW PARTS HOUSE:							221.75	
240 PLAINVIEW POSTMASTER								
04/02/2021	APRIL 2021	1	Invoice	UITILITY BILLING	04/02/2021	04/02/2021	185.32	602-49450-201
04/02/2021	APRIL 2021	2	Invoice	UITILITY BILLING	04/02/2021	04/02/2021	185.33	601-49400-201
Total 240 PLAINVIEW POSTMASTER:							370.65	
106368 PLAINVIEW-ELGIN-MILLVILLE SCHOOL								
03/16/2021	PL21-04	1	Invoice	REFUND FOR PERMIT PL21-04	03/16/2021	03/16/2021	100.00	101-41500-32210
Total 106368 PLAINVIEW-ELGIN-MILLVILLE SCHOOL:							100.00	
741 QUILL CORPORATION								
03/23/2021	15253899	1	Invoice	STAMPS/ADMIN	03/11/2021	03/26/2021	33.24	101-41500-201
04/05/2021	95298165	1	Invoice	POOL FLYERS - REPLENISH STOCK	03/30/2021	04/09/2021	108.10	225-45128-217
Total 741 QUILL CORPORATION:							141.34	
105845 RAHMAN HEATING, AC &								
03/23/2021	8418	1	Invoice	MONTHLY COMFORT CLUB/PW	03/17/2021	03/26/2021	49.00	101-43100-223
03/23/2021	8418	2	Invoice	MONTHLY COMFORT CLUB/CITY HALL	03/17/2021	03/26/2021	28.00	101-41500-223
03/23/2021	8418	3	Invoice	MONTHLY COMFORT/POOL	03/17/2021	03/26/2021	28.00	225-45128-223
03/23/2021	8418	4	Invoice	MONTHLY COMFORT/EASTWOOD PARK	03/17/2021	03/26/2021	7.00	225-45200-223
03/23/2021	8418	5	Invoice	MONTHLY COMFORT CLUB/FIRE HALL	03/17/2021	03/26/2021	42.00	101-42200-223
03/23/2021	8418	6	Invoice	MONTHLY COMFORT CLUB/AMBULANCE BU	03/17/2021	03/26/2021	35.00	230-49020-223
03/23/2021	8418	7	Invoice	MONTHLY COMFORT CLUB/LIBRARY	03/17/2021	03/26/2021	42.00	211-45500-223
03/17/2021	I-11988-1	1	Invoice	REPAIR FURNACE/FIRE DEPT	02/19/2021	03/26/2021	675.80	101-42200-223
Total 105845 RAHMAN HEATING, AC &:							906.80	
106078 SCHMIDT GOODMAN								
04/07/2021	8232	1	Invoice	TABLES/FIRE DEPT	04/06/2021	04/09/2021	646.00	101-42200-221
Total 106078 SCHMIDT GOODMAN:							646.00	
565 SCHOLASTIC INC.								
03/17/2021	27294749	1	Invoice	BOOKS/LIBRARY	03/16/2021	03/26/2021	125.21	211-45500-592
Total 565 SCHOLASTIC INC.:							125.21	
268 SELCO								
03/17/2021	48683	1	Invoice	PLASTIC BAGS/LIBRARY	03/16/2021	03/26/2021	106.67	211-45500-201
03/17/2021	48705	1	Invoice	BOOKPAGE SUBSCRIPTION 2021	03/16/2021	03/26/2021	23.52	211-45500-592
03/17/2021	48769	1	Invoice	BASIC TECH FEES/PC SUPPORT	03/16/2021	03/26/2021	861.32	211-45500-418

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 268 SELCO:							991.51	
232 SEMA EQUIPMENT, INC.								
04/06/2021	1499701	1	Invoice	MOTO MIX/RURAL FIRE	03/31/2021	04/09/2021	31.96	245-42200-217
Total 232 SEMA EQUIPMENT, INC.:							31.96	
104639 SOMA CONSTRUCTION INC.								
03/16/2021	19620 - LAB	1	Invoice	7TH ST & 3RD AVE NW WATER REPAIR/LAB	02/25/2021	03/16/2021	390.00	601-49400-228
Total 104639 SOMA CONSTRUCTION INC.:							390.00	
284 STREICHER'S								
03/16/2021	11487334	1	Invoice	UNIFORM/B. MILLER	03/01/2021	03/16/2021	155.97	101-42100-417
Total 284 STREICHER'S:							155.97	
106687 TEMPLE DISPLAY LTD								
03/30/2021	22802	1	Invoice	CHRISTMAS DECORATIONS FOR MAIN STR	03/30/2021	04/01/2021	389.12	101-43100-217
Total 106687 TEMPLE DISPLAY LTD:							389.12	
716 THREE RIVERS COMMUNITY ACTION								
04/01/2021	MARCH 202	1	Invoice	MARCH TRANSIT BUS FEES	03/31/2021	04/01/2021	673.75	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							673.75	
104900 TOMS LAWN & CLEANING SERVICE								
04/07/2021	5511	1	Invoice	MARCH CLEANING/LIBRARY	03/31/2021	04/09/2021	760.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							760.00	
105796 US BANK EQUIPMENT FINANCE								
04/07/2021	439648627	1	Invoice	COPIER/LIBRARY	03/29/2021	04/09/2021	92.55	211-45500-201
Total 105796 US BANK EQUIPMENT FINANCE:							92.55	
106207 WABASHA COUNTY EMERGENCY MANAGEMENT								
03/29/2021	1/6/21	1	Invoice	CODE RED SYSTEM	01/06/2021	03/30/2021	660.00	101-42500-310
Total 106207 WABASHA COUNTY EMERGENCY MANAGEMENT:							660.00	
Grand Totals:							219,653.58	

Report GL Period Summary

GL Period	Amount
04/21	173,601.16
03/21	46,052.42
Grand Totals:	219,653.58

Vendor number hash: 8717142

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Vendor number hash - split:	14438666		
Total number of invoices:	167		
Total number of transactions:	231		

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	219,653.58	.00	219,653.58
Grand Totals:	219,653.58	.00	219,653.58

Report Criteria:

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

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: April 13, 2021

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

RECOMMENDED ACTION:
1. **Motion** to approve Chicken Permit for Robert Peterson.
2. **Motion** to approve Loudspeaker Permit for Plainview Public Library at Eastwood Park on 6/12/21, 6/17/21, and 6/24/2021
3. **Motion** to approve Loudspeaker Permit for Plainview Public Library at Wedgewood Park 5/26/21-5/27/21.

SUMMARY

Robert Peterson applied for a Chicken Permit. He completed all necessary paperwork and included the $45 permit fee.

The Plainview Public Library applied for multiple Loudspeaker permits for multiple events at both Eastwood Park and Wedgewood park.

BUILDING PERMIT REPORT
APRIL 2021

Permit Number & Applicant

PL21-26 **KBS** **(City of Plainview)**	241 W. Broadway –Reroof	**Value:** **Total Fee:** **Permit Fee:** **State Surcharge:**	$68,400 $55.00 $54.00 $1.00
PL21-28 **KBS** **(Lakeside Foods)**	1055 W. Broadway – Bldg. Remodel	**Value:** **Total Fee:** **Plan Check Fee:** **Permit Fee:** **State Surcharge:** **Mechanical:** **Refundable Deposit:**	$75,000.00 $707.88 $212.88 $327.50 $37.50 $30.00 $100.00
PL21-30 **Unnasch Construction** **(Jane Potter)**	535 4th Ave NE - Reroof	**Value:** **Total Fee:** **Permit Fee:** **State Surcharge:**	$18,000.00 $55.00 $54.00 $1.00
PL21-31 **All Craft Exteriors** **(Charlie Eversman)**	330 5th SE – Reroof	**Value:** **Total Fee:** **Permit Fee:** **State Surcharge:**	$8,000.00 $55.00 $54.00 $1.00
PL21-MISC **Brandon Reiter**	330 3rd Ave SE - Concrete	**Value:** **Total Fee:** **Permit Fee:**	$3,000.00 $20.00 $20.00
PL21-32 **All Craft Exteriors** **(Cathy Radel)**	530 2nd St. SE – Reroof	**Value:** **Total Fee:** **Permit Fee:** **State Surcharge:**	$7,000.00 $55.00 $54.00 $1.00
PL21-MISC **Bill Holst**	440 6th St SW – Concrete	**Value:** **Total Fee:** **Permit Fee:**	$5,000.00 $20.00 $20.00
PL21-33 **Kenny Sylvester Construction** **(Jackie McGrath)**	20 2nd Ave NW – Reside	**Value:** **Total Fee:** **Permit Fee:** **State Surcharge:**	$7,000.00 $55.00 $54.00 $1.00

BUILDING PERMIT REPORT
APRIL 2021

PL21-34	275 3rd Ave SE – Roof over Patio	**Value:**	$38,825.00
Brent McNallan		**Total Fee:**	$205.15
Construction		**Permit Fee:**	$61.30
(Jeanine Jostock)		**Check Plan Fee:**	$39.85
		State Surcharge:	$4.00
		Refundable Deposit:	$100.00

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM: Dept. Head Reports & Board Minutes	**AGENDA SECTION:** Consent
PREPARED BY:	**AGENDA NO.** **5.D.**
ATTACHMENTS: Department Head Reports	**APPROVED BY:** **DT**
RECOMMENDED ACTION: **Motion** to accept Department reports.	

MONTHLY REPORT OF FINANCE DIRECTOR
March, 2021

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Provide financial information and assistance as needed to departments
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Code invoices for payment
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Bank recs and account reconciliations/fund cash balances and cash allocations
- Provide assistance/information to Judith Jordan/EDA
- Assist City Administrator
-

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process
- Continued work to finalize liquor store fund
- 2020 –General Ledger Year End Process
- 2020 Audit Prep – Field Work is late April, final audit due to the State of MN June 30, 2021

Projects

- MyRec Recreation Software-Setup and Training for implementation for the 2021 Pool Season
- Continue prep/software setup/testing/meter installation for water meter changeout program starting in March, 2021 – coordinating with Public Works. Project will continue over a 4-year period until the entire city is complete.
- East Winds, 2020 Street Project, Orchard Hills

- Future projects:
    - File/Organize Financial/Personnel Records
    - Update Chart of Accounts
    - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
    - Review bank accounts/rates at People's State Bank/Foresight
    - Review credit card provider/process-Look for new provider

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- Police Annual State Aid Report
- MN PFA Compliance Packet

Training

Meetings

- Dept. head meetings/Council meetings/special meetings
- Meet with City Administrator on current issues and planning
- Meetings with Mike Bubany – Development Issue/Financial Planning
- Meetings with council members and staff regarding current issues

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-122	FICA	1,017.45	1,017.00	.00	1,017.00
101-41110-151	Worker s Comp Insurance Prem	64.45	84.00	56.37	27.63
101-41110-201	Office Supplies(paper-pens-et)	181.18	500.00	12.61	487.39
101-41110-221	Repair/Maint - Equipment	125.00	.00	.00	.00
101-41110-303	Engineering Fees	1,912.50	3,000.00	.00	3,000.00
101-41110-310	Other Professional Services	.00	4,000.00	.00	4,000.00
101-41110-322	Postage	105.24	100.00	.00	100.00
101-41110-331	Meetings-Conferences (mtgs/mi)	700.00	5,000.00	.00	5,000.00
101-41110-362	Property - Casualty Ins (Auto)	7,381.76	7,600.00	.00	7,600.00
101-41110-381	Electric Utilities	1,416.70	1,725.00	344.67	1,380.33
101-41110-383	Gas Utilities	722.10	1,000.00	268.90	731.10
101-41110-401	Contractual Services	3,600.00	7,200.00	1,800.00	5,400.00
101-41110-433	Dues and Subscriptions	3,825.00	10,000.00	.00	10,000.00
101-41110-437	Miscellaneous	665.08	100.00	297.75	197.75-
101-41110-440	City Cleanup	1,297.01	6,600.00	903.46	5,696.54
Total Council:		36,313.47	61,226.00	3,683.76	57,542.24
Elections					
101-41410-103	Part-Time Employees	6,621.00	.00	.00	.00
101-41410-309	Software and Design	.00	500.00	.00	500.00
101-41410-331	Meetings-Conferences (mtgs/mi)	822.09	.00	.00	.00
101-41410-437	Miscellaneous	3,815.05	1,000.00	455.00	545.00
Total Elections:		11,258.14	1,500.00	455.00	1,045.00
Administration					
101-41500-101	Full-Time Employees Regular	244,115.75	313,081.00	71,448.82	241,632.18
101-41500-102	Full-Time Employees Overtime	21,036.58	5,000.00	2,320.47	2,679.53
101-41500-103	Part-Time Employees	87,799.17	.00	.00	.00
101-41500-120	CENTRAL PENSION FUND	.00	2,995.20	806.40	2,188.80
101-41500-121	PERA	22,043.52	23,893.00	5,517.69	18,375.31
101-41500-122	FICA	26,795.96	24,391.00	5,564.23	18,826.77
101-41500-131	Employer Paid Health	50,507.95	81,553.20	16,720.53	64,832.67
101-41500-151	Worker s Comp Insurance Prem	3,157.12	3,315.00	2,224.66	1,090.34
101-41500-201	Office Supplies(paper-pens-et)	7,831.95	6,000.00	786.99	5,213.01
101-41500-211	Operating Supplies - Cleaning	1,008.80	1,075.00	158.33	916.67
101-41500-217	Other Operating Supplies	1,023.17	1,000.00	409.49	590.51
101-41500-221	Repair/Maint - Equipment	1,573.27	500.00	.00	500.00
101-41500-223	Repair/Maintain - Building	2,572.34	2,500.00	463.94	2,036.06
101-41500-227	Repair/Maintain - Amb Building	167.80	2,500.00	2,142.39	357.61
101-41500-301	Auditing and Acct g Services	27,200.00	28,000.00	.00	28,000.00
101-41500-303	Engineering Fees	7,181.00	7,500.00	6,880.00	620.00
101-41500-304	Legal Fees	32,591.77	40,000.00	3,787.50	36,212.50
101-41500-309	Software and Design	24,040.67	12,500.00	6,913.21	5,586.79
101-41500-310	Other Professional Services	7,659.76	9,000.00	1,926.23	7,073.77
101-41500-312	CITY WEBSITE	.00	2,650.00	.00	2,650.00
101-41500-316	Building Inspections	27,120.19	22,000.00	3,204.43	18,795.57
101-41500-317	Dial A Ride Bus	4,569.25	8,000.00	1,072.75	6,927.25
101-41500-321	Communications	5,576.10	6,500.00	1,433.28	5,066.72
101-41500-322	Postage	522.70	500.00	51.38	448.62
101-41500-331	Meetings-Conferences (mtgs/mi)	2,521.95	6,500.00	.00	6,500.00
101-41500-343	Advertising	2,734.80	2,500.00	998.12	1,501.88
101-41500-362	Property - Casualty Ins (Auto)	3,916.56	5,500.00	.00	5,500.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
101-41500-381	Electric Utilities	1,416.69	2,070.00	344.67	1,725.33
101-41500-383	Gas Utilities	722.10	1,200.00	268.91	931.09
101-41500-401	Contractual Services	16,884.08	12,315.00	2,778.40	9,536.60
101-41500-406	Safety	.00	500.00	.00	500.00
101-41500-417	Uniforms	1,223.48	1,800.00	128.68	1,671.32
101-41500-433	Dues and Subscriptions	600.50	1,500.00	61.10	1,438.90
101-41500-434	Sales Tax Paid	3.00	15.00	1.00	14.00
101-41500-437	Miscellaneous	406.57	500.00	.00	500.00
101-41500-442	Bank Service Charges	3,599.26	4,000.00	497.85	3,502.15
101-41500-443	Credit Card Merchant Fees	1,932.56	1,800.00	344.12	1,455.88
101-41500-444	XPRESS Bill Pay Fees	4,703.12	4,500.00	1,282.46	3,217.54
101-41500-580	Computers & Technology	26,405.94	.00	.00	.00
101-41500-590	Capital Outlay	.00	.00	6,976.00	6,976.00-
101-41500-705	Tansfers Out-CARES Act Funds	45,647.95	.00	.00	.00
Total Administration:		718,813.38	649,153.40	147,514.03	501,639.37
Police					
101-42100-101	Full-Time Employees Regular	482,743.07	491,956.00	132,487.51	359,468.49
101-42100-102	Full-Time Employees Overtime	20,609.29	18,000.00	6,211.98	11,788.02
101-42100-103	Part-Time Employees	59,417.06	50,000.00	11,278.05	38,721.95
101-42100-120	CENTRAL PENSION FUND	.00	998.40	268.80	729.60
101-42100-121	PERA	75,669.20	88,750.00	24,083.13	64,666.87
101-42100-122	FICA	12,948.14	11,220.00	3,664.62	7,555.38
101-42100-131	Employer Paid Health	80,901.36	130,459.60	36,203.37	94,256.23
101-42100-151	Worker s Comp Insurance Prem	21,587.75	33,500.00	22,481.44	11,018.56
101-42100-201	Office Supplies(paper-pens-et)	2,215.39	3,000.00	1,018.46	1,981.54
101-42100-212	Motor Fuels-Gas	13,271.84	13,000.00	2,344.23	10,655.77
101-42100-217	Other Operating Supplies	117.50	.00	76.64	76.64-
101-42100-221	Repair/Maint - Equipment	17,682.43	16,000.00	2,082.73	13,917.27
101-42100-228	Repair/Maintain Other	1,031.25	3,000.00	66.00	2,934.00
101-42100-304	Legal Fees	23,400.00	21,600.00	5,400.00	16,200.00
101-42100-309	Software and Design	3,239.70	5,000.00	191.86	4,808.14
101-42100-310	Other Professional Services	9,601.70	5,000.00	.00	5,000.00
101-42100-313	Task Force	7,649.09	.00	.00	.00
101-42100-318	Animal Control	586.54	1,000.00	.00	1,000.00
101-42100-319	Forfeitures	1,216.69	1,200.00	.00	1,200.00
101-42100-321	Communications	10,835.56	14,000.00	3,283.34	10,716.66
101-42100-331	Meetings-Conferences (mtgs/mi)	2,240.79	7,500.00	369.87	7,130.13
101-42100-343	Advertising	350.00	.00	.00	.00
101-42100-362	Property - Casualty Ins (Auto)	5,727.23	5,899.00	.00	5,899.00
101-42100-381	Electric Utilities	1,416.61	1,970.00	344.66	1,625.34
101-42100-383	Gas Utilities	722.04	1,000.00	268.91	731.09
101-42100-406	Safety	1,429.98	1,000.00	.00	1,000.00
101-42100-417	Uniforms	17,931.68	9,000.00	2,628.18	6,371.82
101-42100-418	Range/Ammo	6,241.96	6,000.00	581.19	5,418.81
101-42100-433	Dues and Subscriptions	1,797.59	1,000.00	990.00	10.00
101-42100-436	Towing Charges	.00	200.00	193.28	6.72
101-42100-437	Miscellaneous	4,088.38	3,000.00	383.86	2,616.14
101-42100-438	Police - DARE Prog	1,411.23	5,000.00	214.72	4,785.28
101-42100-446	NSF Checks	795.88	1,000.00	.00	1,000.00
101-42100-491	Contributions/Donations Expend	1,000.00	.00	.00	.00
101-42100-560	Furniture & Fixtures	294.20	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	125,309.50	.00	2,350.00	2,350.00-

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
Total Police:		1,015,480.63	951,253.00	259,466.83	691,786.17
City Fire					
101-42200-103	Part-Time Employees	14,843.61	20,000.00	.00	20,000.00
101-42200-122	FICA	1,135.57	1,530.00	.00	1,530.00
101-42200-151	Worker s Comp Insurance Prem	3,837.84	4,030.00	2,704.48	1,325.52
101-42200-201	Office Supplies(paper-pens-et)	146.94	600.00	.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,210.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	20.52	200.00	.00	200.00
101-42200-212	Motor Fuels-Gas	703.35	1,000.00	.00	1,000.00
101-42200-217	Other Operating Supplies	2,425.34	200.00	1.20	198.80
101-42200-221	Repair/Maint - Equipment	13,474.05	20,000.00	3,468.23	16,531.77
101-42200-223	Repair/Maintain - Building	1,797.05	8,000.00	3,112.64	4,887.36
101-42200-226	Foam	937.50	2,000.00	625.00	1,375.00
101-42200-228	Repair/Maintain - Other	.00	1,500.00	.00	1,500.00
101-42200-309	Software and Design	6.49	.00	12.98	12.98-
101-42200-310	Other Professional Services	327.00	1,000.00	125.00	875.00
101-42200-315	Jaws of Life	.00	500.00	.00	500.00
101-42200-321	Communications	2,897.20	2,000.00	650.00	1,350.00
101-42200-322	Postage	84.20	100.00	.00	100.00
101-42200-331	Meetings-Conferences (mtgs/mi)	510.00	2,000.00	.00	2,000.00
101-42200-343	Advertising	405.60	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	6,283.41	6,475.00	.00	6,475.00
101-42200-381	Electric Utilities	2,173.00	2,875.00	767.00	2,108.00
101-42200-383	Gas Utilities	2,925.87	4,000.00	1,411.16	2,588.84
101-42200-384	Garbage Service	611.39	658.00	164.28	493.72
101-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
101-42200-417	Uniforms/Fire Equip	1,428.35	10,000.00	.00	10,000.00
101-42200-433	Dues and Subscriptions	1,355.00	1,000.00	280.00	720.00
101-42200-437	Miscellaneous	.00	300.00	.00	300.00
101-42200-520	Capital Outlay-Bldg & Structur	78,850.00	.00	.00	.00
Total City Fire:		138,389.28	93,968.00	13,321.97	80,646.03
Emergency Management					
101-42500-103	Part-Time Employees	1,122.61	1,135.00	.00	1,135.00
101-42500-122	FICA	85.88	87.00	.00	87.00
101-42500-221	Repair/Maint - Equipment	.00	6,000.00	.00	6,000.00
101-42500-310	Other Professional Services	660.00	660.00	660.00	.00
101-42500-381	Electric Utilities	59.00	800.00	176.00	624.00
Total Emergency Management:		1,927.49	8,682.00	836.00	7,846.00
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	111,784.63	115,061.00	31,202.04	83,858.96
101-43100-102	Full-Time Employees Overtime	2,538.60	5,000.00	1,294.36	3,705.64
101-43100-120	CENTRAL PENSION FUND	.00	838.65	225.80	612.85
101-43100-121	PERA	8,323.60	8,919.26	2,423.38	6,495.88
101-43100-122	FICA	8,576.18	12,986.00	2,440.86	10,545.14
101-43100-131	Employer Paid Health	24,959.52	28,292.35	7,358.28	20,934.07
101-43100-151	Worker s Comp Insurance Prem	17,115.67	23,184.00	15,558.50	7,625.50
101-43100-201	Office Supplies(paper-pens-et)	694.03	500.00	.00	500.00
101-43100-211	Operating Supplies - Cleaning	7.92	100.00	.00	100.00
101-43100-212	Motor Fuels-Gas	5,491.35	6,000.00	650.40	5,349.60
101-43100-217	Other Operating Supplies	12,646.83	16,275.00	1,521.09	14,753.91

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
101-43100-221	Repair/Maint - Equipment	16,805.50	25,000.00	3,471.63	21,528.37
101-43100-222	Tree trimming	16,620.25	20,000.00	4,800.00	15,200.00
101-43100-223	Repair/Maintain - Building	5,300.08	7,500.00	280.33	7,219.67
101-43100-224	Repair/Maintain - Streets	23,041.69	100,000.00	.00	100,000.00
101-43100-225	Repair/Maint - Detention Ponds	.00	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	47,933.55	60,000.00	.00	60,000.00
101-43100-303	Engineering Fees	.00	30,000.00	.00	30,000.00
101-43100-310	Other Professional Services	16,935.26	30,000.00	319.82	29,680.18
101-43100-321	Communications	3,142.92	5,000.00	799.71	4,200.29
101-43100-322	Postage	182.30	100.00	.00	100.00
101-43100-331	Meetings-Conferences (mtgs/mi)	110.60	400.00	.00	400.00
101-43100-343	Advertising	.00	300.00	.00	300.00
101-43100-362	Property - Casualty Ins (Auto)	15,908.97	16,386.00	.00	16,386.00
101-43100-381	Electric Utilities	32,044.59	39,799.00	9,926.29	29,872.71
101-43100-383	Gas Utilities	3,166.23	5,000.00	1,312.71	3,687.29
101-43100-384	Garbage Service	1,489.79	2,340.00	368.37	1,971.63
101-43100-401	Contractual Services	232.28	850.00	.00	850.00
101-43100-406	Safety	619.99	1,000.00	480.00	520.00
101-43100-417	Uniforms	954.06	600.00	159.99	440.01
101-43100-418	Rentals	354.55	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	206.83	500.00	.00	500.00
101-43100-590	Capital Outlay	169,248.83	.00	.00	.00
	Total Public Works (GENERAL):	546,436.60	582,931.26	84,593.56	498,337.70
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	21,292.29	21,803.00	5,943.24	15,859.76
101-43125-102	Full-Time Employees Overtime	483.53	1,000.00	246.54	753.46
101-43125-120	CENTRAL PENSION FUND	.00	159.75	43.00	116.75
101-43125-121	PERA	1,585.35	1,688.26	461.58	1,226.68
101-43125-122	FICA	1,633.52	1,722.03	464.90	1,257.13
101-43125-131	Employer Paid Health	4,629.96	5,316.25	1,359.36	3,956.89
101-43125-212	Motor Fuels-Gas	3,946.96	8,000.00	2,056.60	5,943.40
101-43125-217	Other Operating Supplies	8,145.90	14,000.00	7,393.58	6,606.42
101-43125-221	Repair/Maint - Equipment	1,233.25	8,000.00	5,103.64	2,896.36
101-43125-310	Other Professional Services	30,050.00	40,000.00	10,290.75	29,709.25
101-43125-343	Advertising	93.60	.00	.00	.00
101-43125-437	Miscellaneous	678.00	.00	.00	.00
101-43125-590	Capital Outlay	108,500.00	.00	.00	.00
	Total Ice & Snow Removal:	182,272.36	101,689.29	33,363.19	68,326.10
Economic Development					
101-46500-491	EDA Contributions	48,500.00	45,000.00	11,250.00	33,750.00
	Total Economic Development:	48,500.00	45,000.00	11,250.00	33,750.00
One-Meeting Community Planning					
101-46700-437	Miscellaneous Expenses	.00	.00	11,937.00	11,937.00-
	Total One-Meeting Community Planning:	.00	.00	11,937.00	11,937.00-
Other Finanacing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00	300.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
101-49300-425	Plainview Community Center	12,500.00	12,500.00	.00	12,500.00
101-49300-426	Blue Bell Festival	.00	1,000.00	.00	1,000.00
	Total Other Finanacing Uses/Contrib:	15,800.00	17,800.00	.00	17,800.00
	Net Total GENERAL FUND:	2,715,191.35-	2,513,202.95-	566,421.34-	1,946,781.61-
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	70,926.25	68,890.00	22,552.26	46,337.74
211-45500-102	Full-Time Employees Overtime	387.60	.00	.00	.00
211-45500-103	Part-Time Employees	56,726.81	63,766.00	9,883.08	53,882.92
211-45500-121	PERA	9,270.21	9,949.00	2,379.89	7,569.11
211-45500-122	FICA	9,795.23	10,148.00	2,452.33	7,695.67
211-45500-131	Employer Paid Health	12,568.89	37,108.00	9,308.06	27,799.94
211-45500-151	Worker s Comp Insurance Prem	784.52	800.00	536.87	263.13
211-45500-201	Office Supplies(paper-pens-et)	6,515.57	4,000.00	475.46	3,524.54
211-45500-221	Repair/Maint - Equipment	1,615.73	4,000.00	480.00	3,520.00
211-45500-223	Repair/Maintain - Building	4,134.42	3,000.00	576.54	2,423.46
211-45500-310	Other Professional Services	77.75	75.00	.00	75.00
211-45500-321	Communications	588.13	750.00	161.76	588.24
211-45500-322	Postage	105.24	.00	.00	.00
211-45500-331	Meetings-Conferences (mtgs/mi)	1,446.50	500.00	.00	500.00
211-45500-362	Property - Casualty Ins (Auto)	5,090.87	5,000.00	.00	5,000.00
211-45500-381	Electric Utilities	3,063.00	4,000.00	896.00	3,104.00
211-45500-383	Gas Utilities	1,621.06	2,000.00	453.58	1,546.42
211-45500-401	Contractual Services	8,440.00	9,000.00	1,520.00	7,480.00
211-45500-418	Rentals	11,594.01	13,000.00	2,763.96	10,236.04
211-45500-434	Sales Tax Paid	131.00	160.00	26.00	134.00
211-45500-437	Miscellaneous	594.02	1,500.00	.00	1,500.00
211-45500-590	Capital Outlay	50,393.01	.00	1,539.60-	1,539.60
211-45500-592	Books/Periodicals	25,566.06	30,000.00	7,789.68	22,210.32
	Total Libraries (GENERAL):	281,435.88	267,646.00	60,715.87	206,930.13
	Net Total LIBRARY:	281,435.88-	267,646.00-	60,715.87-	206,930.13-
ICE RINK					
225-45127-212	Motor Fuels-Gas	23.39	100.00	121.56	21.56-
225-45127-217	Other Operating Supplies	496.17	1,500.00	1,259.00	241.00
225-45127-221	Repair/Maint - Equipment	11.36	500.00	13.15	486.85
225-45127-223	Repair/Maintain - Building	.00	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	577.00	400.00	312.00	88.00
225-45127-383	Gas Utilities	358.08	800.00	88.64	711.36
	Total ICE RINK:	1,466.00	4,300.00	1,794.35	2,505.65
POOL					
225-45128-103	Part-Time Employees	5,000.00	70,000.00	2,842.64	67,157.36
225-45128-121	PERA	375.00	578.00	213.21	364.79
225-45128-122	FICA	382.50	5,215.00	217.47	4,997.53
225-45128-151	Worker s Comp Insurance Prem	3,447.26	4,288.00	2,877.62	1,410.38
225-45128-211	Operating Supplies - Cleaning	.00	300.00	.00	300.00
225-45128-217	Other Operating Supplies	4.30	6,000.00	209.86	5,790.14
225-45128-221	Repair/Maint - Equipment	1,574.49	4,015.00	.00	4,015.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
225-45128-223	Repair/Maintain - Building	252.00	750.00	84.00	666.00
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	.00	7,000.00	.00	7,000.00
225-45128-309	SOFTWARE & DESIGN	.00	.00	2,995.00	2,995.00-
225-45128-310	Other Professional Services	.00	2,800.00	.00	2,800.00
225-45128-321	Communications	597.51	500.00	127.41	372.59
225-45128-322	Postage	84.20	100.00	.00	100.00
225-45128-331	Meetings-Conferences (mtgs/mi)	550.00	2,000.00	.00	2,000.00
225-45128-343	Advertising	280.80	200.00	190.80	9.20
225-45128-362	Property - Casualty Ins (Auto)	13,745.35	14,158.00	.00	14,158.00
225-45128-381	Electric Utilities	782.00	7,084.00	229.00	6,855.00
225-45128-383	Gas Utilities	.00	4,895.00	.00	4,895.00
225-45128-417	UNIFORMS	.00	4,000.00	.00	4,000.00
225-45128-418	Rentals	.00	150.00	.00	150.00
225-45128-433	Dues and Subscriptions	670.00	1,350.00	.00	1,350.00
225-45128-434	Sales Tax Paid	9.00	3,500.00	.00	3,500.00
225-45128-437	Miscellaneous	.00	300.00	.00	300.00
225-45128-590	Capital Outlay	26,750.00	.00	.00	.00
Total POOL:		54,504.41	140,183.00	9,987.01	130,195.99
PARKS					
225-45200-101	Full-Time Employees Regular	53,262.75	55,503.34	15,156.50	40,346.84
225-45200-102	Full-Time Employees Overtime	3,012.02	5,000.00	2,080.82	2,919.18
225-45200-103	Part-Time Employees	14,001.64	16,785.00	.00	16,785.00
225-45200-120	CENTRAL PENSION FUND	.00	998.40	268.80	729.60
225-45200-121	PERA	4,154.32	4,537.75	1,285.30	3,252.45
225-45200-122	FICA	5,355.12	5,912.56	1,311.00	4,601.56
225-45200-131	Employer Paid Health	13,026.62	14,637.00	3,977.02	10,659.98
225-45200-151	Worker s Comp Insurance Prem	2,217.66	2,838.00	1,904.55	933.45
225-45200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
225-45200-212	Motor Fuels-Gas	2,877.42	3,500.00	.00	3,500.00
225-45200-217	Other Operating Supplies	8,322.63	5,275.00	434.14	4,840.86
225-45200-221	Repair/Maint - Equipment	3,071.55	6,535.00	268.54	6,266.46
225-45200-223	Repair/Maintain - Building	112.37	5,000.00	40.77	4,959.23
225-45200-228	Repair/Maintain - Other	332.49	500.00	.00	500.00
225-45200-229	Refunds	60.00	.00	.00	.00
225-45200-303	Engineering Fees	.00	1,000.00	.00	1,000.00
225-45200-310	Other Professional Services	1,482.25	2,000.00	.00	2,000.00
225-45200-321	Communications	659.34	600.00	168.70	431.30
225-45200-331	Meetings-Conferences (mtgs/mi)	25.00	100.00	.00	100.00
225-45200-343	Advertising	187.20	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	18,328.41	18,878.00	.00	18,878.00
225-45200-381	Electric Utilities	1,406.40	3,500.00	250.00	3,250.00
225-45200-383	Gas Utilities	224.41	185.00	105.98	79.02
225-45200-384	Garbage Service	1,745.79	1,800.00	435.24	1,364.76
225-45200-406	Safety	.00	200.00	.00	200.00
225-45200-417	Uniforms	600.00	600.00	165.00	435.00
225-45200-418	Rentals	30.00	2,000.00	.00	2,000.00
225-45200-434	Sales Tax Paid	16.00	100.00	4.00	96.00
225-45200-590	Capital Outlay	26,465.64	.00	.00	.00
Total PARKS:		160,977.03	158,335.05	27,856.36	130,478.69
Net Total PARKS/REC:		216,947.44-	302,818.05-	39,637.72-	263,180.33-

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
Ambulance					
230-49020-151	Worker s Comp Insurance Prem	1,249.00	.00	.00	.00
230-49020-208	Training and Instruction	365.00	.00	.00	.00
230-49020-221	Repair/Maint - Equipment	18.00	.00	.00	.00
230-49020-223	Repair/Maintain - Building	1,172.22	.00	35.00	35.00-
230-49020-362	Property - Casualty Ins (Auto)	1,133.00	.00	.00	.00
230-49020-434	Sales Tax Paid	211.63	.00	.00	.00
Total Ambulance:		4,148.85	.00	35.00	35.00-
Net Total AMBULANCE:		4,148.85-	.00	35.00-	35.00
Cemetery					
235-49010-217	Other Operating Supplies	1,094.15	2,500.00	.00	2,500.00
235-49010-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	4.98	500.00	.00	500.00
235-49010-309	Software & Design	640.00	.00	.00	.00
235-49010-310	Other Professional Services	1,905.89	2,500.00	.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	3,403.25	3,573.00	.00	3,573.00
235-49010-381	Electric Utilities	307.70	402.00	109.00	293.00
235-49010-384	Garbage Service	1,730.79	1,800.00	435.24	1,364.76
235-49010-401	Contractual Services	30,330.00	32,000.00	945.00	31,055.00
Total Cemetery:		39,416.76	43,775.00	1,489.24	42,285.76
Net Total CEMETERY:		39,416.76-	43,775.00-	1,489.24-	42,285.76-
Cemetery Perpetual Care					
240-49015-590	Capital Outlay	8,041.55	.00	575.00	575.00-
Total Cemetery Perpetual Care:		8,041.55	.00	575.00	575.00-
Net Total CEMETERY PERPETUAL CARE:		8,041.55-	.00	575.00-	575.00
RURAL FIRE					
245-42200-103	Part-Time Employees	6,593.60	10,000.00	.00	10,000.00
245-42200-122	FICA	504.41	765.00	.00	765.00
245-42200-151	Worker s Comp Insurance Prem	3,849.93	4,042.00	2,712.54	1,329.46
245-42200-201	Office Supplies(paper-pens-et)	146.94	150.00	.00	150.00
245-42200-212	Motor Fuels-Gas	760.40	1,500.00	393.84	1,106.16
245-42200-217	Other Operating Supplies	198.12	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	9,306.83	10,000.00	4,688.83	5,311.17
245-42200-226	Foam	937.50	2,000.00	625.00	1,375.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	700.00	1,000.00	.00	1,000.00
245-42200-315	Jaws of Life	.00	500.00	.00	500.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	6,283.41	6,472.00	.00	6,472.00
245-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
245-42200-417	Uniform	1,428.35	300.00	.00	300.00
245-42200-433	Dues and Subscriptions	990.00	850.00	.00	850.00
245-42200-437	Miscellaneous	.00	300.00	.00	300.00
245-42200-580	Computers & Technology	3,806.15	.00	.00	.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
245-42200-700	Transfers Out	23,800.41	.00	.00	.00
Total RURAL FIRE:		59,306.05	40,379.00	8,420.21	31,958.79
Net Total RURAL FIRE:		59,306.05-	40,379.00-	8,420.21-	31,958.79-
RURAL FIRE EQUIPMENT FUND					
246-42200-590	Capital Outlay	236,946.62	.00	.00	.00
Total RURAL FIRE EQUIPMENT FUND:		236,946.62	.00	.00	.00
Net Total RURAL FIRE EQUIPMENT FUND:		236,946.62-	.00	.00	.00
Fire Relief					
250-42300-124	Fire Pension Contributions	39,135.13	36,195.00	.00	36,195.00
250-42300-490	Donations - Fire Relief Assoc	13,200.00	16,200.00	.00	16,200.00
Total Fire Relief:		52,335.13	52,395.00	.00	52,395.00
Net Total FIRE RELIEF:		52,335.13-	52,395.00-	.00	52,395.00-
Debt Service					
300-47000-601	Bond Principal Pymt	1,044,000.00	78,000.00	78,000.00	.00
300-47000-611	Bond Interest Payment	67,886.63	41,230.00	21,200.00	20,030.00
300-47000-620	Fiscal Agent Fees	.00	1,000.00	.00	1,000.00
Total Debt Service:		1,111,886.63	120,230.00	99,200.00	21,030.00
Net Total DEBT SERVICE FUND:		1,111,886.63-	120,230.00-	99,200.00-	21,030.00-
STORM WATER PROJECTS					
404-41500-310	Other Professional Services	20,795.03	.00	.00	.00
Total STORM WATER PROJECTS:		20,795.03	.00	.00	.00
Net Total STORM WATER PROJECTS:		20,795.03-	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	524,383.00	.00	.00	.00
Total CAPITAL IMPROVEMENT FUND:		524,383.00	.00	.00	.00
Net Total CAPITAL IMPROVEMENT FUND:		524,383.00-	.00	.00	.00
2019 DOWNTOWN PROJECT					
416-48000-303	Engineering Fees	130,588.31	.00	467.25	467.25-
416-48000-310	Other Professional Services	275.05	.00	.00	.00
416-48000-437	Miscellaneous	199,087.50	.00	.00	.00
416-48000-530	Capital-Other Improvements	620,114.50	.00	.00	.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
	Total 2019 DOWNTOWN PROJECT:	950,065.36	.00	467.25	467.25-
	Net Total 2019 DOWNTOWN PROJECT:	950,065.36-	.00	467.25-	467.25
2020 STREET/UTIL IMPROVE PROJ					
417-48000-303	Engineering Fees	525,378.45	.00	4,259.00	4,259.00-
417-48000-352	General Notices and Pub Info	489.46	.00	.00	.00
417-48000-530	Capital-Other Improvements	2,236,774.62	.00	.00	.00
	Total 2020 STREET/UTIL IMPROVE PROJ:	2,762,642.53	.00	4,259.00	4,259.00-
	Net Total 2020 STREET/UTIL IMPROVE PROJ:	2,762,642.53-	.00	4,259.00-	4,259.00
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	.00	.00	.00
505-46500-439	TIF Payments	61,638.38	.00	146.00	146.00-
	Total TIF 1-9 LEVAN:	62,638.38	.00	146.00	146.00-
	Net Total TIF 1-9 LEVAN:	62,638.38-	.00	146.00-	146.00
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	.00	.00	.00
506-46500-439	TIF Payments	7,063.00	7,500.00	3,374.00	4,126.00
	Total TIF DOWNTOWN REDEVELOPMENT:	8,063.00	7,500.00	3,374.00	4,126.00
	Net Total TIF DOWNTOWN REDEVELOPMENT:	8,063.00-	7,500.00-	3,374.00-	4,126.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	51,290.07	53,663.79	14,634.12	39,029.67
601-49400-102	Full-Time Employees Overtime	1,556.17	6,500.00	1,443.03	5,056.97
601-49400-120	CENTRAL PENSION FUND	.00	998.40	268.80	729.60
601-49400-121	PERA	3,942.83	4,512.29	1,198.29	3,314.00
601-49400-122	FICA	4,021.68	4,602.53	1,222.26	3,380.27
601-49400-131	Employer Paid Health	14,280.27	14,637.00	4,005.39	10,631.61
601-49400-151	Worker s Comp Insurance Prem	1,226.47	1,575.00	1,056.97	518.03
601-49400-201	Office Supplies(paper-pens-et)	4,166.74	3,500.00	844.61	2,655.39
601-49400-212	Motor Fuels-Gas	125.14	750.00	42.27	707.73
601-49400-217	Other Operating Supplies	12,502.77	10,000.00	925.85	9,074.15
601-49400-221	Repair/Maint -WELLS	2,980.26	30,000.00	411.67	29,588.33
601-49400-223	Repair/Maintain - Building	1,094.18	500.00	.00	500.00
601-49400-228	Repair-Water Main Repairs	13,173.51	30,000.00	5,470.29	24,529.71
601-49400-229	Refunds	1,307.68	500.00	1,030.00	530.00-
601-49400-303	Engineering Fees	.00	10,000.00	.00	10,000.00
601-49400-309	Software and Design	.00	5,000.00	.00	5,000.00
601-49400-310	Other Professional Services	17,861.70	17,000.00	6,063.68	10,936.32
601-49400-322	Postage	492.60	100.00	.00	100.00
601-49400-331	Meetings-Conferences (mtgs/mi)	.00	1,500.00	521.18	978.82
601-49400-343	Advertising	327.50	400.00	.00	400.00
601-49400-362	Property - Casualty Ins (Auto)	6,999.95	7,210.00	.00	7,210.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
601-49400-381	Electric Utilities	34,628.60	43,700.00	10,197.00	33,503.00
601-49400-401	Contractual Services	3,595.01	1,500.00	926.10	573.90
601-49400-406	SAFETY	94.19	1,200.00	.00	1,200.00
601-49400-417	Uniforms	596.60	600.00	119.97	480.03
601-49400-420	Depreciation	.00	90,000.00	.00	90,000.00
601-49400-433	Dues and Subscriptions	378.00	1,500.00	.00	1,500.00
601-49400-434	Sales Tax Paid	.35	250.00	1.36-	251.36
601-49400-437	Miscellaneous	.50	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	.00	85,000.00	1,939.70	83,060.30
601-49400-580	Computers & Technology	4,066.72	4,500.00	.00	4,500.00
601-49400-601	Debt Srv Bond Principal	77,000.00	194,000.00	115,000.00	79,000.00
601-49400-611	Bond Interest	6,827.46	33,031.00	19,479.50	13,551.50
601-49400-700	Transfers Out	436,154.47	50,000.00	.00	50,000.00
	Total Water Utilities (GENERAL):	700,691.42	708,430.01	186,799.32	521,630.69
	Net Total WATER FUND:	700,691.42-	708,430.01-	186,799.32-	521,630.69-
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	54,947.46	57,342.89	15,886.43	41,456.46
602-49450-102	Full-Time Employees Overtime	4,956.49	6,500.00	2,718.55	3,781.45
602-49450-120	CENTRAL PENSION FUND	.00	998.40	268.80	729.60
602-49450-121	PERA	4,472.16	4,788.22	1,387.87	3,400.35
602-49450-122	FICA	4,561.69	4,883.99	1,415.64	3,468.35
602-49450-131	Employer Paid Health	24,422.94	14,637.00	4,010.64	10,626.36
602-49450-201	Office Supplies(paper-pens-et)	2,737.32	3,000.00	542.22	2,457.78
602-49450-212	Motor Fuels-Gas	.00	250.00	.00	250.00
602-49450-217	Other Operating Supplies	601.72	6,500.00	2.40	6,497.60
602-49450-221	Repair/Maint - Equipment	18,954.38	16,000.00	5.46	15,994.54
602-49450-228	Repair/Maintain - Other	64,844.61	25,000.00	.00	25,000.00
602-49450-229	Refunds	1,000.00	500.00	1,000.00	500.00-
602-49450-303	Engineering Fees	.00	4,000.00	.00	4,000.00
602-49450-310	Other Professional Services	473.85	750.00	31.07	718.93
602-49450-322	Postage	84.19	100.00	.00	100.00
602-49450-331	Meetings-Conferences (mtgs/mi)	567.63	1,500.00	.00	1,500.00
602-49450-362	Property - Casualty Ins (Auto)	4,836.33	4,981.00	.00	4,981.00
602-49450-381	Electric Utilities	5,743.25	9,660.00	2,124.00	7,536.00
602-49450-383	Gas Utilities	457.37	950.00	98.37	851.63
602-49450-385	Sewer Plv-Elgin Sewer District	780,574.14	787,000.00	.00	787,000.00
602-49450-417	UNIFORM	240.87	600.00	.00	600.00
602-49450-420	Depreciation	.00	14,000.00	.00	14,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-601	Debt Srv Bond Principal	44,000.00	115,000.00	115,000.00	.00
602-49450-611	Bond Interest	1,210.00	28,130.00	17,029.25	11,100.75
602-49450-700	Transfers Out	436,154.46	50,000.00	.00	50,000.00
	Total Sewer (GENERAL):	1,455,840.86	1,157,571.50	161,520.70	996,050.80
	Net Total SEWER FUND:	1,455,840.86-	1,157,571.50-	161,520.70-	996,050.80-
Liquor Store (GENERAL)					
609-49750-101	Full-Time Employees Regular	68,694.79	.00	.00	.00
609-49750-102	Full-Time Employees Overtime	1,410.43	.00	.00	.00
609-49750-103	Part-Time Employees	30,736.68	.00	.00	.00

Account Number	Account Title	2020-20 Prior year Actual	2021-21 Current year Budget	2021-21 Current year Actual	2021-21 Budget Remaining
609-49750-121	PERA	6,930.08	.00	.00	.00
609-49750-122	FICA	7,885.48	.00	.00	.00
609-49750-131	Employer Paid Health	8,934.35	.00	.00	.00
609-49750-151	Worker s Comp Insurance Prem	7,741.33	.00	.00	.00
609-49750-201	Office Supplies(paper-pens-et)	122.92	.00	.00	.00
609-49750-211	Operating Supplies - Cleaning	750.70	.00	.00	.00
609-49750-214	Liquor Store Bar Supply	9,605.02	.00	.00	.00
609-49750-217	Other Operating Supplies	966.36	.00	.00	.00
609-49750-221	Repair/Maint - Equipment	936.30	.00	.00	.00
609-49750-223	Repair/Maintain - Building	10,416.30	.00	.00	.00
609-49750-251	Merchandise Resale - Liquor	134,435.60	.00	.00	.00
609-49750-252	Merchandise Resale - Beer	349,005.97	.00	.00	.00
609-49750-259	Merchandise For Resale - Other	4,965.39	.00	.00	.00
609-49750-310	Other Professional Services	4,653.68	.00	.00	.00
609-49750-311	Video Technology/Security	414.40	.00	.00	.00
609-49750-321	Communications	2,961.30	.00	.00	.00
609-49750-322	Postage	140.19	.00	.00	.00
609-49750-331	Meetings-Conferences (mtgs/mi)	44.23	.00	.00	.00
609-49750-343	Advertising	2,989.81	.00	.00	.00
609-49750-348	Program Expense	4,864.70	.00	.00	.00
609-49750-362	Property - Casualty Ins (Auto)	4,454.50	.00	.00	.00
609-49750-381	Electric Utilities	6,985.00	.00	.00	.00
609-49750-383	Gas Utilities	1,155.74	.00	.00	.00
609-49750-384	Garbage Service	7,622.73	.00	.00	.00
609-49750-406	Safety	294.44	.00	.00	.00
609-49750-432	Uncollectible Checks	26.35	.00	.00	.00
609-49750-434	Sales Tax Paid	12,323.45	.00	.00	.00
609-49750-437	Miscellaneous	1,073.94	.00	.00	.00
609-49750-443	Credit Card Merchant Fees	13,267.48	.00	.00	.00
609-49750-450	ATM WITHDRAWALS	67,082.74	.00	.00	.00
609-49750-580	Computers & Technology	2,624.87	.00	.00	.00
Total Liquor Store (GENERAL):		776,517.25	.00	.00	.00
Net Total MUNICIPAL LIQUOR FUND:		776,517.25-	.00	.00	.00
Net Grand Totals:		11,987,293.09-	5,213,947.51-	1,133,060.65-	4,080,886.86-

PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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

Executive Summary

City Council Meeting: April 13th, 2021

AGENDA ITEM:	**AGENDA SECTION:**
PREPARED BY: Jason Timm, Chief of Police	**AGENDA NO.**
ATTACHMENTS: March Activity Summary Report	**APPROVED BY:**
RECOMMENDED ACTION: Information only	

SUMMARY

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

Meeting/Training

- Weekly on-line training for continuing Ed. Credits on PATROL.
- Re-wrote Use of Force lesson plan in accordance with new state mandates.
- Mandated Annual Use of Force Training completed.
- Planning spring weapons qualification for end of month / early May.

Misc. Activity

- Our staff was COVID free in March.
- Our new squad is now in service. We are currently installing the new squad computers.
- Working on adding local ordinances into the E-Charge system.
- Working on city ordinance enforcement updates and wording.
- Calls-per-service continue to be steady.
- We converted the evidence room into an office space for the sergeant/investigator. The prior investigations office in the new addition was converted into a evidence room. All work (carpet, painting and running wires) was completed by office staff.

The following are the March calls per service as it compares to 1 year ago.

March Call Activity	2021	2020
9-11 Hang-Ups	0	0
Alarms	3	2
All other	0	0
Animal Complaints	2	2
Assault	3	0
Assist Other Department	14	14
Attempt to Locate	0	1
ATV & Curfew Violations	0	0
Burglary	1	0
Child Custody Exchange	1	0
Civil Matter	5	3
Curfew Violation	0	0
Damage to Property	1	1
DANCO Violation	0	0
Disorderly Conduct	1	1
Domestics	2	2
Driving Complaints	2	4
Driving Under the Influence	0	0
Drugs All Types	2	1
Escort	0	0
Fire Calls	1	1
Fireworks	0	0
Found Property	1	0
Fraud	5	0
Funeral Assist	2	4
Gun Permit	6	0
Harassment/Threats	3	2
Littering	2	0
Lost Property	0	0
Medical Calls	19	21
Misc. Information	11	1
Motorist Assists	3	1
Noise Complaints	3	1
OFP/HRO Violation	0	0
Ordinance Violation	5	0
Parking Complaints/Violations	4	0
Permit	14	0
POR	0	0
Public Assists	10	12
School Incident Report	1	0
Security Check	12	0
Sex Offense	1	0
Snow Removal	11	0
Sudden Death	0	2
Suspicious Activity	9	8
Theft Offenses	1	1
Tobacco Violation	0	0
Traffic Crashes/Violations/VOR	104	22

Trespassing	0	0
Vulnerable Adults	0	0
Warrants All	2	0
Welfare Checks	5	0
Worthless Checks	0	0
TOTAL CALLS	**274**	**107**

CITY OF PLAINVIEW
PUBLIC WORKS DIRECTOR REPORT

Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of March. We averaged as a city 286,000 gallons per day. The highest being 480,000 gallons and the lowest being 204,000 gallons. We pumped 8,884,000 total gallons for the month.
- Meters were read on the 1st of the month.
- As part of the Gopher One call before you dig, we had 17 locates.
- We are continuing to work with Minnesota Energy on the water main break we had last month.
- We have started the large water meter replacement process. We have 6 endpoints in to test the system and as soon as we get the go ahead, we will order meters and begin the installation process. We plan to install 300 new meters this year and will do the same for the next 4 years, until they are complete.
- We flushed all the dead end hydrants.
- We had a call that a resident had water coming into their basement, after further investigation, the break was on the city side of the water service and the necessary repairs have been made and the basement has been cleaned up.

Sewer

- We met with Roto Rooter and they are going to begin their work in April. This is to complete the job they started last year.

Streets

- We had one snow event that required us to plow for the month of March.
- We have met With Brian Malm (Bolton&Menk) to go over 2021 street maintenance.
- We have begun to sweep streets and City parking lots.
- We have been filling potholes as they appear. This will continue as needed.

Parks

- Parks and Trails commission met on the 2nd of the month. They have voted to move the meeting from the first Tuesday to the fourth Tuesday of each month due to conflict with planning and zoning meetings.
- We are currently receiving bids to replace the post on the pavilion at Eastwood Park.
- We did our annual inspection of the park equipment.
- We installed the baseball fence at Eckstein for the school's upcoming season.

Pool

- Rahman Heating has begun to install the heaters.
- Online registration will begin April 19th.

Trees

- We have been trimming trees overhanging the streets that hit our trucks and our equipment. This will continue as needed.
- We are getting quotes to have the stumps ground from all the trees we had removed.

Respectfully,
Shane Loftus
Public Works Director

PARKS & TRAILS COMMISSION
Meeting Minutes

Tuesday, March 2, 2021, at 6:00 P.M.
Public Works Building, 230 10th St SW, Plainview, MN 55964

The Plainview Parks & Trails Commission meeting was called to order at 6:00 pm on March 2, 2021. Commissioners in attendance: John Curtiss, Jason Hall, Beau Hebert, Ben Jacobs, Carrie Klassen, and Marlene Young. Absent: Jenny Schneider. Staff in attendance: Shane Loftus.

Motion was made by the commission members to approve the February 2, 2021 meeting minutes. Passed. 6/0.

The commission welcomed John Curtiss as a new member. Introductions were made by members present.

Hebert provided a follow up to last month's discussion on the need for use of Robert's Rules for the commission meetings. It was approved by the City Administrator, David Todd, that the commission could follow less formal standards.

Loftus gave a Public Works update.

- The ice rink has closed due to the warmer weather. No further information is available yet regarding a liner for next year.
- An order has been placed with a local gentleman that is donating trees to the city. The plan is to have the trees by the week of April 19th, in time for Earth Day. Volunteers will plant the trees on April 24th.
- Mass registration for the pool is all being done online this year.
- Lifeguards have been interviewed and are waiting on City Council approval.

Loftus informed the commission about a plan to create a gravel bed tree nursery by the Public Works building. The plan is to have this project funded by a grant through the Blandin Leadership Foundation. Loftus and Curtiss both attended the Blandin Community Leadership training, and through their participation they can apply for a $5,000 grant to fund a project to help the community. The gravel tree bed nursery would be used to plant trees to replace some of the Ash trees that have recently been removed.

Loftus gave an update on the Eckstein Field lights. He has reviewed the DNR grant application. He is waiting on some final bids to provide to Mayor Luckstein for the application to be submitted. Young gave an update on applying for a grant through the Plainview Area Foundation. She spoke with Foundation member, Dick Zabel. Zabel informed her that the Foundation will be taking applications due May 1st for grants. Zabel also mentioned the possibility of applying for a grant from People's Energy Coop through their Operation Round Up program. Applications are taken on a quarterly basis with the next deadline being March 20th.

Hebert gave a follow-up on the Peace Corps Memorial proposal at Trail Head Park. He attended the last American Legion meeting with Andy Masterpole to present a redesign of the original proposed memorial project. Based on the redesign, the Veterans have requested design proposals from Andy to possibly redesign the current Veteran's memorial. The Legion is looking at ways to fundraise to fund a redesign. Jacobs informed the commission that City Council received a letter from a concerned citizen regarding the proposed project.

Hebert shared that there is a local group that wants to work with the city to create safe routes to school. Loftus shared that the city previously received grants that were used to do the sidewalks that now go from the Orchard Hills area and all the way up to 4^{th} St SW to connect with sidewalks to the school.

Due to conflicts with other local meetings, the commission has proposed changing the meetings from the first Tuesday of each month to the 4^{th} Tuesday. Loftus will discuss this change with City Administrator, David Todd.

Meeting adjourned at 6:50 p.m.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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MEMORANDUM

Date: March 8, 2021

To: David Todd, City Administrator

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

Subject: Current Projects Update
City of Plainview
Project No.: 0H1.123353

2020 Improvement Project

Alcon Construction has begun work on punch list items for this project. We have yet to receive a schedule for the final wearing course paving. Final completion date per the contract is June 18, 2021, at which time all work, including punch list items, must be complete.

Orchard Hills 7th Subdivision

The re-zoning request and preliminary plat for this project was approved at the February Council meeting. We have reviewed the final plat and plans and specifications and provided comments to the developer's engineer. They are working on revisions. We are also working with the City Attorney on the draft development agreement for the project. Once these items are completed, the final plat will go to planning commission and then City Council for approval.

Marshman Addition

We have been working with City Staff, City Attorney, the developer, and his engineer to negotiate the development agreement for the project. This is a separate agenda item for the Council meeting.

Local Road Improvement Program (LRIP) Grant Application

The applications for funding for the Local Road Improvement Program (LRIP) for two projects; 2nd Avenue NW from TH 42 to CR 8 (10th Street NW), and 2nd Avenue SW from TH 42 to CR 8 (9th Street SW) were submitted on March 2nd. Due to the large number of applicants this year, corresponding with the large increase in available funding, MnDOT now expects grant award announcements to be made in June.

Dog Park Plan

As requested at the last Council meeting, we have prepared a proposal and work order for site evaluation and concept planning for the Council's consideration.

Sidewalk/Trail Plan

We have begun work on this project, beginning with data collection and mapping. A City staff kickoff meeting is currently being scheduled.

2021 Street Maintenance Project

We are working with Public Works Director Shane Loftus to develop a plan for 2021 street maintenance projects, which will include crack sealing and chip sealing. We are preparing to send out a bid package and expect to have bids back for Council consideration at the May meeting.

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

Director's Report: April 2021

COVID-19 Service Model:

- Hours: 10-6 Monday through Friday, and 10-1 on Saturdays (this is an increase of 5 services hours over last month)
- Masks Required: Patrons who are unable have the option to visit outside of open hours
- Distanced Service Options: Front entry pick-up and 2 self-check options
- Staff: Daily health screen, Masks, and Maintaining social distance

Library Assistant Position: A hire process is in progress for the Library Assistant position. Interviews will occur the week of April 12, and I am optimistic that we will have a hire recommendation for the Library Board meeting on April 20.

Programming & Outreach Librarian Position: At their March meeting, the Library Board created a new position and approved Meg Curtiss to fill it. We are hearing from the public that they value intergenerational activities, so we are expanding the programming responsibilities currently associated with the Children's Librarian position to be inclusive of all ages. Responsibilities will also include seeking out ways to reach community members who we do not currently serve.

Library Services Survey: We have put out a survey to determine satisfaction with library services. It has been 1 year since we began making changes due to COVID-19, and it is time to start assessing how things went (and are going). Survey links were shared in our library newsletter, our website, and on Facebook. Patrons are also receiving a paper version when they check out through the month of April. We encourage all area residents (library users or not) to help us shape the library's future.

Goals 2021: As a part of our goals for 2021, we committed to updating documentation. So far, we have updated the library's bylaws and reviewed all job descriptions. Next, we will begin working on library policies.

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

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
March 2021	2777 Items	27	103 Items
February 2021	2507 Items	24	104 Items
January 2021	2405 Items	23	105 Items
December 2020	2353 Items	23	102 Items
November 2020	2234 Items	21	106 Items
October 2020	2742 Items	27	102 Items
September 2020	2787 Items	24	116 Items
August 2020	2534 Items	21	121 Items
July 2020	2678 Items	22	122 Items
June 2020	2667 Items	22	121 Items
May 2020	1559 Items	20	78 Items
April 2020	1359 Items	8	170 Items

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

Respectfully Submitted,
Alice L. Henderson

Plainview Public Library Board of Trustees
Tuesday February 16, 2021 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Missy McRay, Paul Eidenschink, Amy Appel, Adam Feils
Staff: Alice Henderson
City Council Member: Lindsay Hammer-Bartley

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

A motion was made by Miranda and seconded by Missy to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Amy and seconded by Missy to approve the consent agenda as follows:
- Board Minutes 1/19/2021
- Director's Report
- Plainview Volunteer League Report
- Acknowledgement of Donations
    - Kent and Bea Harrington
    - Bruce Kreofsky and Sons, Inc
    - Gloria Cavaganetto

Payment of Bills
A motion was made by Missy and seconded by Paul to approve the Payables by Payee in the amount of $5,798.90. Motion carried unanimously via roll call vote.

Unfinished Business

New Business
A. Approve 2020 Minnesota Public Library Annual Report: A motion was made by Amy and seconded by Missy to authorize President Youlonda to sign the 2020 Annual Report for the Minnesota Department of Education. Motion carried unanimously via roll call vote.
B. Bylaws Amendment-First Reading: Discussion and questions on first review of bylaws update.
C. Approve signing the SELCO Public Library Membership Agreement: A motion was made by Missy and seconded by Miranda to authorize President Youlonda to sign the SELCO Public Library Membership Agreement. Motion carried unanimously via roll call vote.

Next meeting is set for March 16, 2021.

Motion to adjourn was made by Youlonda and seconded by Missy at 7:11 PM. Motion carried unanimously via roll call vote.

Respectfully submitted,
Miranda Muller

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Special Meeting: April 13, 2021

AGENDA ITEM:	Development Agreement Marshman Addition	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO.**
ATTACHMENTS:	Resolution 2021-08; Development Agreement	**APPROVED BY: DT**
RECOMMENDED ACTION: **Motion** to approve resolution 2021-08 Development Agreement between the City and Lucas Marshman		

SUMMARY

Lucas Marshman ("Applicant") has made application to the City of Plainview for a subdivision to be named Marshman Addition located in the east portion of the city. The request by the applicant is for 4 single-family lots. The lot sizes will be between 10,970 square feet and 14,500 square feet with a range of lot widths (street frontage) between 74 feet and 90 feet. The overall density for the development will be just over 3.4 homes per acre. As detailed below and further within this report, the applicant will adhere to R2 zoning designation standards.

At the Planning Commission meeting on March 2nd, 2021, the final plat was reviewed and the Commission, by a vote of 3-0-1, forwarded it to City Council recommending approval, contingent on a development agreement between the City and the developer.

During the negotiations for the development agreement, there were a few issues that were subsequently resolved by staff prior to Council approval: City Code 623.18 requires a two-year warranty by the developer—Council could waive this requirement as the developer is seeking a one-year warranty period. Staff is recommending a one-year warranty period due to the small size of the development. Language regarding parkland dedication should be removed; staff in agreeable to relieve the developer of parkland dedication due to the small size of the development. Language in the contract regarding sidewalks to be installed by the developer by October of 2023 is a drop-dead date provided that the homebuilder installs them as homes are built. Lastly, security for the project (letter of credit or escrow) was computed with sidewalks included in the computation. Staff is recommending that the sidewalks remain within the security agreement as that agreement can be drawn down as improvements are made. Council can approve this development agreement between the developer and the City.

Respectfully,

David Todd
City Administrator

(reserved for recording information)

DEVELOPMENT AGREEMENT

(Developer Installed Improvements)

MARSHMAN ADDITION

AGREEMENT (the "Agreement") dated _____________________, 2021, by and between the **CITY OF PLAINVIEW**, a municipal corporation under the laws of the State of Minnesota, with its principal office located at 241 West Broadway, Plainview, MN 55964 (the "City"); and Building Design Systems LLC, limited liability company organized under the laws of the State of Minnesota, with a primary address at 840 4th Avenue NW, Plainview, MN 55964 (the "Developer"); (collectively the "parties").

RECITALS:

WHEREAS, the Developer is the fee owner of a parcel of real property located in the City of Plainview, Wabasha County, Minnesota, which is legally described in Exhibit A, which is attached hereto and incorporated herein by reference, (the "Development Property"); and

WHEREAS, the Developer has requested and received approval by the City of a Final Plat for Marshman Addition (referred to herein as the "plat"); and

WHEREAS, the Developer proposes a project consisting of 4 single-residential lots and associated public improvements on the Development Property, including but not limited to, storm sewer, sump pump services, sidewalks, grading and erosion control facilities and other improvements (the "Project"); and

WHEREAS**,** the Developer and the City, desire to enter into this Agreement in satisfaction of applicable City requirements and to set out the undertakings and obligations of each party from this point forward with respect to the Project and with respect to the City Approval Process, all as required by the City's Code of Ordinances (the "Code").

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the parties hereto, each does hereby covenant and agree with the other as follows:

1. **REQUEST FOR PLAT APPROVAL.** The Developer has sought and received Final Plat approval for the Marshman Addition Final Plat (referred to in this Agreement as the "plat"). The platted land is situated in the County of Wabasha, State of Minnesota. The Developer is seeking to develop the plat, the Development Property, for the purpose stated above.
2. **CONDITIONS OF PLAT APPROVAL.** The City has approved the plat on the condition that the Developer enter into this Agreement, furnishes the security required by it, records the plat with the County Recorder or Registrar of Titles within 60 days after the City Council approves the Final Plat, and submits evidence of recording the plat to the City within 60 days after the date of recording.
3. **RIGHT TO PROCEED/CONDITIONS PRECEDENT.** Unless separate written approval has been given by the City, within the Development Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings within the Development Property until all of the following conditions have been satisfied:
    a. This Agreement has been fully executed by both parties and filed with the City Clerk. This Agreement shall be recorded by the Developer within 60 days following execution hereof;
    b. The necessary security has been received by the City;
    c. The plat will be recorded with the County Recorder's Office, pursuant to the terms of plat approval;

d. The site plan for the project on the Development Property and the plans and specifications for the Improvements related thereto have been approved by the City Engineer with such conditions as required by the City Code;

e. The construction plans and other such plans as required by the City have been approved by the City Engineer;

f. A certificate of public liability and property damage insurance as described in this Agreement has been filed with the City Clerk; and

g. The City Engineer has issued a letter that all conditions have been satisfied and that the Developer may proceed.

4. **CHANGES IN OFFICIAL CONTROLS.** For two (2) years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved final plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent permitted by state law, the City may require that any future development of the Development Property comply with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Agreement.

5. **DEVELOPMENT PLANS.** The plat shall be developed in accordance with the following plans where applicable. The plans shall not be attached to this Agreement. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are:

a. Plan A - Plat

b. Plan B - Final Site, Grading, Utility, Drainage and Erosion Control Plan

The foregoing plans and specifications shall be prepared by a competent licensed professional engineer engaged by the Developer and shall be subject to the City's review and approval. The required Improvements below shall be installed in accordance with the City approved plans for such improvements and the policies, rules, regulations, standards and ordinances of the City. No work shall commence on the Project or the required Improvements until the Developer obtains City approval of the plans and specifications for the improvements.

6. **IMPROVEMENTS.**

   a. The Developer shall construct and install, at its sole cost and expense and subject to the terms and conditions contained herein, the following public or private improvements (the "public improvements" or "Improvements") in compliance with City approved plans and specifications prepared in accordance with all policies, rules, regulations, standards, specifications and ordinances of the City and as shown on the final construction plans and summarized below:

      i. Storm sewer improvements
      ii. Sidewalks
      iii. Sump Pump Services
      iv. Grading, Drainage and Erosion Control

   b. The Improvements shall be constructed and installed in accordance with the latest versions in place at the time of this Agreement of the City Code, zoning ordinance and subdivision regulations, City standard specifications for utilities and street construction, and the City's engineering guidelines and standard detail plates, as applicable. The Developer shall submit plans and specifications that have been prepared by a competent licensed professional engineer to the City for approval by the City Engineer. The City will provide field inspection and materials testing personnel, at the Developers expense, to assure an acceptable level of quality control for the construction of all public improvements and certify that the construction work meets the City's requirements, specifications, standards and approved plans. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors and City Engineer to the extent applicable to comply with the approved plans and specifications, or applicable City Code or statutes for which the City inspectors have jurisdiction. The Developer or the Developer's engineer shall provide for project management during construction of the Improvements. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. As required by the City, the Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at City Hall, or another location acceptable to the City, with all parties concerned, including the City staff, to review the program for the construction work.

c. All labor and work shall be done and performed in the best and most workmanlike manner and in strict conformance with the approved plans and specifications. No deviations from the approved plans and specifications will be permitted unless approved in writing by the City Engineer, which approval shall not be unreasonably withheld. The Developer agrees to furnish to the City a list of contractors being considered for retention by the Developer for the performance of the work required by this Agreement. If applicable, the contractor(s) shall have experience in the installation of municipal water, sanitary sewer, and storm sewer, and street construction; shall demonstrate the successful completion of at least three such installations and municipal acceptance thereof; and shall be able to obtain the requisite performance and payment bonds for the purchase and installation of the minimum Improvements required hereby. The Developer shall not do any work or furnish any materials not covered by the plans and specifications and special conditions of this Agreement, for which reimbursement is expected from the City, unless such work is first ordered in writing by the City Engineer as provided in the plans and specifications.

d. The Developer shall replace or repair any damage or destruction to any property or improvements located on County or City land or in County or City streets, boulevards and rights-of-way, or adjacent private property not owned by Developer, caused by Developer, or its contractors and subcontractors, during the construction of the required Improvements and the Project. Any contaminated soils encountered during the construction of the Improvements and development on the Development Property shall be addressed as set forth in a Response Action Plan to be approved by the Minnesota Pollution Control Agency (MPCA) or other applicable agency having jurisdiction.

e. The Developer shall be solely responsible for the costs of constructing the required Improvements. The costs of constructing the Improvements shall include the actual construction costs, the actual engineering, administration and any legal costs related thereto, and all other costs relating to the construction of the Improvements. The engineering, administration and legal costs shall include the actual outside construction engineering assistance costs and the legal costs.

f. If this Agreement is terminated for any reason the City shall have no obligation to construct the Project or Improvements.

7. **CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.** The Developer shall pay a fee for City engineering administration. City engineering administration will include monitoring of construction observation, consultation with Developer and the Developer's engineer on status or problems regarding the Project, coordination for final inspection and acceptance, Project monitoring during the warranty period, and processing of requests for reduction in security. Fees for administration services shall be:

ESTIMATED COST OF PROPOSED IMPROVEMENTS	**CITY ADMINISTRATIVE COST**
Up to $150,000	3.0 percent (Minimum $500.00)
$150,000 to $300,000	2.5 percent
Over $300,000	2.0 percent

The Developer shall also deposit seven percent (7%) of the estimated construction cost to pay for construction observation and materials testing performed by the City's in-house engineering staff or consulting engineer. This deposit is estimated to be $4,700. If the City's costs exceed the deposit, the Developer agrees to reimburse the City within 30 days of billing. Should the costs be less than the amount of the deposit, upon completion of the Improvement's, the amount of the remaining deposit shall be returned to the Developer. The Developer shall deposit the full construction observation fees with the City at the time of final plat approval or approval of this agreement. No construction of public improvements will be authorized until the construction observation fees have been paid to the City.

8. **CONTRACTORS/SUBCONTRACTORS.** City Council members, City employees, and City Planning Commission members, and corporations, partnerships, and other entities in which such individuals have greater than a 25% ownership interest or in which they are an officer or director may not act as contractors or subcontractors for the public improvements identified in this Agreement.

9. **PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary and required permits for the Project from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDOH), and all other agencies and governmental authorities with jurisdiction over the Project and the Improvements before proceeding with construction of the Project and the Improvements. Copies of these permits shall be provided to the City Engineer, and may include but are not limited to the following:

    - Minnesota Department of Health for Watermains
    - MN/DOT for State Highway Access
    - County Road Access and Work in County Road Right-of-Way
    - NPDES Permit for Stormwater Management
    - MPCA for Sanitary Sewer Extensions/Connections and Hazardous Material Removal and Disposal
    - Wetlands permits as applicable
    - DNR for Dewatering
    - City of Plainview for Building Permits

    The Developer or its engineer shall schedule a pre-construction meeting for the required Improvements with all the parties concerned, including City staff, to review the program for the construction work.

10. **TIME OF PERFORMANCE.** Except as otherwise provided in this Agreement, the Developer shall install all required improvements and other work required by this Agreement by December 31, 2021, with the exception of construction of sidewalks. Sidewalks along 8th Street NE shall be installed

for the full width of any undeveloped lots no later than October 31, 2023. Sidewalk along County State Aid Highway 8 shall be constructed at the time of the development of private improvements on Lot 1.

11. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with this Agreement, the Project and Improvements and plat development, as applicable. The license shall expire upon the acceptance by the City of the Improvements. The City shall thereafter have the right to enter the Property to perform inspections as authorized by City Code.

12. **CONSTRUCTION ACCESS.** Construction traffic access and egress for construction of the Project and Improvements is restricted to 8th Street NE and E. Broadway Avenue (CSAH 8). No construction traffic is permitted on the adjacent local streets other than identified herein.

13. **GRADING PLAN.** The Development Property shall be graded in accordance with the approved grading and erosion control plan. The plan shall conform to City of Plainview requirements and specifications, City Code and applicable law. Within thirty (30) days after completion of the grading, the Developer shall provide the City with a certificate of survey/record grading plan certified by a licensed land surveyor or engineer that the grading has been completed in accordance with the approved grading plan and that all ponds, swales, and ditches have been constructed on public easements or land owned by the City. The certificate of survey/"record" plan shall include information as required in the Grading section of the City of Planview's Record Drawing Requirements.

    The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as constructed survey) of the Development Property after site grading is complete. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan within the tolerances listed in the Grading section of the City of Plainview's Record Drawing Requirements.

14. **EROSION AND SEDIMENT CONTROL.** Prior to initiating site grading, the Stormwater Pollution Prevention Plan (SWPPP) shall be prepared by the Developer's licensed professional engineer and approved by the City Engineer. The SWPPP shall be implemented by the Developer and inspected and approved by the City Engineer. Erosion and sediment control practices must comply with the Minnesota Pollution Control Agency's (MPCA) Best Management Practices and applicable MPCA NPDES Construction Stormwater Permit requirements for construction activities and the Developer's SWPPP. If the proposed development does not require a MPCA NPDES Construction Stormwater Permit, an erosion and sediment control plan shall be prepared by the Devloper's licensed professional engineer and approved by the City Engineer. The approved erosion and sediment control plan shall then serve as the SWPPP for the development. The City may impose additional erosion and sediment control requirements if they would be beneficial in the City's judgment. All areas disturbed by the excavation and backfilling operations shall be reseeded within 48 hours after the completion of the work or in an area that is inactive for more than fourteen (14) days unless otherwise required by the SWPPP or the MPCA NPDES Construction Stormwater Permit and authorized and approved by the City Engineer. Except as otherwise provided in the SWPPP, seed shall be in accordance with the City's current seeding specifications. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the SWPPP or supplementary instructions received from the City Engineer, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not reimburse the City for any cost the City incurred for such work, the City may draw down the letter of credit or any other security required herein to pay any costs. No development, utility or street construction will be allowed and no building permits will be issued unless the plat and Project plans for the Development Property, as applicable, are in full compliance with the approved erosion control plan.

15. **PARKLAND DEDICATION.** The Developer shall not be required to pay fees for parkland dedication.

16. **STREET ACCESS DURING CONSTRUCTION AND SIDEWALKS.** The Developer shall at all times be responsible to keep all streets open and accessible to the general public through the use of temporary traffic control measures in accordance with Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) requirements. In the event hazards are created in public streets due to construction of the Improvements, warning signs shall be placed in any location hazards develop, and such warning signs shall prevent the public from traveling on same and directing attention to detours. If and when streets become impassable, such streets shall be barricaded and closed. The Developer shall be responsible for keeping streets within and without the subdivision swept clean of dirt and debris that may spill or wash onto the street from Developer's operation. All traffic control plans and devices shall conform to MMUTCD requirements.

17. **OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Agreement and acceptance of Improvements by the City, the Improvements lying within public easements and public rights-of-way shall become City property without further notice or action upon completion and City acceptance thereof. Prior to acceptance of the Improvements by the City, the Developer must furnish the following affidavits:

    a. Contractor's Certificate;

    b. Land Surveyor's Certificate; and

    c. Developer's Certificate;

    certifying that all construction has been completed in accordance with the terms of this Agreement. The requisite forms will be furnished by the City of Plainview and are attached hereto as Exhibit B. Upon receipt of the required affidavits, the City Engineer will accept the completed public improvements. Within thirty (30) days after the completion of the Improvements, the Developer shall supply the City with a certificate of survey (as constructed survey) of the Development Property after site grading is complete including a "record" grading plan in AutoCAD, DWG and PDF format. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan within the tolerances listed in the Grading section of the City of Plainview's Record Drawing Requirements. Upon receipt of these documents, and the warranty documents specified in this Agreement, the City Engineer will certify acceptance of the completed public improvements.

18. **SANITARY SEWER AND WATER TRUNK UTILITY CHARGES.** The Developer is not subject to sanitary sewer and water access/availability area charges for the Development Property. The sanitary sewer and water access/availability area charges will be imposed at the time of building permit application, and a building permit shall not be issued by the City until such charges are paid in full. On the date of this Agreement, the sewer access charge and water access charge are $1,000 respectively, per lot.

19. **STORM SEWER.** The Developer shall install or contract for the installation of all public improvements in the Project related to storm sewer improvements, as required by the City in accordance with those plans approved by the City Engineer.

20. **BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.**

    a. Grading, and certain storm sewer improvements shall be installed on all public and private streets and drives prior to issuance of any building permits, adjacent to these lots. No Certificate of Occupancy for each lot within the Development will be issued until the grading, and storm sewer improvements have been installed respective to the lot being developed. Sidewalk construction must be completed prior to issuance of a Certificate of Occupancy.

    b. Breach of the terms of this Agreement by the Developer, including nonpayment of billings from the City within 30 days of the date of an invoice from the City to the Developer, shall be grounds for denial of building permits, including lots sold to third parties, and the halting of all work in the plat or on the Development Property.

c. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, their contractors, subcontractors, materialmen, employees, agents, or third parties. No certificates of occupancy and no sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the public improvements, except sidewalk construction, are accepted by the City Engineer.

21. **UNDERGROUND UTILITIES – PRIVATE.** This section covers those smaller private utilities such as gas, electric, phone, cable, etc.

a. The Developer is responsible for the cost of installing all private utilities of any nature or kind whatsoever.

b. The Developer shall contact the utility companies to coordinate the installation of the utilities. Private utilities shall not be installed until the curb and gutter are completed and backfilled, as applicable. All utilities shall be installed underground or as otherwise approved in writing by the City Engineer.

c. The City Engineer must approve of the final location for all private utilities. Joint trenching of the utilities is strongly encouraged. All utilities must be located in public rights-of-way or within drainage and utility easements.

d. If any conditions set forth in this Agreement conflict with the City's utility franchise agreements, the franchise agreements shall in all cases prevail.

22. **RESPONSIBILITY FOR COSTS.**

a. Except as otherwise specified herein, the Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the grading and development of the Development Property and the construction of the Improvements required by this Agreement, including but not limited to, all costs of persons and entities doing work or furnishing skills, tools, machinery, equipment and materials; insurance premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Plat and the Development Property, as applicable; all Response Action Plans, traffic studies, environmental assessments and/or engineering and other studies and reports; all permits and approvals; and all City's costs incurred pertaining to the inspection and monitoring of the work performed in connection with approval and acceptance of the plat, the Project and the construction of the Improvements and the other work done and improvements constructed on the Development Property or otherwise related to the Project.

b. The City shall not be obligated to pay Developer or any of its agents or contractors for any costs incurred in connection with the construction of the Improvements or the development of the Development Property. Developer agrees to defend, indemnify, and hold the City and its mayor, council members, employees, agents and contractors harmless from any and all claims of whatever kind or nature and for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including reasonable attorneys' fees, which may arise as a result of Plat approval, the Project, this Agreement, the construction of the Improvements (except for the negligence or intentional misconduct of the City with respect to the construction of the Improvements), the development of the Development Property or the acts of Developer, and its employees, agents, contractors or subcontractors, in relationship thereto.

c. The Developer hereby covenants and agrees that Developer will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in any property that is the subject of the Project or this Agreement during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the City's interest, the Developer shall take all steps necessary to see that it is removed within thirty (30) business days of its being filed; provided, however, that the Developer may contest any such lien provided the Developer first posts a surety bond, in favor of and insuring the City, in an amount equal to 125% of the amount of any such lien.

d. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

e. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

f. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within 30 days of the date of the City's invoice to Developer. If Developer fails to pay a required bill, then after providing the Developer with at least fifteen (15) days prior written notice, the City may draw on the Security or alternatively declare the same an event of default, and the City may thereafter assess and certify such unpaid charges to the County Auditor for collection in like manner with property taxes on the Development Property, or the City may take any other actions as may be available under this Agreement, at law, or in equity. Bills not paid within sixty (60) days shall accrue interest at the rate of eight percent (8%) per year.

23. **MISCELLANEOUS.**

a. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of the Development Property.

b. As applicable, in compliance with the Response Action Plan approved by the MPCA for the Development Property, the Developer shall remove and properly dispose of any environmental contamination within the Development Property.

c. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by an engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans or by special conditions referred to in this Agreement shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

d. Appropriate legal documents regarding Homeowner Association documents, covenants and restrictions, as applicable, shall be filed with the City Clerk with the Final Plat.

e. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the Project is completed and the City has accepted the public improvements, liability and property damage insurance covering bodily injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than $500,000 for one person and $1,500,000 for each occurrence; limits for property damage shall be not less than $1,000,000 for each occurrence. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City authorizing the commencement of work on the public and private improvements specified in this Agreement. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.

f. Third parties shall have no recourse against the City or Developer under this Agreement.

g. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

h. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

i. This Agreement shall run with the land and shall be binding upon Developer and its successors and assigns.

j. This Agreement will be recorded against the title to the Development Property within 60 days following execution hereof.

k. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the Development Property and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the Development Property; that there are no unrecorded interests in the Development Property; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

l. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

m. The Developer agrees to comply with all local, state and federal laws, ordinances and regulations applicable to the development of the Development Property and Improvements.

n. The City’s approval of the final plat or this Agreement does not include approval of building permits for any structures to be constructed within the Development Property. The Developer must submit and the City approve building plans prior to the issuance of building permits for structures within the Development Property.

24. **DEVELOPER'S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder or the failure to comply with all terms and conditions of this Agreement, the City may, at its option, take one or more of the following actions:

a. Perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part for collection with the property taxes on the Development Property;

b. Obtain an order from a court of competent jurisdiction requiring Developer to perform its obligations pursuant to the terms and provisions of this Agreement;

c. Obtain an order from a court of competent jurisdiction enjoining the continuation of an event of default;

d. Halt all development work and construction of improvements until such time as the event of default is cured;

e. Withhold the issuance of a building permit or permits or certificates of occupancy and/or prohibit the occupancy of any structure(s) for which permits have been issued until the event of default has been cured;

f. Draw upon and utilize the Security to cover the City's costs to correct the default, the costs to complete any unfinished Project Improvements and/or the costs to enforce this Agreement; or

g. Exercise any other remedies which may be available to it at law or in equity.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an event of default by Developer, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the event of default, whether or not a lawsuit or other action is formally taken.

25. **WARRANTY.** The Developer warrants all Improvements required to be constructed by it pursuant to this Agreement against poor material and faulty workmanship. The warranty period for streets and utilities is one (1) year and shall commence following completion and final written acceptance of the work by the City Engineer. The required warranty period for sod, trees, and landscaping is two growing seasons following installation. The Developer shall post a security in the form of either a) a warranty/maintenance bond for 100% of the cost of the Improvements, or b) a letter of credit or cash escrow for 25% of the amount of the original cost of the Improvements as warranty for the Improvements prior to the City authorizing the commencement of work on the public and private Improvements specified in this Agreement. The retainage from the Project securities identified in this Agreement may also be used to pay for warranty work. The City standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

26. **SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Agreement, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City, at the time of final plat approval or approval of this Development Agreement, as applicable, with either a letter of credit or cash escrow or a combination of cash escrow and a letter of credit, as determined by the City, for 125% of the estimated Improvement costs, in the form attached hereto as Exhibits C and D, as applicable, or a City approved alternate form, from a bank (the "Security") for $59,625. The amount of the Security was calculated as follows:

CONSTRUCTION COSTS:	
Storm Sewer and Sump Pump Service Improvements	$25,500
Grading, Erosion Control, and Turf Establishment	$12,200
Sidewalks	$10,000
TOTAL ESTIMATED CONSTRUCTION COST	**$47,700**
SECURITY ADD-ON	**x 125%**
TOTAL PROJECT SECURITIES REQUIRED:	**$59,625**

This breakdown is for historical reference; it is not a restriction on the use of the Security. The bank shall be subject to the approval of the City Administrator. The Security may be in the form of annually renewable letters of credit. Individual Security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the Security, without notice, for any violation of the terms of this Agreement or if the Security is allowed to lapse prior to the end of the required term by presenting the bank/escrow agent with a written demand or an affidavit signed by the City Administrator or the City Administrator's designee attesting to the City's right to draw down and receive funds under the Security. If the required Improvements are not completed at least thirty (30) days prior to the expiration of the Security, the City may also draw the Security down. If the Security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City Engineer that work has been completed and financial obligations to the City have been satisfied, with City Engineer approval, the Security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as Security until: a) all Improvements have been completed, b) iron monuments for lot corners have been installed, c) all financial obligations to the City have been satisfied, d) the required "record" plans have been received by the City, e) a warranty security is provided as specified herein above, f) the public improvements are accepted by the City Engineer, and g) if required by the City Administrator or Code, a title insurance policy indicating that the improvements are free and clear of any and all liens and encumbrances. The City standard specifications for utilities and street construction outline procedures for Security reductions, and reductions in the Letter of Credit, cash escrow or a combination thereof, shall be considered only after underground utilities are tested and found to be satisfactory and again after the base bituminous layer has been placed.

27. **SUMMARY OF CASH REQUIREMENTS.** The following is a summary of the cash requirements under this Agreement which must be furnished at the time of final plat approval or

approval of this Agreement, as applicable. The Developer shall not proceed with any Improvements until these cash requirements have been paid to the City:

City Base Map Upgrading	$500
City Engineering Construction Observation (7%)	$3,339
City Engineering Administration (3%)	$1,431
City Legal Expenses (0.5%)	$239
TOTAL CASH REQUIREMENTS	**$5,509**

28. **NOTICES.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: 840 4th Avenue NW, Plainview, MN. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Plainview City Hall, 241 West Broadway, Plainview, MN 55964.

29. **CONSTRUCTION MANAGEMENT.** During construction of the Improvements and the Project, the Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood, as follows:

    a. Definition of Construction Area. The limits of the Project Area shall be as shown in the City approved Grading, Drainage and Erosion Control Plan and shall be demarcated with construction fencing approved by the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner.

    b. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and workers must be provided or provisions must be made to have workers park off site and be shuttled to the Project Area. No fill, excavating material or construction materials shall be stored in the public right-of-way.

c. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on weekdays and 9 a.m. and 9 p.m. on weekends or as otherwise provided in City Code.

d. Site Maintenance. Developer shall ensure that its contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the Project shall be removed from the site in a timely fashion and/or upon the request by the City Engineer. After Developer has received at least a forty-eight (48) hour verbal notice, the City may complete or contract to complete the site maintenance work at Developer's expense.

e. Project Identification Signage. Project identification signs shall comply with City Code.

30. **EXPIRATION OF AGREEMENT.** This Agreement shall remain in effect until such time as the Developer shall have fully performed all of its duties and obligations under this Agreement. Upon the written request of the Developer and upon the adoption of a resolution by the City Council finding that the Developer has fully complied with all the terms of this Agreement and finding that the Developer has completed performance of all Developer's duties mandated by this Agreement, the City shall issue to the Developer on behalf of the City an appropriate Certificate of Compliance/Completion. Upon issuance of the Certificate of Compliance/Completion by the City, this Agreement shall terminate.

31. **TERMINATION; CONDITIONS PRECEDENT.**

a. If Developer fails to: a) acquire fee simple title to all of the Development Property, and b) record this Agreement and the Plat in the office of the Wabasha County Recorder, as applicable and as provided herein, within one (1) year after approval of the Final Plat or this Agreement, as applicable, by the City Council, this Agreement shall terminate and the approval of the Plat shall be null and void, subject to the following:

i. All costs, fees and other amounts previously paid to the City in connection with the Plat, the Project Improvements, this Agreement and the Project shall belong to and be retained by the City;

ii. The obligations of the Developer for costs incurred shall survive such termination and continue with respect to unpaid costs, fees and expenses incurred prior to such termination;

iii. The indemnifications of Developer shall survive and continue after such termination; and

iv. The parties shall be released from all other obligations and liabilities under this Agreement not specified above.

b. The City shall have no obligation to construct the Improvements and Developer shall have no right to construct the Improvements or construct the Project on the Development Property unless the Developer acquires fee simple title to the Development Property and records this Agreement and the Plat in the office of the Wabasha County Recorder as required herein within one (1) year after approval of the final Plat by the City Council.

c. In the event of the termination of this Agreement, the parties agree, if requested by the other party, to execute and deliver to the other party a written termination acknowledgment in a form reasonably satisfactory to both parties.

d. Developer's right to construct the Improvements is contingent upon its obtaining a building permit from the City following submission of a complete and valid application for same. Nothing contained in this Agreement shall be construed to contain a covenant, either express or implied, for Developer to close on its purchase of the Development Property, commence the development of the Development Property as set forth herein, or sell or lease homes constructed and located on the Development Property.

32. **ADOPTED BY REFERENCE.** The provisions of the City's Code, Chapter 600 are hereby adopted by reference in their entirety, unless specifically excepted, modified, or varied by the terms of this

Agreement, or by the final plat as approved by the City, as applicable. In the event that a provision of this Agreement is inconsistent with or in conflict with the City's Code, the City Code shall govern.

[Remainder of page left intentionally blank.]

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

BUILDING DESIGN SYSTEMS, LLC:

____
Lucas Marshman, Its Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this ________ day of ______________, 2021, by Lucas Marshman, as Manager of Building Design Systems, LLC.

____
NOTARY PUBLIC

CITY OF PLAINVIEW

BY: ____
Aaron Luckstein, Its Mayor

(SEAL)

AND ____
Carol Kujath, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this ________ day of _______________, 20_____, by Aaron Luckstein and by Carol Kujath, the Mayor and City Clerk of the City of Plainview, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

____
NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

MORTGAGEE CONSENT
TO
DEVELOPMENT AGREEMENT

Foresight Bank of Plainview, which holds a mortgage on the subject Development Property, the development of which is governed by the foregoing Development Agreement, agrees that the Development Agreement shall remain in full force and effect even if it forecloses on its mortgage.

Dated this _____ day of ____________, 2021.

____

____

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of ________________, 20_____, by ____.

____
NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

CONTRACT PURCHASER CONSENT
TO
DEVELOPMENT AGREEMENT

____, which/who has a contract purchaser's interest in all or part of the subject Development Property, the development of which is governed by the foregoing Development Agreement, hereby affirms and consents to the provisions thereof and agrees to be bound by the provisions as the same may apply to that portion of the subject Development Property in which there is a contract purchaser's interest.

Dated this _____ day of ____________, 20_____.

____

____

STATE OF MINNESOTA)
) ss.
COUNTY OF __________)

The foregoing instrument was acknowledged before me this _____ day of ________________, 20____, by ____.

____
NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

EXHIBIT A
TO
DEVELOPMENT AGREEMENT

Legal Description of Development Property Being Final Platted as Marshman Addition

Lot 1, Block 1, Harvest Ridge Subdivision, Wabasha County, Minnesota
EXCEPT the following:
Commencing at the northeast corner of Lot Five (5), Block One (1), Kreofsky's Addition to the City of Plainview which is the place of beginning of the land to be herein described; thence East along the North line of said Lot Five (5) if the line was extended East, a distance of twenty (20) feet; thence South parallel to the East line of said Lot Five (5) a distance of ninety (90) feet; thence West at a right angle of 90 degrees a distance of twenty (20) feet, more or less, to the East line of said Lot Five (5); thence North along the East line of said Lot Five (5) ninety (90) feet to the place of beginning.

EXHIBIT B
TO
DEVELOPMENT AGREEMENT

AFFIDAVITS

Pursuant to the Development Agreement, prior to acceptance of the improvements by the City, the Developer must complete and furnish the following affidavits:

- Contractor's Certificate;
- Land Surveyor's Certificate; and
- Developer's Certificate;

in substantially the form provided herein, certifying that all construction has been completed in accordance with the terms of the Development Agreement.

CONTRACTOR'S CERTIFICATE OF COMPLIANCE

Project: ____

I/we, the undersigned, certify that the construction of those certain improvements (the "Project") required to be made by __________________ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _________________, 20___, by and between the City of Plainview (the "City") and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, and that the Project improvement work substantially conforms to the approved plans for the required improvements for the above-referenced Project and in accordance with the City Code (Chapter _____), City standard specifications for utilities and street construction, and the City's engineering standard specifications

I/we certify that the required improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Contractor agrees to remedy all defects arising within the warranty period at the Developer's expense, and that the Contractor is now and will remain in compliance with the Warranty/Maintenance Guarantee required by Plainview City Code, Chapter ____, section _____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of Plainview to accept the Project improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER'S CONTRACTOR:

____

BY: ______________________________________

________________, Its ______________

STATE OF ____________)
) ss.
COUNTY OF _________)

The foregoing instrument was acknowledged before me this _______ day of _________________, 20_____, by _____________________. the ____________________________ of _______________________, a Minnesota __________________, on behalf of ________________________.

.

____
Notary Public

SURVEYOR'S CERTIFICATE

THE UNDERSIGNED is a Licensed Land Surveyor. The plat of __________________ Addition was graded in accordance with the grading plan approved by the City for the plat prepared by __________________________________ dated _______________________. The undersigned certifies that the "record" grading plan dated _______________________ is accurate and was prepared by the undersigned or under the undersigned's direction. The record grading plan includes field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; and c) lot corner elevations and house pads. All lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

Dated: __________________________.

____
LICENSED LAND SURVEYOR

License No. ______________________

STATE OF ____________)
) ss.
COUNTY OF _________)

The foregoing instrument was acknowledged before me this _______ day of _________________, 20_____, by _____________________.

____
Notary Public

DEVELOPER'S CERTIFICATE OF COMPLIANCE

Project: ____

I/we, the undersigned, certify that the construction of those certain improvements (the "Project") required to be made by __________________ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _________________, 20___, by and between the City of Plainview (the "City") and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, that the Developer has complied to date with all requirements set forth in the Agreement, and that the work under the above named Project including all appurtenances thereto has been completed in accordance with the City Code (Chapter ____), City standard specifications for utilities and street construction, and the City's engineering standard specifications.

I/we further certify that all charges or bills for labor or services performed or materials furnished, and other charges by the subcontractors for the required Project improvements have been paid in full and in accordance with the terms of that/those contract(s).

I/we further certify that the required Project improvements are free and clear of any and all liens and encumbrances; that no notice of intention to claim liens is outstanding, and that no suits are pending by reason of the Project.

I/we finally certify that the required improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Developer agrees to remedy all defects arising within the warranty period at the Developer's expense, and that the Developer is now and will remain in compliance with the Warranty/Maintenance Guarantee required by Plainview City Code, Chapter ____, section _____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of Plainview to accept the Project improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER:

Lucas Marshman

____

STATE OF MINNESOTA)
) ss.
COUNTY OF ___________)

The foregoing instrument was acknowledged before me this ________ day of ______________, 20_____, by Lucas Marshman, an individual, with a primary address at _________________________________.

____
NOTARY PUBLIC

EXHIBIT C
TO
DEVELOPMENT AGREEMENT

IRREVOCABLE LETTER OF CREDIT

No. ___________________
Date: _________________

TO: City of Plainview
241 West Broadway
Plainview, MN 55964

Dear Sir or Madam:

We hereby issue, for the account of ___(Name of Developer)___ and in your favor, our Irrevocable Letter of Credit in the amount of $____________, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, "Drawn under Letter of Credit No. __________, dated ________________, 20______, ___(Name of Bank)____of ";

b) Be signed by the Mayor or City Administrator of the City of Plainview.

c) Be presented for payment at ___(Address of Bank)___, on or before 4:00 p.m. on November 30, 20______.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Plainview City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Plainview City Administrator, Plainview City Hall, 241 West Broadway, Plainview, MN 55964, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: ___________________________________

_________________________Its__________

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

DEVELOPER: LUCAS MARSHMAN

____
Lucas Marshman

CITY: CITY OF PLAINVIEW

By: ______________________________
Aaron Luckstein, Its: Mayor

By: ______________________________
Carol Kujath, Its: City Clerk

BANK/ESCROW AGENT: ________________
____

By: ______________________________
___________________, It ________________

STATE OF MINNESOTA)
) ss.
COUNTY OF ____________)

The foregoing instrument was acknowledged before me this _________ day of ________________, 20______, by Lucas Marshman, an individual, with an address of_____________________________________.

____
NOTARY PUBLIC

ACKNOWLEDGMENT OF CITY

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this ________ day of ______________, 20_____, by Aaron Luckstein and by Carol Kujath, the Mayor and City Clerk of the City of Plainview, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

____
NOTARY PUBLIC

ACKNOWLEDGMENT OF BANK

STATE OF _____________)
) ss.
COUNTY OF ___________)

The foregoing instrument was acknowledged before me this ________ day of ______________, 20_____, by __________________________________ the ____________________________________ of _____________________________________, a _____________________ *[e.g., corporation, limited liability company, limited liability partnership]* under the laws of the State of _________________ *[Minnesota]*, on behalf of the ___________________________ and pursuant to the authority granted by its ______________ *[e.g., board of directors]*.

____
NOTARY PUBLIC

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2021-08

APPROVING THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF PLAINVIEW AND BUILDING DESIGN SYSTEMS, LLC RELATED TO THE MARSHMAN ADDITION FINAL PLAT

WHEREAS, Building Design Systems, LLC is seeking approval of a development agreement related to and as a condition of the Marshman Addition Final Plat, City of Plainview, Resolution No. 2021-07, for the development of that certain property legally described therein (the "Development Property"); and

WHEREAS, the above-referenced Development Agreement, which is attached hereto as Exhibit A, requires that prior to construction activities on the Development Property, Building Design Systems, LLC, shall enter into a development agreement with the City and will comply with all terms and conditions thereof; and

WHEREAS, Building Design Systems, LLC proposes to undertake certain activities associated with the development on the Development Property included within the Final Plat of the Marshman Addition, including but not limited to, the installation of public improvements; and

WHEREAS, Building Design Systems, LLC, as a condition of Final Plat approval and as provided in the attached Development Agreement, will provide financial security in the form of an escrow agreement or letter of credit, which are attached to the Development Agreement, insuring the installation of the required public improvements and is agreeing to pay to the city the required fees and charges associated with the Marshman Addition Final Plat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT: the Development Agreement between the City of Plainview and Building Design Systems, LLC, is hereby approved as to form.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL THAT: the mayor and city clerk of the City of Plainview, respectively, are authorized to sign the Development Agreement and Escrow Agreement substantially in the form attached hereto, allowing for any minor or technical changes as necessary to complete the documents substantially in the form hereby approved, provided that Design Systems, LLC has first properly executed such Development Agreement, recorded the above-referenced Final Plat, executed such Escrow Agreement and provided the required financing and security, and obtained all consents as applicable for execution of the Development Agreement and Escrow Agreement from mortgagee's or otherwise.

PASSED by the City Council of the City of Plainview on this 16th day of March, 2021.

ATTEST

______________________________ __________________________

City Clerk Mayor

VOTE: ___ LUCKSTEIN ___ DASCHNER ___ REEVE ___ JACOBS
___ HAMMER BARTLEY

EXHIBIT A
DEVELOPMENT AGREEMENT

<u>EXHIBIT B</u>
<u>ESCROW AGREEMENT</u>

Memorandum

To: David Todd/Plainview City Administrator

From: Lucas Marshman

Copied: Plainview City Council

Plainview City Attorney

Plainview City Engineer

Date: March 31, 2021

Re: Development Agreement for Marshman Addition

First of all, I would like to thank David Todd/City Administrator and the City Attorney and the City Engineer for taking time to meet with us and discuss the Development Agreement for the Marshman Addition. In accordance with that meeting on March 25, 2021, I believe that we have addressed all the items in our original March 16 memo.

#7 ~~Revise the estimated deposit to $3770.~~

(Item #7 should correctly read, “This deposit is estimated to be $4,770”. The City attorney will make the necessary changes.)

#10 Revise the last sentence:

“Sidewalks along 8th St NE shall be installed on any underdeveloped lots within the Development no later than October 31, 2023.”

Add the sentence

“Sidewalk along CSAH 8 shall be constructed at the time of house construction on Lot 1.”

(Staff is in favor of this language to address the potential timeline for all sidewalk construction. The City Attorney will make the necessary changes.)

#14 ~~Delete~~

(The approved grading plan will satisfy this item; no further action is necessary)

#15 Delete

(Staff is agreeable to eliminate the parkland dedication requirement for this plat. Although the existing outlot required a plat, the outlot was already part of an approved subdivision. All subdivision development fees were paid in 2003 at the time of construction. No additional development fees should be required to subdivide the existing outlot into 4 single family residential lots at this time. This will require City Council approval.)

#23a. ~~Delete~~

(Based on the discussions with the City Attorney, the language is acceptable. No further action is necessary.)

#23e. ~~Revise the terms on this item~~

(Based on the discussions with the City Attorney, the Developer's/Contractor's existing insurance will satisfy this item if the insurance carries the stated coverage limits. No further action is necessary.)

#25 Revise this section to represent a one-year standard construction warranty starting with acceptance by the City Engineer. The warranty should not require an additional security.

(Based on the limited scope of the public improvements, staff is agreeable with a one-year construction warranty. This will require City Council approval.)

#26 ~~Sidewalks should be removed from Development construction costs. Sidewalk construction is part of the building permit as per #20a.~~

~~Total Estimated Construction cost $37,700~~

~~As with construction bonds, the security requirement should be at 100%~~

(Item #26 as written is agreeable; no further changes are required.)

#27 ~~As per #7~~

~~City Engineering Construction (7%) $2639~~

~~City Engineering Administration (3%) $1131~~

~~$3770~~

~~Total Cash Requirement $4509~~

(Item #27 as written is agreeable; no further changes are required.)

#31d ~~Delete~~

(Item #31 as written is agreeable, no further changes are required.)

At the upcoming April 13, 2021 City Council meeting, I would like to have the City Council approve the Development Agreement with changes to item #15 and item #25 as noted above. Your consideration of this matter is greatly appreciated. Thank you again.

M e m o r a n d u m

To: Lucas Marshman

From: Les Conway, PE/WSE Massey

Date: March 31, 2021

Re: Development Agreement for Marshman Addition

On March 25, 2021 we met with the City of Plainview to discuss the Development Agreement associated with the Marshman Addition. The City Administrator (David Todd) and the City Engineer (Brian Malm/Bolton & Menk) were both in attendance and the City Attorney was linked in via conference call.

As you know, we both had lots of questions with all the language that was included in the Development Agreement. The questions were mostly associated with items #23, #24, #25, #26, and #27 in the Development Agreement.

At this time, the final plat has been approved and the required mylar reproductions have been made. They are ready for final signatures. A grading plan has been approved by the City Engineer for the public improvements that are required on the site. The public improvements are limited to storm sewer pipe along the east property line, sump drain connections for each new lot, site grading and new sidewalk. And finally, the City Council needs to approve the Development Agreement. As per our discussions with the City of Plainview, here is some clarification on language included in the above noted items (#23 to #27).

1. The Developer (Lucas Marshman) agrees to complete the public improvements as noted on the approved grading plan.
2. The Developer can use their General Liability insurance to satisfy the insurance requirements of the Development Agreement as long as the coverage limits match the Development Agreement and the City of Plainview is named additionally insured.
3. The Development Agreement will be recorded with Wabasha County once it has been fully executed.

4. Item #24 makes reference to a "Security" to protect the City of Plainview in the event that the Developer defaults on completing the public improvements. The "Security" is actually explained in items #25 and #26.
5. The Warranty period for the public improvement construction is one year from acceptance by the City of Plainview. This Warranty period has been reduced from 2 years as required in the Plainview Zoning Code.
6. There are two (2) forms to satisfy the "Security" requirement of the Development Agreement. Although the language is not clear in items #25 and #26, it is anticipated that the "Security" for this project will be "a letter of credit . . . for 125% of the estimated improvement costs".
7. Item #26 summarizes the estimated construction costs and shows the calculation for the "Security", which is 125% of the estimated construction cost.

NOTE: THE DEVELOPMENT AGREEMENT WILL REQUIRE A LETTER OF CREDIT, IN THE AMOUNT OF $59,625, TO BE SUBMITTED TO THE CITY OF PLAINVIEW.

8. The Developer can reduce the amount of the "Security" each time a portion of the public improvements are complete. (Example: Upon completion and payment for the storm sewer construction, the Developer can request a reduction in the "Security" from $59,625 to $34,125. Additional reductions can be requested when all site grading is complete and sidewalks are constructed.)
9. Through the Warranty period (one year), the maximum reduction to the "Security" is $47,700.
10. After the Warranty period (one year), the "Security" can be reduced up to 115% of the original amount. Until the Developer completes all of the public improvements, the minimum security requirement is $5,963. This security would still be in the form of a letter of credit.
11. As per item #27, a cash payment to the City of Plainview in the amount of $5,509 is required as part of the Development Agreement.

Please let me know if you have any other questions regarding the Development Agreement. As we discussed, I expect that you will be able to reduce the "Security" in the first year to the allowable $11,925 with site construction. The additional reductions will come with each lot/house construction and the associated sidewalks.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM: Police Officer Full-Time New Hire	**AGENDA SECTION:** New Business
PREPARED BY: David Todd, City Administrator	**AGENDA NO.** 7.B.
ATTACHMENTS: Memo from Chief Timm. Memo from Personnel Committee	**APPROVED BY: DT**
RECOMMENDED ACTION: **Motion** to approve increasing staffing for the police department with a new hire full-time police officer for the City of Plainview at Pay Grade 9 Step 1 of the Approved 2021 City of Plainview Pay Scale	

SUMMARY

Due to recent trends in Law Enforcement, there has been a decrease in the number of available applicants for open positions. With the shrinking of the applicant pools statewide, many departments are experiencing a shortage of full-time police officers. This means that there are many full-time openings for police officers statewide. This has an unintended impact on the use of part-time police officers utilized to fill gaps in coverage for small towns—Plainview is no exception.

Chief Timm is requesting to increase his full-time staff capacity by one full-time police officer thereby eliminating the need for the use of part-time staff to fill coverage gaps (see memo). By increasing a full-time sworn officer, eliminating the part-time staff openings, thereby reducing the amount of training and equipment that goes into hiring part-time staff and reducing the amount of overtime by having a full-time floater, there will be minimal impact on the budget.

Chief Timm and City Administrator met with the Personnel Committee to work through the request and identify any issues that would need further research. The outcome of that meeting resulted in support from the Personnel Committee moving forward with the increase in full-time staff for the police department (see memo).

Respectfully Submitted,

David Todd
City Administrator

03/16/2021

TO: Personnel Committee

FROM: Chief Jason Timm

REFRENCE: Full-Time Staff Increase

Summary

The Plainview Police Department relies heavily on part-time police officers to fill open shifts (vacation/sick). We are unable to find quality licensed police officers to work in a part-time capacity. We do not currently have any regular part-time officers to fill open shifts which results in overtime and/or reassignment of normal duties. I am proposing that we eliminate the need for part-time officers by hiring an additional full-time officer to cover these shifts.

The lack of qualified applicants is a new issue with most law enforcement agencies throughout Minnesota. The negative publicity and scrutiny on the profession has created a severe, negative impact on law enforcement staffing. The past couple of years the number of criminal justice graduates have decreased significantly. The profession has also seen a record number of full-time veteran police officers depart the profession to do something else.

Because of the “mass exodus” and lack of interest in pursuing a career in law enforcement, many agencies state-wide are struggling to retain and hire good applicants. In the past, it was very common for police officers to start their career as a part-time officer. Usually within a couple of years they would find a full-time job. Agencies would get a good return on hiring part-time staff because they would typically be retained for at least a year before finding full-time employment elsewhere.

In today’s job market, most good applicants receive a full-time job offer within a couple of months after graduating. Just in this past year we have hired three part-time officers that did not even finish field training before they received a full-time job offer from another agencies. This is extremely costly to the city. Eliminating the dependance of part-time officers by hiring one full-time officer would solve this problem.

Current Staffing

We are currently fully staffed with full-time officers:

Chief
Sgt./Investigator
School Resource Officer
Patrol-Day
Patrol-Day
Patrol-Night
Patrol- Night

We have two types of part-time officers:

Active: Routinely works shifts
Reserve: Only work during special events (Corn on the Cob Days)

We are allowed to have eight (8) part-time officers. We currently have 3 reserve and 1 in training.

Cost to Hire and Train New Officers
The following is the cost to hire, equip and train new officers:

Uniforms and Equipment -	$3,500.00
Psych and physical -	$750.00
Training (12 weeks) -	$11,592.00
FTO Pay -	$480.00
Total	**$16,322** Per Officer

Return on the investment ($16,322) has been extremely poor this past year, with no improvement in the foreseeable future.

Budget Impact/ Proposed Funding

Current part-time 2021 budget is $50,000.00 dollars

Current Overtime 2021 budget is $18,000.00 dollars

---

*We can eliminate the part-time budget of $50,000 dollars

*We can eliminate $9,000.00 dollars from the overtime budget.

*Eliminate $8443.00 in PERA and FICA

*We can eliminate approximately $9,460 in hiring cost (Uniforms/eqp., Psych., FTO pay) based on hiring two part-time officers a year.

****Total funds currently budgeted – used for full-time hire $76,903 dollars per year.**

Full-time officer cost per year:

Wages-	$51,896
Health-	$18,684
PERA-	$9,185.59
FICA-	$752.49
Total	**$80,518.08**
Currently Budgeted	$76,909.00
New Hire Request	$80,518.08
Budget Impact	**$3,615.08** Additional Cost

As noted above, it would cost an additional $3,615.08 dollars a year with this proposal. There additional cost savings in training that would be achieved but very difficult to measure. Other advantages is reduced time in records and training.

To: Plainview City Council

From: Personnel Committee

Re: Police Department Staffing

Date: April 8, 2021

On Tuesday April 6, 2021, Plainview Personnel Committee (Council Members Holly Reeve and Lindsay Hammer Bartley) met at the request of City Administrator David Todd and Police Chief Jason Timm. Chief Timm prepared a comprehensive summary of current and historical Police Department staffing, including both full and part time positions. Chief Timm is proposing to create a full-time swing shift position in lieu of unfilled part time openings. The proposal was discussed at length and personnel committee questions were answered.

The Police Department staffing proposal to convert unfilled part time positions into a full-time position is endorsed by the Personnel Committee for further consideration of the Council.

Respectfully,

Council Members Holly Reeve and Lindsay Hammer Bartley

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM: Lot Split Application	**AGENDA SECTION:** New Business
PREPARED BY: David Todd, City Administrator	**AGENDA NO.** 7.C.
ATTACHMENTS: Lot Split Application. Certificate of Survey. Color Map.	**APPROVED BY: DT**
RECOMMENDED ACTION: **Motion** to approve the simple lot split application allowing Joseph and Kathryn Flynn to split a portion of a single lot, located at 305 E. Broadway (PID#R26.00637.00), thereby allowing the neighbor to the south to acquire the split portion along his existing driveway.	

SUMMARY

Joseph and Kathryn Flynn, under the Joseph and Kathryn Flynn Living Trust, has applied for a simple lot split for the property located at 305 E. Broadway. The applicant seeks to split a portion of the single lot at the southern lot line in order to accommodate the neighbor to the south and allow them to acquire the split portion of the lot along their existing driveway. The result of this lot split will have no negative impacts on the surrounding development and will satisfy all elements of the City's Comprehensive Plan. Mr. Flynn will be required to record this transaction with Wabasha County once the application is approved. Staff has no objection to this request/application for a simple lot split and the required fee has been paid.

Respectfully,

David Todd
City Administrator

CITY OF PLAINVIEW LOT SPLIT APPLICATION

1. Owner(s) Information

First Owner Name: Joseph + Kathryn Flynn Living Trust
Address:
Daytime Phone Number: 507-251-0263

Second Owner Name:
Address:
Daytime Phone Number: 507-251-4313

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

Block: 3 Lot: 1 Addition: Gibb's

Metes and Bounds (if nece Sect-17 Twp-108 Range-011 GIBB'S ADDITION Lot-001 Block-003 .21 AC & NLY 1/2 VAC ALLEY ADJ

Property ID Number R26.00637.00

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

Block: 3 Lot: N 1/2 of Lots 6+7 Addition: Gibb's

Metes and Bounds (if necessary)

Sect-17 Twp-108 Range-011 GIBB'S ADDITION .22 AC N1/2 OF LOTS 6 & 7 BLK 3, EX S 5' THOF & S1/2 VAC ALLEY ADJ LOTS 6 & 7 & N1/2 VAC ALLEY ADJ LOT 2

Property ID Number R26.00640.00

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

Existing Driveway in Vac Alley

4. Application Information

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

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

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

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

5. Signatures and Approval Dates

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

Applicant Signature and Date

[signature]

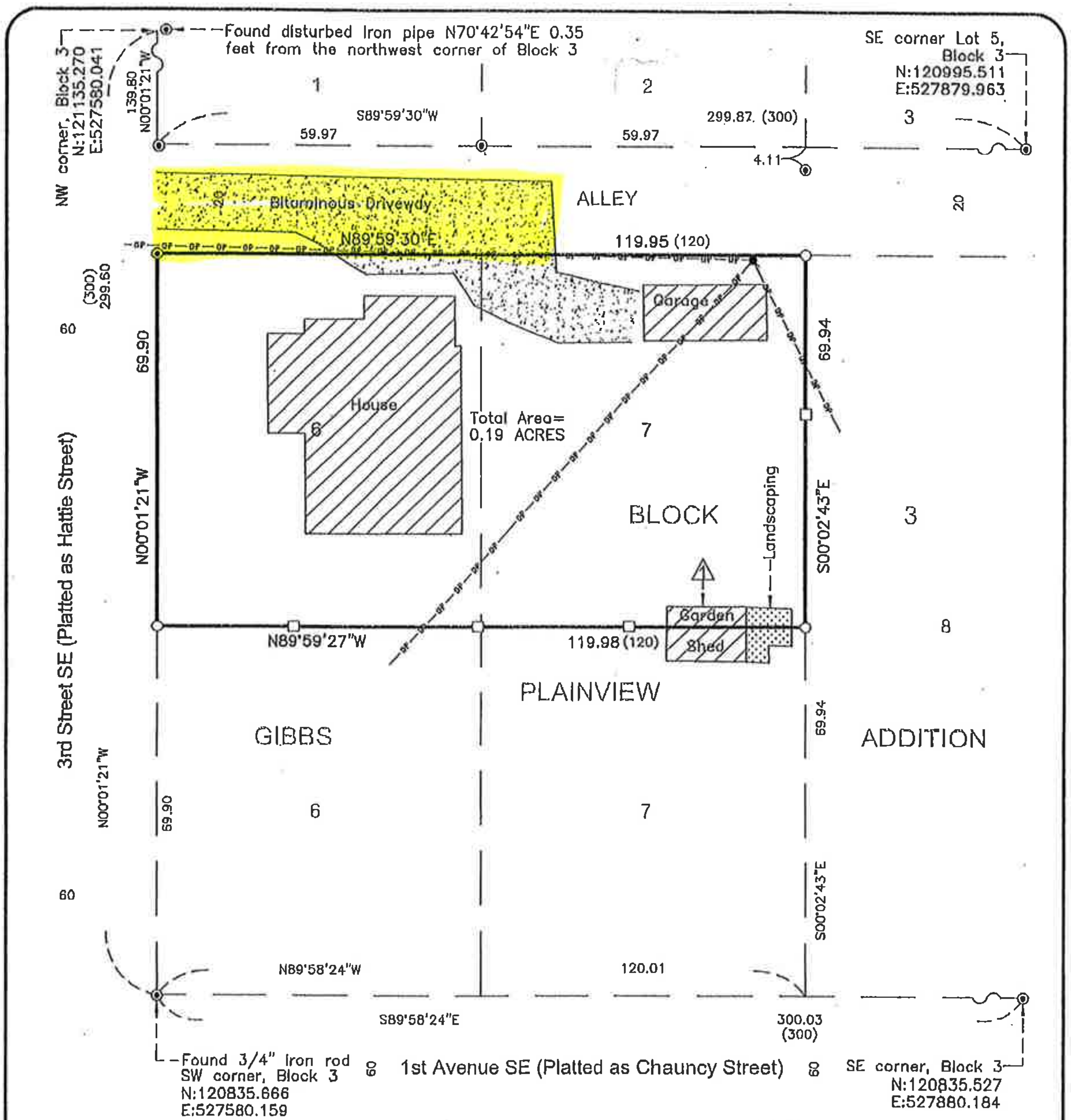
Second Applicant Signature and Date (if necessary)

Date Approved by City Council

Date Recorded at County

Note: Ensure that survey or drawing is attached.

27-Mar-02



<u>PROPERTY DESCRIPTION OF RECORD:</u>

The North Half (N 1/2) of Lot Six (6) and Seven (7), Block Three (3) in Gibb's Addition to the City of Plainview, according to the plat thereof on file and of record in the office of the Wabasha County Recorder, Wabasha, Minnesota.

<u>Legend</u>

- ○ Denotes a placed 1"X18" iron pipe with plastic cap bearing license number 46559.
- ◉ Denotes a found iron pipe, unless otherwise noted.
- ☐ Denotes a wood lath set on boundary line.
- Denotes a power pole.
- —OP— Denotes an overhead power line.
- (300) Denotes a platted distance.

<u>SURVEY NOTE:</u>

⚠ Garden shed belonging to the property owner to the south is +/-4 feet north of the southerly boundary line of the subject property.

The coordinate value of the vertical base of a found bent iron pipe at the NE corner of Block 3 = N:121135.496 E:527879.769

The bearings and coordinates shown hereon are based on the Wabasha County Coordinate System, NAD 1983, 1996 adjustment, (HARN).

0 20 40 60

1" = 20'

S:\PLATS\GIBBS ADDITION\LAMMERS\LAMMERS.DWG

CERTIFICATE OF SURVEY FOR:

Kathleen Lammers

c/o Montgomery Holst Realty

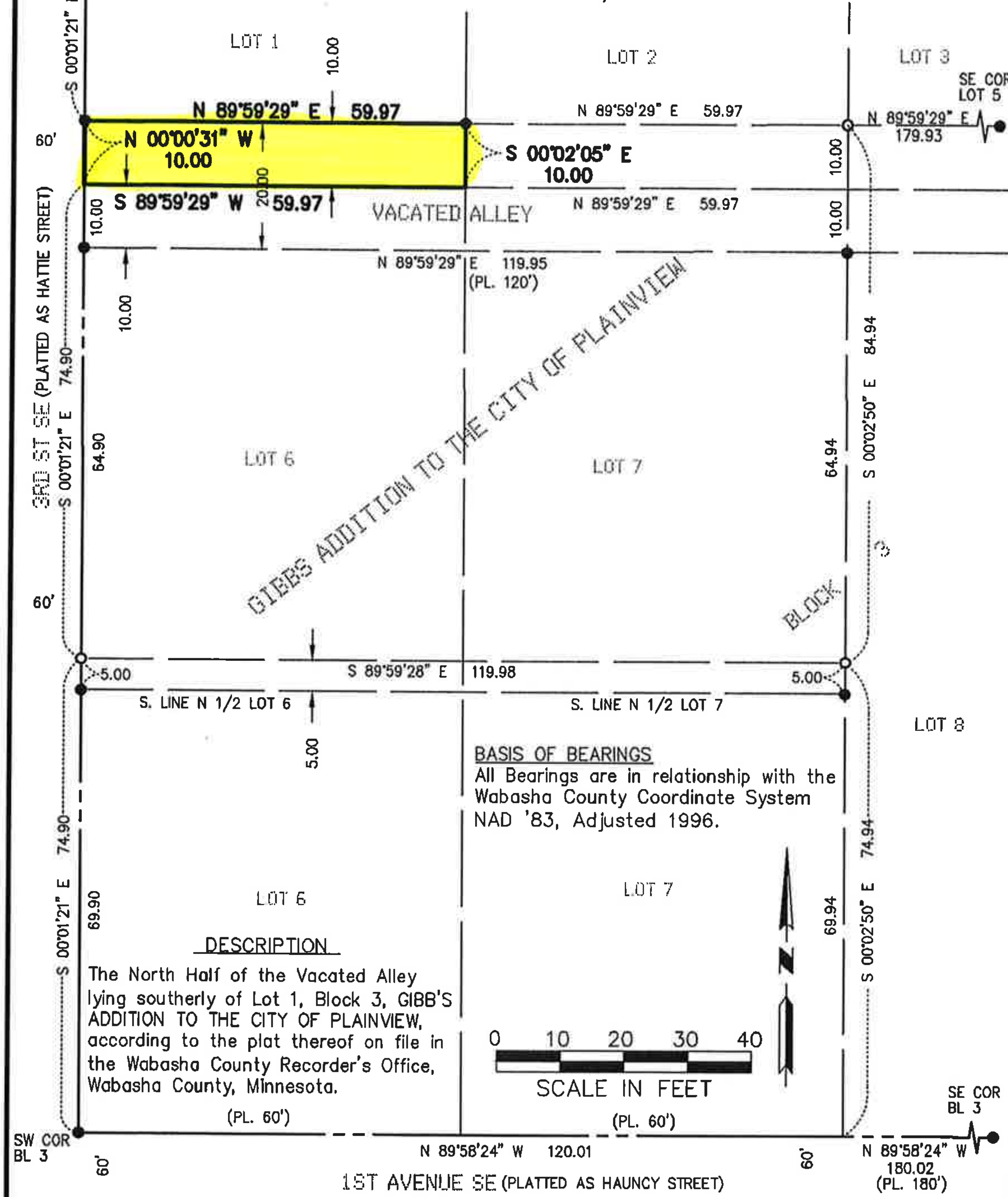
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOHNSON & SCOFIELD INC.
SURVEYING AND ENGINEERING
626 JEFFERSON AVENUE, WABASHA, MN 55981
(651)565-3244, FAX(651)565-4394
brian.wodele@jslsmail.com

Brian K. Wodele
Minnesota License No. 46559
Date: 24 June 2014

BK. NA	PG. NA	W.O.#	DRAWING NUMBER
SHEET 1 OF 1 SHEETS		14-319	S-5432

CERTIFICATE OF SURVEY
PART OF VACATED ALLEY, BLOCK 3
GIBBS ADDITION
WABASHA COUNTY, MINNESOTA



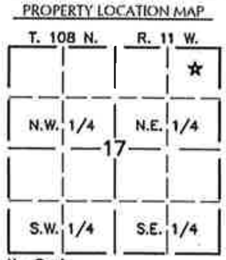
BASIS OF BEARINGS

All Bearings are in relationship with the Wabasha County Coordinate System NAD '83, Adjusted 1996.

DESCRIPTION

The North Half of the Vacated Alley lying southerly of Lot 1, Block 3, GIBB'S ADDITION TO THE CITY OF PLAINVIEW, according to the plat thereof on file in the Wabasha County Recorder's Office, Wabasha County, Minnesota.

PROPERTY LOCATION MAP



No Scale

WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
JAY HOLST
PLAINVEW, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Richard J. Massey

Date 11/11/2020

LIC. NO.: 41814

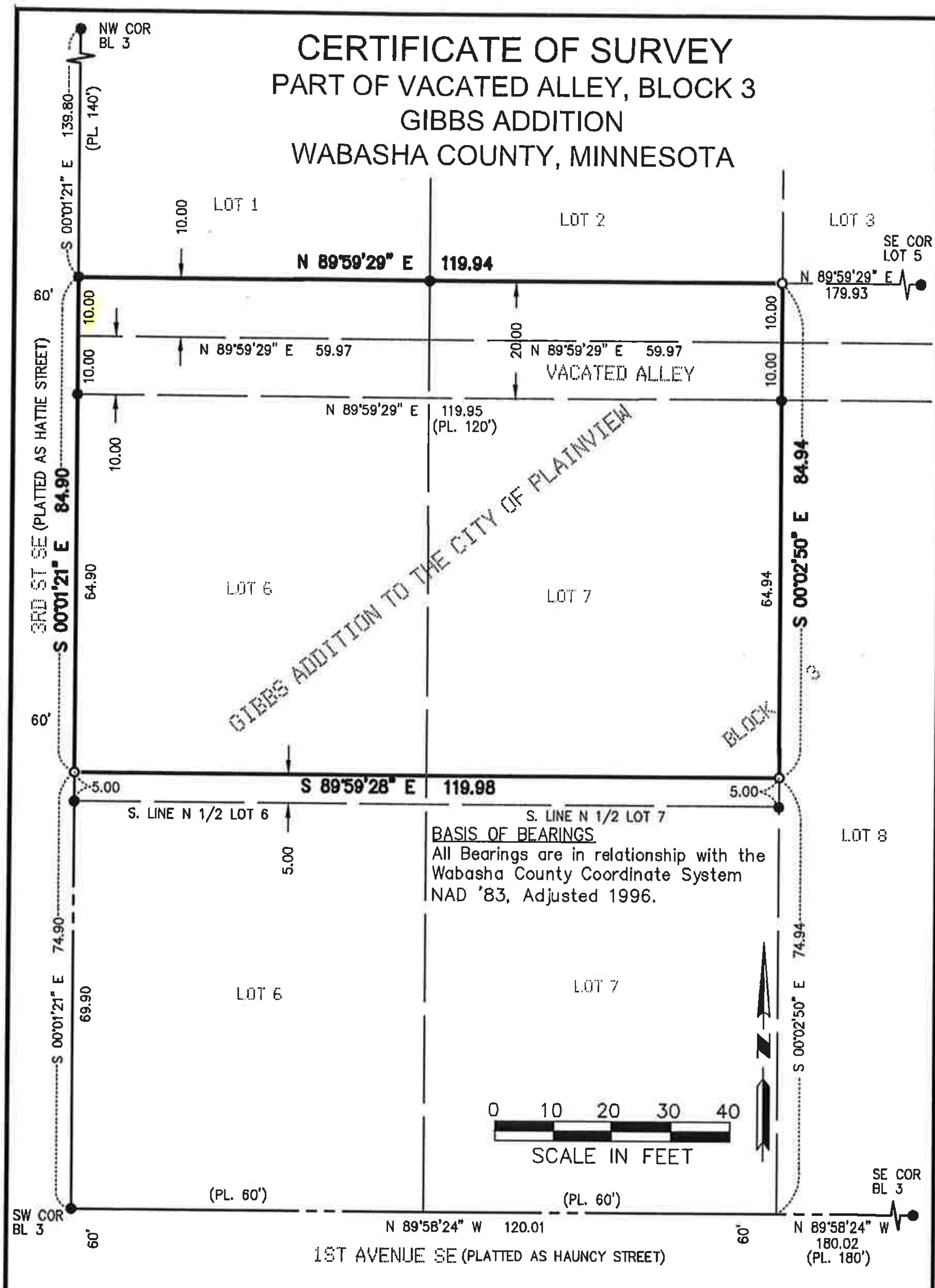
MONUMENTS
- ● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
- ○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

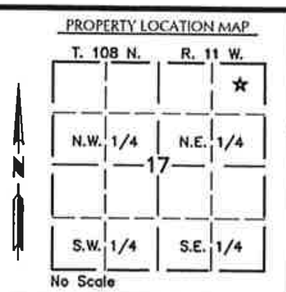
DATE: 11/11/2020

DWG NO. 3390SC03 JOB NO. 3390

DRAWN BY: G.D.Z. SHEET 1 OF 1

CERTIFICATE OF SURVEY
PART OF VACATED ALLEY, BLOCK 3
GIBBS ADDITION
WABASHA COUNTY, MINNESOTA





WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:
JAY HOLST
PLAINVEW, MN

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Date 11/11/2020

LIC. NO.: 41814

Richard J. Massey

MONUMENTS
● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)
○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 11/11/2020
DWG NO. 3390SC04 JOB NO. 3390
DRAWN BY: G.D.Z. SHEET 1 OF 1

CERTIFICATE OF SURVEY
PART OF VACATED ALLEY, BLOCK 3
GIBBS ADDITION
WABASHA COUNTY, MINNESOTA

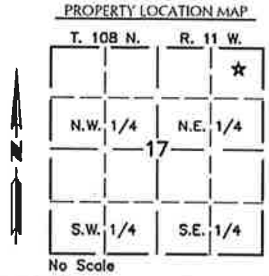
DESCRIPTION

The North Half of Lots 6 and 7, Block 3, EXCEPTING the South Five feet thereof, GIBB'S ADDITION TO THE CITY OF PLAINVIEW, according to the plat thereof on file in the Wabasha County Recorder's Office, Wabasha County, Minnesota.

TOGETHER WITH:

All of the Vacated Alley lying between said Lots 6 and 7, and Lots 1 and 2, all in Block 3, GIBB'S ADDITION TO THE CITY OF PLAINVIEW, according to the plat thereof on file in the Wabasha County Recorder's Office, Wabasha County, Minnesota.

PROPERTY LOCATION MAP



WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING

THIS SURVEY AND DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF:

JAY HOLST
PLAINVEW, MN

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date ______________

______________________ LIC. NO.: 41814

Richard J. Massey

MONUMENTS

● FOUND (5/8" PIPE UNLESS NOTED OTHERWISE)

○ SET (5/8" PIPE UNLESS NOTED OTHERWISE)

DATE: 10/29/2020

DWG NO. 3390SC01 JOB NO. 3390

DRAWN BY: G.D.Z.

SHEET 1 OF 1

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PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Meeting: November 10, 2020

AGENDA ITEM:	2020 Street & Utility Improvements	**AGENDA SECTION:** New Business
PREPARED BY:	Brian Malm, Bolton & Menk	**AGENDA NO.** 7.D.
ATTACHMENTS:	Estimate No. 8	**APPROVED BY:**

RECOMMENDED ACTION:
Motion to approve the Pay Estimate No.8 to Alcon Excavating Company in the amount of $2,100.93.

SUMMARY

See Memo from Brian Malm.

BOLTON & MENK

Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

March 29, 2021

Ross Badger
Alcon Excavating, Inc.
2258 Marion Road SE
Rochester, MN 55904

RE: 2020 Street & Utility Improvements
City of Plainview
Project No.: H19.119930

Dear Mr. Badger:

Enclosed is Contractor's Estimate No. 8 in the amount of $2,100.93.

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

To ensure prompt processing of your pay request, please include two current copies of the MPCA Construction Storm Water Permit Inspection Log Form that you are required to maintain. You will need to attach them with the pay application in the DocuSign system.

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

Sincerely,

Bolton & Menk, Inc.

DocuSigned by:

34000096AD454F2...

Brian Malm, P.E.
City Engineer

Enclosures

cc: Carol Kujath, City Clerk, City of Plainview

CONTRACTOR'S PAY REQUEST 2020 STREET & UTILITY IMPROVEMENTS CITY OF PLAINVIEW BMI PROJECT NO. H19.119930	BOLTON & MENK Real People. Real Solutions.	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$2,127,250.01
TOTAL, COMPLETED WORK TO DATE	$1,715,452.65
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$1,715,452.65
RETAINED PERCENTAGE (5.0%)	$85,772.63
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$1,629,680.02
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$1,627,579.09
PAY CONTRACTOR AS ESTIMATE NO. 8	$2,100.93

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: ALCON EXCAVATING, INC.
2258 MARION ROAD SE
ROCHESTER, MN 55904

By ______________________________
Ross Badger — Title

Date ______________________________

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 2900 43RD STREET NW, STE 100, ROCHESTER, MN 55901

DocuSigned by:
By ______________________________, CONSULTING ENGINEER
34000096AD454F2...
Brian Malm, PE

Date March 29, 2021

APPROVED FOR PAYMENT:
OWNER:

By: ______________________________
Carol Kujath — City Clerk — Date

Pay Request No.: 8

2020 STREET & UTILITY IMPROVEMENTS

BOLTON & MENK
Real People. Real Solutions.

CITY OF PLAINVIEW
BMI PROJECT NO. H19.119930
WORK COMPLETED THROUGH MONDAY, MARCH 29, 2021

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1	MOBILIZATION	$266,189.60	1.00	L S	$266,189.60	0.85	L S	$226,261.16	0.85	L S	$226,261.16
2	CLEARING	$303.00	26.00	TREE	$7,878.00	32.00	TREE	$9,696.00	32.00	TREE	$9,696.00
3	GRUBBING	$76.00	26.00	TREE	$1,976.00	6.00	TREE	$456.00	6.00	TREE	$456.00
4	CLEARING	$20.00	2.00	SHRUB	$40.00	2.00	SHRUB	$40.00	2.00	SHRUB	$40.00
5	GRUBBING	$11.00	2.00	SHRUB	$22.00	2.00	SHRUB	$22.00	2.00	SHRUB	$22.00
6	SALVAGE MAIL BOX SUPPORT	$38.00	23.00	EACH	$874.00	24.00	EACH	$912.00	24.00	EACH	$912.00
7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$1.78	1,118.00	L F	$1,990.04	840.00	L F	$1,495.20	840.00	L F	$1,495.20
8	SAWING CONCRETE PAVEMENT (FULL DEPTH)	$4.80	826.00	LF	$3,964.80	795.00	LF	$3,816.00	795.00	LF	$3,816.00
9	REMOVE CURB AND GUTTER	$5.70	5,121.00	L F	$29,189.70	4,916.00	L F	$28,021.20	4,916.00	L F	$28,021.20
10	REMOVE TWO-RAIL FENCE	$14.50	50.00	L F	$725.00	50.00	L F	$725.00	50.00	L F	$725.00
11	SALVAGE POST & ROPE FENCE	$18.00	10.00	L F	$180.00	10.00	L F	$180.00	10.00	L F	$180.00
12	REMOVE CONCRETE DRIVEWAY PAVEMENT	$5.25	1,196.00	S Y	$6,279.00	1,243.00	S Y	$6,525.75	1,243.00	S Y	$6,525.75
13	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	$3.60	57.00	S Y	$205.20	50.00	S Y	$180.00	50.00	S Y	$180.00
14	REMOVE BITUMINOUS PAVEMENT	$2.22	10,674.00	S Y	$23,696.28	11,396.00	S Y	$25,299.12	11,396.00	S Y	$25,299.12
15	REMOVE CONCRETE WALK	$1.00	6,150.00	S F	$6,150.00	6,110.00	S F	$6,110.00	6,110.00	S F	$6,110.00
16	SALVAGE CONCRETE PAVERS	$2.50	275.00	S F	$687.50	150.00	S F	$375.00	150.00	S F	$375.00
17	GEOTEXTILE FABRIC TYPE 5	$1.06	9,549.00	S Y	$10,121.94	9,477.00	S Y	$10,045.62	9,477.00	S Y	$10,045.62
18	COMMON EXCAVATION (P)	$10.20	9,043.00	C Y	$92,238.60	9,043.00	C Y	$92,238.60	9,043.00	C Y	$92,238.60
19	SUBGRADE EXCAVATION (EV)	$12.30	845.00	C Y	$10,393.50	167.00	C Y	$2,054.10	167.00	C Y	$2,054.10
20	SELECT GRANULAR BORROW (CV) (P)	$18.10	3,877.00	C Y	$70,173.70	3,857.00	C Y	$69,811.70	3,857.00	C Y	$69,811.70
21	STABILIZING AGGREGATE (CV)	$15.30	845.00	C Y	$12,928.50	298.00	C Y	$4,559.40	298.00	C Y	$4,559.40
22	AGGREGATE SURFACING CLASS 2	$18.00	256.00	TON	$4,608.00	0.00	TON	$0.00	0.00	TON	$0.00
23	STREET SWEEPER (WITH PICKUP BROOM)	$125.00	32.00	HOUR	$4,000.00	15.00	HOUR	$1,875.00	15.00	HOUR	$1,875.00
24	EXPLORATORY EXCAVATION	$125.00	10.00	HOUR	$1,250.00	2.00	HOUR	$250.00	2.00	HOUR	$250.00
25	AGGREGATE BASE (CV) CLASS 5 (P)	$22.45	2,875.00	C Y	$64,543.75	2,663.00	C Y	$59,784.35	2,663.00	C Y	$59,784.35
26	BITUMINOUS PATCH SPECIAL 1	$44.00	758.00	S Y	$33,352.00	593.00	S Y	$26,092.00	593.00	S Y	$26,092.00
27	BITUMINOUS PATCH SPECIAL 2	$30.00	73.00	S Y	$2,190.00	0.00	S Y	$0.00	0.00	S Y	$0.00
28	BITUMINOUS PATCH SPECIAL 3	$40.00	143.00	S Y	$5,720.00	127.00	S Y	$5,080.00	127.00	S Y	$5,080.00
29	BITUMINOUS PATCH SPECIAL 4	$40.00	257.00	S Y	$10,280.00	180.00	S Y	$7,200.00	180.00	S Y	$7,200.00
30	MILL BITUMINOUS SURFACE	$4.05	1,652.00	S Y	$6,690.60	0.00	S Y	$0.00	0.00	S Y	$0.00
31	BITUMINOUS MATERIAL FOR TACK COAT	$0.01	503.00	GAL	$5.03	0.00	GAL	$0.00	0.00	GAL	$0.00
32	TYPE SP 9.5 WEARING COURSE MIXTURE (3;C) 1.5" THICK (P)	$8.00	10,049.00	S Y	$80,392.00	0.00	S Y	$0.00	0.00	S Y	$0.00
33	TYPE SP 9.5 WEARING COURSE MIXTURE (3;B) 2" THICK (P)	$11.64	1,723.00	S Y	$20,055.72	0.00	S Y	$0.00	0.00	S Y	$0.00
34	TYPE SP 12.5 WEARING COURSE MIXTURE (3;C) 2.5" THICK (P)	$13.40	10,049.00	S Y	$134,656.60	10,946.00	S Y	$146,676.40	10,946.00	S Y	$146,676.40
35	4" CONCRETE WALK	$4.55	6,164.00	S F	$28,046.20	5,716.00	S F	$26,007.80	5,716.00	S F	$26,007.80
36	6" CONCRETE WALK	$6.45	346.00	S F	$2,231.70	297.00	S F	$1,915.65	297.00	S F	$1,915.65
37	CONCRETE CURB AND GUTTER DESIGN B618	$13.40	4,959.00	L F	$66,450.60	4,915.00	L F	$65,861.00	4,915.00	L F	$65,861.00
38	CONCRETE CURB AND GUTTER DESIGN D418	$30.35	44.00	L F	$1,335.40	44.00	L F	$1,335.40	44.00	L F	$1,335.40
39	6" CONCRETE DRIVEWAY PAVEMENT	$54.60	1,311.00	S Y	$71,580.60	1,334.00	S Y	$72,836.40	1,334.00	S Y	$72,836.40
40	7" CONCRETE VALLEY GUTTER	$68.75	107.00	S Y	$7,356.25	0.00	S Y	$0.00	0.00	S Y	$0.00

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2020 STREET & UTILITY IMPROVEMENTS

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CITY OF PLAINVIEW
BMI PROJECT NO. H19.119930
WORK COMPLETED THROUGH MONDAY, MARCH 29, 2021

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
41	TRUNCATED DOMES	$52.60	96.00	S F	$5,049.60	84.00	S F	$4,418.40	84.00	S F	$4,418.40
42	REINSTALL CONCRETE PAVERS	$10.50	275.00	S F	$2,887.50	72.00	S F	$756.00	72.00	S F	$756.00
43	REINSTALL POST & ROPE FENCE	$57.82	10.00	L F	$578.20	0.00	L F	$0.00	0.00	L F	$0.00
44	INSTALL TWO-RAIL WOOD FENCE	$23.12	50.00	L F	$1,156.00	0.00	L F	$0.00	0.00	L F	$0.00
45	INSTALL MAIL BOX SUPPORT	$100.00	23.00	EACH	$2,300.00	24.00	EACH	$2,400.00	24.00	EACH	$2,400.00
46	TEMPORARY MAIL BOX BANK	$900.00	1.00	L S	$900.00	1.00	L S	$900.00	1.00	L S	$900.00
47	TRAFFIC CONTROL	$6,575.00	1.00	L S	$6,575.00	0.90	L S	$5,917.50	0.90	L S	$5,917.50
48	STABILIZED CONSTRUCTION EXIT	$1,323.00	1.00	L S	$1,323.00	1.00	L S	$1,323.00	1.00	L S	$1,323.00
49	EROSION CONTROL SUPERVISOR	$1,445.00	1.00	L S	$1,445.00	1.00	L S	$1,445.00	1.00	L S	$1,445.00
50	AMENDED TOPSOIL BORROW (LV)	$28.85	2,350.00	C Y	$67,797.50	1,022.00	C Y	$29,484.70	1,022.00	C Y	$29,484.70
51	SEED, FERTILIZE, & HYDROMULCH	$1.50	7,926.00	SY	$11,889.00	4,586.00	SY	$6,879.00	6,023.00	SY	$9,034.50
52	SEED, FERTILIZE, & EROSION CONTROL BLANKETS CATEGORY 3	$2.00	2,141.00	S Y	$4,282.00	2,156.00	S Y	$4,312.00	2,156.00	S Y	$4,312.00
53	REINSTALL ROCK SWALE	$64.25	9.00	S Y	$578.25	0.00	S Y	$0.00	0.00	S Y	$0.00
54	LANDSCAPING ALLOWANCE	$1.00	15,000.00	UNIT	$15,000.00	0.00	UNIT	$0.00	0.00	UNIT	$0.00
55	CONSTRUCTION ALLOWANCE	$1.00	50,000.00	UNIT	$50,000.00	0.00	UNIT	$0.00	0.00	UNIT	$0.00
56	REMOVE MANHOLE (SANITARY)	$360.00	9.00	EACH	$3,240.00	9.00	EACH	$3,240.00	9.00	EACH	$3,240.00
57	REMOVE SEWER PIPE (SANITARY)	$4.50	2,141.00	L F	$9,634.50	2,141.00	L F	$9,634.50	2,141.00	L F	$9,634.50
58	AGGREGATE FOUNDATION	$15.00	723.00	TON	$10,845.00	0.00	TON	$0.00	0.00	TON	$0.00
59	CONNECT TO EXISTING SANITARY SEWER	$355.00	6.00	EACH	$2,130.00	5.00	EACH	$1,775.00	5.00	EACH	$1,775.00
60	CONNECT TO EXISTING MANHOLE (SANITARY)	$500.00	1.00	EACH	$500.00	1.00	EACH	$500.00	1.00	EACH	$500.00
61	8"X6" PVC WYE	$290.00	40.00	EACH	$11,600.00	38.00	EACH	$11,020.00	38.00	EACH	$11,020.00
62	LATERAL CONNECTION LINER	$3,745.00	3.00	EACH	$11,235.00	3.00	EACH	$11,235.00	3.00	EACH	$11,235.00
63	LATERAL REINSTATEMENT-ANY SIZE	$177.00	3.00	EACH	$531.00	3.00	EACH	$531.00	3.00	EACH	$531.00
64	TRIM PROTRUDING TAP-ANY SIZE/MATERIAL	$10.20	3.00	EACH	$30.60	0.00	EACH	$0.00	0.00	EACH	$0.00
65	8" PVC PIPE SEWER	$42.00	2,235.00	L F	$93,870.00	2,162.00	L F	$90,804.00	2,162.00	L F	$90,804.00
66	6" PVC SANITARY SERVICE PIPE	$19.50	1,575.00	L F	$30,712.50	1,230.00	L F	$23,985.00	1,230.00	L F	$23,985.00
67	8" CIPP LINING	$67.25	201.00	L F	$13,517.25	195.00	L F	$13,113.75	195.00	L F	$13,113.75
68	CASTING ASSEMBLY (SANITARY)	$600.00	11.00	EACH	$6,600.00	10.00	EACH	$6,000.00	10.00	EACH	$6,000.00
69	ADJUST FRAME AND RING CASTING	$479.00	11.00	EACH	$5,269.00	0.00	EACH	$0.00	0.00	EACH	$0.00
70	CONSTRUCT MANHOLE DESIGN 4007	$392.00	94.20	L F	$36,926.40	84.20	L F	$33,006.40	84.20	L F	$33,006.40
71	SANITARY SEWER I&I BARRIER	$170.00	11.00	EACH	$1,870.00	0.00	EACH	$0.00	0.00	EACH	$0.00
72	SANITARY SEWER TRACER WIRE SYSTEM (HILLCREST 2ND ADD	$2,660.00	1.00	EACH	$2,660.00	0.50	EACH	$1,330.00	0.50	EACH	$1,330.00
73	SANITARY SEWER TRACER WIRE SYSTEM (2ND STREET SW)	$2,500.00	1.00	EACH	$2,500.00	0.50	EACH	$1,250.00	0.50	EACH	$1,250.00
74	REMOVE GATE VALVE AND BOX	$180.00	6.00	EACH	$1,080.00	6.00	EACH	$1,080.00	6.00	EACH	$1,080.00
75	REMOVE HYDRANT	$360.00	3.00	EACH	$1,080.00	4.00	EACH	$1,440.00	4.00	EACH	$1,440.00
76	REMOVE WATERMAIN	$7.00	1,933.00	L F	$13,531.00	1,180.00	L F	$8,260.00	1,180.00	L F	$8,260.00
77	ABANDON WATERMAIN	$1.98	842.00	L F	$1,667.16	1,208.00	L F	$2,391.84	1,208.00	L F	$2,391.84
78	TEMPORARY WATER SERVICE (HILLCREST 2ND ADDITION)	$3,000.00	1.00	EACH	$3,000.00	1.00	EACH	$3,000.00	1.00	EACH	$3,000.00
79	TEMPORARY WATER SERVICE (2ND STREET SW)	$3,000.00	1.00	EACH	$3,000.00	1.00	EACH	$3,000.00	1.00	EACH	$3,000.00
80	TEMPORARY WATER SERVICE CONNECTION AT CURB STOP	$285.00	5.00	EACH	$1,425.00	1.00	EACH	$285.00	1.00	EACH	$285.00
81	CONNECT TO EXISTING WATER MAIN	$1,245.00	8.00	EACH	$9,960.00	9.00	EACH	$11,205.00	9.00	EACH	$11,205.00

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			AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
ITEM NO.	ITEM	UNIT PRICE	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
82	HYDRANT, 9 FT BURY	$4,625.00	1.00	EACH	$4,625.00	2.00	EACH	$9,250.00	2.00	EACH	$9,250.00
83	HYDRANT, 8 FT BURY	$4,210.00	3.00	EACH	$12,630.00	3.00	EACH	$12,630.00	3.00	EACH	$12,630.00
84	ADJUST VALVE BOX	$180.00	11.00	EACH	$1,980.00	0.00	EACH	$0.00	0.00	EACH	$0.00
85	1" CORPORATION STOP	$288.00	44.00	EACH	$12,672.00	42.00	EACH	$12,096.00	42.00	EACH	$12,096.00
86	1-1/2" CORPORATION STOP	$337.00	1.00	EACH	$337.00	1.00	EACH	$337.00	1.00	EACH	$337.00
87	6" GATE VALVE AND BOX	$1,308.00	4.00	EACH	$5,232.00	6.00	EACH	$7,848.00	6.00	EACH	$7,848.00
88	8" GATE VALVE AND BOX	$1,785.00	8.00	EACH	$14,280.00	9.00	EACH	$16,065.00	9.00	EACH	$16,065.00
89	1" CURB STOP AND BOX	$317.00	44.00	EACH	$13,948.00	42.00	EACH	$13,314.00	42.00	EACH	$13,314.00
90	1-1/2" CURB STOP AND BOX	$510.00	1.00	EACH	$510.00	1.00	EACH	$510.00	1.00	EACH	$510.00
91	VALVE BOX TOP SECTION & CAP	$174.00	9.00	EACH	$1,566.00	6.00	EACH	$1,044.00	6.00	EACH	$1,044.00
92	1" TYPE K COPPER PIPE	$20.88	1,609.00	L F	$33,595.92	1,189.00	L F	$24,826.32	1,189.00	L F	$24,826.32
93	1 1/2" TYPE K COPPER PIPE	$38.00	20.00	L F	$760.00	22.00	L F	$836.00	22.00	L F	$836.00
94	6" PVC WATERMAIN	$23.00	90.00	L F	$2,070.00	64.00	L F	$1,472.00	64.00	L F	$1,472.00
95	8" PVC WATERMAIN	$30.00	2,531.00	L F	$75,930.00	2,459.00	L F	$73,770.00	2,459.00	L F	$73,770.00
96	8" PVC WATERMAIN (TRENCHLESS)	$75.45	190.00	L F	$14,335.50	190.00	L F	$14,335.50	190.00	L F	$14,335.50
97	2" INSULATION	$55.00	11.00	S Y	$605.00	11.00	S Y	$605.00	11.00	S Y	$605.00
98	WATERMAIN FITTINGS	$1.00	1,691.00	L B	$1,691.00	1,478.00	L B	$1,478.00	1,478.00	L B	$1,478.00
99	EXCAVATE AND INSULATE WATERMAIN (4" INSULATION)	$24.10	290.00	L F	$6,989.00	0.00	L F	$0.00	0.00	L F	$0.00
100	WATERMAIN TRACER WIRE SYSTEM (HILLCREST 2ND ADDITION)	$3,615.00	1.00	EACH	$3,615.00	0.50	EACH	$1,807.50	0.50	EACH	$1,807.50
101	WATERMAIN TRACER WIRE SYSTEM (2ND STREET SW)	$2,707.00	1.00	EACH	$2,707.00	0.50	EACH	$1,353.50	0.50	EACH	$1,353.50
102	REMOVE CONCRETE APRON	$300.00	1.00	EACH	$300.00	0.00	EACH	$0.00	0.00	EACH	$0.00
103	REMOVE METAL APRON	$120.00	2.00	EACH	$240.00	2.00	EACH	$240.00	2.00	EACH	$240.00
104	REMOVE MANHOLE (STORM)	$412.00	6.00	EACH	$2,472.00	6.00	EACH	$2,472.00	6.00	EACH	$2,472.00
105	REMOVE CATCH BASIN	$275.00	9.00	EACH	$2,475.00	9.00	EACH	$2,475.00	9.00	EACH	$2,475.00
106	ABANDON PIPE SEWER (STORM)	$18.05	435.00	EACH	$7,851.75	398.00	EACH	$7,183.90	398.00	EACH	$7,183.90
107	REMOVE SEWER PIPE (STORM)	$11.75	969.00	L F	$11,385.75	1,006.00	L F	$11,820.50	1,006.00	L F	$11,820.50
108	12" RC PIPE APRON	$1,000.00	1.00	EACH	$1,000.00	1.00	EACH	$1,000.00	1.00	EACH	$1,000.00
109	15" RC PIPE APRON	$940.00	2.00	EACH	$1,880.00	2.00	EACH	$1,880.00	2.00	EACH	$1,880.00
110	30" RC PIPE APRON	$1,775.00	1.00	EACH	$1,775.00	1.00	EACH	$1,775.00	1.00	EACH	$1,775.00
111	6" PERF PVC PIPE DRAIN	$11.85	4,957.00	L F	$58,740.45	4,799.00	L F	$56,868.15	4,799.00	L F	$56,868.15
112	6" PVC PIPE DRAIN CLEANOUT	$235.00	23.00	EACH	$5,405.00	23.00	EACH	$5,405.00	23.00	EACH	$5,405.00
113	SUMP PUMP SERVICE	$540.00	46.00	EACH	$24,840.00	43.00	EACH	$23,220.00	43.00	EACH	$23,220.00
114	CONNECT TO EXISTING STORM SEWER	$288.00	4.00	EACH	$1,152.00	4.00	EACH	$1,152.00	4.00	EACH	$1,152.00
115	CONNECT INTO EXISTING DRAINAGE STRUCTURE	$720.00	1.00	EACH	$720.00	1.00	EACH	$720.00	1.00	EACH	$720.00
116	8" PIPE SEWER	$32.60	16.00	L F	$521.60	13.00	L F	$423.80	13.00	L F	$423.80
117	12" PIPE SEWER	$33.50	680.00	L F	$22,780.00	673.00	L F	$22,545.50	673.00	L F	$22,545.50
118	15" PIPE SEWER	$37.70	321.00	L F	$12,101.70	324.00	L F	$12,214.80	324.00	L F	$12,214.80
119	18" PIPE SEWER	$53.25	38.00	L F	$2,023.50	29.00	L F	$1,544.25	29.00	L F	$1,544.25
120	24" PIPE SEWER	$62.25	63.00	L F	$3,921.75	61.00	L F	$3,797.25	61.00	L F	$3,797.25
121	30" PIPE SEWER	$69.00	498.00	L F	$34,362.00	498.00	L F	$34,362.00	498.00	L F	$34,362.00
122	CASTING ASSEMBLY (STORM)	$655.00	27.00	EACH	$17,685.00	20.00	EACH	$13,100.00	20.00	EACH	$13,100.00

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123	ADJUST FRAME AND RING CASTING (STORM)	$360.00	27.00	EACH	$9,720.00	0.00	EACH	$0.00	0.00	EACH	$0.00
124	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	$745.00	7.00	L F	$5,215.00	5.01	L F	$3,732.45	5.01	L F	$3,732.45
125	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	$615.00	21.70	L F	$13,345.50	20.91	L F	$12,859.65	20.91	L F	$12,859.65
126	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	$721.00	5.10	L F	$3,677.10	4.10	L F	$2,956.10	4.10	L F	$2,956.10
127	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	$754.00	21.20	L F	$15,984.80	11.29	L F	$8,512.66	11.29	L F	$8,512.66
128	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (R-1)	$530.00	50.30	L F	$26,659.00	50.30	L F	$26,659.00	50.30	L F	$26,659.00
129	STORM SEWER EXTERNAL SEAL	$300.00	27.00	EACH	$8,100.00	19.00	EACH	$5,700.00	19.00	EACH	$5,700.00
130	RECONSTRUCT DRAINAGE STRUCTURE	$560.00	2.00	L F	$1,120.00	0.00	L F	$0.00	0.00	L F	$0.00
131	RANDOM RIPRAP CLASS III	$48.00	39.00	TON	$1,872.00	39.00	TON	$1,872.00	39.00	TON	$1,872.00
132	TURF REINFORCEMENT MAT - TYPE SCOUR STOP	$8.10	80.00	S F	$648.00	80.00	S F	$648.00	80.00	S F	$648.00
133	STORM DRAIN INLET PROTECTION	$131.00	30.00	EACH	$3,930.00	11.00	EACH	$1,441.00	11.00	EACH	$1,441.00
134	SILT FENCE; TYPE MS	$2.00	421.00	L F	$842.00	453.00	L F	$906.00	453.00	L F	$906.00
135	ROCK CHECK	$135.00	32.00	EACH	$4,320.00	0.00	EACH	$0.00	0.00	EACH	$0.00
136	REMOVE CATCH BASIN	$360.00	5.00	EACH	$1,800.00	5.00	EACH	$1,800.00	5.00	EACH	$1,800.00
137	REMOVE CATCH BASIN GRATE CASTING	$79.00	11.00	EACH	$869.00	12.00	EACH	$948.00	12.00	EACH	$948.00
138	SAWING CONCRETE PAVEMENT (FULL DEPTH)	$4.80	67.00	L F	$321.60	67.00	L F	$321.60	67.00	L F	$321.60
139	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$1.76	335.00	L F	$589.60	252.00	L F	$443.52	252.00	L F	$443.52
140	REMOVE CATCH BASIN	$360.00	11.00	L F	$3,960.00	7.00	L F	$2,520.00	7.00	L F	$2,520.00
141	REMOVE CURB AND GUTTER	$18.80	236.00	L F	$4,436.80	186.00	L F	$3,496.80	186.00	L F	$3,496.80
142	REMOVE CONCRETE DRIVEWAY PAVEMENT	$19.10	13.00	S Y	$248.30	5.00	S Y	$95.50	5.00	S Y	$95.50
143	REMOVE BITUMINOUS PAVEMENT	$25.00	125.00	S Y	$3,125.00	75.00	S Y	$1,875.00	75.00	S Y	$1,875.00
144	REMOVE CONCRETE WALK	$1.80	60.00	S F	$108.00	0.00	S F	$0.00	0.00	S F	$0.00
145	REMOVE CONCRETE PAVEMENT DRIVEWAY	$7.20	13.00	S Y	$93.60	0.00	S Y	$0.00	0.00	S Y	$0.00
146	BITUMINOUS PATCH SPECIAL 1	$43.00	125.00	S Y	$5,375.00	75.00	S Y	$3,225.00	75.00	S Y	$3,225.00
147	CONNECT TO EXISTING STORM SEWER	$765.00	15.00	EACH	$11,475.00	7.00	EACH	$5,355.00	7.00	EACH	$5,355.00
148	CASTING ASSEMBLY (STORM)	$932.00	11.00	EACH	$10,252.00	13.00	EACH	$12,116.00	13.00	EACH	$12,116.00
149	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (R-1)	$1,828.00	5.00	EACH	$9,140.00	5.00	EACH	$9,140.00	5.00	EACH	$9,140.00
150	REPAIR CATCH BASIN	$378.00	11.00	L F	$4,158.00	7.00	L F	$2,646.00	7.00	L F	$2,646.00
151	6" CONCRETE WALK	$6.45	60.00	S F	$387.00	0.00	S F	$0.00	0.00	S F	$0.00
152	CONCRETE CURB AND GUTTER DESIGN SPECIAL	$32.36	236.00	L F	$7,636.96	186.00	L F	$6,018.96	186.00	L F	$6,018.96
153	6" CONCRETE DRIVEWAY PAVEMENT	$55.60	13.00	S Y	$722.80	5.00	S Y	$278.00	5.00	S Y	$278.00
154	AMENDED TOPSOIL BORROW (LV)	$43.44	54.00	C Y	$2,345.76	0.00	C Y	$0.00	0.00	C Y	$0.00
155	SEED, FERTILIZE, & HYDROMULCH	$2.00	119.00	SY	$238.00	119.00	SY	$238.00	147.00	SY	$294.00
									0		0
	TOTAL AMOUNT:				**$2,127,250.01**			**$1,713,241.15**			**$1,715,452.65**

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM: Proposal for Dog Park Plan	**AGENDA SECTION:** New Business
PREPARED BY: *Bolton & Menk*	**AGENDA NO.** 7.E.
ATTACHMENTS: Dog Park Proposal, and Work Plan	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to approve the Proposal for the Dog Park Plan from Bolton and Menk with the attached fee schedule.	

SUMMARY

BOLTON & MENK
Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

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

April 8, 2021

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

RE: Proposal for Dog Park Plan
City of Plainview, Minnesota

Dear Mr. Todd,

Bolton & Menk is pleased to provide you with this proposal for professional services for a proposed dog park in Plainview. Our team of experienced landscape architects and engineers are prepared to help the City evaluate possible locations for a dog park and develop a concept plan for the park. The evaluation and plan will be a valuable tool for the City in communicating the plan to the public and obtaining needed public input to determine the final location and layout for the park.

This proposal will define our scope of work and cost of these services. We look forward to assisting the City with this project.

Sincerely,

Bolton & Menk, Inc.

Brian Malm, P.E.
Principal

SCOPE OF WORK

Bolton and Menk, Inc. (BMI) will complete the following basic scope of work:

A. We propose to conduct an initial kickoff meeting with the city to clarify the project scope, goals, and schedule. Additional check-ins will be held via conference call or virtual meetings, as needed.

B. BMI will conduct a City-wide review and analysis of existing public lands in Plainview for Dog Park incorporation opportunities. Analysis items to include:
   a. Land Ownership
   b. Available open space size
   c. Existing Natural Amenities
   d. Walkable service area
   e. Parking Availability
   f. Surrounding Land Use
   g. Available Utility Services

C. Up to three (3) sites to be selected by City Staff from analysis mapping. BMI will produce one Dog Park Concept plan for each site selected, visually displaying concept plan opportunities. Dog park concepts will be proposed on public owned land and vary in size from 0.25 to 0.5 Acre.

D. BMI will provide digital documentation to be used during City lead focus group and public input. Visuals for public comment include:
   a. City-wide public land analysis mapping
   b. Dog park concept plan graphics with Cost Estimates (Up to 3 total)
   c. Optional - Dog park amenities board
      i. Required vs optional depending on available park size
   d. Optional - Maintenance guidelines (City based vs Volunteer)

E. The City will lead a focus group, made up of City selected stakeholders to support the Dog Park Concept Planning. The focus group and public open house will help solidify the multiple concepts into one final dog park concept for the City of Plainview.

F. Preferred Dog Park Master Plan graphic with amenity board and preliminary construction cost estimate will be provided by BMI derived from the review of documents and comment provided by city staff, focus group, and public engagement efforts.

G. A limited budget requires making the best use of resources to get the greatest value. With that in mind, we propose city officials and staff lead the focus group meeting and public engagement effort. BMI Staff to meet with City staff and provide documentation for city lead engagement efforts.

FEE PROPOSAL

The above-described work will be completed for hourly not to exceed fees as indicated below. Costs are broken down by task to allow the City to select the level of service desired.

Base Services

- Kickoff (1) and City Review (2) Meetings - $1,100
- Site Review and Analysis - $1,700
- Site Concept Development and Cost Estimates (Per Site) - $570
- Preferred Site Final Plan and Cost Estimate - $1,700

Total Base Services - $5,070 - $6,210 (depending on number of concepts developed, 1 to 3)

Optional Services

- Amenity Boards - $870
- Maintenance Guidelines - $350

SCHEDULE

The schedule for the work is flexible. The kickoff meeting, site review and analysis, and concept development can be completed within 30 days of authorization to proceed. Schedule for completion of the final plan and optional services is dependent on the City's schedule for public input but can be completed within 30 days of preferred site selection.

WORK ORDER

Project: Dog Park Plan

Plainview, Minnesota

This Work Order is entered into this 13th day of April, 2021 by and between the CITY OF PLAINVIEW, Minnesota, 241 West Broadway, Plainview, MN 55964 (the "City") and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901 (the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 13th day of March, 2018, including Amendment No 1 on the 1st day of May, 2018; and

WHEREAS, the Professional Services Agreement provides that project specific professional services would be authorized and documented by separate Work Orders; and

WHEREAS, this Work Order outlines the services to be performed by the Consultant; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

ARTICLE ONE
SERVICES TO BE PERFORMED BY THE CONSULTANT

The City hereby retains Consultant for the services described on Exhibit A attached hereto and made a part hereof.

ARTICLE TWO
CONSULTANT'S COMPENSATION

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

ARTICLE THREE
SCHEDULE OF PERFORMANCE

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

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 13th day of March, 2018, and amended the 1st day of May 2018 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

By: ___________________________________
Brian Malm, Principal Engineer

Date ___________________________________

CITY OF PLAINVIEW

By:________________________________
Aaron Luckstein, Mayor

By:________________________________
David Todd, City Administrator

Date ___________________________________

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

SCOPE OF WORK

Bolton and Menk, Inc. (BMI) will complete the following basic scope of work:

A. BMI will conduct an initial kickoff meeting with the city to clarify the project scope, goals, and schedule. Additional check-ins will be held via conference call or virtual meetings, as needed.

B. BMI will conduct a City-wide review and analysis of existing public lands in Plainview for Dog Park incorporation opportunities. Analysis items to include:
   a. Land Ownership
   b. Available open space size
   c. Existing Natural Amenities
   d. Walkable service area
   e. Parking Availability
   f. Surrounding Land Use
   g. Available Utility Services

C. Up to three (3) sites to be selected by City Staff from analysis mapping. BMI will produce one Dog Park Concept plan for each site selected, visually displaying concept plan opportunities. Dog park concepts will be proposed on public owned land and vary in size from 0.25 to 0.5 Acre.

D. BMI will provide digital documentation to be used during City lead focus group and public input. Visuals for public comment include:
   a. City-wide public land analysis mapping
   b. Dog park concept plan graphics with Cost Estimates (Up to 3 total)
   c. Optional - Dog park amenities board
      i. Required vs optional depending on available park size
   d. Optional - Maintenance guidelines (City based vs Volunteer)

E. The City will lead a focus group, made up of City selected stakeholders to support the Dog Park Concept Planning. The focus group and public open house will help solidify the multiple concepts into one final dog park concept for the City of Plainview.

F. Preferred Dog Park Master Plan graphic with amenity board and preliminary construction cost estimate will be provided by BMI derived from the review of documents and comment provided by city staff, focus group, and public engagement efforts.

G. City officials and staff will lead the focus group meeting and public engagement effort. BMI staff will meet with City staff and provide documentation for city lead engagement efforts.

EXHIBIT B

CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	Total Cost
1	Base Services	$5,070-6,210
2	Optional – Amenity Boards	$870
3	Optional – Maintenance Guidelines	$350
TOTALS		**$6,290-$7,430**

Tasks 1-3 shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant. Base service fee range is based on a range of 1-3 site concept plans. Fees will not exceed low end fee for 1 concept plan and not exceed high end fee for 3 concept plans. Optional tasks will only be billed if authorized by the City.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM:	Development Watermain Extension	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO.** 7.F.
ATTACHMENTS:	Engineer's Estimate. Extension Map	**APPROVED BY: DT**
RECOMMENDED ACTION: **Discussion** of watermain extension to further development along TH 42		

SUMMARY

The City was contacted by local developers inquiring about the extension of watermain from west of Kwik Trip to County Rd 4 to further development along the Hwy 42 corridor. City Staff consulted City Engineers Bolton and Menk who provided an engineer's estimate of the cost for this project at $220,656.25.

The watermain extension would require roughly 1,150 feet of pipe, which would include upgrading a section of pipe near the Kwik Trip property to insure MDH standards as part of the project.

City staff consulted with Mike Bubany, our financial consultant who advised of several options for financing this project, including water/sewer funds. He indicated that the City is in a fairly good position to move forward with the project.

Note that at this time, the City has not received an application for preliminary plat, so this is simply a discussion item only. Once the development process is undertaken, Staff will reach out to Council at a subsequent meeting to seek direction for moving forward. Ultimately, the City would extend the watermain further west along TH 42 to create a loop which will not only increase development but also provide increased fire suppression and water service to the entire community.

Respectfully Submitted,
David N.S. Todd
City Administrator

PRELIMINARY ENGINEER'S ESTIMATE

BOLTON & MENK

WATERMAIN EXTENSION - SOUTH SIDE OF TH 42 TO CR 4

CITY OF PLAINVIEW, MN

BMI PROJECT NO.: H19.119930

Updated: 3/23/21

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	$ 10,000.00	$ 10,000.00
2	TRAFFIC CONTROL	1	LS	$ 5,000.00	$ 5,000.00
3	EROSION & SEDIMENT CONTROL	1	LS	$ 10,000.00	$ 10,000.00
4	TEMPORARY WATER SERVICE	1	LS	$ 7,500.00	$ 7,500.00
5	CONNECT TO EXIST WATERMAIN	1	EA	$ 850.00	$ 850.00
6	RECONNECT EXISTING SERVICE LINE	1	EA	$ 1,000.00	$ 1,000.00
7	REMOVE EXISTING WATERMAIN	260	LF	$ 5.00	$ 1,300.00
8	SALVAGE AND RELOCATE EXISTING HYDRANT	1	EA	$ 2,000.00	$ 2,000.00
9	6" GATE VALVE & BOX	2	EA	$ 1,500.00	$ 3,000.00
10	8" GATE VALVE & BOX	1	EA	$ 1,800.00	$ 1,800.00
11	10" GATE VALVE & BOX	2	EA	$ 2,100.00	$ 4,200.00
12	HYDRANT	2	EA	$ 4,300.00	$ 8,600.00
13	6" WATERMAIN	30	LF	$ 45.00	$ 1,350.00
14	10" WATERMAIN	1,150	LF	$ 50.00	$ 57,500.00
15	18" STEEL CASING, JACK AND AUGER	100	LF	$ 250.00	$ 25,000.00
16	1" CURB STOP & BOX	4	EA	$ 350.00	$ 1,400.00
17	1" CORPORATION STOP	4	EA	$ 400.00	$ 1,600.00
18	1" WATER SERVICE PIPE	80	LF	$ 30.00	$ 2,400.00
19	WATERMAIN FITTINGS	620	LB	$ 10.00	$ 6,200.00
20	WATERMAIN TRACER WIRE SYSTEM	1	LS	$ 2,800.00	$ 2,800.00
				SUBTOTAL:	$153,500.00
				CONSTRUCTION CONTINGENCIES (15%):	$23,025.00
				TOTAL ESTIMATED CONSTRUCTION COST:	**$176,525.00**
				ESTIMATED ENGINEERING, ADMIN & LEGAL:	$44,131.25
				TOTAL ESTIMATED PROJECT COST:	**$220,656.25**
				WATERMAIN EXTENSION LENGTH (FT)	1,150
				TOTAL PROJECT COST PER FOOT ($/FT)	$191.88

0 263 Feet

PLAINVIEW

The perfect place to be you

Legend

- City Limits
- Wastewater Treatment Plant
- Lift Station
- Sanitary Manhole
- Sanitary Pipe
- Forcemain
- Storm Manhole
- Culvert
  - Inlet
  - Outlet
- Catch Basin
- Storm Pipe
- Storm Subdrain
- Storm Pond
- Water Building
- Hydrant
- Water Valve
- Water Curb Stop
- Water Manhole
- Reducer
- Wells
- Watermain
- Parcels (11/1/2020)
  - Parcels
- Protected Waters - Watercours

Development Watermain Extension

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Plainview is not responsible for any inaccuracies herein contained.

BOLTON & MENK

Real People. Real Solutions.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: April 13th,2021

AGENDA ITEM: Summer Hires	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus Public Works Director	**AGENDA NO.** 7.G.
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: Motion to discuss and approve the hire of Shawn Polson, Kayla Kujath, and Owen Hess to help public works for the summer of 2021. These hires will be pending drug screening and background checks.	

SUMMARY

Each summer Public Works hires summer help to assist in mowing, trimming, watering flowers, cleaning parks, and other task needed. The summer help comes in on the weekends to do parks and water flowers, which saves the City money by not having to pay a full-time employee to come in and take care of these things. Upon approval they would begin June 7th, per the union summer help can work no more than 67 days.

Position	Wage Per/Hour	Name
Fulltime mower	$10.82	Shawn Polson
Trimmer, Parks, Flowers	$10.30	Kayla Kujath
Trimmer, Parks, Flowers	$10.00	Owen Hess

Respectfully Submitted,
Shane Loftus
Public Works Director

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: April 13th,2021

AGENDA ITEM: Street painter	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus Public Works Director	**AGENDA NO.** 7.H.
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to discuss and approve the purchase of a street painter for $5,897.00.	

SUMMARY

Last year when painting our streets, the pump on our sprayer started to fail causing erratic paint lines. After looking into replacing the pump on a 30 year old paint sprayer, we found the parts are not readily available, and the cost would exceed the value of the sprayer. The repairs are estimated at $1,700, with no guarantee they will be able to find a pump.

We did plan for the replacement of the current sprayer when we talked about the CIP for the 2021 fiscal year. After talking with several dealers to get a rough cost, we budgeted $7,500 in the CIP. I have taken the unnecessary extras off the sprayer to get the cost down to $5,897.00 saving over $1,600.

Company	Equipment	Cost
Diamond Vogel	3900 linelazer with two mechanical guns.	$5946.00
Sherwin Williams	3900 linelazer with two mechanical guns.	$5,897.00

Respectfully submitted,
Shane Loftus
Public Works Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13th,2021

AGENDA ITEM: Toolcat Rental Agreement	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus Public Works Director	**AGENDA NO.** 7.I.
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to discuss and approve rental agreement for the Toolcat for $500 a month.	

SUMMARY

The Toolcat we purchased in 2014 has proven to be a swiss army knife for the City. There is numerous task that are completed almost daily with this piece of equipment. That means this piece of equipment sees a lot of wear and tear. Over the last few years, we have spent a lot of money to keep the Toolcat running. We have replaced wheel bearings, tie rods, alternator bracket, hydro belt and tensioner, A/C compressor, and multiple trips to Sanco (Bobcat dealer) for repairs we could not do in house.
We purchase tires every year to year and a half at $1000 a set. They at the point of needing replacement now.

To purchase a Toolcat is $34,334.20 with trade in ($19,000). With us going to a rental agreement (which is something new that they offer) allows us to have a piece of equipment constantly under warranty and keeps the cost down for the City. It is also easier for us to budget for small increments instead of these large purchases.

Sanco has offered us $19,000 for ours, which will pay for the first three years of this rental agreement. We would be limited to 300 hours per year and have to do our oil changes as needed.

Respectfully submitted,
Shane Loftus
Public Works Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: April13th,2021

AGENDA ITEM: Well #3 VFD	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus Public Works Director	**AGENDA NO. 7.J.**
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: Motion to discuss and approve Automatic Systems to remove and replace the VFD at well #3 for $19,696.00.	

SUMMARY

The VFD (variable frequency drive) at well #3 allows for soft starts and soft shutdowns when the well is starting and stopping. This helps with water hammers in our system that cause water main breaks.

The life expectancy of a VFD is 7-12 years. The VFD that is in well #3 is 23 years old. We have been experiencing alarms when the water tower calls for the well. The alarm indicates well failure and after investigating the cause, the VFD has to be reset.

Company	**Equipment**	
Automatic Systems	Power Flex 400	$19,696.00
HG Electric	Power Flex 400	$24,125.00
Egan	Power Flex 400	$24,407.00

Respectfully submitted,
Shane Loftus
Public Works Director

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13th,2021

AGENDA ITEM: Tennis Court Resurfacing	**AGENDA SECTION:** New Business
PREPARED BY: Shane Loftus Public Works Director	**AGENDA NO.7.K.**
ATTACHMENTS:	**APPROVED BY:**
RECOMMENDED ACTION: Motion to discuss and approve Surface Pro for the resurfacing of the Eastwood tennis/pickleball courts at the cost of $14,900.	

SUMMARY

Last year the resurfacing Eastwood tennis/pickleball courts was put into the CIP for the 2021 fiscal year. We budgeted $15,000.00 to complete this project.

The court was last resurfaced in 1995. The recommendation is to resurface tennis courts every 5-7 years. The court currently has cracks that need to be filled, surface that is peeling, and fading of the paint.

We sent out a request for quotes to Surface Pro, C & H Surfaces, and Midwest Tennis and Track. Surface Pro was the only one to respond with a quote of $14,900.

Respectfully submitted,
Shane Loftus
Public Works Director

PLAINVIEW CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13th, 2021

AGENDA ITEM:	Authorizing Bids for City Engineering Work	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO.** 7.L.
ATTACHMENTS:	Bolton and Menk Scope of Services Document	**APPROVED BY: DT**
RECOMMENDED ACTION: **Discussion and Motion** to approve accepting bids for City Engineering Work		

SUMMARY

A request has been made by Council Member Daschner to seek bids for City Engineering services. Current services are provided by Bolton and Menk. The City operates under a professional services contract without a retainer. Section 3 of the professional services contract outlines the compensation for services provided which are project based through December of 2022. Rates thereafter, which can be adjusted based on inflation annually, are subject to Council approval. This agreement is subject to a 30 day termination clause upon written notice.

Respectfully Submitted,

David Todd
City Administrator

AGREEMENT FOR PROFESSIONAL SERVICES

PLAINVIEW, MINNESOTA

This Agreement, made this 13th day of March, 2018, by and between the CITY OF PLAINVIEW, Minnesota, 241 West Broadway, Plainview, MN 55964, hereinafter referred to as CITY, and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CITY requires professional services and whereas the CONSULTANT agrees to furnish the various professional services required by the CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S RESPONSIBILITIES

A. The CONSULTANT agrees to perform various professional services requested by the CITY for general consulting or specific project related studies, surveys, design, plan and specification preparation and construction administration. The scope of work and compensation for such services shall be documented by separate Work Orders and invoiced as a separate project numbers.

SECTION II - THE CITY'S RESPONSIBILITIES

A. The CITY agrees to acquire the professional services of the CONSULTANT.

B. The CITY shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement and the CITY's payment timing procedures.

C. The CITY shall furnish all data, records, reports, plans, maps and other pertinent information or copies thereof, which may be required by the CONSULTANT to perform its services.

D. The CITY shall reimburse the CONSULTANT for any special costs or expenses incurred by the CONSULTANT on behalf of the CITY, including reproductions, sub-consultants and testing.

E. The CITY shall notify the CONSULTANT promptly whenever it observes or otherwise becomes aware of any defect in the work of the CONSULTANT.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. For professional services authorized by Work Order to be completed on an hourly estimated or hourly not-to-exceed basis, compensation to the CONSULTANT shall be according to the following Schedule of Fees. The payment to the CONSULTANT will be made by the CITY upon billing at intervals not more often than monthly at the herein rates.

Employee Classification	Hourly Billing Rates
Sr. Principal Engineer/Surveyor	$150-250/Hour
Sr. Project Manager - Principal Engineer/Surveyor/GIS/LA	$128-187
Senior Transportation/Aviation Planner	$125-160
Project Manager (Inc. Landscape Architect and GIS)	$70-175
Project/Design Engineer/Planner/Landscape Architect	$65-190
Licensed Surveyor/Project Surveyor	$95-150
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	$59-156
Senior Technician (Inc. Survey[1])	$92-170
Technician (Inc. Survey[1])	$65-145
Administrative Support & Clerical	$45-90
Structural/Electrical/Mechanical/Architect	$120-215
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

[1] No Separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the costs of this equipment are included in the rates for Survey Technicians.

a. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for Principals and members of the staff vary according to skill and experience. The rates shall apply for projects for the period through December 31, 2022. Subject to the approval of the City, these rates may be adjusted annually thereafter to account for changed labor costs, inflation or changed overhead conditions.

2. For professional services authorized by Work Order to be completed on a Lump Sum basis, compensation to the CONSULTANT shall be according to the Lump Sum Fee established in the work order. Payment to the CONSULTANT will be made by the CITY upon billing at intervals not more often than monthly of that part of the Fee in approximate proportion to the percentage of completed services.

3. In addition to the foregoing, CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed) 15% for the following Direct Expenses when incurred in the performance of the work.

   a. CITY approved outside professional and technical services.

   b. Other costs for such additional items and services that the CITY may require the CONSULTANT to provide to fulfill the terms of this Agreement.

SECTION IV - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CITY changes or is required to change the scope of the project from that described in Section I and/or the applicable addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. The CONSULTANT shall give notice to the CITY of any Additional Services, prior to furnishing such additional services. The CITY may request an estimate of additional cost from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

C. LIMITATION OF LIABILITY

CONSULTANT shall indemnify, defend, and hold harmless CITY and its officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CONSULTANT'S employees, agents, or subconsultants. In no event shall CONSULTANT be liable to CITY for consequential, incidental, indirect, special, or punitive damages.

CITY shall indemnify, defend, and hold harmless CONSULTANT and its employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CITY'S employees, agents, or consultants. In no event shall CITY be liable to CONSULTANT for consequential, incidental, indirect, special, or punitive damages.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CITY or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CITY'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder. The CITY agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of the paragraph.

D. INSURANCE

The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage.

The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, general liability insurance coverage insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities (including automobile use). The liability insurance policy shall provide coverage for each occurrence in the minimum amount of $1,000,000.

During the period of design and construction of the project, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services required by this agreement, providing that such coverage is reasonably available at commercially affordable premiums. For purposes of this agreement, "reasonably available" and "commercially affordable" shall mean that more than half of the design professionals practicing in this state in CONSULTANT'S discipline are able to obtain coverage. The professional liability insurance policy shall provide coverage for each occurrence in the amount of $1,000,000 and annual aggregate of $1,000,000 on a claims-made basis.

Upon request of CITY, CONSULTANT shall provide CITY with certificates of insurance, showing evidence of required coverages.

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CITY and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not be responsible for the means, methods, techniques, schedules or procedures of construction selected by the contractor or the safety precautions or programs incident to the work of the contractor.

G. USE OF ELECTRONIC/DIGITAL DATA

Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the PROJECT is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CITY shall be on an "AS IS" basis strictly for the convenience of the CITY without any warranties of any kind. As such, the CITY is advised and acknowledges that use of such information may require substantial modification and independent verification by the CITY (or its designees). Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the CITY, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CITY to verify compatibility with its system and long-term stability of media. CITY shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this AGREEMENT, unless such third party use and adaptation or distribution is explicitly authorized by this AGREEMENT.

H. REUSE OF DOCUMENTS

Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this AGREEMENT are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CITY shall acquire an ownership interest in all identified deliverables, including Plans and Specifications, for any reasonable use relative to the Project and the general operations of the CITY. CITY may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CITY. However, such documents are not intended or represented to be suitable for reuse by CITY or others on extensions of the Project or on any other project and any reuse other than that specifically intended by this AGREEMENT will be at CITY'S sole risk and without liability or legal exposure to CONSULTANT.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CITY not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PAYMENTS

If CITY fails to make any payment due CONSULTANT for services and expenses within thirty days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. In addition after giving seven days' written notice to CITY, CONSULTANT may, without waiving any claim or right against the CITY and without incurring liability whatsoever to the CITY, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

K. TERMINATION

This Agreement may be terminated by either party for any reason or for convenience by either party upon thirty (30) days written notice.

In the event of termination, the CITY shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement.

In the event of termination, the CONSULTANT will deliver to the CITY those reports, drawings, specifications, compiled city and utility maps and any other project deliverables (including electronic copies in PDF or CAD format when available) requested by the CITY that have not been previously delivered by CONSULTANT to the CITY. The documents will be delivered under a schedule that is mutually agreeable to the CITY and the CONSULTANT. Use of such documents shall be subject to paragraphs IV.G and IV.H of this agreement. The CITY shall be obligated to compensate the CONSULTANT in accordance with Section III of this agreement for time spent in preparing and delivering the documents.

L. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

M. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

The CONSULTANT is an Equal Opportunity Employer and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

N. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota.

O. DISPUTE RESOLUTION

CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the Minnesota District Court Rule 114 Roster, or if mutually agreed at time of dispute submittal, a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section IV of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CITY and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CITY: **CITY OF PLAINVIEW**

By: ______________________
Roger Ziebell, Mayor

By: ______________________
Clarissa Hadler, City Administrator

CONSULTANT: **BOLTON & MENK, INC.**

By: ______________________
Bradley C. DeWolf, P.E., President/CEO

By: ______________________
Brian P. Malm, P.E., Principal Engineer

AMENDMENT NO. 1
(Dated May 1, 2018)

AGREEMENT FOR PROFESSIONAL SERVICES
(Dated March 13, 2018)

CITY ENGINEERING SERVICES

CITY OF PLAINVIEW, MINNESOTA

WHEREAS, the CITY OF PLAINVIEW, Minnesota, 241 West Broadway, Plainview, MN 55964, hereinafter referred to as CITY, and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901, hereinafter referred to as CONSULTANT, entered into an Agreement for Professional Services dated March 13, 2018;

NOW, THEREFORE, the CITY and CONSULTANT, for the consideration hereinafter named, agree to this Amendment No. 1 as follows:

The following paragraphs are hereby added to the Agreement for Professional Services under SECTION I - CONSULTANT'S RESPONSIBILITIES;

B. The CONSULTANT shall serve in the position as City Engineer under the direction of the City Council.

C. The CONSULTANT agrees to assign an experienced licensed professional engineer from its staff to be the designated City Engineer and perform the required services and to provide such other staff as may be appropriate or necessary to complete the requested services. The designated City Engineer shall be Brian P. Malm, P.E.

D. The CONSULTANT shall provide the following general engineering services to be compensated as described in Section III.

1. The City Engineer shall attend City staff meetings as requested and shall assist staff on engineering related issues.
2. The City Engineer shall attend City Council meetings and other meetings as requested by the City Council.
3. The City Engineer shall advise and provide engineering services to City staff and Council for general engineering maters in which the City becomes involved.
4. The City Engineer shall provide additional administrative and engineering direction as may be requested by City staff to fulfill day-to-day City operating requirements.
5. The City Engineer shall provide updates of the City parcel, zoning, and utility maps on an annual basis.
6. The City Engineer shall review building site and subdivision plans and other documents for conformance with City engineering standards as requested by City staff.

7. The City Engineer shall review permit applications to open, excavate or disturb City infrastructure as requested by City staff.

The following paragraph is hereby added to the Agreement for Professional Services under SECTION II - THE CITY'S RESPONSIBILITIES;

F. The CITY designates the CONSULTANT to serve as the Consulting City Engineer during the term of this Agreement.

The following paragraphs are hereby added to the Agreement for Professional Services under SECTION III - COMPENSATION FOR SERVICES, Paragraph A. Fees;

4. The CONSULTANT agrees to provide the CITY with a Web-Based GIS system including publicly available property parcel, aerial photo, LiDAR contours, FEMA flood information, and natural resources data, as well as CITY zoning information, sanitary sewer, watermain, and storm sewer utility information at NO CHARGE. CITY utility information will be limited to pipe, manhole, catch basin, valve, and hydrant locations and sizes. The CONSULTANT agrees to collect GPS location data that has not already collected by previous consultants for CITY utilities including manholes, catch basins, hydrants, curb stops, and valves at NO CHARGE. The CITY agrees to compensate the CONSULTANT on an hourly basis for the inclusion of any other information requested by the CITY to be included in the GIS system that is not publicly available as GIS shapefiles on the appropriate coordinate system. The CITY also agrees to compensate the CONSULTANT on an hourly basis for updates required due to zoning changes; modifications or additions to CITY utility information; and periodic GIS system updates, required database maintenance and changes necessitated by system software updates. Such updates will only be completed upon prior approval by the CITY. Upon termination of this AGREEMENT, the CONSULTANT will provide the CITY will all electronic/digital data associated with the Web-GIS system, subject to Paragraph IV.G of this Agreement.

5. The CONSULTANT agrees to attend CITY Council and CITY Commission meetings at NO CHARGE.

6. The CITY agrees to compensate the CONSULTANT at the rate of $75.00 per hour for the first 20 hours of general engineering services performed each month by the designated City Engineer and other CONSULTANT staff. Compensation to the CONSULTANT for general engineering services performed beyond the first 20 hours each month shall be according to the schedule of fees listed in paragraph III.A.1.

7. The CONSULTANT shall provide a monthly itemization of time spent performing general engineering services for the CITY.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CITY: **CITY OF PLAINVIEW**

By:______________________________
Roger Ziebell, Mayor

By:______________________________
Clarissa Hadler, City Administrator

CONSULTANT: **BOLTON & MENK, INC.**

By:______________________________
Bradley C. DeWolf, P.E., President/CEO

By:______________________________
Brian P. Malm, P.E., Principal Engineer

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13th, 2021

AGENDA ITEM:	City Planner/Community Development Coordinator	**AGENDA SECTION:** New Business
PREPARED BY:	David Todd, City Administrator	**AGENDA NO.** 7.M.
ATTACHMENTS:	Council Memo. Position Description	**APPROVED BY: DT**
RECOMMENDED ACTION: **Discussion and Motion** to approve moving forward with hiring a City Planner		

SUMMARY

In August of 2020, Interim Administrator David Schmidt proposed hiring a City Planner/Community Development Coordinator (Planner) to improve efficiency with the development process for the City of Plainview. The Council identified a need to have a point of contact for developers to assist them in navigating the Planning, Zoning, and Development codes (600 Codes). Similarly, the vision Mr. Schmidt had was that the Planner would ultimately undertake community and economic development, grant writing, and project coordination duties as well. The attached position description outlines other areas of scope for the potential Planner, including day-to-day duties and code compliance and enforcement. Mr. Schmidt contacted the EDA board and its director and advised them of the City's intent. Administration (City Administrator and Finance Director) budgeted for the position to include funding for the EDA through 2021, however, ending that funding with FY2022 and continuing with the planner position subsequently. The previous Council was briefed, approved of the intent to hire a planner and corresponding budgetary considerations via the final budget process and Truth in Taxation hearing in December 2020. The current Council was briefed on the position in January 2021 and the position description and job posting was reviewed and approved by the Personnel Committee. The current Council was also provided updates on the status of the position in February and March.

Currently, we have roughly ten resumes on file and are on the precipice of conducting interviews. City staff is seeking direction from Council to move forward with hiring a City Planner/Community Development Coordinator.

Respectfully Submitted,

David N.S. Todd
City Administrator

City of Plainview, Minnesota

Planner/Community Development Coordinator

Reports to City Administrator
Salary, exempt, full time $45,000-$60,000, depending on qualifications

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Primary Objective:
This position carries out a wide variety of administrative and planning functions. Areas of responsibility include but are not limited to initial review of planning requests, review of building and site plans for conformance to the zoning code, code compliance reports, serve as the staff liaison to the Planning Board, and special projects as assigned.

Essential Duties:

- Answer questions and provide information to the public. Answer telephones and cover front desk when needed - this is a shared responsibility with all other staff members.
- Review building plans for conformance to the zoning code. Respond to planning inquiries such as variances, conditional use permits and site plan reviews, and collect related information to process these requests and forward for further review by planning consultant, as needed.
- Identify financial grant opportunities, create, and assist in grant preparation.
- Conduct site visits for review of compliance with City Code.
- Ensure the maintenance of accurate and complete records and files relating to permits, maps, blueprints, and sketches pertinent to planning and development programs and projects.
- Along with planning consultant, administer, maintain, and update the Comprehensive Plan and Zoning Ordinance.
- Update and prepare ordinances to implement growth and development policies.
- Interpret and apply applicable state, county, and local codes, ordinances, and regulations.
- Maintain databases of information for planning purposes.
- Carry out basic GIS operations as required.
- Coordinate with other staff on City communication efforts.
- Gather, interpret, and prepare data for studies, reports and recommendations.

- Serve as staff liaison to Planning Board.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Strong customer service and interpersonal skills with an outgoing attitude and willingness to take on new challenges.
- Ability to work independently and organize, manage, and prioritize a variety of tasks.
- Ability to maintain an organized work environment and record keeping.
- Ability to effectively communicate in-person and via email, phone, and written correspondence.
- Ability to maintain and enhance effective working relationships.
- Willingness to initiate and follow-through on communication with the public.
- Ability to handle and prioritize a multitude of tasks and complete work in a timely manner.
- Ability to organize and understand official city records.
- Ability to work in a small, informal and community and action-oriented office environment with frequent interaction with other staff members, citizens, business owners, and representatives from other agencies.
- Ability to learn and to work with basic trouble shooting, networking, GIS and website computer programs.
- Ability to relate a specific work activity to greater city goals.

Minimum Qualifications

• Bachelor's degree in urban planning, public administration, political science, or related field. • A minimum of one to three years' experience in a city work environment or community organization.
• Valid driver's license.

Preferred Qualifications

• Master's degree in urban planning, public administration, political science, or related field. • Experience interpreting and enforcing city codes, especially nuisance and zoning codes.
• Experience with site plan reviews, building plan review for variances and conditional use permits, and working with applicants for those permits and planning requests.
• Experience interacting with the public and organizing citizen events and activities.
• Introductory knowledge of GIS and website technology and programming.
• Experience in making recommendations and decisions that deal with people and property.

Work Schedule

This is a full-time, exempt position with daytime hours between 8:00 a.m. and 4:30 p.m., Monday through Friday. It is expected that the employee staff the Planning Board meeting and attend other meetings as requested. There will be times that the employee may be asked to work on evenings or weekends.

To: Mayor Aaron Luckstein and Plainview City Council

From: David Todd, City Administrator

Re: City Planner Position

Date: April 6th, 2021

Mayor Luckstein and City Council,

I was asked by a Council Member to provide background and rationale for adding a full-time Planner/Community Development Coordinator as an additional staff member. I was also asked to place this on the agenda as a discussion item for the upcoming City Council meeting. The following includes the background and rationale for the position with added comparables so that Council has a clear understanding of the intent of the position, anticipated efficiencies, and budgetary impacts. Similarly, for your convenience, I will add the position description for the City Planner to this memo.

Background:

In August of 2020, Interim Administrator David Schmidt proposed hiring a City Planner/Community Development Coordinator (Planner) to improve efficiency with the development process for the City of Plainview. The Council identified a need to have a point of contact for developers to assist them in navigating the Planning, Zoning, and Development codes (600 Codes). Similarly, the vision Mr. Schmidt had was that the Planner would ultimately undertake community and economic development, grant writing, and project coordination duties as well. The attached position description outlines other areas of scope for the potential Planner, including day-to-day duties and code compliance and enforcement. Mr. Schmidt contacted the EDA board and its director and advised them of the City's intent. Administration (City Administrator and Finance Director) budgeted for the position to include funding for the EDA through 2021, however, ending that funding with FY2022 and continuing with the planner position subsequently. The previous Council was briefed, approved of the intent to hire a planner and corresponding budgetary considerations via the final budget process and Truth in Taxation hearing in December 2020. The current Council was briefed on the position in January 2021 and the position description and job posting was reviewed and approved by the Personnel Committee. The current Council was also provided updates on the status of the position in February and March.

Currently, we have roughly ten resumes on file and are on the precipice of conducting interviews.

Rationale:

One of the most consistent issues I have heard since I have been here is that development is confusing and difficult from the developer's perspective. And the EDA has statutory limitations on support it can provide to developers. The rationale for adding a full-time Planner primarily focused on creating efficiency and consistency in the City's planning and zoning efforts include but are not limited to:

- Provide a consistent point of contact for developers, City Staff, Consultants, Contractors, and legal staff.
- Provide knowledgeable, experienced, and educated staff support to the Planning Commission
- Handle the permitting process for the community (Variances, CUPs, Transient Merchant, etc.)
- Coordinate with the Police Department to address code compliance issues (violations)
- Ensure follow-through with recording of plats, deeds, development contracts, permits, resolutions and ordinances
- Serve as a resource for other departments in a planning and support capacity
- Search for, author, and administer alternate funding sources (grants)
- Update and maintain the Planning 600 level codes and establish process improvements for a more efficient development process
- Standardize and enhance the relationship with developers
- Reduce the city cost and reliance on outside consultants for planning duties
- Facilitate growth for the city in a planned and purposeful manner

Budgetary Considerations:

The FY2021 budget process proceeded with the intent of hiring the Planner position. Throughout that process, we were tasked with maintaining contributions to the street project and CIP funds as well as rebuilding the general fund reserves. We were able to maintain those levels as well as provide funds for the position and further fund the EDA through FY2021—all while keeping the levy increase to 2.75%. Staff worked diligently to mitigate the monetary impact to the community while still funding priorities established by the Council. Staff developed a financial plan to keep the cost of the position manageable, provide adequate time for the EDA to evaluate alternative funding option/develop a transition plan, and provide long term funding for the position. That plan included but is not limited:

- Eliminating or substantially reducing funding for the EDA (current funding is $45,000) for FY2022 and beyond. Recent preliminary discussions have included consideration of moving the EDA Director duties under the Planner position as part of a succession plan for the EDA Director.
- Mitigate expenditures to create more funding capacity

- Control personnel costs by placing all employee's insurance coverage under the Local 49 Union Insurance plan
- Seek and obtain grants to help fund City projects so saved funds can be redirected to fund the salary and/or grants that include salary as an eligible expenditure.
- Reduce planning related contract services (work that would now be done by the Planner) with Bolton & Menk (Rate of $69-$150 per hour based on the conditions in the 2018 professional agreement for services). Note that Engineering and specialty services will still be needed.

Comparables:

A preliminary query into the LMC ListServ established that many cities, with populations less than 5,000, throughout the state have in-house (full-time staff) Planners. It was advised that many have established the position to address managed growth, provide professional expertise, assist Council with economic/community development, and code compliance issues. The rationale provided to have a Planner on staff rather than to hire a consultant were:

- Cost-effectiveness:
    - The average cost to contract with a planner via consultant is $117 per hour. The total estimated cost for the City staffing a Planner full-time is $70,000 (includes salary, benefits, and fringe); which equates to approximately $35 per hour. This is nearly a 3/1 cost to service received ratio.
    - Reduce the reliance on outside consultants (Engineering and Legal) which in turn manages costs associated with development.
    - Enhances the ability of accessing grant funding and other alternative funding sources for Cities
    - Provides Cities more control over cost
- Institutional knowledge:
    - There are synergies created when the same staff that develop the ordinances, processes, guidance documents, etc. also implements them. This results in efficiencies and consistency.
    - Provides local expert knowledge base and managed growth strategies for Cities to capitalize on.
- Response time: Employing a Planner would provide a faster response time on complaints/inspections and enhances the ability to manage code violations in a timely manner
- Relationship development: A Planner on staff enhances the relationship with local developers, Department Heads, and Council and Board members.

Summary:

After further research and consideration, it is my recommendation that the same rationale developed by Interim Administrator Schmidt and the previous Council remains and the City should proceed with interviewing applicants. The hiring of a Planner can be supported both short and long term by the budget, will help address the development related concerns that have been voiced by developers and business owners, create efficiencies and consistencies in processes, and is anticipated to create cost savings depending on grant success, reduction in contract services, and process efficiencies.

PLAINVIEW
CITY COUNCIL ACTION

Executive Summary
City Council Regular Meeting: April 13, 2021

AGENDA ITEM:	Procedures for council member agenda requests	**AGENDA SECTION:** New Business
PREPARED BY:	Aaron Luckstein	**AGENDA NO.** 7.N.
ATTACHMENTS:	None	**APPROVED BY:**
RECOMMENDED ACTION: **Motion** to approve the proposed procedures for council member agenda requests		

SUMMARY
The recommendation is that the council establish a formal process that clearly outlines the procedure for a council member agenda request. This would ensure the public is provided proper notice of topics that may interest them and council members and staff are provided adequate time to make informed decisions. This would also create efficiencies in the agenda setting process and eliminate misinterpretations between City staff and council members on the development of agenda items.

The procedures would in turn provide general guidance on what types of items should be brought to the council for discussion and/or action vs. handled outside of the council meetings.

Background: The basic authority for establishing the agenda is in City ordinance 200 MUNICIPAL ADMINISTRATION; specifically section 202, MEETINGS, 202.5 Agenda and Order of Business (ordinance). The ordinance is silent on the procedures for developing the content of the agenda and council packet. In addition, the position descriptions for the City Administrator, Clerk, and Deputy Clerk do not include the responsibility of drafting the content of individual agenda item requests from council members. It is my interpretation that this task could be assigned to any of these positions under the generic "Performs other duties as requested and as assigned" component of the position descriptions if the council assigned this task to city staff.

Guidance: The goal of a council meeting is to conduct the city business in an efficient and effective manner. Perhaps one of the most crucial items in providing for orderly meetings is a well-organized, well-prepared agenda. The agenda must be handled so council members and the public are given adequate information on items to be considered and a clear indication if the intent of the topic is informational only, for discussion only, or for a motion and discussion. All members should get that information far enough in advance to give it appropriate study (for a regular meeting, ordinance 202.5 requires completion and posting no later than three (3) calendar days before the date of the meeting). Providing this level of information also provides an opportunity for appropriate public participation.

An important consideration in creating a manageable agenda is to include only agenda items that belong there. The formal council agenda is the place in which formal actions will be taken on the part of the governing body. When the agenda is well-managed, it allows for a smooth flow of information to the governing body and creates an efficient process through which the council can consider and craft policy decisions. This makes the entire operation of government run more smoothly and saves a great deal of valuable time.

The League of Minnesota Cities has a helpful Information Memo on Meetings of Cities. https://www.lmc.org/wp-content/uploads/documents/Meetings-of-City-Councils.pdf. General information from this document and information in the ordinance 200 was used in recommending the following formal procedure.

Procedures for council member agenda requests: When a council member has an item he/she would like the council to take action on or engage in meaningful discussion, those items should be requested to be placed on the agenda using the following procedures:

- The council member should submit a completed copy of the City's agenda item request template to the City Administrator and City Clerk by 12:00 p.m. Noon, three business days prior the council meeting. This is usually the Thursday before a regularly scheduled Council meeting. This allows adequate time for the agenda to be assembled and posted to the public and Council in accordance with our public notice requirements. Council members can obtain a copy of the agenda item template from the City Clerk.
- The completed form should provide enough information to provide the staff, council members, and public an understanding of the topic and recommended action.

Informational only items or public statements that do not pertain to items on the agenda can be addressed in the Council comments portion of the agenda. Similarly, items the council member is not seeking discussion or action can be handled during council comments.

PLAINVIEW CITY COUNCIL ACTION

Executive Summary

City Council Regular Meeting: April 13, 2021

AGENDA ITEM: 2020 Budget Amendments	**AGENDA SECTION:** New Business
PREPARED BY: Vicki Axley, Finance Director	**AGENDA NO.** 7.O
ATTACHMENTS: Resolution No. 2021-11	**APPROVED BY: DT**
RECOMMENDED ACTION: Motion to approve Resolution 2021-11 Approving 2020 Budget Amendments.	

SUMMARY

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

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

Our budget amendments show an increase in total revenues in the amount of $416,151 and an increase in total expenditures in the amount of $1,588,795. These increases are largely due to the timing of project expenses and revenues for the 2019 Downtown Lighting Project and the 2020 Street Improvement Project, as well as the payoff of the 2019 Street GO Bonds that were paid off early using water and sewer reserve funds. In addition to these changes, the COVID pandemic in 2020 caused many changes to our expected revenues and expenses, included personnel expenses, technology expenses, emergency planning as well as the closure of our outdoor pool and parks for the 2020 season. We did receive some funding from the Federal CARES Act Grant Funds that helped offset some of these expenditures. These revenues and expenditures are shown in the total amendments. Another important factor in our 2020 budget included significant staffing turnover, staffing shortages, and increased attorney fees for personnel issues.

There is no increase in tax levies related to the proposed budget amendments. Any increase in expenditures will be met from project bond funds, increased revenues & available cash reserves.

CITY OF PLAINVIEW
WABASHA COUNTY, MINNESOTA

RESOLUTION NO. 2021-11

RESOLUTION APPROVING 2020 BUDGET AMENDMENTS

WHEREAS, on December 16, 2019, the City of Plainview (the "City") approved the 2020 budget;

WHEREAS, the City of Plainview has since determined that there are appropriate revenue and expense amendments to the 2020 budget;

NOW THEREFORE, BE IT RESOLVED by the City Council that the City of Plainview hereby amends the 2020 budget by increasing the total expenditures in the amount of $1,588,795 and increasing the total revenues in the amount of $416,151 per the attached detailed "2020 Budget Amendments – General Government Funds".

ADOPTED by the Plainview City Council on this 13th Day of April 2021:

____
Aaron Luckstein, Mayor

ATTEST:

____
Carol Kujath, City Clerk

2020 BUDGET AMENDMENTS - GENERAL GOVERNMENT FUNDS

State Budget Category	Original Budget	Current Amendment	Total Budget After Current Amendment
REVENUES			
PROPERTY TAXES	$2,274,035	($7,606)	$2,266,429
TAX INCREMENTS	$61,500	$113,048	$174,548
ALL OTHER TAXES	$50,000	$2,680	$52,680
SPECIAL ASSESSMENTS	$0	$0	$0
LICENSES & PERMITS	$29,350	$18,400	$47,750
FEDERAL GRANTS	$1,000	$255,734	$256,734
STATE GENERAL PURPOSE AID	$814,292	($5,224)	$809,068
STATE CATEGORICAL AID	$111,489	$7,195	$118,685
GRANTS FROM COUNTY & OTHER LOCAL	$53,518	$9,992	$63,510
CHARGES FOR SERVICES	$250,923	($113,310)	$137,613
FINES & FORFEITS	$16,000	($6,767)	$9,233
INTEREST ON INVESTMENTS	$56,000	$31,086	$87,086
MISCELLANEOUS REVENUES	$76,250	$110,426	$186,676
TOTAL REVENUES	$3,794,357	$415,656	$4,210,013
PROCEEDS FROM BOND SALES	$0	$0	$0
OTHER FINANCING SOURCES	$0	$496	$496
TRANSFERS FROM OTHER FUNDS	$0	$0	$0
Funds required from Cash Reserves	$0		$0
TOTAL REVENUES & OTHER FINANCING SOURCES	$3,794,357	$416,151	$4,210,509
EXPENDITURES			
GENERAL GOVERNMENT	$598,139	$116,987	$715,126
PUBLIC SAFETY	$1,120,295	($84,917)	$1,035,378
STREETS & HIGHWAYS	$591,960	($141,000)	$450,960
SANITATION	$0	$0	$0
HUMAN SERVICES	$0	$0	$0
HEALTH	$15,000	($10,851)	$4,149
CULTURE & RECREATION	$512,983	($143,774)	$369,209
CONSERVATION OF NATURAL RESOURCES	$0	$0	$0
ECONOMIC DEVELOPMENT	$110,000	$9,201	$119,201
MISC CURRENT EXPENDITURES	$41,704	($2,287)	$39,417
TOTAL CURRENT EXPENDITURES	$2,990,080	($256,640)	$2,733,440
DEBT SERVICE PRINCIPAL	$219,000	$825,000	$1,044,000
INTEREST & FISCAL CHARGES	$56,236	$11,650	$67,887
STREETS & HIGHWAYS CONSTRUCTION	$2,000,000	$762,643	$2,762,643
CAPITAL OUTLAY	$1,591,000	$245,643	$1,836,643
OTHER FINANCING USES	$15,300	$500	$15,800
TRANSFERS TO OTHER FUNDS	$0	$0	$0
TOTAL EXP & OTHER FINANCING USES	$6,871,617	$1,588,795	$8,460,412

General gov't funds show an increase in total revenues in the amount of $416,151 & an increase in total expenditures in the amount of $1,588,785. These increases are largely due to the timing of project expenses and revenues for the 2019 Downtown Lighting Project and the 2020 Street Improvement Project, as well as the early payoff of the 2010 Street GO Bonds that were paid off with water and sewer revenues. In addition to these changes, the COVID pandemic in 2020 increased overall expenses and provided Federal CARES Act Grant Funds which helped offset some of these increases.

There will be no increase in tax levies to be paid in the current fiscal year related to the proposed budget amendments.
Increases in expenditures will be paid using additional revenues, project bond proceeds & available cash reserves.

--SPRING CLEANUP--

CITY OF PLAINVIEW
(City of Plainview Residents Only)

SATURDAY, MAY 8, 2021

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

THE FOLLOWING ITEMS WILL BE ACCEPTED

TIRES (Each): Passenger $5; Light Truck $6; Semi $10; Tractor $25 (with rim, extra $3 per rim)

FURNITURE (Each): Humidifiers, Vacuum Cleaners, Kitchen Chairs, Tables: $7. Recliners, La-Z-Boy, Overstuffed Chairs, Mattresses, Box Springs: $12. Couches, Loveseats: $20. Hide-a-bed: $25.

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

ELECTRONICS: Televisions and Computer Monitors that are 17” or smaller: $12. Televisions and Computer Monitors that are over 17”: $20. Console TVs: $25. All computer components and other electronic devices, including printers, fax machines copiers, stereos: $15.

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

--NOTHING BEFORE THESE HOURS AND NOTHING AFTER –

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

PLAINVIEW

The perfect place to be you

From the Mayor's Desk...

Springtime greetings to everyone! As the temperature begins to warm and the days gradually become longer, things are starting to ramp up here in the City of Plainview! While there are several upcoming springtime events, I would like to highlight a few that I believe are important for the members of the community to take advantage of.

The Board of Appeals and Equalization for the City of Plainview will meet at the Wabasha County Courthouse on April 12th, 2021 from 9:00AM to 12:00PM. The Local Board of Appeals and Equalization (LBAE) meeting is where property owners can go to learn about your property's assessed valuation. It is important to understand how the County Assessor calculates your property's value because it has a direct effect on your property taxes. In short, the higher your home's valuation, the higher your property taxes could be. The LBAE meeting is also your opportunity to dispute your home's value. The LBAE meeting should not be confused with the Truth in Taxation meeting that is held every December. The Truth in Taxation meeting is a public hearing whereby the City is required to go over the budget and levy to highlight revenues and expenditures of the City. Both meetings are important and have an effect on your property taxes. If you have a question regarding the differences between these two meetings, please contact City Administrator David Todd at 507-534-2229.

Annual Spring Clean-up Event: If you are like me and plan to tackle a little "spring cleaning," then mark your calendars from 9:00AM to 12:00PM on May 8th for the City's Annual Spring Clean-up event. During the event, residents can drop off household items, furniture, tires, electronics, and scrap metal at the Plainview Public Works building for proper disposal. There is a nominal cost depending on the item and delivery to the Public Works building is the responsibility of the resident, however, this can be a less expensive and less time-consuming option. Advertisement for this event will be in the Plainview News as well as on the City's Facebook and website. If you have questions regarding this event, please contact Public Works Director Shane Loftus or City Hall at 507-534-2229.

Plainview Swimming Pool: As a parent of children that love to swim, I am excited to share the City is preparing to reopen the pool after being closed in 2020 due to the pandemic. I am also excited to share that the City is rolling out an on-line registration system. Yes, you read that correctly! No more standing in line to register. The new software will allow people to register for swim lessons, purchase pool passes, and sign-up for other events hosted at the pool. We look forward to the roll-out on April 19th of this year.

Public safety is a top priority, and our Police Department is committed to ensuring our citizens are protected, safe, and secure. As part of the City's "Community Oriented Policing" effort, our officers are handing out Dairy Queen treat tickets to children wearing bike helmets while riding their bicycles. Similarly, to keep our community safe, the Plainview Police Department has implemented a policy that requires our officers to patrol every street and alley within a 24-hour period.

Police Chief Jason Timm requested that I include the following information to alert residents on the potential of becoming a victim of scams. Scammers can utilize many mechanisms to conduct their activities with the most prevalent being online/computer-oriented scams. Many scammers use telephone, mail, and door-to-door scamming as well. Chief Timm says the general rule of thumb is, "If it sounds too good to be true, it usually is." If you feel you have been a victim of a scam or would like more information about scams and how to protect yourself, please contact Chief Timm, Plainview Police Department, at 507-534-2441.

Pedestrian/sidewalk plan: The concept of "walkability" is not new but is becoming one of the most common features homebuyers and businesses look for when purchasing property. Walkability does not mean a sidewalk on every street but rather strategically connecting neighborhoods to points of interest such as parks, schools, and businesses through safe and enjoyable conduits. The City Council recently voted to develop a pedestrian/sidewalk plan with the assistance of our engineers Bolton and Menk. Our aim is to take a holistic view of our community and adapt a plan that will provide a well-connected and walkable community for existing and future residents and visitors. We plan to kick off the project with a planning session and ultimately a few open public meetings. Please stay tuned for these events to be scheduled soon. If you have questions regarding the plan or timeline, please contact City Administrator David Todd at 507-534-2229.

In winding up this latest edition of "From the Mayor's desk," I would like to welcome our newest business, **Young Love Floral & Finds**, located at 311 West Broadway (old Mallard Seed and First National Bank building). Their crafts, florals, and do-it-yourself projects are unique and enjoyable. Please join me in welcoming them to Plainview by supporting their business with your patronage!

Sincerely,

Mayor Aaron Luckstein

ReDiscover Plainview!

Zoom
Marketing Workshop

April 12th & April 19th

Up to 12 people can be in Zoom workshops on April 12th and April 19th

5 to 6:30 p.m.

(1 1/2 hr. sessions)

To register for the workshop, call (507) 421-6564 or email Plainvieweda@gmail.com before April 12th.

As people rediscover our small towns, local businesses are asking

"What would it look like if Plainview were a destination for local & regional shoppers?"

Come share your viewpoint and help find some answers. Workshop attendees also will receive four coaching sessions with the Extension trainer.

PLAINVIEW ECONOMIC DEVELOPMENT AUTHORITY

Funding for this training has been provided by the Southern Minnesota Initiative Foundation through the Plainview EDA.

SOUTHERN MINNESOTA INITIATIVE FOUNDATION