

**CITY OF PINE ISLAND
250 SOUTH MAIN STREET
PINE ISLAND, MN 55963**

**CITY COUNCIL MEETING
Tuesday, June 16th, 2015
Second Floor – City Hall
7:00 PM**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. CONSENT AGENDA
 - A. Approve minutes of May 19th, 2015 Council Meeting
 - B. Approve Personnel Policies
 - C. Approve minutes of June 1st, 2015 Council Meeting
 - D. Appoint Hope Carroll-Rizzo to the Library Board
- IV. ADMINISTRATION AND LEGAL
 - A. Legislative Update from Senator Schmit
 - B. Acceptance of the 2014 City Audit
 - C. Resolution 15-018 – Acceptance of Land donation from Wendell Zwart
 - D. Ordinance 131 Second Series – Amending City Code to Allow Honey Bees with a Permit
 - E. Discussion of a Dynamic Engine (Jake) Brake ordinance
 - F. Resolution 15-021 – Decertification of TIF 1-2 (NE Section) effective December 31, 2015
 - G. Acceptance of Bids for a Reconditioned Jetter-Vac Truck and Contract Award
 - H. Discussion on Publishing the City Council Minutes
 - I. Resolution 15-025 – Authorizing Pine Island Fire Relief Assn. pension increase
 - J. Increase in run pay for the Fire Department
 - K. Downtown housing development discussion
 - L. Approval for PAPA to serve liquor at the Creamery July 25th
- V. PLANNING COMMISSION
 - A. Resolution 15-022 – Judy Krause garage setback variance
- VI. PUBLIC WORKS & ENGINEERING
 - A. 2015 NW Street Project update – Schumacher Excavating – Approve Pay Estimate #2 of \$104,963.20

- B. Water & Sewer to elementary School – Heselton Construction – Approve Pay Estimate #1 of \$173,297.20
- C. Resolution 15-023 – Ordering Feasibility Study for 5th Street SW (CSAH 27)
- D. Resolution 15-024 – Ordering Feasibility Study for 2nd Street SW

VII. PUBLIC INPUT

- A. Roger & Linda Swee Utility Charges

VIII. LEGAL

IX. CLAIMS

X. DEPARMENT MONTHLY REPORTS**

- A. Library - Report
- B. Public Works
- C. EDA - Report
- D. Fire Department
- E. Goodhue County Sheriff
- F. Cemetery Board
- G. Civil Defense
- H. Misc Items
- I. Goodhue County Board Minutes-available www.co.goodhue.mn.us

** Listing of enclosed reports.

XI. ADJOURN

All Council Meetings are audio tape-recorded and video is streamed to the internet.

Pine Island City Council Agenda is available on line:

City Council agendas and support documents available in electronic form and are posted on the Pine Island City Web Site www.pineislandmn.com under **GOVERNMENT TAB** in .pdf file format.

* ITEMS LISTED ON THE CONSENT AGENDA ARE CONSIDERED ROUTINE. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A COUNCIL MEMBER, CITY STAFF, OR CITIZEN REQUESTS, IN WHICH CASE, THE ITEM WILL BE CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA. If you need special accommodation to participate in the meeting, please contact City Hall at 507-356-4591 at least five (5) business days before the meeting.

STATE OF MINNESOTA
GOODHUE/OLMSTED COUNTIES
CITY OF PINE ISLAND
REGULAR COUNCIL MEETING
May 19th, 2015

Pursuant to due call, and notice thereof, Mayor Steele called the regular City Council meeting to order at 7:00 PM, in the council chambers, at city hall.

Members Present: Johnson, Diskerd, Knox, Vettel, Steele

Members Absent: None

Others Present: Jon Eickhoff, Stephanie Pocklington, Bob Vose, Neil Britton, Craig Britton, Todd Omberg, Wayne King, Deirdre Herman, Morgan Hansen, Alice Duschanek-Myers, Todd Robertson, Courtney Schaefer, Shana Schaefer, Jay Strande, Teresa Carlson, Doug Svestka, Sarah Bronk, Kaitlin Bronk, John Bronk, Patricia Bronk, Donald Callahan, Ruth Callahan, Mike Peck, Charles Lenz, Nicklus Goranson, Benjamin Lenz, Sam Lenz, Bonnie Tarara, Sara Hartzell, Darcie Simpson, Janet Pike, Bill Taylor, and Elizabeth Howard.

Motion by Vettel, seconded by Johnson to approve the Consent Agenda. Approved 5-0-0

Probationary Firefighters, Nick Goranson, Ben Lenz, Charles Lenz and Mike Peck were given the Oath of Office and made Full Active Firefighters.

Resolution 15-018 Acceptance of Land donation from Wedell Zwart is still awaiting paperwork. Diskerd made a motion to table Resolution until the next Council meeting on June 16th, 2015. Seconded by Vettel. Approved 5-0-0

Pine Island Cheese fest made a request for a parade route as well as a fireworks permit request. Vettel made a motion to approve the fireworks permit, as well as the parade route. Seconded by Knox. Approved 5-0-0

Kevin Kopek from ABDO Mike & Meyers gave a presentation on the City of Pine Island Audit.

Pine Island Pool Committee and US Aquatics proposed a referendum to the council. A motion for the city to hold a referendum not to exceed 2.4 million at the next election date was made by Knox and seconded by Johnson. Failed 2-3-0

Johnson-Y Knox-Y Diskerd-N Vettel-N Steele-N Motion did not pass.

After much discussion Diskerd made a motion to schedule a Special Meeting to discuss the pool on June 1st, 2015 at 6pm in the Council Chambers. Johnson seconded. Approved 5-0-0

Ordinance 130 Amending Chapter 10 of the City Code to Regulate the Residence Location of Predatory Offenders was discussed heavily amongst the council. Motioned by Diskerd. Seconded by Johnson. Approved 4-1-0 Johnson-Y Knox-N Diskerd-Y Vettel-Y Steele-Y

The Council discussed the possibility of bring the City Administrator position back. Further discussion is needed and no decision was made.

A discussion on bee hives within the City Limits was brought forth to the Council by Rev. Randal Kasel of Saint Michaels Church. A motion to direct staff to amend the ordinance with a permitted process was made by Johnson and seconded by Vettel. Approved 5-0-0

Resolution 15-020 Land O'Lakes setback variance was motioned by Diskrud. Seconded by Vettel. Approved 5-0-0

2015 NW Street Project Pay Estimate and Change order. Knox made a motion which was seconded by Diskrud. Approved 5-0-0

Neil Britton gave an update to the water and sewer to the elementary school. It has been started.

Public Input:

Donald Callahan asked the Council to forgive his water bill due to a toilet leaking. Council denied his request.

Stephanie Pocklington asked for the Council's approval to apply for a Paint the Town grant. Motion was made by Diskrud and seconded by Johnson. Approved 5-0-0

Mayor Rod Steele thanked Courtney Schaefer and the Chamber of Commerce for the hard work they have put into Pine Island Saturday Nights which looked to be a huge success.

Claims: Diskrud made a motion to approve claims which was seconded by Vettel. Approved 5-0-0

Be there no further business, Vettel made the motion, which was seconded by Diskrud, to adjourn the meeting at 9:27 p.m. Approved 5-0-0

Respectfully submitted,

Stephanie Pocklington

City of Pine Island
507-356-4591

Personnel Policies



City of Pine Island

Draft to City Council

June 16, 2014

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DRAFT

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Pine Island. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of Pine Island has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

If all or any part of these policies and guidelines is in conflict with federal, state, or local laws, such laws shall prevail.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid per-call firefighters.

If any specific provisions of the Personnel Policies conflict with any civil service rules, the civil service rules will prevail. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

Employer's Rights and Responsibilities

The City of Pine Island retains the full and unrestricted right to operate and manage all manpower, facilities and equipment, to establish functions and programs, to set and amend budgets, to determine the utilization of technology, to establish and modify the organizational structure of the department, to select, direct and determine the number of personnel, to establish work schedules and to perform any inherent managerial functions not specifically limited by the policy.

It is the policy of the City of Pine Island to carry out the contents of these personnel rules with the assistance of the City Administrator and department heads in accordance with the state and federal law and city ordinances.

Employee's Responsibilities

For the effective administration and implementation of City policy and to serve the citizens, each individual employee must cooperate to the fullest with all fellow employees and the public. City employees have a high degree of visibility to the general public and, therefore, must exercise particular care and caution to ensure that all work undertaken is accomplished expediently and with efficiency. To achieve this goal, employees must adhere to established rules and procedures and follow the instructions of their supervisors and department supervisors.

Employees are required to:

1. Render prompt and courteous service to the public at all times conducting themselves with decorum, patience and every possible courtesy.
2. Perform their assigned duties to the best of their ability at all times and to continually strive to improve their performance.
3. Read, understand and comply with the rules and regulations as set forth in this Personnel Policy as well as those of their department.
4. Report all unsafe conditions to their immediate supervisor.

Employee's Rights

Any employee, individually or as a group of employees, has the right of expression or communication of view, grievance, complaint or any matter related to the conditions or compensation of their employment (see Grievance Procedure). To do this, they may meet with the City Administrator. This procedure must not interfere with the full, faithful and proper performance of their duties.

Any employee routinely exposed to hazardous substances or harmful physical agents as defined in the Minnesota Employee Right to Know Act of 1983 (Laws 1983, Ch. 316, Minn. Stat. 182.65-182.675) shall be trained before being assigned or reassigned work exposing the employee to such substances or agents and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled and where to obtain specific information. The City Administrator shall provide for such training and for compliance with the Minnesota Employee Right to Know Act of 1983, including the establishment of specific policies to insure compliance with the state law and regulations. An employee acting in good faith has the right to refuse work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee.

EEO Policy Statement

The City of Pine Island is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Pine Island will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or

membership on a local human rights commission. This policy also applies to the use of all facilities and participation in all City-sponsored employee activities.

Employees shall share equally with the City the responsibility for applying the provisions of this policy.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

News Releases

Formal news releases concerning municipal affairs are the responsibility of the City Administrator. All media interviews must be approved by the City Administrator before the interview. All contacts with the media should be reported to the City Administrator as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee.

All news releases concerning City personnel will be the responsibility of the City Administrator.

Severability

Each provision of the Personnel Policy is deemed severable from every other provision. Any provision of the Personnel Policy found to be invalid or void shall not affect the validity of the remaining provisions, unless the Court finds any remaining provisions, standing alone, incomplete and incapable of being executed with the Council's intent.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Pine Island. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Pine Island. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Attendance & Absence

The operations and standards of service in the City of Pine Island require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures. The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, electronic tablets, computers, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists he/she should consult with the City Administrator.

Employment of Minors

An individual must be 15 years of age or older to be employed by the City of Pine Island. Employees aged 15 through 17 will be required to provide verification of their age. A minor under age 18 may not be employed under conditions restricted by applicable law.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Cell Phone policy for information on use of cellular phones.

Personnel Records and Forms

In order that proper reports may be made and records maintained concerning the various personnel activities, the City Administrator shall develop, or cause to be developed and installed, appropriate forms and records for this purpose. The City Administrator shall have responsibility for maintaining and coordinating all necessary personnel records. He or she shall advise all employees on all personnel transactions, records system and procedures.

Any employee or the employees designated representative, when authorized in writing by the employee, may review such employee's official personnel file maintained at City Hall upon written request to the City Deputy Clerk. Such review may be made during regular office hours consistent with the conditions established by the City Deputy Clerk.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds or at any time use their authority or official influence to compel any other employee to apply for membership in or become a member of any organization or to pay or promise to pay any assessment, subscription or to take part in any political activity.

An employee of the City shall take an unpaid leave of absence upon becoming a candidate for any public office, if the City Administrator determines that the candidacy conflicts with the employee's City employment. Such leave of absence shall terminate on the day following the date of election for which the employee was a candidate.

Smoking and Smokeless Tobacco

ALL City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, electronic cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work an average of 40 hours per week on a regular basis.

Core Hours

The core hours that all employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 3:00 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours and work the schedules established by their supervisors.

Dangerous Weapon

A dangerous weapon means any object, device or instrument designed as a weapon or through its use is capable of producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

The payment of payroll by electronic transfer from the City's payroll bank account to the employee's personal bank account. As permitted by state law, all City employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process including the training period

Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from January 1 to December 31

Full-time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position

Hours of Operation

The City's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

Management Employee

An employee who is responsible for managing a department or division of the City

Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position

Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training Period

A six month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The fire department training period will extend up to 18 months. The training period is the last part of the selection process.

Transfer

Movement of an employee from one City position to another of equivalent pay

Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The City will post all job openings internally and may also publicize in a local newspaper or other news media. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee.

Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator. Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam. Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions, and rehires. All training periods are six months in duration, except that the fire department training period will be 18 months.

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Administrator or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Layoff

The City Administrator will maintain a seniority list. In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

HOURS OF WORK

Work Hours

Work schedules for employees will be established by supervisors with the approval of the City Administrator. The regular work week for full-time employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 9:00 a.m. to 3:00 p.m., Monday through Friday unless away from the work site for a work related activity or on approved leave.

Meal Breaks and Rest Periods

A fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee living outside city limits will have to evaluate the weather and road conditions in deciding to report to work. Employees not reporting to work for these reasons will have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers, firefighters, and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc) will be made by the respective supervisor or the City Administrator.

COMPENSATION

Full-time employees of the City will be compensated according to rates adopted by the City Council at time of hire, or on an annual basis. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis based on recommendations of the City Administrator.

Payroll

The pay period of the City of Pine Island is a 14-day period starting on Sunday and ending on Saturday. Payroll is issued bi-weekly on the Friday following the pay period. When payday falls on a holiday, pay will be issued the last working day before the holiday.

Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Deputy Clerk of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Public Works Department On-Call Procedure

When an employee is on-call, the employee will report back to work if so directed by the City Administrator or Street Supervisor. If the Street employee reports back to work without said direction, he must notify the City Administrator or Street Supervisor as soon as reasonably possible to state why he needed to report back to work without being directed. If notification is not given, there will be NO additional pay. Overtime-eligible full-time employees that are called back to work after they have completed their regular work day or called out on their day off shall receive overtime pay with a minimum of two (2) hours of compensation.

A response time of 30 minutes under normal conditions shall be required of the employee assigned to on-call duty. If the employee is paged by cell phone, there is a 30 minute response time to report the situation, if it is deemed an emergency.

Overtime / Compensatory Time

The City of Pine Island has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt (City Administrator, EDA Director, and City Librarian); all others are non-exempt.

Non-Exempt (Overtime-eligible) Employees:

It is recognized that in order to maintain basic services under unusual circumstances, emergencies and peak workloads, employees may be required to work overtime.

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. When an employee takes vacation, sick leave or compensatory time during the week, this can count toward “hours worked”.

Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

Overtime-eligible full-time employees will receive overtime pay if they are asked by the City Council and/or City Administrator to attend a Council meeting relating to their duties.

The City Administrator must approve overtime hours in advance unless an emergency arises. In the case of an emergency, the employee must report to the City Administrator as soon as reasonably possible to report the emergency. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation at any time for any employee is 40 hours. Once an employee has earned 40 hours of compensatory time, no further compensatory time may accrue. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests. Earned compensatory time must be taken off before year end. Any compensatory time remaining at the last pay period of the year will be paid.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

NO employee will be permitted to add vacation time, sick time, or compensatory time to the workweek to increase their overtime.

Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Pine Island will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workday and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Pine Island may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Pine Island will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees. If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

DRAFT

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file. During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance

The City will offer participation in the City's group health, dental and life insurance benefits for each eligible regular full-time employee and his/her dependents. The City shall contribute 100% of the employee's single group health, dental, and life insurance premium.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Deputy Clerk.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

For information about PERA eligibility and contribution requirements contact the City Deputy Clerk.

HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	January 1 st
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Friday before Easter (half day)	Friday before the First Sunday after the First Full Moon after the First Day of Spring
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day (Street Dept)	Second Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving (All departments except Street)	Friday after the Fourth Thursday in November
Christmas Eve Day (half day)	December 24 th
Christmas Day	December 25 th
New Year's Eve Day (half day)	December 31 st

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter. On the Friday before Easter, December 24th, and December 31st, the official holiday commences at the beginning of the fifth (5th) hour of the shift for the day on which the holiday is observed and continues for twenty (20) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees working an average of 30 hours a week or more will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 2 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "observed" holiday as opposed to the "actual" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of eight (8) hours per month.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- Sick leave will be granted in not less than half (1/2) hour increments. If any time less than one half (1/2) hour is used, one half (1/2) hour will be charged.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments. Absences for such appointments must receive prior approval from the employee's department supervisor or City Administrator.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary. The child must be under age 18 or under age 20, if attending secondary school.
- To take children, or other family members to a medical, dental or other care provider appointment.

- To care for a member of the employee's immediate family (spouse, children, stepchildren, grandchildren, parents, and step-parents) during a critical illness. This is limited to 40 hours per year and the City Administrator must approve this leave in advance. Examples of a critical illness include major surgery, cancer treatment/therapy, and motor vehicle accidents requiring hospitalization. Colds, flu, or normal pregnancy are not eligible.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor or City Administrator, as soon as possible, preferably before the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave will be allowed to be transferred from one employee to another for a major illness. Forms may be obtained from the City Deputy Clerk. Sick leave transfer can only

be used by the employee with the major illness when all other leave is exhausted and may only be transferred to that employee for leave days actual used (transferred sick leave cannot cause the recipient employee to have a balance).

Earned sick leave has no cash value upon termination or retirement. Eligible employees may accumulate up to one hundred (100) days of sick leave.

In the case of disability from a work related disease or injury for which Worker's Compensation benefits are available, an employee may elect to use sick leave benefits rather than Worker's Compensation benefits by notifying the City Administrator of their election. Under no circumstances can an employee receive both sick leave benefits and Worker's Compensation benefits for the same period of disability, except if the employee elects to receive Worker's Compensation benefits, he/she may also use sick leave benefits to the extent necessary to increase their income to their net wage prior to the injury or onset of the disease.

Vacation Leave

Vacation Leave Schedule

<i>Completed Years of Service</i>	<i>Vacation Accrual</i>
0-2 Years	80 Hours Annually
3-5 Years	96 Hours Annually
6-10 Years	120 Hours Annually
11-20 Years	160 Hours Annually
21 Years & Beyond	200 Hours Annually

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule. Full-time employees cannot use vacation leave during their work trial period until successful completion of their training period, although vacation leave accumulates during this time.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor or City Administrator. An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. When vacation leave is to extend for a period of more than three (3)

consecutive days, the employee must request permission from the department supervisor or City Administrator at least ten (10) working days prior to the leave. This notice may be waived at the discretion of the supervisor or City Administrator. Vacation can be requested in increments as small as one half-hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Priority will be given to vacation leave scheduling based on the earliest date of request and seniority. Vacation leave scheduling for departmental employees is the responsibility of the department supervisor. When a paid holiday falls on a working day during an employee's vacation, the day of the holiday will not be counted as a day of vacation.

Up to forty (40) hours of vacation may be carried over each year. No vacation will be allowed to accrue in excess of the employee's annual accrual plus the forty (40) hours allowed to be carried over without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination. No employee will be permitted to waive vacation leave for the purpose of receiving double pay.

Any employee leaving the service of the City in good standing will be compensated for vacation leave accrued to the day of separation provided said employee has served at least twelve (12) consecutive months prior to the separation and has given the City at least two weeks notice prior to the effective date of separation. Such pay for accumulated vacation leave will be at the same rate as the hourly rate of the employee's base salary.

Personal Leave

Full-time employees are eligible for up to three (3) days of leave for personal reasons with approval of the City Administrator. Personal leave does not accrue, may not be cashed out, and does not carry over into the next year.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member (meaning mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren and all step relatives of the same) for arranging or attending the funeral provided that at least one of the days is the day of the funeral. In the event of death of a brother-in-law or sister-in-law, the employee will be permitted to use up to one (1) day, with pay, as funeral leave provided that the day is the actual day of the funeral. The employee must notify the City of the reason for the absence not later than the first day of the absence. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.). Funeral leave does not accrue, may not be cashed out, and does not carry over into the next year.

Departmental Funeral Leave

Employees will be permitted up to four (4) hours, with pay, to attend the funeral of another city employee or retired employee unless circumstances unique to the department

would prevent such a practice from being allowed and authorized by the department supervisor and/or City Administrator.

In an attempt to maintain daily operations or functions when this situation arises, the City Administrator is authorized to utilize other available city personnel (part-time employees, seasonal employees, employees “temporarily” transferred from another city department or other reasonable means) to maintain daily operations or functions.

“Employees”, for the purposes of this section, are defined as full-time employees and part-time employees working an average of 30 hours per week or more on an annual basis.

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years. Where possible, notice is to be provided to the City at least five (5) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be re-employed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty

Regular full-time and part-time employees will be granted leaves of absence for required jury duty. Full-time employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Part-time employees will not be compensated for time missed. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called. If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment. Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. Paid leave (vacation or compensatory time) may be used for this purpose, if available. Reasonable prior notice must be given to the employee's supervisor.

Bone Marrow Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow. The employee will provide a physician's verification of the purpose and length of the leave requested to donate bone marrow. If a medical determination is made that the employee does not qualify as a donor, paid leave previously granted shall not be forfeited.

Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally, employee benefits will not be earned by an employee while on leave without pay. However, participation in the City's group health, dental, and life will be allowed if the employee pays the total premium cost on a monthly basis.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar days or less. Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Family and Medical Leave

General

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

1. Birth or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child or parent who has a serious health condition; or
3. A serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties, and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Serious health condition" is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

Eligibility

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

Length of Leave

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

Leave Year

The 12 month period is calculated by measuring twelve months backward from the start date of the employee's last FMLA leave.

Notice

The employee is to give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days notice cannot be given as much notice as practical. If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the City Deputy Clerk. The form is to be completed by the attending physician or practitioner and submitted to the City Administrator within ten (10) days after requested, or as soon as is reasonably practicable. The City may require a second (or third) opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

Re-certification

Re-certification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Re-certification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis. The City may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job. The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

Job Protection

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits, and other terms and conditions of employment. An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

Use of Accrued Paid Leave or Compensatory Time during Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave, and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

Records Retention

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, compensatory time, or vacation leave that remains.

If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage. If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

Light Duty / Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty will be evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty. Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions. It is at the discretion of the City Administrator whether or not to assign light

duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment. The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Educational Leave

The City Council may grant a leave of absence with or without pay to an employee for the purpose of attending schools, meetings, conferences, and other functions which are of benefit to the City, if in the City Administrator's judgement, such leave will not cause a disruption of service.

Leave for Service in Organizations

The City Council may grant a leave of absence without pay for reasonable periods not to exceed one year to any employee for the purpose of serving an elected or appointed position in a union, professional organization or governmental commission or committee, provided leave will not reduce the quality or level of service to the public.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms. The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is

responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.

- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving and the resignation must be for reasons other than anticipation of or settlement of a disciplinary action. Exempt employees must give thirty (30) calendar days notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause forfeiture of accumulated vacation and other benefits, and may impact future employment with the City. Unauthorized absence from work for a period of three (3) working days will be deemed a resignation without benefits.

Severance Pay

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation leave and compensatory time.

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EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

Attendance at professional meetings costing \$50.00 or less and directly related to the performance of the employee's work responsibilities does not require the approval of the City Administrator. Advance supervisor approval is required to ensure adequate department coverage.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests totaling more than \$50.00 must be approved by the employee's supervisor and the City Administrator. Documentation approving conference or training attendance will be provided to the employee.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. **All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.**

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation. Lodging reimbursement requests must include the itemized receipt. No personal expenses, such as personal telephone calls, movie rental charges, etc. are reimbursable.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available. Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel will be reimbursed at allowable IRS rate. Employees will receive a per diem rate for meals. No reimbursement will be made for alcoholic beverages. The following are per diem amounts for work-related meal expenses:

Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	<u>\$21.00</u>
Daily Maximum	\$39.00

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Pine Island regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration, or implementation of policies, programs, services, or any other operational aspect of the City.

NEPOTISM

Relatives of city employees will not be employed, promoted or engaged to perform services where one relative will or may exercise or directly influence the recruitment, employment, salary, fees or performance review of another relative.

Relatives shall be defined as persons related by blood or marriage within the third degree of kindred, computed according to the rules of “civil law” with shall include: spouse, parents, sons, daughters, brothers, sisters, grandparents, in-laws, uncles, aunts, nieces or nephews. All decisions and determinations with regard to the interpretations and effect of the above shall be made by the City Administrator with consent from the Personnel Committee.

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DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Pine Island has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Drug and alcohol testing of both blood and urine may be conducted under the circumstances set forth below. The City will use Minnesota Rule 4710.1075 through 4740.1090 for minimum standard of alcohol and drug detection limits, to wit:

- 1. Applicants. All acceptable candidates who have been offered employment for full or part-time positions in areas where physicals are required will be required to undergo a drug test as part of the placement procedure. This test will only be used to detect alcohol, illegal drugs or their metabolites. We will notify any applicant of test results and, subject to the provisions of item 7 below, will withdraw an employment offer for anyone who tests positive.
- 2. Employees may be required to undergo drug and alcohol testing, if there is reasonable cause or suspicion to believe that the employee:
 - a. Is under the influence of drugs or alcohol; or
 - b. Has violated written rules prohibiting the use, possession, sale or transfer of drugs or alcohol while working, while on City premises or while operating City vehicles, machinery or equipment; or
 - c. Has sustained a personal injury requiring medical care or has caused another employee to sustain an injury requiring medical care; or
 - d. Has caused a work-related accident or was operating or helping to operate equipment, machinery or a vehicle involved in a work-related accident.Employees will be driven to the clinic by their supervisor or the City Administrator. A urine or blood sample will be taken and the sample will be forwarded to a certified laboratory for testing.

3. An employee must notify his or her supervisor within five (5) days of any arrest or conviction under a criminal drug statute. If an employee has been convicted under any drug statute, he or she will be requested to pursue the requirements in item 4 below.
4. Any employee may be required to undergo drug or alcohol testing if that employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan and has been found to be chemically dependent. The employee may be required to undergo testing, without prior notice, during the period of evaluation or treatment and for up to two (2) years following completion of any prescribed chemical dependency treatment program.
5. Applicants and employees may refuse to submit to drug or alcohol testing; however, a refusal to submit to required testing will be grounds for immediate suspension without pay with intent to terminate. Offers of employment will be withdrawn from applicants and employees who refuse testing.
6. Before testing is conducted, employees or applicants must state on a written form if they have seen the City policy and note any over-the-counter prescription medications they are taking or have recently taken plus any other relevant information. This form will be given to the clinic at the time of testing.
7. The City Administrator will receive the results of the drug and alcohol tests. The City's laboratory will automatically perform a confirmatory test on all samples with test positive. The City will report results of testing in writing to the employee or applicant within three (3) working days of receipt. If the test result is positive, the City will inform employee or applicant in writing of his or her right to:
 - a. Provide any additional information to the City within three (3) working days upon receiving results of the tests that could explain the positive test result.
 - b. Receive a copy of the test result report.
 - c. Retest the original sample at their own expense provided they inform the City Administrator within five (5) working days after receiving notice of the positive test result.
8. A positive test result which has been confirmed indicating the presence of illegal drugs, alcohol or non-prescription drugs may result in termination, subject to the following:
 - a. An employee who tests positive for the first time will be given the opportunity to participate in, at the employee's own expense or pursuant to coverage under the employee's benefit plan, a counseling or rehabilitation program.
 - b. The employee may be discharged for any of the following reasons:
 - i. The employee tested positive on a previous occasion in a work-related incident.
 - ii. The employee refuses to participate in a chemical dependency or rehabilitation program.

- iii. The employee fails to successfully complete chemical dependency counseling or a rehabilitation program.
9. If an employee is called out for a City emergency and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy. He or she will not be allowed to work and will be sent home.
10. Results of the tests and other information acquired in the drug and alcohol-testing process will be treated as private data of the individuals as defined by MSA 13.02, Subd. 12. The employee tested and the City Administrator will be told the results of the testing. If a positive result is confirmed, the City Council and the employee's supervisor will be notified. Results will be disclosed to no one outside of the City unless required by law or unless the employee requests release of information in writing.

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CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

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CITY VEHICLES AND EQUIPMENT

City vehicles and equipment shall be used only in conjunction with performance of City operations and duties. Persons operating city vehicles shall not provide rides to non-authorized passengers. Employees are prohibited from using city vehicles or other equipment for personal purposes.

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CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill. Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

Procedures

It is the objective of the City of Pine Island to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

COMPUTERS AND INFORMATION TECHNOLOGY

This guideline describes the basic computer security city staff are obligated to follow when they use the city's computer systems.

Introduction

The City of Pine Island's information and computing assets are critical to city's success, and as a result, must be protected from loss, modification, or destruction. This policy describes the basic computer security measures that must be followed by all city staff to use the City of Pine Island's computer systems. Non-compliance with the principles described in this document may result in disciplinary action.

Administrative Approved Use of Computer Service

Computer systems provided by City of Pine Island to the city staff to use in their work for the city must only be used for conducting city public functions or for purposes authorized by the administration. All electronic documents created, stored, or communicated using City of Pine Island computers are the property of, or under the custody of, the City of Pine Island. The City of Pine Island may access documents or communications stored on its property or in its systems when appropriate, such as when warranted by business need or legal requirements. The City of Pine Island reserves the right to monitor its systems for reasons including accounting purposes, to ensure proper use, and to detect security violations. Staff should not expect that their communications using the city's systems are private. Use is subject to audit at any time by city administration.

Personal Use of Computing Equipment

Personal use of city computing equipment may only be approved by the administration if such use is clearly insignificant compared to your city public use. For example, personal use can not be approved if it:

- Interferes with policies of the City of Pine Island
- Interferes with your job or the job of City of Pine Island staff
- Involves any incremental cost to the City of Pine Island
- Involves commercial solicitation
- Provides information about, or lists of, city staff to others
- Involves commercial or personal distribution lists

Access to the Internet from City of Pine Island access points and the use of City of Pine Island's e-mail systems are intended to be for city business and related activities.

However, incidental and infrequent personal use of the City of Pine Island's e-mail systems and access to the Internet for personal use during or outside normal work hours are allowed without administrative approval provided none of the above prohibitions are violated.

You should not loan, rent, or otherwise permit others access to your laptop or computer terminal, nor the information contained on any form of media containing city confidential information. Questions concerning personal use of city computing resources and Internet services should be discussed with the City Administrator.

Chain letters, Hoaxes and Virus Warnings

Chain letters and hoaxes come in many versions, for example offering a free trip or a large amount of money, warning about a computer virus, or relating to a sympathetic cause. These letters often request that you send them on to other people.

Using City of Pine Island computer systems to send or reply to chain letters, hoaxes, or virus warnings is prohibited. If you receive an e-mail chain letter or virus warning, don't forward it! Delete it!

Offensive and Inappropriate Material

City of Pine Island staff are not to access or distribute any material which could be considered inappropriate, offensive, or disrespectful to others. While it is impossible to list every form of such material, some clear examples include:

- Materials that contain sexually explicit images or descriptions
- Materials that advocate illegal activity
- Materials that advocate intolerance for others

Passwords

You must ensure that your password remains known only to you. Never put your password in a place where others can see it and never embed it in a file that others may be able to read. If someone else obtains your password, it is your responsibility to change your password immediately. Many security breaches and exposures are caused by hackers who are able to find or guess a password.

Software Licenses

You must have a valid license for all licensed software that you personally obtain and install on your computer. Before installing applications beyond the standard preloaded software provided by the City of Pine Island, you should consult the City Administrator to ensure that such applications will not interfere with the standard preload on your computer or exceed the operating capability of your computer's resources.

The city is responsible for licenses of software obtained and installed for you. Never copy or duplicate licensed software, except as explicitly allowed in the license terms and conditions. Never share licensed software with other staff unless the license terms and conditions permit such sharing. If in doubt, seek the advice of the City Administrator.

Copyright and Intellectual Property

Most information and software (programs, audio, video, data files, etc.) that is available in the public domain (including on the Internet) is subject to copyright or other intellectual property right protection. When obtaining material for use inside the City of Pine Island:

- Do not obtain software from such sources for use within the city unless express permission to do so is stated by the material owner.

- You must read and understand any software copyright restrictions. If you think that the city will not be able to comply with any part of the terms, do not download or use the material.
- Ensure that you comply with any expressed requirements or limitations attached to the use of such software (for example: not to be used for commercial purposes; can not charge others for use or distribution; subject to a copyright or attribution notice being affixed to each copy; must distribute source code; etc.).
- If you are unsure about the meaning of the restrictive language or have questions about it, you should contact the City Administrator to review it before downloading or using the material.

Protecting Computer Workstations

All staff are responsible to help reduce the possibility and consequences of theft of all computing resources and devices, as well as related materials such as diskettes and printed output, and the information they contain. No matter where you have these assets – in your office, in your home office, in a truck, etc. – you must protect them appropriately. This section describes the actions that you must take to protect these physical assets. Based on your particular circumstances you may need to take additional actions to provide adequate protection such as when a room has multiple entrances or multiple occupants.

When Leaving Your Office or Work Area

If you work in an office that can be locked, lock the office. If you do not work in an office that can be locked: activate the password protected keyboard/screen lock. Lock up all materials that contain confidential information, or take them with you. At the end of the work day, if your workstation is portable, secure it in a desk or filing cabinet or take it with you.

When Traveling

Keep laptops in your possession if at all possible. When traveling by air, do not put laptops in checked baggage, and be alert to the possibility of theft when going through security checkpoints at airports. When traveling by car, protect laptops by locking them in the car trunk when you begin your travel. Laptops should not be left for an extended period of time in an unoccupied vehicle. If you must leave your laptop in an unoccupied vehicle, then consider securing the laptop to the body of the vehicle inside the trunk. If you must leave the laptop in a hotel, lock it in the hotel safe if one is available. If a safe is not available and you have a locking cable, use that mechanism. If you are traveling with confidential material recorded on portable media such as paper, diskettes, workpads, notebooks, etc., you must protect this media according to the same guidelines listed above for protecting your laptop.

Note: If your laptop or confidential information is stolen or lost, you must report the loss to the City Administrator.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment / Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Pine Island. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs. Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and

expectations for the future; and (6) indicate consequences of recurrence. Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards. If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Suspension and Dismissals

Employees suspended or dismissed, as described above, are entitled to a hearing before the City Council, if requested by the employee or his/her representative within ten (10) days after the notice of dismissal or suspension. Reasons for dismissal or suspension may include, but are not limited to, the following items:

- Failure to report or refusal to work when necessary to keep the essential services operating and provide services to the public.

- Reporting for work under the influence of alcohol or narcotics or the use of such on the job.
- Repeated tardiness or unauthorized absence.
- Incompetence, inefficiency, dishonesty, or disobedience.
- Willful misuse and/or negligence of City property or equipment.
- Misconduct – Any act by an employee, on or off duty, which would bring discredit to the City, its officials, employees, or associations.
- Inability or incapacity to perform duties.
- Failure to observe laws or regulations.
- Insubordination.
- The willful violation of a City ordinance or rule which gives the appearance of preferential treatment because of employment with the City.

The City of Pine Island may take other disciplinary actions as it determines necessary in order to protect the best interests of the citizens of the City.

GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within seven (7) days after the alleged violation or dispute has occurred. The supervisor will discuss the grievance with the employee and respond to the employee in writing within seven (7) calendar days after receipt. If the grievance includes the department supervisor, the employee should proceed directly to Step 2.

Step 2: If the grievance has not been settled in accordance with Step 1, it may be appealed in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days.

Step 3: If the grievance has not been settled in accordance with Step 2, it may be appealed to the City Council within seven (7) days after receipt of the reply of the City Administrator. The appeal will be placed on the agenda for the next regularly scheduled meeting of the City Council. The employee and a representative of the employee shall have the right to appear before the Council at this meeting. A final ruling on the complaint shall be made by a majority of the City Council members within thirty (30) calendar days of the appeal.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

CITY OF PINE ISLAND PERSONNEL POLICY

I hereby acknowledge receipt of the City of Pine Island Personnel Policy. I understand that I am responsible for being informed on the policies, procedures and information contained in the Personnel Policy. If I have any questions or problems related to the information received, it is my responsibility to bring it to the attention of my supervisor.

NAME (Please print)

SIGNATURE

DATE

DRAFT

STATE OF MINNESOTA
GOODHUE/OLMSTED COUNTIES
CITY OF PINE ISLAND
SPECIAL COUNCIL MEETING
June 1st, 2015

Pursuant to due call, and notice thereof, Mayor Steele called the Special City Council meeting to order at 6:00 PM, in the council chambers, at City Hall.

Members Present: Johnson, Knox, Diskerud Vettel, Steele

Members Absent: None

Others present: Wayne King, Todd Robertson, Todd Omberg, Casey Sather, Alice Duschanek-Myers, Janet Pike, Brian Todd, Doug Svestka, Scott Anderson, Jameslee Hitchcock, Elizabeth Howard, Darcie Simpson, Jan Sween, Jerry Olson, Peg Andrist, Bonnie Tarara, Roger Schamberger, Joshua Layer, Pat Bronk, Stephanie Pocklington and Jon Eickhoff.

Roger Schamberger and Joshua Layer from Burbach Aquatics presented what their company has done in the past with other cities, and what they can do for our City in regards to the pool.

There was discussion on ADA compliance issues for both the pool and the bathhouse. Without official bids it was estimated to cost upward of \$300,000 to update the bathhouse facilities. Burbach Aquatics mentioned rebuilding a new bathhouse to accommodate the size of the future pool would be about the same cost and a better investment.

A discussion on a dome over the pool to make it a year round facility was discussed to get more use from the pool.

Mayor Steele stated the need to not forego street projects to get a pool.

Council Member Joel Knox noted that with the street projects, there would never seem to be a good time to fit the pool in. Knox also does not believe that a lift would make the pool compliant.

Diskerud motioned for bare minimum ADA compliancy now with a pool project referendum in 2016. Seconded by Vettel.

Approved 4-1-0

Johnson- Y, Knox- N, Diskerud- Y, Vettel- Y, Steele- Y

There being no further business, Vettel made the motion, which was seconded by Johnson, to adjourn the meeting at 7:46 PM. Approved 5-0-0

Respectfully submitted,

Stephanie Pocklington
City of Pine Island
507-356--4591

2015 Board Members and Terms – Van Horn Public Library

Name	1 st Term	2 nd term	3 rd term
Edward Jasienski President	01/09-12/11	01/12-12/14	01/15-12/17
Jeanne Truestedt Vice President	01/14/12/16		
Kim Aarsvold Secretary/Treasurer	1/12-12/14	01/15-12/17	
Charlie Coons	01/11 – 12/13	01/14-12/16	
Bill Sanborn	01/13-12/15		
Kindra Papenfus	01/14-12/16		
Hope Carroll-Rizzo	Filling term through 12/15		
City Council Liaison – Joel Knox			

PI REPRESENTATIVE TO THE SELCO EXECUTIVE BOARD = Kim Aarsvold

PINE ISLAND SELCO FOUNDATION REPRESENTATIVE = Kathy Richardson

Last Updated 5/22/2015

Van Horn Public Library
115 3rd St SE, Pine Island, MN 55963
Phone: 507-356-8558 email: mkhansen@selco.info

MEMO

June 8, 2015

To: Hon. Rod Steele, Mayor

Cc: Pine Island City Council
Jon Eickhoff, City Clerk

From: Morgan Hansen, Director; On behalf of the Van Horn Public Library Board of Trustees

Re: Appointments to the Library Board of Trustees as of June 8, 2015

To fill the mid-term resignation of Patty Miller, the board nominates:

Hope Carroll-Rizzo
307 13th Lane SW
Oronoco, MN 55960

An updated list of board members and their terms is attached.

Van Horn Public Library

Library Board Appointment Application Form

Name: Hope Marie Carroll-Rizzo

Date of Application: 6/5/2015

Mailing Address: 307 13th Lane SW

City: Oronoco, MN County: Olmsted

Phone: 507.367.2786
Daytime Evening

Please briefly explain your interest in serving on the library board: _____

My daughter and I have been coming to the Van Horn Public Library for 10 years. It is a wonderful place that serves a vital need in the Community. It is a safe place for children to explore, learn and grow. It is a place where adults can meet, read, learn, use computers and connect. It is a wonderful resource & has the potential to grow even more. It is an exciting time for this part of MN and it is an exciting time for libraries. I want to see if I can add to it & enjoy it even more.

The library board's major project for the next several years will be developing and executing a plan to construct a new, larger library building. What skills, knowledge, abilities, and/or experience do you have that will assist in this process? I spent over 10 years in retail management, often working in stores that were being remodeled or even new stores.

I have managed staff members, trained managers etc.

I am not sure if any of my management skills are transferable to this position, but if so that is good. I have worked as a volunteer at Holy Spirit School in many areas, including the library.

I have volunteered & worked with many children & seniors. I have an idea of what is important to both populations. I have also volunteered at the Van Horn Public Library in the adult library shelving and in the last 2 years in the children's library.

Describe your community involvement experience either in Pine Island or another community: _____

I volunteer at Assisi Heights in various activities. I volunteer at my church & daughter's school. I have volunteered at individual events such as the Festival of Trees.

In North Carolina I was the director for VBS at 2 separate churches, 2 separate time frames. I have been involved with every Parish Community that I became a part of wherever I lived, Philadelphia, Durham, now Rochester.

Have you previously served on the Van Horn Library board? Yes No
If yes, what were your years of service? _____

Have you served on a board or commission for another governmental entity? Yes No
If yes, what entity and what was your role? _____

The library board meets once every other month, or as needed, in the evening for about one hour. Preparation for these meetings can take another hour or more and some special meetings do occur. Can you fulfill the time commitment necessary to be an effective board member? Yes No

Comments: _____

Is there anything else you would like to tell us that will help us evaluate your skills, talents, and commitment to serving on the Van Horn Library board? I do love the library. I have an avid reader as a daughter, I myself love a good book... or hundreds of good Books! I think the Van Horn library is a wonderful place, I do think that there is room for growth and change to serve the population of the area even more than it already does! And it certainly does!

Please return to:

Van Horn Public Library
115 SE 3rd Street, PO Box 38
Pine Island, MN 55963

Or e-mail to:

mkhansen@selco.info

**CITY OF PINE ISLAND
GOODHUE AND OLMSTED COUNTIES
STATE OF MINNESOTA**

RESOLUTION NO. 15-018

**RESOLUTION ACCEPTING DONATION OF LAND FROM WENDELL N. ZWART AND
JUDITH ANN ZWART AS TRUSTEES OF THE WENDELL ZWART TRUST
AGREEMENT DATED NOVEMBER 4, 1991**

WHEREAS, the City of Pine Island (the “City”) is a municipal corporation, organized and existing under the laws of Minnesota; and

WHEREAS, Wendell N. Zwart and Judith Ann Zwart as Trustees of the Wendell Zwart Trust Agreement dated November 4, 1991 (the “Trustees”) are the fee owners of certain real property located in the city of Pine Island and legally described on the attached Exhibit A (the “Property”); and

WHEREAS, the Trustees have offered to donate the Property to the City, subject to the terms and conditions more fully specified in the donation agreement (the “Donation Agreement”) attached hereto as Exhibit A; and

WHEREAS, the City wishes to accept the donation of the Property under the terms and conditions of the Donation Agreement and to express its gratitude to the Trustees for their generosity.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pine Island, Minnesota as follows:

1. The City hereby accepts the Trustee’s donation of the Property by this resolution and in satisfaction of the requirements of Minnesota Statutes, Section 465.03;
2. The Mayor and City Clerk are authorized and directed to execute the Donation Agreement in the general form attached hereto as Exhibit A on behalf of the City; and
3. City staff and consultants are authorized and directed to take all actions necessary or convenient to complete the donation and transfer of ownership of the Property to the City.

This resolution was adopted by the City Council of the City of Pine Island on the 16th day of June, 2015 by a vote of _____ ayes and _____ nays.

Rod Steele, Mayor

Jonathan Eickhoff, City Clerk

Motion:
Second:

EXHIBIT A

Form of Donation Agreement

[copy attached]





**CITY OF PINE ISLAND
GOODHUE AND OLMSTED COUNTIES
STATE OF MINNESOTA**

ORDINANCE NO. 131 SECOND SERIES

**AN ORDINANCE AMENDING CHAPTER 10 BY ADDING SECTION 10.06 RELATING
TO HONEYBEES**

THE CITY COUNCIL OF THE CITY OF PINE ISLAND DOES ORDAIN as follows:

Section 1. Section 10.05 of the City Code is amended by deleting the ~~stricken~~ language and inserting the double-underlined language:

Subd. 1. Definitions. As used in this Section, the following definitions shall apply.

A. "Farm Animals" - Cattle, horses, mules, sheep, goats, swine, ponies, ducks, geese, turkeys, chickens, and guinea hens ~~and honey bees~~.

B. "Animals" - Includes farm animals and all other animals, reptiles and feathered birds or fowl except dogs, cats, gerbils, hamsters and caged household birds.

Section 2. City Code Chapter 10 is amended by adding Section 10.06 to read as follows:

SEC. 10.06. KEEPING OF HONEYBEES

Subd. 1. Definitions. As used in this Section, the following definitions shall apply:

A. "Apiary" means the assembly of one (1) or more colonies of honey bees on a single lot.

B. "Apiary site" means the lot upon which an apiary is located.

C. "Beekeeper" means a person who: (i) owns or has charge of one (1) or more colonies of honey bees; and/or (ii) who owns or controls a lot on which a colony is located whether or not the person is intentionally keeping honey bees.

D. "Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

E. "Colony" means an aggregate of honey bees consisting principally of workers, but having, when perfect, one (1) queen and at times drones, brood, combs, and honey.

F. "Hive" means the receptacle inhabited by a colony.

G. “Honey bee” means all life stages of the common domestic honey bee, *apis mellifera* species.

H. “Lot” means one unit of a recorded plat, subdivision or registered land survey, or a recorded parcel described by metes and bounds.

I. “Nucleus colony” means a small quantity of honey bees with a queen housed in a smaller than usual hive box designed for a particular purpose, and containing no supers.

J. “Person” means any individual, partnership, corporation, company, limited liability company, other entity, or unincorporated association.

K. “Registrant” means any registered beekeeper and any person who has applied for approval of a beekeeping registration.

L. “Rooftop” means the uppermost section of a primary or accessory structure of at least one full story and at least twelve (12) feet in height. Areas including but not limited to decks, patios and balconies shall not be considered a rooftop.

M. “Swarming” means the process where a queen bee leaves a colony with a large group of worker bees.

N. “Undeveloped property” means: (i) any lot that is not improved with a structure that has or is required to have a certificate of occupancy; and (ii) all streets and highways.

O. “Unusual Aggressive Behavior” means any instance in which unusual aggressive characteristics such as stinging or attacking without provocation occurs.

Subd. 2. Registration.

A. No beekeeper shall keep honey bees in the City without a current registration from the Zoning Administrator.

B. Each beekeeper shall apply for registration with the Zoning Administrator and receive approval of the registration prior to bringing any honey bees into the City.

C. Beekeepers operating within the City prior to the effective date of this Section shall have 30 days from the date this Section goes into effect to apply for a registration with the Zoning Administrator.

D. The application for registration shall be upon the form provided by the City. If a beekeeper relocates a hive or colony to a new apiary site the beekeeper shall apply for an updated registration, prior to the relocation, on the form provided by the City. All information required by the forms shall be answered fully and completely by the beekeeper.

E. The City beekeeping registration shall be valid until December 31 of each calendar year and shall be renewed by the registrant prior to expiration each year by submitting a renewal form to the Zoning Administrator on the form provided by the City. A person no longer keeping honey bees in the City shall notify the Zoning Administrator within thirty (30) days.

F. Upon the initial registration, annual renewal, and any updated registration, each beekeeper shall allow the Zoning Administrator the right to inspect any apiary and apiary site for the purpose of ensuring compliance with this Section.

G. Upon receipt of an application for initial or updated registration the City shall send notice to all owners of lots within two-hundred (200) feet of any lot line of the apiary site(s) identified on the application no less than fourteen (14) days prior to a decision to approve or deny the registration. Any person may submit written comments regarding the application to the Zoning Administrator. Within thirty (30) days of an application the Zoning Administrator shall approve or deny the registration.

Subd. 3. Required Conditions.

A. Honey bee colonies shall be kept in hives with removable frames, which frames shall be kept in sound and usable condition.

B. Each colony on the apiary site shall be provided with a convenient source of water located on the apiary site. Every effort should be made to ensure that the water source is free of chemicals that are typically found in tap water, such as chlorine and fluoride.

C. Materials from a hive or colony which might encourage the presence of honey bees, such as wax comb, shall be promptly disposed of in a sealed container or placed within a building or other bee-proof enclosure.

D. For each colony permitted to be maintained under this Section, there may also be maintained upon the same apiary site, one nucleus colony in a hive structure not to exceed one standard 9-5/8 inch depth 10-frame hive body, with no supers.

E. Beekeeping equipment shall be maintained in good condition, including keeping the hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism, and occupancy by swarming honey bees.

F. Hives shall be continuously managed to provide adequate living space for their resident honey bees in order to prevent swarming.

G. In any instance in which a colony exhibits unusual aggressive behavior, it shall be the duty of the beekeeper to promptly re-queen the colony. Whenever possible, queens shall be selected from European stock bred for gentleness and non-swarming characteristics.

H. Fruit trees and other flowering trees which are located on an apiary site shall not be sprayed, while in full bloom, with any substance which is injurious to honey bees.

Subd. 4. Colony Location.

A. Excluding lots that are zoned **Agricultural** and are ten (10) acres or more in size, no hive shall occupy any front yard. For the purposes of this Section, a corner lot shall be considered to have two (2) front yards.

B. In no instance shall any part of a hive be located within ten (10) feet of any lot line.

C. In no instance shall any part of a hive be located within ten (10) feet of any dwelling unit in any zoning district.

D. Except as otherwise provided in this Section, in each instance where any part of a hive is kept within twenty-five (25) feet of a lot line of the apiary site, the beekeeper shall establish and maintain along said lot line screening consisting of a flyway barrier of at least six (6) feet in height.

1. The flyway barrier may consist of a wall, fence, dense vegetation, or a combination thereof, such that honey bees will fly over rather than through the material to reach the colony.

2. If a flyway barrier of dense vegetation is used, the initial planting may be four (4) feet in height, so long as the vegetation reaches a height of six (6) feet or higher within two (2) years of installation.

3. The flyway barrier must continue parallel to the lot line of the apiary site for ten (10) feet in both directions from the hive, or contain the hive or hives in an enclosure at least six (6) feet in height.

4. A flyway barrier is not required if the hive is located on a rooftop or if the lot abutting the lot line of the apiary site where the flyway barrier would be required is:

(a) undeveloped property; or

(b) zoned **Agricultural** and is ten (10) acres or more in size.

E. All apiaries located within the R-1, R-2, R-3, and R-4 districts shall comply with Pine Island City Code Section 11.70, Subd. 28 pertaining to Home Occupation. (do we need this?)

Subd. 5. Colony Density.

A. Every lot within the City shall be limited to the following number of colonies based on the size of the lot:

1. ½ acre or smaller = 2 colonies
2. more than ½ acre to ¾ acre = 4 colonies
3. more than ¾ acre to 1 acre = 6 colonies
4. more than 1 acre to 5 acres = 8 colonies
5. more than 5 acres = no restriction

B. Regardless of lot size, if all lots within two hundred (200) feet of any lot line of the apiary site are undeveloped property, there shall be no limit to the number of colonies that can be kept on the apiary site. However, upon the development of any lot within two hundred (200) feet of any lot line of the apiary site, the apiary site shall comply with the restriction set forth in this Subdivision 5 within thirty (30) calendar days.

C. If any person removes honey bees from locations where they are not desired, that person shall not be considered in violation of the restriction in this Subdivision 5, if the person temporarily houses the honey bees on the apiary site of a beekeeper registered under this Section for no more than thirty (30) days and remains at all times in compliance with the other provisions of this Section.

Subd. 6. Inspection.

A. Upon prior notice to the owner of the apiary site, the Zoning Administrator or their designee shall have the right to inspect any apiary for the purpose of ensuring compliance with this Section.

B. It shall be deemed a violation of this Section for any person to resist, impede or hinder the Zoning Administrator or their designee in the performance of their duties in inspecting any apiary and apiary site.

Subd. 7. Denial, Revocation or Suspension.

A. Beekeeping registrations under the provisions of this Section may be denied, revoked or suspended by the Zoning Administrator or designee after notice and the right to request a hearing, for any of the following causes:

1. Fraud, misrepresentation or false statements on any application or registration form or during the course of the registered activity.
2. The keeping of honey bees in an unlawful manner or a manner so as to constitute a breach of peace, or to constitute a menace to the health, safety, or general welfare of the public.

3. Any violation of this Section.

B. Notice of the denial, revocation, or suspension, shall be in writing, specifically setting forth the grounds for denial, revocation, or suspension and the registrant's right to request a hearing before the Planning and Zoning Commission. Such notice shall be mailed to the registrant at the address listed on the application. A registrant may request a hearing by filing a written request for hearing addressed to the City Clerk within fifteen (15) days of the date of the notice. A hearing shall be held within thirty (30) days of the request. The City shall notify the registrant in writing of the time, date and location of the hearing at least five (5) days prior to the hearing. Within fifteen (15) days after the hearing the Planning and Zoning Commission shall issue a written decision and that decision shall be final. A copy of the decision shall be mailed to the registrant. If the registrant fails to request a hearing within fifteen (15) days of the date of the notice, the denial, suspension, or revocation shall automatically be deemed final. A revocation or suspension of a registration shall not be effective until issuance of a decision by the Planning and Zoning Commission. No appeal is allowed to the City Council.

Subd. 8. Appeal.

A. A person may object to a registration at any time within thirty (30) days of approval of an initial or updated registration by addressing to the City Clerk a written request for a hearing before the Planning and Zoning Commission. The hearing shall be held within thirty (30) days of the request. The City shall notify in writing the person requesting the hearing and the person whose registration is objected to, date and location of the hearing at least five (5) days prior to the hearing. Within fifteen (15) days after the hearing the Planning and Zoning Commission shall issue a written decision and that decision shall be final. A copy of the decision shall be mailed to the person who requested the hearing and the person whose registration was objected to. No appeal is allowed to the City Council.

Section 3. Effective Date.

This Ordinance shall be in full force and effect from and after its passage and publication as required by law.

Adopted by the City Council this ____ day of July, 2015.

Rod Steele
Mayor

ATTEST:

John Eickhoff
City Clerk

Published in the _____ on the ___ day of _____, 2015.

MOTOR VEHICLE NOISE

§ 71.35 EXCESSIVE NOISE.

(A) As used in this section, **LIGHT-MOTOR VEHICLES** means any automobile, van, motorcycle, motor-driven cycle, motor scooter, go-cart, minibike, trail bike, or truck with a gross vehicular weight of less than 10,000 pounds.

(B) It shall be unlawful for any person to operate, or cause to operate, or use a light-motor vehicle in a manner as to cause, or allow to be caused, excessive noise levels as a result of unreasonable rapid accelerations, deceleration, revving of engine, squealing of tires, honking of horns, or as a result of the operation of audio devices including but not limited to radios, phonograph, tape players, compact disc players or any other sound-amplifying device on or from the light-motor vehicle.

(C) No person shall operate, or cause to operate, or use a light-motor vehicle in violation of the noise standards contained in Minn. Rules parts 7030.1050 and 7030.1060, as it may be amended from time to time.

§ 71.36 MOTOR VEHICLE NOISE.

(A) For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABNORMAL OR EXCESSIVE NOISE:

(a) Distinct and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort and repose of any person or precludes their enjoyment of property or affects their property's value;

(b) Noise in excess of that permitted by M.S. § 169.69, as it may be amended from time to time, which requires every motor vehicle to be equipped with a muffler in good working order; or

(c) Noise in excess of that permitted by M.S. § 169.693 and Minn. Rules parts 7030.1000 through 7030.1050, as this statute and these rules may be amended from time to time, which establish motor vehicle noise standards.

ENGINE-RETARDING BRAKE. A dynamic brake, jake brake, Jacobs brake, C-brake, Paccar brake, transmission brake or other similar engine-retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

(B) It shall be unlawful for any person to discharge the exhaust or permit the discharge of the exhaust from any motor vehicle except through a muffler that effectively prevents abnormal or excessive noise and complies with all applicable state laws and regulations.

(C) It shall be unlawful for the operator of any truck to intentionally use an engine-retarding brake on any public highway, street, parking lot or alley within the city which causes abnormal or excessive noise from the engine because of an illegally modified or defective exhaust system, except in an emergency.

(D) Minnesota Statutes §§ 169.69 and 169.693 (motor vehicle noise limits) and Minn. Rules parts 7030.1000 through 7030.1050, as these statutes and rules may be amended from time to time, are hereby adopted by reference.

(E) Signs stating "VEHICLE NOISE LAWS ENFORCED" may be installed at locations deemed appropriate by the City Council to advise motorists of the prohibitions contained in this section, except that no sign stating "VEHICLE NOISE LAWS ENFORCED" shall be installed on a state highway without a permit from the Minnesota Department of Transportation. The provisions of this section are in full force and effect even if no signs are installed.

ALL-TERRAIN VEHICLES

§ 71.40 DEFINITION.

An ***ALL-TERRAIN VEHICLE*** (ATV) shall be as defined by M.S. Chapter 84.92, Subd. 8, and any subsequent amendments thereto.
(Ord. 2005-07, passed 10-20-2005)

§ 71.41 PROHIBITION OF OPERATION.

It shall be unlawful for any person to operate an ATV within the right-of-way of any public street or public thoroughfare within the city or on any city owned or controlled public property or park of the city.
(Ord. 2005-07, passed 10-20-2005)

§ 71.42 PROHIBITED AREA.

The phrase ***RIGHT-OF-WAY OF ANY PUBLIC STREET OR PUBLIC THOROUGHFARE*** shall include, but is not necessarily limited to, the entire right-of-way of streets, roads, and alleys

Stockton
Sample

ORDINANCE 116

AN ORDINANCE PROHIBITING EXCESSIVE VEHICLE
NOISE, INCLUDING NOISE FROM TRUCKS USING ENGINE
RETARDING BRAKES, AND ADOPTING BY REFERENCE
MINNESOTA STATUTES SECTIONS 169.69 AND 169.693
AND MINNESOTA RULES PARTS 7030.1000 TO 7030.1050

THE CITY COUNCIL OF THE CITY OF STOCKTON DOES HEREBY
ORDAIN:

Section 1: Definitions. For the purpose of this ordinance, the following phrases are defined as follow:

"Engine retarding brake" shall mean a Dynamic Brake, Jake Brake, Jacobs Brake, C-Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

"Abnormal or excessive noise" shall mean (a) distinct and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort and repose of any person or precludes their enjoyment of property or affects their property's value, (b) noise in excess of that permitted by Minnesota Statutes Section 169.69, as it may be amended from time to time, which requires every motor vehicle to be equipped with a muffler in good working order, or (c) noise in excess of that permitted by Minnesota Statutes Section 169.693 and Minnesota Rules parts 7030.1000 through 7030.1050, as this statute and these rules may be amended from time to time, which establish motor vehicle noise standards.

Section 2. It shall be unlawful for any person to discharge the exhaust or per it the discharge of the exhaust from any motor vehicle except through a muffler that effectively prevents abnormal or excessive noise and complies with all applicable state laws and regulations.

Section 3. It shall be unlawful for the operator of any truck to intentionally use an engine retarding brake on any public highway, street, parking lot or alley within the city which causes abnormal or excessive noise from the engine because of an illegally modified or defective exhaust system, except in an emergency.

Section 4. Minnesota Statutes Sections 169.69 and 169.693 (motor vehicle noise limits) and Minnesota Rules parts 7030.1000 through 7030.1050, as these statutes and rules may be amended from time to time, are hereby adopted by reference.

Section 5. Signs stating "VEHICLE NOISE LAWS ENFORCED" may be installed at locations deemed appropriate by the City Council to advise motorists of the prohibitions contained in this ordinance, except that no sign stating "VEHICLE NOISE LAWS ENFORCED" shall be installed on a state highway without a permit from the Minnesota Department of Transportation. The provisions of this ordinance are in full force and effect even if no signs are installed.

Section 6. It is the intention of the City Council that all future amendments to any statutes and rules referenced or adopted by reference in this ordinance are also referenced or adopted by reference as if they had been in existence at this time this ordinance was adopted.

Section 7. Any person, firm or corporation who violates any provision of this ordinance shall, upon conviction, be guilty of a petty misdemeanor and punished by a fine of not more than \$300.

Section 8. This ordinance becomes effective from and after its passage and publication.

Passed by the City Council of the City of Stockton this 11th day of July, 2001.

ATTEST:

City

Marshall Sample



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- National Classifieds
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- Newspaper ads from the Independent
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City of Marshall, Minnesota

Ordinance No. 631, Second Series

February 25, 2011
Marshall Independent

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February 26, 2011

CITY OF MARSHALL, MINNESOTA

ORDINANCE NO. 631, SECOND SERIES

AN ORDINANCE AMENDING SECTION 42-89 OF THE CODE OF ORDINANCES OF THE CITY OF MARSHALL

The Common Council of the City of Marshall does ordain as follows:

Section 1: The Marshall City Code, Section 42-89 Loud Noises' is hereby amended to add the following provisions:

Section 42-89 Loud Noises:

(c)Excessive Vehicle Noises. For the purposes of this Ordinance, the following provisions apply as set forth below:

(1)Definitions.

a."Engine retarding brake" shall mean a Dynamic Brake, Jake Brake, Jacobs Brake, C Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

b."Abnormal or excessive noise" shall mean (a) distinct and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort and repose of any person or precludes their enjoyment of property or affects their property's value, (b) noise in excess of that permitted by Minnesota Statutes Section 169.69, as it may be amended from time to time, which requires every motor vehicle to be equipped with a muffler in good working order, or (c) noise in excess of that permitted by Minnesota Statutes Section 169.693 and Minnesota Rules parts 7030.1000 through 7030.1050, as this Statute and these rules may be amended from time to time, which establish motor vehicle noise standards.

(2)Adoption by Reference. Minnesota Statutes Sections 169.69 and 169.693 (motor vehicle. noise limits) and Minnesota Rules parts 7030.1000 through 7030.1050, as these statutes and rules may be amended from time to time, are hereby adopted by reference.

(3)Excessive Vehicle Noise.

a.It shall be unlawful for any person to discharge the exhaust or permit the discharge of the exhaust from any motor vehicle except through a muffler that effectively prevents abnormal or excessive noise and complies with all applicable state laws and regulations.

b.It shall be unlawful for the operator of any truck to intentionally use an engine retarding brake on any public highway, street, parking lot or alley within the City which causes abnormal or excessive noise from the engine except in an emergency.

(4)Signing. Signs stating "VEHICLE NOISE LAWS ENFORCED" may be installed at locations deemed appropriate by the City Council to advise motorists of theprohibitions contained in this Ordinance, except that no sign stating "VEHICLE NOISE LAWS ENFORCED" shall be installed on a state highway without a permit from the Minnesota



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\$299⁹⁹

Lenovo 15.6" Laptop with AMD Quad-Core A8 Processor

Department of Transportation. The provisions of this ordinance are in full force and effect even if no signs are installed.

(5)Amendments. It is the intention of the City Council that all future amendments to any statutes and rules referenced or adopted by reference in this Ordinance are also referenced or adopted by reference as if they had been in existence at the time this Ordinance was adopted.

(6)Penalty. Any person, firm or corporation who violates any provision of this Ordinance shall, upon conviction, be guilty of a petty misdemeanor and punished by a fine of not more than \$300.00.

Section 2: This ordinance shall take effect from and after its passage and publication.

Passed and adopted by the Common Council this 22nd day of February, 2011.

THE COMMON COUNCIL

Robert J. Byrnes

Mayor of the City of Marshall, MN

Attest:

Thomas M. Meulebroeck

City Clerk/Finance Director

Introduced On: February 8, 2011

Final Passage On: February 22, 2011

Published in Marshall Independent On: February 26, 2011

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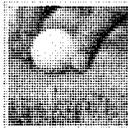
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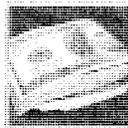
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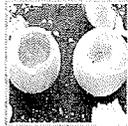
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Fergus Falls
Sample

ORDINANCE NO. 29, SEVENTH SERIES

AN ORDINANCE OF THE CITY OF FERGUS FALLS,
MINNESOTA, AMENDING CITY CODE CHAPTER 6.81
ENTITLED DISORDERLY CONDUCT; NOISY PARTIES AND
NOISE CONTROL; DISTURBANCES AND, BY ADDING BY
REFERENCE, CITY CODE CHAPTER 1, WHICH AMONG
OTHER THINGS CONTAIN PENALTY PROVISIONS.

THE CITY OF FERGUS FALLS DOES ORDAIN:

Section 1. City Code Chapter 6.81 is hereby amended by deleting section (C) (2) in its entirety and by adding a new section (C) (6) so as to read as follows:

(6) Excessive Vehicle Noise:

(A) *Definitions.* For purpose of this section, the following phrases are defined as follows:

“Engine retarding brake” shall mean a Dynamic Brake, Jake Brake, Jacobs Brake, C Brake, Paccar Brake, transmission brake or other similar engine retarding brake system which alters the normal compression of the engine and subsequently releases that compression.

“Abnormal or excessive noise” shall mean (a) distinct and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort and repose of any person or precludes their enjoyment of property or affects their property’s value, (b) noise in excess of that permitted by Minnesota Statutes Section 169.69, as it may be amended from time to time, which requires every motor vehicle to be equipped with a muffler in good working order, or (c) noise in excess of that permitted by Minnesota Statutes Section 169.693 and Minnesota Rules parts 7030.1000 through 7030.1050, as this Statute and these rules may be amended from time to time, which establish motor vehicle noise standards.

(B) *Adoption by Reference.*

(1) Minnesota Statutes Sections 169.69 and 169.693 (motor vehicle noise limits) and Minnesota Rules parts 7030.1000 through 7030.1050, as these statutes and rules may be amended from time to time, are hereby adopted by reference.

(C) *Excessive Vehicle Noise.*

(1) It shall be unlawful for any person to discharge the exhaust or permit the discharge of the exhaust from any motor vehicle except through a muffler that effectively prevents abnormal or excessive noise and complies with all applicable state laws and regulations.

(2) It shall be unlawful for the operator of any truck to intentionally use an engine retarding brake on any public highway, street, parking lot or alley within the City which causes abnormal or excessive noise from the engine because of an illegally modified or defective exhaust system, except in an emergency.

(D) *Signing.* Signs stating "VEHICLE NOISE LAWS ENFORCED" may be installed at locations deemed appropriate by the City Council to advise motorists of the prohibitions contained in this section, except that no sign stating "VEHICLE NOISE LAWS ENFORCED" shall be installed on a state highway without a permit from the Minnesota Department of Transportation. The provisions of this section are in full force and effect even if no signs are installed.

(E) *Penalty.* Any person, firm or corporation who violates any provision of this section shall, upon conviction, be guilty of a petty misdemeanor and punished by a fine of not more than \$300.00.

Section 2. City Code Chapter 1 entitled "General Provisions" including penalty for violation is hereby adopted in its entirety, by reference, as though repeated verbatim herein.

Section 3. Effective date. The effective date of this ordinance shall be the _____ day of _____, 2015.

THIS ORDINANCE was introduced on the _____ day of _____, 2015, and adopted by the City Council of the City of Fergus Falls, Minnesota, on the _____ day of _____, 2015, by the following vote:

AYES:

NAYS:

ATTEST:

APPROVED:

City Administrator

Mayor

Published in the Fergus Falls Daily Journal on _____.

**CITY OF PINE ISLAND
COUNTY OF GOODHUE
STATE OF MINNESOTA**

RESOLUTION 15-021

**A RESOLUTION ACKNOWLEDGING THE EXPIRATION OF
TAX INCREMENT FINANCING DISTRICT NO. 1-2 (033-4 NE SECTION)
OF THE CITY OF PINE ISLAND**

WHEREAS, on May 24, 1988, the City of Pine Island (the "City") created its Tax Increment Financing District No.1-2, The NE Section District, (the "District") within its Development District No. 1 (the "Project"); and

WHEREAS, the Modification to the Development Program for Development District No. 1 and the Tax Increment Financing Plan for the establishment of Tax Increment Financing District No. 1-2, identified activities to be financed in whole or in part as a result of the implementation of the plan; and

WHEREAS, all development activities to be financed as part of the plan will have been completed before December 31, 2015; and

WHEREAS, the City desires by this resolution to decertify the District as of December 31, 2015, after which all property taxes generated by property within the Districts will continue to be distributed in the same manner as all other property taxes beginning with taxes payable in 2016, and

WHEREAS, as of December 31, 2015 all bonds to which tax increment from the District have been pledged will have been paid in full; and

WHEREAS, the remaining tax increment in the account for the District is budgeted to be expended on current and future tax increment eligible costs;

NOW THEREFORE, BE IT RESOLVED by the City Council that it acknowledges such action is taken by the County Auditor of Goodhue County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City as of December 31, 2015.

DATED: June 16, 2015

Mayor

City Clerk

(Seal)

Motion:
Second:

Ayes:
Nays:

City of Pine Island Jetter-Vac Truck Cost Comparison

Estimated Total Sanitary Sewer Pipe = 64,000 feet
 Goal to clean 25% of the City each year = 16,000 feet
 Total days of Pipe Cleaning per year = 27 days

Contracted Services

Based on November 2014 billing of \$11,885 for 1,790 feet
 over 3 days

Cost per Foot \$6.64

16,000 feet **\$106,234.64 Annual Cost**

Cost for 10 years @ 2% inflation per year
\$1,163,239.63

City Truck & City Staff

Based on \$180,000 truck lasting 10 years and two staff at
 \$28.50 total payroll with benefits per hour

Cost per Foot \$2.14

Truck Costs \$18,000.00

Fuel \$1,900.00

Maintenance \$2,000.00

Payroll \$12,312.00

16,000 feet **\$34,212.00 Annual Cost**

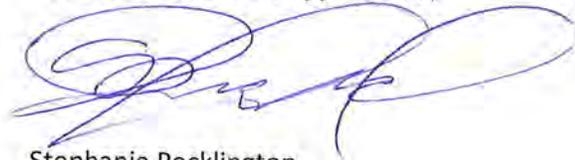
Cost for 10 years @ 2% inflation per year
\$374,611.85

Mayor and Members of the Council,

In a recent training I attended, I was made aware of a recent change in publishing rules for City Council Minutes. A less expensive alternative is also available; instead of publishing the minutes, the City may mail a copy, at city expense, to any resident upon request. The City will also make the minutes available on the City website and post the minutes to the bulletin board in City Hall for further viewing options.

In the year 2014, the city spent \$1239.40 publishing regular and special council meeting minutes. My request, is that we no longer publish the meeting minutes, and instead try the less expensive alternative.

Your consideration is appreciated,

A handwritten signature in blue ink, appearing to read 'Stephanie Pocklington', with a large, stylized flourish extending to the right.

Stephanie Pocklington
Deputy City Clerk

**CITY OF PINE ISLAND
GOODHUE AND OLMSTED COUNTIES
STATE OF MINNESOTA**

RESOLUTION 15-025

**BEING A RESOLUTION AUTHORIZING AN INCREASE IN ANNUAL
PENSION AMOUNT FROM \$3,300.00 PER YEAR OF FIREFIGHTER SERVICE
TO \$3,900.00 PER YEAR OF SERVICE.**

WHEREAS: THE PINE ISLAND FIREMEN'S RELIEF ASSOCIATION HAS APPROVED THE INCREASE IN BENEFITS FROM \$3,300.00 PER YEAR OF SERVICE TO \$3,900.00 PER YEAR OF SERVICE, AND

WHEREAS: THE INCREASE IN BENEFITS MAY NOT INCREASE THE YEARLY CONTRIBUTION REQUIRED FROM THE CITY, AND

WHEREAS: THE CITY COUNCIL IS REQUIRED BY LAW TO APPROVE ALL INCREASES IN BENEFITS CONTRIBUTION BEFORE THE INCREASES BECOME EFFECTIVE.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE ISLAND, MINNESOTA: that the increase requested by the Pine Island Firemen's Relief Association is approved.

ADOPTED THIS 16TH DAY OF JUNE, 2015.

ROD STEELE, MAYOR

JONATHAN EICKHOFF, CITY CLERK

MOTION:
SECOND:

AYES:
NAYS:

Schedule Form for Lump-Sum Pension Plans
Reporting Year 2015

Determination of Plan Liabilities and Required Municipal Contribution for 2016

Relief Association: Pine Island Fire Relief Association

County/ Counties: Goodhue

Enter Annual benefit level in effect for 2015: 3,900

(If you change your benefit level before 12/31/2015, the SC must be recalculated at the new level.)

	2015	2016
Subtotal of Page 1 Liability - Active Members	644,670	729,846

Active Member Information

Please Enter Dates in this format: **6/11/2015**

	Name	Status	Date of Birth	Fire Department Entry Date	Leaves of Absence and Breaks in Service (months)	Return to Service Member ?	To end of 2015		To end of 2016	
							Years of Service	Accrued Liability	Years of Service	Accrued Liability
1	Pat Pike	Active	[REDACTED]	01/01/1990	0		26	101,400	27	105,300
2	Troy Kuball	Active	[REDACTED]	08/01/1995	0		20	78,000	21	81,900
3	Tony Klennert	Active	[REDACTED]	01/01/1998	0		18	66,222	19	71,916
4	Andy Lejcher	Active	[REDACTED]	10/01/2000	0		15	50,856	16	55,692
5	Jay Stande	Active	[REDACTED]	07/01/2004	0		12	37,518	13	41,730
6	Brandon Sather	Active	[REDACTED]	09/01/2004	0		11	33,462	12	37,518
7	Jonathan Eickhoff	Active	[REDACTED]	09/01/2004	0		11	33,462	12	37,518
8	Seth Friese	Active	[REDACTED]	08/05/2006	0		9	25,974	10	29,640
9	Bert Jobes	Active	[REDACTED]	03/12/2007	0		9	25,974	10	29,640
10	Brandon Mathison	Active	[REDACTED]	03/12/2007	0		9	25,974	10	29,640
11	Ben Hermann	Active	[REDACTED]	08/30/2007	0		8	22,464	9	25,974
12	Mike Brown	Active	[REDACTED]	09/16/2008	0		7	19,188	8	22,464
13	Shaun Hoffmann	Active	[REDACTED]	09/16/2008	0		7	19,188	8	22,464
14	Bryan Baker	Active	[REDACTED]	11/05/2009	0		6	15,990	7	19,188
15	Rob Pocklington	Active	[REDACTED]	11/05/2009	0		6	15,990	7	19,188
16	Ty Pike	Active	[REDACTED]	11/05/2009	0		6	15,990	7	19,188
17	Doug Closner	Active	[REDACTED]	06/02/2011	0		5	13,026	6	15,990
18	Kyle Dessner	Active	[REDACTED]	03/05/2012	0		4	10,140	5	13,026
19	Casey Sather	Active	[REDACTED]	07/11/2013	0		2	4,836	3	7,410
20	Ryan Lockwood	Active	[REDACTED]	07/11/2013	0		2	4,836	3	7,410
21	Ryan Schaefer	Active	[REDACTED]	07/11/2013	0		2	4,836	3	7,410
22	Benjamin Lentz	Active	[REDACTED]	05/01/2014	0		2	4,836	3	7,410
23	Charles Lentz	Active	[REDACTED]	05/01/2014	0		2	4,836	3	7,410
24	Micheal peck	Active	[REDACTED]	05/01/2014	0		2	4,836	3	7,410
25	Nicklus Goranson	Active	[REDACTED]	05/01/2014	0		2	4,836	3	7,410
26		Choose Status						0		0
27		Choose Status						0		0
28		Choose Status						0		0
29		Choose Status						0		0
30		Choose Status						0		0
31		Choose Status						0		0
32		Choose Status						0		0
33		Choose Status						0		0

Deferred Member Information (fully or partially vested)

See separate instructions regarding completion of the below fields.

Please enter dates in this format: 6/11/2015

Total Deferred Member Liabilities 2015 105,775
 Total Deferred Member Liabilities 2016 108,564

1	Enter all information as it pertains to this member.										
Member Name:	<u>Wayne King</u>	Benefit Level at Separation:	<u>1,550</u>	Months of Service Are Paid	<u>Yes</u>						
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>								
Service Dates: Entry:	<u>06/01/1990</u>	Separation:	<u>06/01/2004</u>								
LOAs and BIS (in months):	<u>0</u>	Vesting %:	<u>76</u>								
Return to Service Member ?	<u> </u> (Select "Yes" if applicable.)										
Total Service: Years:	<u>14</u>	Months (if paid):	<u>0</u>								
2015 Estimated Liability:	<u>29,033</u>										
2016 Estimated Liability:	<u>30,485</u>	Status:	<u>Deferred</u>								
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.											
1984:	<u> </u> %	1989:	<u> </u> %	1994:	<u> </u> %	1999:	<u> </u> %	2004:	<u> </u> %	2010:	<u> </u> %
1985:	<u> </u> %	1990:	<u> </u> %	1995:	<u> </u> %	2000:	<u> </u> %	2005:	<u> </u> %	2011:	<u> </u> %
1986:	<u> </u> %	1991:	<u> </u> %	1996:	<u> </u> %	2001:	<u> </u> %	2006:	<u> </u> %	2012:	<u> </u> %
1987:	<u> </u> %	1992:	<u> </u> %	1997:	<u> </u> %	2002:	<u> </u> %	2007:	<u> </u> %	2013:	<u> </u> %
1988:	<u> </u> %	1993:	<u> </u> %	1998:	<u> </u> %	2003:	<u> </u> %	2008:	<u> </u> %	2014:	<u> </u> %
								2009:	<u> </u> %	2015:	<u> </u> % +
+Rate of return is calculated using the earnings projected on Page 4 of this form.											

2	Enter all information as it pertains to this member.										
Member Name:	<u>Steve Krause</u>	Benefit Level at Separation:	<u>1,550</u>	Months of Service Are Paid	<u>Yes</u>						
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>								
Service Dates: Entry:	<u>11/01/1990</u>	Separation:	<u>07/01/2004</u>								
LOAs and BIS (in months):	<u>0</u>	Vesting %:	<u>72</u>								
Return to Service Member ?	<u> </u> (Select "Yes" if applicable.)										
Total Service: Years:	<u>13</u>	Months (if paid):	<u>8</u>								
2015 Estimated Liability:	<u>26,742</u>										
2016 Estimated Liability:	<u>28,079</u>	Status:	<u>Deferred</u>								
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.											
1984:	<u> </u> %	1989:	<u> </u> %	1994:	<u> </u> %	1999:	<u> </u> %	2004:	<u> </u> %	2010:	<u> </u> %
1985:	<u> </u> %	1990:	<u> </u> %	1995:	<u> </u> %	2000:	<u> </u> %	2005:	<u> </u> %	2011:	<u> </u> %
1986:	<u> </u> %	1991:	<u> </u> %	1996:	<u> </u> %	2001:	<u> </u> %	2006:	<u> </u> %	2012:	<u> </u> %
1987:	<u> </u> %	1992:	<u> </u> %	1997:	<u> </u> %	2002:	<u> </u> %	2007:	<u> </u> %	2013:	<u> </u> %
1988:	<u> </u> %	1993:	<u> </u> %	1998:	<u> </u> %	2003:	<u> </u> %	2008:	<u> </u> %	2014:	<u> </u> %
								2009:	<u> </u> %	2015:	<u> </u> % +
+Rate of return is calculated using the earnings projected on Page 4 of this form.											

3	Enter all information as it pertains to this member.					
Member Name:	<u>Joe Torkelson</u>	Benefit Level at Separation:	<u>2,500</u>	Months of Service Are Paid	<u>Yes</u>	
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid (Select "Yes" if offered.) _____ If Interest is Paid, Choose Type: Choose Type _____ Period Interest is Paid: Choose Interest Payment Period _____		
Service Dates: Entry:	<u>03/01/1997</u>	Separation:	<u>06/01/2008</u>			
LOAs and BIS (in months):	<u>0</u>	Vesting %:	<u>64</u>			
Return to Service Member ?	_____ (Select "Yes" if applicable.)					
Total Service: Years:	<u>11</u>	Months (if paid):	<u>3</u>			
2015 Estimated Liability:	<u>18,000</u>					
2016 Estimated Liability:	<u>18,000</u>	Status:	<u>Deferred</u>			
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.						
1984: _____ %	1989: _____ %	1994: _____ %	1999: _____ %	2004: _____ %	2010: _____ %	
1985: _____ %	1990: _____ %	1995: _____ %	2000: _____ %	2005: _____ %	2011: _____ %	
1986: _____ %	1991: _____ %	1996: _____ %	2001: _____ %	2006: _____ %	2012: _____ %	
1987: _____ %	1992: _____ %	1997: _____ %	2002: _____ %	2007: _____ %	2013: _____ %	
1988: _____ %	1993: _____ %	1998: _____ %	2003: _____ %	2008: _____ %	2014: _____ %	
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2009: _____ %	2015: _____ %	+

4	Enter all information as it pertains to this member.					
Member Name:	<u>Paul Clementson</u>	Benefit Level at Separation:	<u>2,750</u>	Months of Service Are Paid	<u>Yes</u>	
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid (Select "Yes" if offered.) _____ If Interest is Paid, Choose Type: Choose Type _____ Period Interest is Paid: Choose Interest Payment Period _____		
Service Dates: Entry:	<u>05/01/1999</u>	Separation:	<u>05/01/2014</u>			
LOAs and BIS (in months):	<u>40</u>	Vesting %:	<u>64</u>			
Return to Service Member ?	_____ (Select "Yes" if applicable.)					
Total Service: Years:	<u>11</u>	Months (if paid):	<u>8</u>			
2015 Estimated Liability:	<u>0</u>					
2016 Estimated Liability:	<u>0</u>	Status:	<u>Paid</u>			
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.						
1984: _____ %	1989: _____ %	1994: _____ %	1999: _____ %	2004: _____ %	2010: _____ %	
1985: _____ %	1990: _____ %	1995: _____ %	2000: _____ %	2005: _____ %	2011: _____ %	
1986: _____ %	1991: _____ %	1996: _____ %	2001: _____ %	2006: _____ %	2012: _____ %	
1987: _____ %	1992: _____ %	1997: _____ %	2002: _____ %	2007: _____ %	2013: _____ %	
1988: _____ %	1993: _____ %	1998: _____ %	2003: _____ %	2008: _____ %	2014: _____ %	
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2009: _____ %	2015: _____ %	+

5	Enter all information as it pertains to this member.										
Member Name:	<u>Jason Andrist</u>	Benefit Level at Separation:	<u>2,500</u>	Months of Service Are Paid	<u>Yes</u>						
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>								
Service Dates:	Entry: <u>04/01/2001</u>	Separation:	<u>08/04/2011</u>								
LOAs and BIS (in months):	<u>0</u>	Vesting %:	<u>60</u>								
Return to Service Member ?						(Select "Yes" if applicable.)					
Total Service:	Years: <u>10</u>	Months (if paid):	<u>4</u>								
2015 Estimated Liability:	<u>15,500</u>										
2016 Estimated Liability:	<u>15,500</u>					Status: <u>Deferred</u>					
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.											
1984:	___ %	1989:	___ %	1994:	___ %	1999:	___ %	2004:	___ %	2010:	___ %
1985:	___ %	1990:	___ %	1995:	___ %	2000:	___ %	2005:	___ %	2011:	___ %
1986:	___ %	1991:	___ %	1996:	___ %	2001:	___ %	2006:	___ %	2012:	___ %
1987:	___ %	1992:	___ %	1997:	___ %	2002:	___ %	2007:	___ %	2013:	___ %
1988:	___ %	1993:	___ %	1998:	___ %	2003:	___ %	2008:	___ %	2014:	___ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.											
2009: ___ % 2015: ___ % +											

6	Enter all information as it pertains to this member.										
Member Name:	<u>Clint Miller</u>	Benefit Level at Separation:	<u>2,750</u>	Months of Service Are Paid	<u>Yes</u>						
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>								
Service Dates:	Entry: <u>06/03/2004</u>	Separation:	<u>06/05/2014</u>								
LOAs and BIS (in months):	<u>0</u>	Vesting %:	<u>60</u>								
Return to Service Member ?						(Select "Yes" if applicable.)					
Total Service:	Years: <u>10</u>	Months (if paid):	<u>0</u>								
2015 Estimated Liability:	<u>16,500</u>										
2016 Estimated Liability:	<u>16,500</u>					Status: <u>Deferred</u>					
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.											
1984:	___ %	1989:	___ %	1994:	___ %	1999:	___ %	2004:	___ %	2010:	___ %
1985:	___ %	1990:	___ %	1995:	___ %	2000:	___ %	2005:	___ %	2011:	___ %
1986:	___ %	1991:	___ %	1996:	___ %	2001:	___ %	2006:	___ %	2012:	___ %
1987:	___ %	1992:	___ %	1997:	___ %	2002:	___ %	2007:	___ %	2013:	___ %
1988:	___ %	1993:	___ %	1998:	___ %	2003:	___ %	2008:	___ %	2014:	___ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.											
2009: ___ % 2015: ___ % +											

Unpaid Installments

Enter here the name of each member who has been paid portions of his pension benefit and who still has outstanding liabilities. Enter dates in this format: 6/11/2015

Name	Status	Birth Date	Entry Date	Separation Date	Amount Previously Paid	2015 Estimated Liability	2016 Estimated Liability
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						

Totals

	0		0
--	---	--	---

Calculation of Normal Cost

	2015	2016	
Total Active Member Liabilities	644,670	729,846	
Total Deferred Member Liabilities	105,775	108,564	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 750,445	B. 838,410	
Normal Cost (Cell B minus Cell A)			C. 87,965

Projection of Net Assets for Year Ending December 31, 2015

Special Fund Assets at December 31, 2014 (RF-14 ending assets) 1 657,260

Projected Income for 2015

Fire State Aid (2014 fire state aid of \$38,627 may be increased by up to 3.5%)	D. 38,627
Supplemental State Aid (actual 2014 supplemental state aid)	E. 9,346
Municipal / Independent Fire Dept. Contributions	F. 24,160
Interest / Dividends	G.
Appreciation / (Depreciation)	H.
Member Dues	I.
Other Revenues	J.
Total Projected Income for 2015 (Add Lines D through J)	2 72,133

Projected Expenses for 2015

Service Pensions	K.
Member Names:	
Other Benefits	L.
Administrative Expenses	M.
Total Projected Expenses for 2015 (Add Lines J through M)	3 0
Projected Net Assets at December 31, 2015 (Add Lines 1 and 2, subtract Line 3)	4 729,393

Projection of Surplus or (Deficit) as of December 31, 2015

Projected Assets (Line 4)	5 729,393
2015 Accrued Liability (Page 4, cell A)	6 750,445
Surplus or (Deficit) (Line 5 minus Line 6)	7 (21,052)

Calculation of Required Contribution

Year Incurred	Deficit Information - Original		Deficit Information - Adjusted		
	Original Amount	Amount Retired as of 12/31/2014	Original Amount	Amount Retired as of 12/31/2015	Amount Left to Retire 1/1/2016
2006	0	0			
2007	0	0			
2008	0	0			
2009	0	0			
2010	0	0			
2011	0	0			
2012	26,578	22,726	26,578	25,384	1,194
2013	0	0			
2014	0	0			
2015			19,858		19,858
Totals	26,578	22,726	46,436	25,384	21,052

Normal Cost (Page 4, cell C)		8	87,965
Projected Administrative Expense	Enter 2014 Admin Exp here:	9	3,105
Amortization of Deficit (Total of Original Amount column x 0.10)		10	4,644
10% of Surplus (Line 7 x 0.10)		11	0
Fire and Supplemental State Aid		12	47,973
Member Dues		13	0
5% of Projected Assets at December 31, 2015 (Line 4 x 0.05)		14	36,470
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)		15	11,271

The required contribution must be made during 2016.

This Schedule Form must be fully completed, certified by the relief association officers, forwarded to the municipal clerk/independent secretary on or before August 1, 2015, and submitted to the Office of the State Auditor to be eligible for Fire State Aid.

Officer Certification

We, the officers of the Pine Island Fire Relief Association, certify that this Schedule Form was prepared under Minn. Stat. § 424A.092 and that the annual benefit level of \$3,900 per year of service was established according to the average amount of available financing.

We further certify that based on the financial requirements of the Relief Association's Special Fund for the 2015 calendar year, the required 2016 contribution is \$11,271. If the bylaws of the Relief Association changed in 2015, we have attached a copy of the amendment or updated bylaws. We have also enclosed a copy of the municipal/board ratification of this amendment if required under Minn. Stat. § 424A.092, subd. 6.

Signature of President _____ First Name _____ Last Name _____ Date _____

Signature of Secretary _____ First Name _____ Last Name _____ Date _____

Signature of Treasurer _____ First Name _____ Last Name _____ Date _____

Municipal Clerk / Independent Secretary Certification *

*See the form instructions for additional information about certification requirements.

I am the municipal clerk of _____ / secretary of the _____ independent nonprofit firefighting corporation. I received on _____, the completed Schedule Form from the Pine Island Fire Relief Association.

I have reviewed Line 15 of the Schedule Form. If Line 15 shows a required contribution, I certify that I will advise the governing municipal body or the independent nonprofit firefighting corporation of any required contribution at its next regularly scheduled meeting.

Signature of Municipal Clerk/Secretary of independent nonprofit firefighting corporation _____ First Name _____ Last Name _____ Date _____

Business Telephone _____

Please provide the telephone numbers for the work location(s) at which you conduct relief association business. **THIS CONTACT INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.**

Council,

It is that time of year again and the Relief Association Board is going thru our annually required audits and review of our pensions funds. We have received our detailed auditors report/review that shows us exactly how our accounts fared during 2014 and gives us an overview of what pensions we were able to pay our retired and deferred past members in 2014, what revenues were generated from State, municipal and supplemental funding and also what our interest earnings were for each of our varying accounts. We have some funds in stock, some in bonds, some in CD's and some in savings/checking in order to diversify our overall portfolio and attempt to get the best gains on our investments while still maintaining a somewhat secure investment strategy. The Board has great news for you and our members again this year and the projected funding level of 98.8% that we approved last year was actually at 114% by the end of 2014 far exceeding our expectations and projections. This is a trend we have been experiencing for some time now and our funds have either maintained or grown every year since 2008. Just as last year when we approved an increase to our member's pensions, we still realized a fund increase that exceeded our projections even with the additional liability generated by the pension increase for the membership. A trend we see continuing based upon our interest earnings so far in 2015 which are up 300% over this time last year.

A Little Past History

In the past couple of decades going back to the mid 1990's the Relief Association's pension for the firemen in Pine Island has increased 9-times. The average increase each of those times has been approximately 26%. There were times when we were able to increase the pension level often and by substantial amounts depending upon how skillfully we managed our accounts and of course a little luck in the stock market never hurts either. From 1999 to 2001 when investments were making historical gains for the fire department, we saw the pension increase dramatically in just a few years with increases of 46% and 41% in just a couple of years. We have also felt the pain of the market crashes and poor investment performance and have gone many years with not a single increase. We are now rebounding from a 6-year period when we were unable to provide our members with any increase at all. The ups and downs are exactly why we are required by the Minnesota State Auditor to review our liabilities and investment performances each and every year. On years we have done well we can provide an increased benefit, on years we did not do so well we let it remain the same and perhaps take a look at what strategies we might employ to get us back on track and revise our investment model to better fit the current conditions and trends.

Retention

As you all know true volunteer and even paid-on-call fire departments like Pine Island are having substantial and increasing issues with Recruitment and Retention. Individuals within our communities are too busy and have little or no interest in giving away their personal time to assist others even in their own communities these days, on fire departments or any other volunteer organizations. In today's world it is the rare individual that has the available time, the ambition and the physical and mental abilities to be a firefighter, 1st Responder or EMT and when we find these unique individuals, we must do whatever we can to hold on to them to serve our community for as long as possible. Our Relief Association pension is our #1 retention tool available to the fire department, City and Fire District. There are other less significant "benefits" and we strive to find more incentives all the time, but there is no doubt the Relief Association pension after a long career is our most significant. The fire department, City and Fire District are selfish in its award however and expect an adequate investment by each individual in terms of both performance and time served in order to qualify for this benefit even at the most minimal level and only after a full 20-years of service will an individual meet 100% of the requirements for a full benefit payout. It is true that the firemen also receive pay-per-call for each response, but it is insignificant at best and not a substantial retention tool. On average I have made more calls annually than any other member of the fire department for the last 20 or more years and most years had 3x to 4x the required number of training hours and even the "pay" I received at the end of an entire year was only equivalent to a couple of weeks pay from a normal everyday job. After a year including hundreds of hours of training, hundreds of emergency responses and countless hours that never get recorded or documented the run pay boils down to a pretty insignificant amount. I am personally fortunate that I work for a community conscious employer and they actually pay for me to respond to emergency calls during the work day. For other less

fortunate who do not get compensated, which seems to be the trend now, or those who are self-employed, there is a direct cost to them every time they answer an emergency call and need to leave work, not in a single case does \$10 per call cover the lost wages or business income loss those individuals incur. Though both the pay-per-call wages and the pension are benefits we can and should provide, one is a short-term benefit (pay-per-call) and the other takes a substantial investment by the individual to receive (vested pension). The pension is what keeps members coming back to the fire department year after year for hopefully what will be a long productive career. The pay-per-call is what gets the members to the individual calls and justifies them leaving work or their place of business to respond without putting additional financial burdens upon them personally just to help others in the community. If a 20-year City employee that drives truck or mows grass and has had only minimal if any ongoing training or education since they were hired can make \$20 to \$25 per hour, what should a 20-year City employee with thousands of hours of training, dozens of State and National Certifications, mandatory annual training and education and who are on-call 24/7/365 their entire career make per hour or call? Unfortunately what it comes down to is the vast majority of individuals now days want something for their investment of time. Benefits, money, rewards, some kind of compensation. It has always been that way but it is much more prevalent now it seems. There are always those who will say I am not in it for the compensation or the money, however in my 25+ years in the fire service and the thousands of firefighters I have known, not a single one that I am aware of ever donated their pension back to the fire Relief upon their retirement, it's just not human nature to do so. Also gone are the days of dozens of the local businessmen manning the fire department for the good of their community, they are all but gone now. It was an easier task to feel that way about back then when there were 20 calls a year, little if any required training or levels of certification and fewer hazards to prepare for. This year we are on track for 375+ calls for service, more than 1-call every day of the week and every member also has multiple certifications to maintain, hours and hours to dedicate to monthly trainings, meetings and continuing education. Local fire departments are not the social clubs of the past that got together as a fraternal organizations and went on a few fires once in a while, they are a part-time job and a pretty substantial one at that. The most highly skilled workers the City employs are its firefighters and they continually test the skills they have in order to maintain a constant state of readiness to be capable to perform at the highest level at any given moment in time, putting themselves in great peril at times and having an impact at times that can result in the difference between life or death. All this and they are compensated less per hour than a teenage kid working at a fast-food burger joint. There are many different levels and types of compensation for our firefighters, it is our job to determine which ones will have the desired effect and maximize our firefighter's participation and performance.

How we Rank

The Minnesota State Auditor publishes a very informative report every year regarding all of the Fire Relief Associations in Minnesota, it is readily available on their website and if you have time please take a look at it, it will be very helpful to you. This gives us a great tool to use to see how our Relief Association performed during the previous year/s and by looking at a series of years and those reports we can get an idea of what trends are becoming apparent and gives us a very good tool to make projections and attempt to perhaps predict how well we can expect our pension fund to perform from this point forward, at least in the relatively near future. It also gives us a direct comparison to every other Fire Relief Association in the State of Minnesota. Having this diverse and vast amount of information gives us the ability to look at Reliefs that are comparable to Pine Island and see what they are doing, have done and what models have worked to provide the best benefits to each individual Relief Associations membership. It also gives us the ability to measure our own performance against our peers with direct comparisons in many categories. As the Relief Association President and a member of the Relief Board for nearly 15-years I am proud of our performance level and we seem to have a good model to maximize our funds and provide outstanding benefits to our members. One of the first questions that is always asked when changing policy, guidelines or benefits levels is "what do other fire departments or fire reliefs do?" That is a tricky question as when we state that we may not be able to make a legitimate comparison between Pine Island and perhaps one of our close neighboring fire departments or relief associations, that is taken by some that we believe ourselves better or more superior than those others. That could not be further from the truth and the reality is that we are just different and in some comparisons we truly are comparing apples to oranges. Some relief associations have been around for 60, 80 or more years as Minnesota started the practice of fire reliefs in the 1800's and others have perhaps only been in existence for a

decade or two, obviously the accumulation of funds and the growth of those funds will vary greatly if we have had our investments working for us for 60 years and our neighbors have only been investing for 20 years. Also, you will be greatly surprised to learn that even though some fire departments and fire reliefs that would at first glance seem to be large entities with vast responsibilities actually are substantially smaller and have less overall fire/rescue responsibility than Pine Island, sometimes by a substantial amount and is directly reflected in the amount of 2% funding they receive, again we are not better or worse perhaps just have a different set of variables that dictate how we operate. Just because a City has a large population does not mean the overall fire coverage area or level of fire liability is large. As a City you may not be able to compare yourself to a city of similar size and get a realistic comparison. The comparison must be between the size of the fire department and its entire coverage area, because just like in the case of Pine Island between 60% and 65% of our coverage is outside the City and we are still slightly weighted towards the rural side. On the other hand a city such as Kasson is heavily weighted towards their city with only a fraction of their coverage in the rural. Some of the categories the State Auditor reports on give us a ranking, score or grade. It determines what percentile we are at in direct comparison to the other nearly 800 fire reliefs in Minnesota from the smallest rural ones to the large metro fire departments with multiple stations and hundreds of firefighters. It scores us from 0 to 100, with 100 being the highest or best. I will first compare Pine Island to all of the neighboring fire departments we share any border with, our direct neighbors. I have picked a few pertinent categories that will give you an overall idea of how we stack up against these fellow fire reliefs, this data is from the 2013 report which is the most current report available on the State Auditors website.

Category 1 (2% State Funding Generated From Insurance Premiums) *This is a direct correlation to the size of your fire area and the level of risk a department has.*

Pine Island	85
Byron	82
Zumbrota	73
Wanamingo	67
West Concord	55
Mantorville	54
Zumbro Falls	52
Mazeppa	45
Oronoco	26
Elgin	NA

Category 2 (Pension Benefit Amount)

Pine Island	87
Byron	53
Oronoco	53
Zumbro Falls	53
West Concord	49
Mantorville	39
Zumbrota	Defined Contribution
Wanamingo	Defined Contribution
Mazeppa	Defined Contribution
Elgin	NA

Category 3 (2013 Rate of Return on our Investments) *Compares how well we are managing our funds in comparison to other fire reliefs in MN.*

Zumbro Falls	87
Wanamingo	80
Pine Island	78

Zumbrota	73
Mantorville	64
Byron	54
Oronoco	46
Mazeppa	27
West Concord	8
Elgin	NA

Category 4 (2013 Total Relief Association Assets)

Zumbrota	76
Pine Island	72
Wanamingo	71
Byron	60
Mantorville	58
Zumbro Falls	54
West Concord	47
Oronoco	41
Mazeppa	36
Elgin	NA

As you can see our fire department and relief association rank at or near the top in all categories compared directly against our closest neighbors, in some instances by monumental amounts. This also shows that the Pine Island fire relief and fire department rank at or near the top 15% of all fire departments in the entire State of Minnesota. As I stated previously a direct comparison in individual categories and with a few of these other departments may be possible, however some of the other categories and other departments cannot be used as a direct head-to-head comparison as there is too much variation and discrepancy between the departments. These are but a few of the categories the State Auditor has data on and I encourage you to seek out the data they have compiled for each year and compare the Pine Island Fire Relief against some others. If you have trouble accessing the info please let me know I can send you the .pdf file for the report going back to 1996 if necessary.

More Comparable Peers

Perhaps a little better comparison would be with some other local fire reliefs that have similarities closer resembling us here in Pine Island. There are four departments that I have tracked for years now that are comparable to Pine Island and as a group we each closer resemble the performances of some metro departments than some of our closer neighbors. Although each is similar some factors vary greatly. The benefit we are able to provide our members is very much tied to the number of staff we have at any one time and this will show how dramatic that can be. An increase of only a couple members can offset the overall liabilities greatly and even just two members more or less is nearly a 10% change. It is imperative that we have adequate staffing and up until the last few years in Pine Island that has not been an issue. We could see the trend coming though as it hit many of our fellow fire departments much sooner, but until recently we have not felt the impact of reduced staffing. We are currently experiencing it and our staffing levels continue to decline more rapidly each and every year now. With the issues of reduced staffing this 4-department comparison will show how reducing our staff level, but expecting higher output by every individual for a shorter period of time can provide the ability to be able to offer a greatly improved pension and in my opinion could reduce staff costs of training, gear, apparatus ect. and provide more highly skilled and experienced firefighters, but they would be held to a much higher standard of performance. With the increasing inability to maintain our staffing levels with adequate firefighters it is perhaps time we consider reducing our staff size and not allow the underperformers to participate only 15% or 20% of the time and receive the same benefit as the member performing to a level of 60%, 70% or more. Perhaps we should expect a higher level of participation from fewer members and continue to increase their reward after a commitment to service of time served. But this is also a subject for a later time, however this comparison gives us an idea of how much impact each model

could have.

Category 1 (2% State Funding Generated From Insurance Premiums) This is a direct correlation to the size of your fire area and the level of risk a department has.

Stewartville	87
Lake City	86
Pine Island	85
Cannon Falls	85

Category 2 (Pension Benefit Amount)

Lake City	93 (\$3,900)	22-Members
Pine Island	87 (\$2,750)	25-Members
Stewartville	82 (\$2,200)	33-Members
Cannon Falls	77 (\$1,900)	30-Members

Category 3 (2013 Rate of Return on our Investments) Compares how well we are managing our funds in comparison to other fire reliefs in MN.

Pine Island	78
Lake City	76
Cannon Falls	64
Stewartville	61

Category 4 (2013 Total Relief Association Assets)

Stewartville	92
Lake City	86
Cannon Falls	80
Pine Island	72

As you can see, reduced levels of staffing can greatly affect the pension. A department like Lake City (22-members) that uses a different model to acquire members and staff their shifts is able to provide a pension of more than double what a similar department (Cannon Falls 30-members) can with more staff. Here in Pine Island we are currently somewhere in the middle. Our overall staff level is more than some and less than others, our pension benefit is also more than some and less than others again about in the middle.

Projections vs Reality

The forms we complete annually for the Minnesota State Auditor are inherently conservative and rightly so. Much of the data is set and items such as our overall liability is determined by our number of staff and their years of service, something that isn't adjustable or flexible unless we change our fire department staffing model and reduce or add staff. Our revenue from 2% funding or supplemental is also a set amount we cannot adjust or control. The biggest factor we can adjust is the interest earning on our fund balances and what we invest in and even then the State report limits us to a maximum projected interest

gains of 3.5% annually. We have seen double digit interest gains the last several years and are on track to do it again during the 2015 fiscal year as we are 300% above where we were last year at this time for interest earnings. This makes our projections from the State report somewhat flawed right from the start. Even though we realize this, we are still using the State report to generate a benefit level off of this report that will show our pension funds will be at or very near to 100% funded. If we gain more than 3.5% on our funds during the year that percentage of funded increases just like 2014 that ended up at 114%. This report is also very conservative in regards to individual's payouts and liability. It calculates a pension payout to every single member even though a member receives \$0 until they reach 10-years of service and even after meeting 10-years only receives 60% of their calculated liability. Only after 20-years of service does the member receive the full amount that has been calculated for them, any member who quits the department prior to that forfeits money back into the fund. Several members were paid pensions during the last year and as an example one of our members who had just over 10-years on left the department last year. We had been putting aside money for his retirement, but since he retired early he had to forfeit 40% of his pension back to the Relief creating more available funding for those still in the Relief. With our current staffing we only have 7 members out of 26 that could receive a payout today of any amount. Only 1 member has enough time to get the full amount and has exceeded the 20-year requirement and all others would forfeit at least a portion back to the fund. Even with our conservative interest earning projection of 3.5% our report estimates we will have an overall fund balance at the end of 2015 of \$757,260. Our total amount of potential payouts at the end of 2015 is only \$506,252 leaving a surplus of more than \$251,000. As with this doomsday scenario the department will not be ending and the Relief will exist hopefully well beyond 2015, but that would be our worst case scenario if the Relief ended in 2015 for some catastrophic unknown reason. All of those surplus funds would then be forfeited by the Relief. They cannot be used for the City, the Fire District, the Relief Association or the individual firefighters they have been accumulated for over the last 50+ years, but must be given to a qualifying charity.

The Proposal

After reviewing the reports and bringing this data to the Board of Trustees and then to the Association as a whole the members have voted to recommend a new pension amount of \$3,900 per year of service. This puts us at or very near to 100% funded even per the State Auditors Schedule and if our funds continue to grow as they have the first half of 2015 we should be back in the 115% to 120% funded by the end of 2015. Our funding average over the last 20-years has been approximately 104% so even with this increase it keeps us right on track where we had been for quite some time.

I would like to invite any of you who has an interest to ask questions or look into this in more detail to meet with myself our treasurer or any/all of the Relief Board members you would like. We are happy to answer any questions and go thru in detail the schedules we are required to complete each year and any/all of our financial information regarding the Relief Association's Special Fund. It is our goal to answer all your questions and provide with the appropriate information so that you can make well-informed decisions. If we have not provided the appropriate information or answered all your questions so that you are prepared to do that, please let us know and we will take the steps necessary to do so. Again, I would encourage each of you to seek out more information if you are able. Call, email or meeting in person are all options and I/we will do whatever we can to fit your busy schedules. I am available weekdays, evening or weekends or whatever works for you. If we do not see you before the 16th we will be there to answer your questions and present the Associations Proposal.

Thanks,

Patrick L. Pike,
Pine Island Fire Relief President
Pine Island, MN 55963
(507)356-6713 Office
(507)356-4960 Home
(507)884-9466 Cell

patpike@aol.com

"...TRUTH before all else, but HONOR"

Background Information on Volunteer Firefighter Relief Associations

- A. In General. Fire coverage in Minnesota is provided through approximately 800 firetowns. Pension coverage for paid firefighters is provided by the Public Employees Police and Fire Plan (PERA-P&F), three paid firefighter relief associations (Bloomington, Minneapolis, and Virginia), and 18 former paid firefighter consolidation accounts that were merged into PERA-P&F in 1999 (Albert Lea, Austin, Chisholm, Columbia Heights, Crookston, Duluth, Faribault, Hibbing, Mankato, Red Wing, Richfield, Rochester, St. Cloud, St. Louis Park, St. Paul, South St. Paul, West St. Paul, and Winona).

Coverage for volunteer firefighters in the state’s roughly 800 firetowns is provided by approximately 700 volunteer firefighter relief associations. Although the Bloomington Firefighters Relief Association provides retirement coverage to firefighters in a volunteer fire department, the coverage is based on the salary of a salaried (police) position and is thus considered a paid firefighters relief association for statutory regulation purposes.

In Minnesota, volunteer firefighters typically have pension coverage as part of their compensation package and that pension coverage is provided by the various local volunteer firefighter relief associations located in the state. These volunteer firefighter relief associations are creatures of state law and are subject to various statutory regulations.

- B. Legal Status and Structure. Under Minnesota Statutes, Section 424A.001, Subdivision 4, volunteer firefighter relief associations are required to be nonprofit corporations organized under Minnesota Statutes, Chapter 317A, the Minnesota Nonprofit Corporation Act. Minnesota Statutes, Chapter 317A, applies to all Minnesota nonprofit corporations and contains numerous requirements on the manner of incorporation, general powers, scope of bylaws, function of the board and officers, rights and obligations of members, processes of consolidation, merger, or dissolution, and corporate registration. In several areas, Minnesota Statutes, Chapter 424A, contains additional regulation or conflicting regulation, and the more particularized regulatory provisions of that chapter apply. For instance, Minnesota Statutes, Section 317A.203, provides for a board of directors of at least three individuals, but Minnesota Statutes, Section 424A.04, Subdivision 1, provides for a board of trustees generally comprised of nine members. Also, Minnesota Statutes, Sections 317A.701 through 317A.791, generally governs the dissolution of a nonprofit corporation, but Minnesota Statutes, Section 424A.02, Subdivision 11, specifically governs the dissolution of a volunteer firefighter relief association.

A volunteer firefighter relief association under Minnesota Statutes, Chapter 424A, can exist in one of three ways:

1. Separate Corporation. As a separate nonprofit corporation directly associated with a municipal fire department established by municipal ordinance;
2. Division of Another Relief Association. As a volunteer division or account of a part paid and part volunteer firefighter relief association directly associated with a municipal fire department established by municipal ordinance; or
3. Subsidiary Corporation. As a separate nonprofit corporation subsidiary to an independent nonprofit firefighting corporation also organized under Minnesota Statutes, Chapter 317A, and operating exclusively for firefighting purposes.

A volunteer firefighter relief association, under Minnesota Statutes, Section 424A.001, Subdivision 4, has the status of a governmental entity, receiving public money, and providing benefit coverage for individuals providing the governmental services of firefighting and emergency first response.

- C. Volunteer Firefighter Relief Association Governance. Minnesota Statutes, Section 424A.04, Subdivision 1, requires either a nine-member board of trustees or a ten-member board of trustees. The board composition differs depending on whether the relief association is associated with a municipal fire department or is subsidiary to an independent nonprofit firefighting corporation, as follows:

Relief Association Associated With Municipal Fire Department	Relief Association Subsidiary to Independent Nonprofit Firefighting Corporation
Six trustees elected from the relief association membership (one can be a retiree receiving a monthly benefit, at relief association's discretion).	Six trustees elected from the relief association membership (one can be retiree receiving a monthly benefit, at relief association's discretion).

Relief Association Associated With Municipal Fire Department	Relief Association Subsidiary to Independent Nonprofit Firefighting Corporation
Three trustees from municipal officials (the mayor, clerk, the clerk-treasurer or finance director, and the municipal fire chief).	Three trustees from municipal officials (if one municipality served, three officials designated by municipality; if two municipalities served, two officials from largest municipality and one official from other municipality, designated by municipalities; if three or more municipalities served, one official from each of the three largest municipalities, designated by municipalities). One trustee, who is the fire chief of the independent nonprofit firefighting corporation.

If a fire department is not located in or associated with an organized municipality, the County Board of Commissioners must appoint the ex officio board members from the fire department service area.

Ex-officio trustees have the same rights and duties as elected trustees, except that ex-officio trustees may not serve as an officer of the board of trustees. Elected trustees have a term length as specified in the relief association bylaws, but it may not be longer than three years and it must be staggered if it is more than one year in length.

Minnesota Statutes, Section 424A.04, Subdivision 1, provides for at least three officers of a volunteer firefighter relief association. The three officers must include a president, a secretary, and a treasurer. The officers must be drawn from the relief association board of trustees, from the elected board membership. The officers can be elected by the board of trustees or by the relief association membership as the bylaws specify. No person is allowed to occupy more than one officer position at one time. Officers have a term length as specified in the relief association bylaws, but the term may not be longer than three years.

- D. Volunteer Firefighter Relief Association Fund Structure. Minnesota Statutes, Section 424A.05, requires that every relief association establish and maintain a special fund. The special fund is the fund from which volunteer firefighter pension benefits are payable and into which state aid, municipal contributions, and other public money is deposited. Beyond fire state aid and municipal tax revenue, the special fund also must receive all money or property donated by any person if so designated. Investment income on special fund assets also must be deposited in the special fund. Beyond the payment of service pensions, the special fund can also be disbursed for disability benefits, survivor benefits, funeral benefits, Minnesota State Fire Department Association and State Volunteer Firefighters' Benefit Association dues, and authorized administrative expenses. A survivor benefit may be paid to a designated beneficiary (which must be a natural person) if there is no surviving spouse or children. The payment of fees or assessments is permitted to the Minnesota Area Relief Association Coalition (MARAC). All benefit payments are required to be in accord with the requirements of law and the relief association bylaws.

The relief association treasurer is required to be the custodian of the special fund and recipient on behalf of the special fund of its revenue. The treasurer is required to maintain records documenting any transaction affecting the assets or revenues of the special fund. The records of the treasurer, as well as the relief association bylaws, are public and open for public inspection.

The assets of the special fund must be invested in authorized securities, which are either a limited list of securities for small relief associations, or a separate codified list which represents the pre-1994 list of authorized investment securities for the State Board of Investment for larger relief associations.

Relief associations under Minnesota Statutes, Section 69.775, also have authority to invest in mutual funds that are restricted to the same authorized securities, or to invest in the Minnesota Supplemental Investment Fund administered by the State Board of Investment.

Minnesota Statutes, Section 424A.06, allows a volunteer firefighter relief association to establish and maintain a general fund. The general fund is the fund into which non-tax or non-public funds are deposited and from which moneys can be expended as the relief association sees fit, as governed by its bylaws. The general fund traditionally is supported by member dues and by revenues raised from community fundraising events.

E. Volunteer Firefighter Relief Association Membership Inclusions and Exclusions. State law is largely silent on the question of which persons are required to be or may be included in the membership of or coverage by a volunteer firefighter relief association. Except for a definition of the term "volunteer firefighter" in Minnesota Statutes, Section 353.01, Subdivision 36, existing for purposes of providing an exclusion of volunteer firefighters from the Public Employees Retirement Association or Public Employees Police and Fire (PERA-P&F) coverage, the term "volunteer firefighter" is not defined in state law. Under Minnesota Statutes, Chapters 317A and 424A, each volunteer firefighter relief association sets its own qualifications or requirements for membership, subject to certain statutory membership exclusions. The determination of volunteer firefighter status occurs in conjunction with the municipal fire department or the independent nonprofit firefighting corporation membership requirements, since Minnesota Statutes, Section 424A.02, Subdivision 1, sets certain benefit qualifications in terms of active membership with the fire department in addition to relief association membership. Volunteer firefighters are not always individuals who donate their time for free to assist in fire suppression activities. Many volunteer firefighters are reimbursed for their out-of-pocket expenses, or are paid a minimum fire run amount, or are paid an hourly rate when engaged in fire department duties. Some volunteer firefighter relief associations cover salaried firefighters who also have PERA-P&F coverage. Fire department duties can include activities beyond strict fire suppression activities, including fire equipment maintenance, firefighters training, fire department administration, fire prevention, emergency first response services. When the fire department is the sponsoring entity for ambulance services, the activities can include paramedic or other ambulance and emergency medical duties. Because service pensions from a volunteer firefighters relief association are a function in large measure of the amount of fire state aid per relief association member, which is an amount determined independent of volunteer firefighter relief association requirements, there is an economic incentive for a relief association to be selective or restrained in fashioning the local definition or classification of a volunteer firefighter.

Minnesota Statutes, Section 424A.01, sets forth several exclusions from volunteer firefighter relief association membership or coverage. Minnesota Statutes, Section 424A.01, Subdivision 1, prohibits municipalities or independent nonprofit firefighting corporations from employing minors as volunteer firefighters, hence also excluding minors from volunteer firefighter relief association membership. Minnesota Statutes, Section 424A.01, Subdivision 2, excludes substitute volunteer firefighters from volunteer firefighter relief association membership. Minnesota Statutes, Section 424A.01, Subdivision 3, provides that members of the fire department who also decline to be members of the volunteer firefighter relief association are ineligible for volunteer firefighter relief association benefit coverage. Minnesota Statutes, Section 424A.01, Subdivision 4, allows a volunteer firefighter relief association board of trustees to exclude applicants for membership in the volunteer firefighter relief association from membership if they have a pre-existing physical or mental impairment or condition that would constitute a predictable and unwarranted risk of ancillary (disability or death) benefit liability, and if the relief association makes that determination based on medical evidence.

F. Benefit Coverage Provided By Volunteer Firefighter Relief Associations

1. In General. The state law regulating the benefit coverage provided to volunteer firefighters by volunteer firefighter relief associations from the relief association special fund is primarily Minnesota Statutes, Sections 424A.02, 424A.03, and 424A.10. Minnesota Statutes, Chapter 424A, was enacted in 1979. Unlike most public employee pension coverage, where state law specifies all or most aspects of the benefit plan, the statutory regulation of volunteer firefighter relief associations largely consists of specifying certain minimum eligibility requirements and certain benefit maximums, with the actual benefit plan assembled in the articles of incorporation or the bylaws of the particular volunteer firefighter relief association. The primary benefit coverage provided by a volunteer firefighter relief association is the service pension coverage, and most minimum eligibility requirements and benefit maximums relate to the service pension coverage.

The primary benefit payable from a volunteer fire relief association is a service pension. Most volunteer fire relief associations provide a lump sum service pension, with a minority providing a monthly benefit service pension (some with an alternative lump sum service pension). Service pensions are not payable before age 50, and usually are payable in full only with 20 years of service. Some volunteer fire relief associations have casualty (disability and death) benefit coverage if a service pension is not otherwise payable.

The funding of volunteer fire relief associations is primarily the annual fire state aid, which is allocated to cities based half on population compared to statewide totals, and half on their

property value compared to the statewide total. The aid is dedicated for pension purposes. Additionally, if the actuarial cost of the volunteer firefighters relief association exceeds the fire state aid, the municipality must levy a property tax to support the volunteer fire relief association.

2. Service Pension Eligibility Requirements. Minnesota Statutes, Section 424A.02, Subdivision 1, authorizes a volunteer firefighter relief association to provide a service pension to a member of the relief association if certain conditions are met by the volunteer firefighter. The volunteer firefighter must meet the following conditions:
 - i. Terminate Active Service. The person must separate from active service as a firefighter with the fire department, defined as the cessation of the performance of fire suppression duties and the cessation of the supervision of fire suppression activities. In 2002, certain retirees were authorized to receive and retain a volunteer firefighter pension although subsequently employed full-time within the fire department by the applicable city or independent nonprofit firefighting corporation, providing that the employer determines the position would be difficult to fill with another similarly qualified applicant, and providing the relief association bylaws permit it. If a firefighter resumes service, no additional service pension accrues and the individual must repay any previously received service pension.
 - ii. Attain at Least Age 50. The person must reach at least age 50.
 - iii. Have Credit for at Least Five Years Fire Department Service. The person must have credit for at least five years of service as an active member of the fire department with which the relief association is associated.
 - iv. Have Credit for at Least Five Years Relief Association Membership. The person must have credit for at least five years of active membership in the relief association before separating from service (open to modification for a new relief association covering an existing volunteer fire department, with firefighters having prior service).
 - v. Compliance with Additional Conditions. The person must comply with any additional age, service or membership conditions prescribed in the relief association bylaws.
3. Partial Vesting With Less Than 20 Years Service Credit. A vesting requirement is a requirement for a public pension plan member or beneficiary to obtain an enforceable entitlement to a pension benefit, typically the acquisition of credit for a specific minimum period of allowable service. Vesting requirements exist in defined benefit plans to provide a minimum threshold to be achieved before the pension plan member gains a nonforfeitable entitlement to an eventual retirement benefit. Vesting requirements can contribute significantly to the actuarial turnover gain that funds the retirement benefits payable to other public pension plan members.

Vesting requirements also reflect the contribution that public pension plan coverage is intended to provide to the public employing unit's personnel system. The minimum vesting requirement for any retirement benefit and the minimum vesting requirement for a full retirement benefit will generally induce many public employees to continue in public employment for at least one of those periods of time.

The volunteer firefighter personnel system varies considerably in the 700+ localities in Minnesota with volunteer fire department coverage, with some localities providing a considerable compensation package to volunteer firefighters and other localities providing no compensation beyond the volunteer firefighters relief association service pension. A vesting period for the volunteer firefighters relief association service pension will allow a locality to recover any resources that it expended in training a volunteer firefighter and will reduce the turnover of firefighters which consequentially demands efforts to recruit new firefighters.

Volunteer firefighter relief associations have traditionally required 20 years of service for a person to become eligible to receive a service pension. Before 1977, the minimum vesting period permitted by statute was 20 years of firefighting service. A shorter vesting period that was not necessarily supported by the volunteer fire community (as represented by the League of Minnesota Cities) was added in 1977, at the instigation of the then Pension Commission chair, but it was not widely implemented. As part of the 1979 revision of volunteer firefighters relief association laws assembled jointly by the Pension Commission staff, the Minnesota Fire Department Association, and the League of Minnesota Cities, the current vesting provision replaced the 1977 early vesting provision. Between 1979 and 1989, ten years of service were required as the minimum service requirement for entitlement to a partial service pension. In 1989, the ten years service requirement was reduced to five years. Under state law, the maximum

service pension payable with less than 20 years of service is limited to a portion of the service pension earned or accrued. The applicable statutory provision is Minnesota Statutes, Section 424A.02, Subdivision 2. The percentage of the accrued or earned benefit must be set forth in the articles of incorporation or the bylaws of the relief association. The 2004 Legislature permitted defined contribution volunteer firefighter relief associations to utilize a different vesting schedule than the vesting schedule applicable to lump sum volunteer firefighter relief associations.

The vesting schedule for lump sum volunteer firefighter relief associations and monthly benefit volunteer firefighter relief associations is as follows:

Completed Years of Service	Nonforfeitable Percentage of Pension Amount
5	40 percent
6	44 percent
7	48 percent
8	52 percent
9	56 percent
10	60 percent
11	64 percent
12	68 percent
13	72 percent
14	76 percent
15	80 percent
16	84 percent
17	88 percent
18	92 percent
19	96 percent
20 and thereafter	100 percent

The vesting schedule for defined contribution volunteer firefighter relief associations authorized by the 2004 Legislative Session is as follows:

Completed Years of Service	Nonforfeitable Percentage of Pension Amount
5	40 percent
6	52 percent
7	64 percent
8	76 percent
9	88 percent
10 and thereafter	100 percent

Five volunteer firefighter relief associations have special laws from before 1979 that provide vesting earlier than 20 years (Brooklyn Park (1975), Caledonia (1963), Dassel (1969), Golden Valley 91973), and Rockford (1976)). Only two volunteer firefighter relief associations have had special legislation enacted to provide early vesting since 1979, Minnetonka (Laws 1989, Chapter 319, Article 11, Section 5) and Eden Prairie (Laws 1995, Chapter 262, Article 10, Section 5).

The Minnetonka Volunteer Firefighters Relief Association early vesting was full proportional vesting at five years of service (i.e., for a \$500 pension, a pension of \$2,500 with five years and \$5,000 with ten years). The Eden Prairie Volunteer Firefighters Relief Association early vesting was 40 percent of the accrued amount at five years up to 100 percent of the accrued amount at ten years (i.e., for a \$500 pension, \$1,000 at five years and \$5,000 at ten years).

4. Flexible Service Pension Maximums.

- i. Service Pension Maximums Before 1979. Volunteer firefighter service pensions have always been subject to a benefit maximum, either under Minnesota Statutes, Section 69.06 (1905-1979) or Minnesota Statutes, Section 424A.02, Subdivision 3 (1979 to present). In the system used before 1979, a single-benefit maximum was stated in law, but without any mention of the financing needed to support that benefit level, and without any guidance for reasonable benefit levels that could be supported in municipalities where funding support was low. Prior to 1957, the maximum service pension payable to a retiring volunteer firefighter was a \$40 monthly benefit (plus two dollars per month per year of service beyond 20 years to

a maximum of \$60 per month) or \$100 per year of service credit lump sum benefit. In 1957, the lump sum benefit maximum was increased to \$200 per year of service credit. In 1973, the lump sum benefit maximum was increased to \$300 per year of service credit. In 1976, the monthly benefit maximum was increased to \$80 per month (plus four dollars per month per year of service beyond 20 years to a maximum of \$120 per month) or \$600 per year of service credit lump sum benefit.

- ii. Service Pension Maximums 1979 and After. In 1979, with the passage of Minnesota Statutes, Chapter 424A, recodifying the law governing volunteer fire pension coverage, the single dollar amount service pension maximums were eliminated in favor of flexible service pension maximums. The flexible service pension maximums established a sliding scale of benefit maximums based on the level of funding per firefighter for the previous three-year period, with the greatest monthly benefit service pension of \$15 per month per year of service up to 30 years of service if the funding per firefighter was at least \$744 per year and with the greatest lump sum benefit service pension of \$2,000 per year of service if the funding per firefighter was at least \$960 per year. In 1983, the upper end of the monthly benefit service pension flexible maximum sliding scale was increased to \$22.50 per year of service credit up to 30 years of service with at least \$1,678 funding per firefighter per year, and the upper end of the lump sum service pension flexible maximum sliding scale was increased to \$3,000 per year of service credit with at least \$1,440 funding per firefighter per year. In 1990, the monthly benefit service pension flexible maximum sliding scale was increased from \$22.50 per month per year of service to \$30.00 per month per year of service credit. In 1993, the maximum permitted lump sum pension was increased from \$3,000 per year of service to \$4,000 per year of service, to be phased in by 1996.

In 1997, the maximum permitted service pension was increased from \$30 per month per year of service to \$40 per month per year of service and from \$4,000 per year of service lump sum to \$5,500 per year of service lump sum.

The flexible service pension maximums were again increased by the 2000 Legislature. The 2000 Session changes increased the maximum monthly pension from \$40 per month per year of service to \$56, to be phased in by the end of calendar 2003. The maximum lump sum pension was increased from \$5,500 to \$7,500 per year of service, with a similar phase-in.

- iii. Current Service Pension Maximums. Minnesota Statutes, Section 424A.02, Subdivision 3, establishes a maximum service pension payable to a retiring former volunteer firefighter. Before 1979, the predecessor provision (Minnesota Statutes 1978, Section 69.06) set a single dollar amount maximum on volunteer fire service pensions. With the enactment of Minnesota Statutes, Section 424A.02, Subdivision 3, the service pension maximum has been a sliding scale depending on the financial resources of the relief association on a per firefighter basis. If a volunteer firefighter relief association has a substantial portion of the funding required to support a given level of service pension under the 1971 Volunteer Firefighter Relief Association Guidelines Act, Minnesota Statutes, Sections 69.771 through 69.776, the relief association is allowed to provide in its articles of incorporation or bylaws that service pension level.

The service pension can be a monthly benefit service pension (a specified dollar level per month per year of service credit, payable for life) or a lump sum service pension (a specified dollar level per year of service credit, payable in a lump sum or in a number of installment payments). If a relief association provides both a monthly benefit service pension and a lump sum service pension as an alternative, the amount of each type of service pension must comply with the flexible service pension maximum. The funding amount on which the flexible service pension maximum scale is based is the amount of funding available per firefighter, computed on a three-year average. The funding used in the computation is the amount of fire state aid received, the amount of any municipal funding provided, and one-tenth of the amount of any funding surplus (assets in excess of actuarial accrued liability).

5. Defined Contribution Lump Sum Service Pension Coverage. Minnesota Statutes, Section 424A.02, Subdivision 4, allows a volunteer firefighter relief association to provide a defined contribution (or split-the-pie) service pension in lieu of a defined benefit monthly benefit or lump sum service pension. The defined contribution service pension coverage necessitates that the volunteer firefighter relief association establish a separate account for each member, to which an equal share of any fire state aid, municipal contributions or turnover gain (forfeited amounts upon

early terminations under Minnesota Statutes, Section 424A.02, Subdivision 2) must be credited to each individual account. Investment income based on the account balance also must be credited to each individual account.

6. Benefit Calculation Uniformity. Minnesota Statutes, Section 424A.02, Subdivision 6, provides that the method of calculating service pensions must be applied uniformly for all years of active service. It also provides that credit must be given for all years of service other than those covered by the 30-year service credit maximum and the partial early vesting provisions. The provision also prohibits the payment of a service pension to a person who remains an active firefighter, prohibits the payment of other special fund benefits to a person receiving a service pension, exempts volunteer firefighter relief association pensions and benefits from garnishment, judgement, execution or legal process other than marriage dissolution or child support obligations, and prohibits the assignment of any service pension or benefit from a volunteer firefighter relief association.
7. Deferred Service Pensions. For a volunteer firefighter who has completed the length of service credit required for vesting, has at least five years of relief association active membership, but separates from active volunteer firefighter service and volunteer firefighter relief association membership before age 50, Minnesota Statutes, Section 424A.02, Subdivision 7, provides for a deferred service pension payable when the former firefighter reaches at least age 50. The service pension is calculated based on the law in effect when active service terminated, but a lump sum service pension may be credited with interest. Before 2000, the relief association was permitted to pay interest on a deferred lump sum service pension at the rate actually earned by the relief association, but not to exceed the five percent interest rate actuarial assumption underlying lump sum volunteer firefighter relief association funding. In 2000, the lump sum deferred service pension interest provision was modified, to encompass three options. If the relief association bylaws so provide, interest can be provided on a lump sum deferred service pension at the actual rate of interest earned if the deferred pension amount is placed in a separate relief association account established for that purpose, at the actual rate of interest earned if the deferred pension amount is invested in a separate investment vehicle held by the relief association, or at a flat five percent interest rate. In addition, in 2004 legislation, relief associations may pay interest on a deferred pension equal to the actual time weighted rate of return of the pension plan as reported by the State Auditor, not to exceed five percent, if the bylaws are amended accordingly, with this authority expiring on December 31, 2008.
8. Installment Payments for Lump Sum Service Pensions. Volunteer firefighter relief associations that pay lump sum service pensions are authorized by Minnesota Statutes, Section 424A.02, Subdivision 8, to pay the lump sum service pension in installments. No limit in the number of installments is specified. The installments are to have the same present value as the lump sum service pension, based on a five percent interest assumption.
9. Conversion of Lump Sum Service Pensions Into Annuities Through Single Premium Insurance Annuity Purchase. Minnesota Statutes, Section 424A.02, Subdivision 8a, allows a volunteer firefighter relief association that pays a lump sum service pension to purchase a single premium insurance annuity for the retiring volunteer firefighter from an insurance company approved to do this type of business by the state Commerce Commissioner.
10. Ancillary Benefit Limits. Minnesota Statutes, Section 424A.02, Subdivision 9, places limits on ancillary retirement benefit coverage. Ancillary benefits are those benefits provided by a volunteer firefighter relief association other than the service pension, such as disability benefits, death benefits, or survivor benefits. The limitations are needed to protect the financial solvency regulation of volunteer firefighter relief associations, which is built around determining the accrued liability and financial requirements for the level of the service pension coverage provided by the volunteer firefighter relief association. The limitations are:
 - i. No Post-Retirement Benefit Beyond the Lump Sum Service Pension. Volunteer firefighter relief associations that provide lump sum service pensions are prohibited from paying any additional benefit to a retired firefighter or on behalf of a retired firefighter once payment of the service pension commences; and
 - ii. Maximum Ancillary Benefit Available. All volunteer firefighter relief associations are limited in the payment of pre-retirement and post-retirement ancillary benefits to the amount of the accrued service pension of the volunteer firefighter, except that the survivor benefit payable

on behalf of a deceased short service firefighter may be based on a five years of service accrued benefit if that produces a larger accrued service pension amount.

11. Post-Retirement Increases. A volunteer firefighter relief association paying a monthly service pension may, if it chooses, provide a post-retirement increase to service pension and benefit recipients upon providing a benefit increase to active firefighters, under Minnesota Statutes, Section 424A.02, Subdivision 9.
12. Municipal Approval of Benefit Changes; State Filing Requirements. Minnesota Statutes, Section 424A.02, Subdivision 10, requires municipal approval of any benefit changes or amendments to the relief association articles of incorporation or bylaws impacting on benefits unless the volunteer firefighter relief association has authority under the 1971 Volunteer Firefighter Relief Association Financing Guidelines Act to implement the benefit increase without local approval. The benefit change approval request must be accompanied by an estimate of the actuarial impact of the benefit change. Upon making a benefit change, the volunteer firefighter relief association must file a copy of the revised articles of incorporation or bylaws with the Commissioner of Commerce in order to retain eligibility for fire state aid.
13. Volunteer Firefighter Relief Association Dissolution and Consolidation. Minnesota Statutes, Chapter 424B, governs the dissolution and consolidation of volunteer firefighter relief associations. With approval of the governing bodies of each municipality, two or more relief associations servicing contiguous fire districts may initiate consolidation. Initiation involves proposing a consolidation resolution to the relief association board of trustees, notification of members, and a public hearing. If adopted by the majority of the board, a copy of the resolution must be filed with other relief associations which may be part of the consolidation. If two or more of the applicable relief associations adopt a consolidation resolution, those relief associations are consolidated as of the following January 1. If the subsequent relief association following the consolidation is a new relief association, the association must incorporate as a nonprofit corporation and the new board must include at least one board member from each prior association. If the consolidation retains one association and dissolves the others, the articles of incorporation of the remaining association must be revised as necessary. The president, secretary, and treasurer of the consolidated relief association must be elected by the association membership. On the effective date of the consolidation, the assets of the prior relief association special funds transfer to the consolidated special fund, and all liabilities, fund management and plan administration, and all records transfer to the new board of trustees. The consolidated relief association is the successor in interest in all claims for and against the special funds of the prior relief associations. Before consolidation, the secretaries of the prior relief associations must settle all accounts payable from the respective general fund. Remaining balances transfer to the general fund of the consolidated relief association. Following transfer of administration, records, special and general fund assets and liabilities, the prior relief associations cease to exist. The Secretary of State, State Auditor, Commissioner of Revenue, and the Commissioner of the federal Internal Revenue Service are to be notified of the termination. Administrative expenses consistent with Minnesota Statutes, Section 69.80 (authorized special fund administrative expenses) may be paid from the consolidated special fund. All other expenses must be paid from the general fund. The service pension of the consolidated relief association is the highest service pension amount payable by any of the relief associations that were included in the consolidation. Subsequent benefit increases after that date must conform to general law applicable to volunteer fire benefit levels. Unless the municipalities agree in writing to another procedure, the minimum annual financial obligation to the consolidated relief association must be allocated between the applicable municipalities in proportion to their fire state aid. If a municipality fails to pay its share, contributions must be covered by the remaining municipalities. The municipality which is delinquent or deficient in its payments must reimburse the other municipalities plus a 25 percent surcharge.

If a relief association is dissolved without consolidation, prior to the effective date of the dissolution the board must pay all accounts payable against the special fund other than the accrued liabilities for pensions and other benefits. The remainder of the special fund assets after settling those non-benefit-related obligations are transferred, in cash or securities, to the municipal finance officer. The board also transfers any records needed to settle future benefit-related claims. The assets of the prior special fund create a municipal trust fund to be invested according to investment and fiduciary law applicable to volunteer fire plans. The municipality and the trust fund are responsible for any remaining liabilities of the prior special fund, including any unfunded liabilities. The board must notify the Commissioner of Revenue, the State Auditor, and the Secretary of State of the dissolution action within 30 days of the effective date of the dissolution.

In lieu of the asset transfer to the municipality mentioned above, the board of the dissolving relief association may purchase annuity contracts. Payment of the annuity for which the contract is purchased may not begin before the retirement age specified in law and bylaw. Legal title to the annuity contract transfers to the municipality in trust.

14. Combined Volunteer Firefighter Relief Association Service Pensions. If the volunteer firefighter relief association elects to do so, the relief association under Minnesota Statutes, Section 424A.02, Subdivision 13, can recognize total service rendered for any other participating volunteer firefighter relief association in meeting its vesting requirement and can pay a prorated service pension based on the accrual service rendered in that relief association.
15. Supplemental Benefit for Lump Sum Volunteer Firefighter Relief Associations. Minnesota Statutes, Section 424A.10, requires a volunteer firefighter relief association that pays a lump sum service pension to pay a supplemental benefit from the relief association special fund to retiring firefighters who receive a lump sum service pension. The supplemental benefit is an amount equal to ten percent of the lump sum service pension paid, up to \$1,000. The supplemental benefit is reimbursable to volunteer firefighter relief associations annually, in March, from the state general fund by the Commissioner of Revenue, for the volunteer firefighter relief associations that apply for the reimbursement in the preceding February. The supplemental benefit was intended to offset the impact of a federal Internal Revenue Code ten percent income tax surcharge on pre-age 59-1/2 non-annuity pension distributions. The supplemental benefit is in lieu of a state income tax exclusion for lump sum retirement benefit distributions.

G. Volunteer Firefighter Relief Association Funding Requirements.

1. Volunteer Firefighter Relief Association Financing Guidelines Act of 1971. Minnesota Statutes, Sections 69.771 through 69.776, the Volunteer Firefighter Relief Association Financing Guidelines Act of 1971, governs the calculation of the actuarial accrued liability and annual funding requirement of volunteer firefighter relief associations, the determination of the financial requirements of volunteer firefighter relief associations, the determination of the minimum obligation of municipalities or independent nonprofit firefighting corporations toward the volunteer firefighter relief association, the requirement for municipal ratification of volunteer firefighter relief association plan amendments, and the investment of volunteer firefighter relief association special fund assets.
2. Calculation of Volunteer Firefighter Relief Association Actuarial Accrued Liability and Annual Funding Requirement. State law differentiates in the calculation of volunteer firefighter relief association actuarial accrued liabilities or its equivalent and the annual funding requirements. For volunteer firefighter relief associations providing monthly benefit service pensions, because there is a mortality risk and the need for making complicated computations, the relief association is required by Minnesota Statutes, Section 69.773, to utilize an approved actuary and have a quadrennial actuarial valuation prepared. For volunteer firefighter relief associations providing lump sum service pensions, because there is no mortality risk and the liability and funding calculations are less complicated, the relief association officers are required by Minnesota Statutes, Section 69.772, to estimate the association's actuarial liabilities and its annual funding requirement by using a simplified statutory valuation procedure.

The monthly benefit volunteer firefighter relief association actuarial work is governed essentially by the same requirements applicable for other Minnesota public pension plans, Minnesota Statutes, Sections 356.215, and 356.216. The actuarial valuations will disclose the relief association's actuarial accrued liability, the assets, unfunded actuarial accrued liability, normal cost, and amortization of the unfunded actuarial accrued liability (typically using a 20-year amortization period.) The financial requirement of the monthly benefit relief association is the combination of four items:

- i. The normal cost;
- ii. The amortization requirement if the relief association has an unfunded actuarial accrued liability;
- iii. The prior year's administrative expenses, multiplied by a factor of 1.035; and
- iv. One-tenth of the relief association's funding surplus, if the relief association has assets in excess of its actuarial accrued liability.

The lump sum volunteer firefighter relief association computations are required to follow simplified calculation procedures set forth in Minnesota Statutes, Section 69.772, Subdivision 2.

The table and related provisions in Minnesota Statutes, Section 69.772, Subdivision 2, were developed by the Commission and its consulting actuary in 1970-1971. The statutory table is basically a present value table assuming a lump sum benefit payable immediately after 20 years of service, based on a three percent interest assumption, and assuming no pre-retirement turnover or mortality. The following is the statutory pension liability table, applicable for a \$100 per year of service lump sum benefit:

<u>Cumulative Year</u>	<u>Accrued Liability</u>
1	\$60
2	124
3	190
4	260
5	334
6	410
7	492
8	576
9	666
10	760
11	858
12	962
13	1070
14	1184
15	1304
16	1428
17	1560
18	1698
19	1844
20	2000
21 and thereafter	100 additional per year

The relief association's accrued liability is calculated annually using the table, after being multiplied by a factor to adjust the \$100 lump sum per year of service table to the actual lump sum service pension amount provided by the volunteer firefighter relief association. Thus, for a volunteer firefighter relief association paying a \$1,000 per year of service lump sum service pension, the factor would be 10 (\$1,000 divided by \$100.) The calculated accrued liability is compared to the special fund assets to determine whether or not the relief association has an unfunded accrued liability. The following year's projected accrued liability is then calculated, based on an additional year of service per member, and the increase in the accrued liability over the current year's accrued liability is the annual accruing liability of the relief association, which is the functional equivalent of the normal cost calculation in an actuarial valuation prepared by an actuary under Minnesota Statutes, Section 356.215. The financial requirements of the relief association are the combination of three or four items:

- i. The computed annual accruing liability;
 - ii. One-tenth of the computed current year's unfunded accrued liability, if the relief association has an unfunded accrued liability;
 - iii. The prior year's administrative expense, multiplied by a factor of 1.035; and
 - iv. One-tenth of the relief association's funding surplus, if the relief association has assets in excess of the accrued liability.
3. **Calculation of the Minimum Municipal Obligation.** The Volunteer Firefighter Relief Association Financing Guidelines Act of 1971, Minnesota Statutes, Sections 69.771 through 69.776, requires municipal support of a relief association if the main other revenue source, the fire state aid program under Minnesota Statutes, Sections 69.011 through 69.051, is insufficient. Specifically, Minnesota Statutes, Section 69.772, Subdivision 3, for lump sum volunteer firefighter relief associations, and Minnesota Statutes, Section 69.773, Subdivision 5, for monthly benefit volunteer firefighter relief associations, require that the municipality include in its budget, levy for, and pay over to the relief association the amount of the financial requirements of the relief association, reduced by the amount of the fire state aid anticipated to be received in the following year. For lump sum volunteer firefighter relief associations, the relief association financial requirement also are reduced by an amount equal to five percent of the assets of the relief association, to adjust for the next year's future expected interest earnings. The determination of

the minimum municipal obligation must be made by the officers of the relief association, and must be certified to the municipality as part of the municipal budget preparation process.

4. Compliance with Municipal Funding Requirement. If the municipality fails to include the minimum municipal obligation in its budget or fails to spread the obligation in its property tax levy, Minnesota Statutes, Section 69.772, Subdivision 4, for lump sum volunteer firefighter relief associations, and Minnesota Statutes, Section 69.773, Subdivision 5, for monthly benefit volunteer firefighter relief associations, require that the relief association officers certify the required municipal obligation amount to the county auditor, who is required to levy that amount as part of the property taxes of that municipality
5. Applicable Actuarial Funding And Procedures, Relief Association Discontinuing Monthly Pensions, Or Purchasing Annuities To Finance Monthly Pensions. If a volunteer fire relief association discontinues providing monthly pensions or purchases annuities to cover the monthly pensions, the funding procedures and minimum municipal obligation requirements applicable to lump sum plans apply, rather than those applicable to monthly benefit plans.

H. Volunteer Firefighter Relief Association Investment Authority. Volunteer firefighter relief associations are either subject to a limited list of authorized investment securities or to an expanded list of authorized investment securities.

Minnesota Statutes, Section 356A.06, Subdivision 6, provides that a relief association that has less than \$1 million in assets based on book value is a limited list plan unless the relief association:

1. Invests at least 60 percent of its assets based on book value using the services of an investment advisor registered with the securities and exchange commission in accordance with the federal Investment Advisors Act of 1940 or uses a licensed investment advisor under state law; or
2. Invests at least 60 percent of its assets based on book value through the State Board of Investment; or
3. Uses a combination of a registered/licensed investment advisor and the State Board of Investment to invest at least 75 percent of its assets based on book value.

A relief association which has more than \$1 million in assets based on book value or which meets one or more of the above requirements is an expanded list plan and is permitted to invest according to the expanded list of authorized investment securities under Minnesota Statutes, Section 356A.06, Subdivision 7.

Section 356A.06, Subdivision 6, includes the following investment securities in the limited list of authorized investment securities:

1. Insured certificates of deposit and savings accounts.
2. Fixed income government obligations which have yield and quality comparable to non-tax exempt issues, and which have been issued by government units which back the securities by full taxing authority and which have not defaulted on any interest and principal during the preceding ten years (revenue bonds must be self supporting for the last five years).
3. Domestic corporate obligations, including bonds, notes, debentures, or other regularly issued and readily marketable forms of indebtedness, providing that average pre-tax earnings for the past five years are at least 150 percent of total interest and principal payments, and providing that the debt is in the top three quality ratings of Moody's Investors Service or Standard and Poor's ratings.
4. Mutual fund shares, providing that the securities the mutual fund holds comply with (1) through (3) above.

Section 69.775 permits stock investing through a mutual fund. Section 69.775 indicates that, notwithstanding Section 356A.06, Subdivision 6, volunteer firefighter relief associations can invest up to 75 percent of the market value of their assets in open end mutual funds if the investments of those funds are consistent with the expanded list of authorized investments.

Those volunteer firefighter relief associations that are not subject to the limited list are permitted by Section 356A.06, Subdivision 7, to invest in the full range of acceptable investments for the State Board of Investment prior to 1994. This creates a difference between the relief associations that are subject to the limited list and those which are not. The difference concerns the form of the investments. Limited list relief associations can invest through mutual funds in securities of the types applicable to expanded

list volunteer firefighter relief associations. Those associations subject to the expanded list and not subject to the limited list can invest in these assets without use of a mutual fund.

The expanded list of authorized investment securities includes the following:

1. Government obligations, including notes, bills, bonds, and mortgages backed by the full faith and credit of the issuer and with a rating within the top four quality rating categories of a nationally recognized rating agency. Acceptable investments include guaranteed and insured issues of the United States and its agencies, the states and their political subdivisions, Canadian issues and those of the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, the African Development Bank, or any other United States Government sponsored organization of which the United States is a member, provided that the principal and interest is payable in United States dollars;
2. Domestic corporate debt, including bonds, notes, debentures, and transportation equipment obligations, providing the obligations are rated among the top four quality categories by a nationally recognized rating agency, and Canadian debt meeting these quality requirements, providing the principle and interest payments are in United States dollars;
3. Various other forms of investments, including bankers acceptances, certificates of deposit, commercial paper, mortgage participation certificates and pools, guaranteed investment contracts, savings accounts, guaranty fund certificates, surplus notes, and mutual insurance company debt, providing various quality and insurance requirements regarding these various investments as specified in detail in the statutes are met;
4. Stocks and convertibles of any domestic corporation, Canadian corporation, or any corporation whose stock trades on the New York or American Stock Exchanges; and
5. Venture capital, real estate and resource limited partnerships, below investment grade debt, and international securities, with limits regarding the minimum number of other unrelated owners of the limited partnership investments and the maximum portion of a portfolio that can be devoted to these types of investments, in order to limit the risk exposure.

Finally, Minnesota Statutes, Section 356.71, permits any public pension plan whose assets are not invested by the State Board of Investment to invest in Minnesota situs nonfarm real estate ownership interests or loans secured by mortgages or deeds of trust.

- I. Fiduciary Obligations. The fiduciary obligations of volunteer firefighter relief association administrators and the standards which they must follow in conducting those duties are codified in Minnesota Statutes, Chapter 356A, the Public Pension Fiduciary Responsibility Law. This regulation includes:
 1. Fiduciary Status. Board members and the chief administrating officer of volunteer firefighter relief associations are fiduciaries. As fiduciaries, they have a duty to active members, deferred retirees, and benefit recipients, to the state, and to local taxpayers.
 2. Fiduciary Activities. The activities of volunteer firefighter plan fiduciaries include, but are not limited to:
 - i. Determination of Plan Benefits. Administrators must correctly compute benefits and provide only authorized benefits to plan members;
 - ii. Determining Funding Requirements and Contributions. Funding requirements must be properly determined;
 - iii. Maintaining Membership and Financial Records. Accurate, well maintained membership data and financial information must be maintained;
 - iv. Plan Administrative Expenses. Administrative expenses must be reasonable and necessary; and
 - v. Investment of Plan Assets. Investments should be properly diversified, prudent, and consistent with laws indicating authorized investments for the particular fund.

All fiduciary activities must be conducted in accordance with the purpose and intent of the by-laws and relevant laws, and must be conducted faithfully and without prejudice. No fiduciary or relative of a fiduciary may receive anything more than nominal compensation in consideration for a pension plan disbursement. The administrators are also bound in all their actions by the prudent

person standard, which requires the fiduciary to act in good faith and to exercise the degree of judgement and care that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, and, for investments, not undertaken for speculation, considering the probable safety of the plan capital as well as the probable investment return to be derived from the assets.

3. Specific Investment Requirements. Section 356A.06 details investment-related fiduciary requirements, as follows:
 - i. Financial control of assets. Plan assets may be held only by the plan treasurer, the depository agent of the plan, or the State Board of Investment or its depository agent;
 - ii. Diversification. Investment must be properly diversified among investment types to minimize the risk of substantial investment losses;
 - iii. Sufficient Liquidity. Plans must invest sufficient assets in cash equivalent securities to meet immediate liquidity needs, thus avoiding losses due to forced early liquidation of other securities;
 - iv. Collateralization. Plans are required to designate a financial institution as the depository for plan assets not held by the plan's custodian bank and is subject to the applicable federal government insurance limits unless collateralized by the institution.
 - v. Investment Authority Disclosure. Before using any investment broker, the plan is required to provide the broker with a written statement of the applicable state law and plan policy investment restrictions and the broker must acknowledge receipt of the statement and must agree to comply with those restrictions.
 - vi. Conflicts of Interest. Any conflict of interest must be avoided and no fiduciary may personally profit, directly or indirectly, from the investment of plan assets;
 - vii. Prohibited Transactions. Certain transactions are explicitly prohibited, which include, but are not limited to, sales, exchanges, or leases of real estate between the pension plan and a fiduciary of the plan, lending of money or extensions of credit by the plan to a fiduciary, transfers of assets between a fiduciary and the plan, and sales of services by a fiduciary to a plan;
 - viii. Economic Interest Statement. To help identify actual or potential conflicts of interest, members of the governing board and the chief administrative officer of the relief association must file an annual economic interest statement which is available for public inspection, which must identify ownership interests in investment brokerage businesses, real estate sales, insurance agencies, banks, or other financial institutions, and which must identify any relationship or financial arrangement that can lead to a conflict of interest;
 - ix. Investment Business Recipient Disclosure. The chief administrative officer must annually disclose the recipients of investment business or investment commissions paid to brokers, banks, or other investment managers; and
 - x. Authorized Investments. Volunteer fire relief associations are either "limited list" associations, or "expanded list" associations, depending on the size of their asset base or whether the plan uses professional investment advisors. Plans with more than \$1 million in assets, or smaller plans that use professional investment advisors are expanded list associations, enabling them to invest following essentially the same investment authorization as the State Board of Investment had prior to 1994. In addition, under other statutes, these plans are given broader real estate investment authorization than the State Board of Investment. Limited list plans are somewhat more restricted, although they share the same real estate investment authorization as the expanded list plans. In all cases, investments must meet prudent investment standards.
4. Required Disclosure to the Membership. The chief administrating officer of the volunteer firefighter relief association must provide a benefit summary to all plan participants. A copy of all financial reports and actuarial reports required of volunteer fire plans, or a summary of these reports, must be provided to relief association members.
5. Adverse Determination Review Procedure. A review procedure covering adverse determination of eligibility, benefits, or other rights under the plan must be available to volunteer firefighter relief association members. Members must be given timely notice and a reasonable opportunity to be

heard in the review process. If a specific review procedure is not specified by other law, the volunteer firefighters relief association must develop and adopt a review procedure.

6. Fiduciary Continuing Education Requirement. Fiduciaries must make a reasonable effort to obtain the knowledge and skills necessary to perform their obligations effectively. The governing boards of the volunteer firefighter relief associations must develop continuing education programs for relief association board of trustee members who are not proficient in all areas of their fiduciary responsibilities.
7. Consultant Certificate of Insurance. Before hiring or contracting with a consultant, a volunteer fire relief association must obtain a copy of the consultant's certificate of insurance. A consultant is an individual or firm providing legal or financial advice, including an actuary; attorney; accountant; investment advisor, manager, counselor, or investment manager selection consultant; pension benefit design advisor or consultant; or any other financial consultant.

J. Background Information on Fire State Aid.

1. Establishment. The Fire State aid program was initially established in 1885 (Laws 1885, Chapter 187). The program is codified in Minnesota Statutes, Sections 69.011 through 69.051.

The Fire State aid was initially intended to assist municipal and other fire departments in obtaining firefighting equipment and in providing firefighter pension coverage. In 1943, for municipalities and nonprofit firefighting corporations with fire pension coverage, the Fire State aid was dedicated to fire pension funding. Fire State aid is payable to municipalities and fire department with paid or volunteer firefighters or with a combination of paid and volunteer firefighters.

2. Source of Fire State Aid Revenue. The Fire State aid program is funded from a premium tax on various types of minimum coverage, primarily fire insurance. The 1885 law established a one-half of one percent tax on insurance premiums for property located in municipalities having a fire protection service. Laws 1903, Chapter 20, raised the tax to the two percent premium tax level and specified uses for the money raised. The funds were to be used to provide retirement and disability benefits to fire department members and their survivors, and to help maintain the fire department, including covering purchase and maintenance costs of fire equipment.

After 1903, the most fundamental changes in the Fire State aid laws were to restrict the use of the aid to providing pension and disability related benefits, and to change the nature of the aid distribution system. Authority to use the aid to purchase fire equipment and to cover other costs of operating the fire service existed from 1885 until 1943, when Laws 1943, Chapter 323, Section 2, deleted the language authorizing this use. Laws 1945, Chapter 225, provided for the use of fire State aid for firefighting equipment purposes only if no firefighter relief association is associated with the fire department.

Before 1995, the Fire State aid program was financed from the dedicated proceeds of a generally applicable two percent premium tax on fire, lightning, sprinkler damage, and extended coverage insurance on property located within the State. Minnesota Statutes, Section 60A.15, Subdivision 1, imposed a premium tax on fire and related insurance of two percent for most insurance companies, and one-half of one percent for town and farmer's mutual insurance companies and mutual property and casualty insurance companies with assets less than \$1.6 billion. The Fire State aid under Minnesota Statutes, Section 69.021, Subdivision 5, Paragraph (b), was funded by an appropriation equal to the amount of fire and related insurance premium taxes collected. Half of the total Fire State aid amount was distributed in proportion to the population according to the last federal census and half was distributed in proportion to property market values, excluding mineral values but including tax-exempt property. This allocation method reflected an assumption that local property values and population relative to the whole State reflect the relative need for fire protection services. Before 1995, the last major revision in the insurance premium tax rates underlying the fire State aid program occurred in 1988 (Laws 1988, Chapter 719, Article 2, Sections 1 through 5) when the fire and related insurance premium tax rates were reduced for certain mutual insurance companies. Before 1995, the last major revision in the amount of State tax revenue available for allocation as Fire State aid occurred in 1991 (Laws 1991, Chapter 291, Article 13) when the appropriation for the Fire State aid program was reduced to the amount of the insurance premium taxes raised.

The 1995 Omnibus Tax Bill, Laws 1995, Chapter 264, increased the various insurance premium taxes and also increased the revenue available for the fire State aid program. Laws 1995, Chapter

264, Article 9, Section 3, amending Minnesota Statutes, Section 60A.15, Subdivision 1, increased the insurance premium tax rates for town and farmers' mutual insurance companies and for mutual property casualty companies with assets no greater than \$1.6 billion. The pre-1995 insurance premium tax rate for these mutual insurance companies was one-half of one percent of the amount of all premiums. The rate was increased by the 1995 Legislature to two percent of all life insurance premiums, one percent of all other insurance premiums for all town and farmers' mutual insurance companies and for the smaller mutual property and casualty companies (assets of no more than \$5 million) and 1.26 percent of all other insurance premiums for the larger mutual property and casualty companies (assets over \$5 million and no greater than \$1.6 billion). Laws 1995, Chapter 264, Article 9, Section 5, amending Minnesota Statutes, Section 69.021, Subdivision 5, increases the insurance premium tax revenue dedicated to the fire State aid program and the police State aid program. For the fire State aid program, the dedicated revenue is increased from the amount of insurance premium taxes collected on fire, lightning, sprinkler leakage, and extended coverage insurance, to the greater of either 107 percent of the fire, lightning, sprinkler leakage, and extended coverage insurance premium taxes collected or an amount equal to one percent of the fire, lightning, sprinkler leakage, and extended coverage premiums written by town and farmers' mutual insurance companies and by mutual property and casualty companies with assets not exceeding \$5 million and to two percent of the fire, lightning, sprinkler leakage, and extended coverage premiums written by all other fire risk insurers.

In 1996, Minnesota Statutes, Sections 69.021, Subdivision 7, and 423A.02, were amended to implement a minimum Fire State aid floor for volunteer firefighter relief associations that would otherwise receive a disproportionately small amount of Fire State aid on a per-active-member basis.

Total Fire State aid has increased over time, as follows:

Year	Total Fire State Aid	Aid to Volunteer Firefighters	Aid to Paid Firefighters
1988	\$10,840,404	\$7,528,581	\$3,311,823
1989	10,923,145	7,601,263	3,321,882
1990	10,872,111	7,508,647	3,363,464
1991	10,491,446	7,650,439	2,841,532
1992	10,530,014	7,716,007	2,814,007
1993	9,997,957	7,349,215	2,648,742
1994	10,665,543	7,869,847	2,795,696
1995	11,336,631	8,405,060	2,931,571
1996	14,797,126	11,006,256	3,790,870
1997	15,148,160	11,476,519	3,671,641
1998	16,088,768	11,976,222	4,112,546
1999	16,682,376	12,419,342	4,263,034
2000	17,265,502	12,879,980	4,385,522
2001	17,964,376	13,595,203	4,369,173
2002	19,912,608	14,930,886	4,981,722

3. Qualification Requirements for Receipt of Fire State Aid. Before 1969, Fire State aid was provided to municipalities that had an organized fire department upon the filing of a certificate by the municipal clerk stating that the fire department exists, stating that the fire department does not employ any minor under age 18, and indicating the fire department's water supply, the number of fire department organized companies, the number of fire department engines and trucks, the number of hose carts in use, and the number of hose feet in use.

In 1969, the qualifications for Fire State aid were increased. Municipalities and independent nonprofit firefighting corporations using paid, volunteer, or a combination of paid and volunteer firefighters can qualify to receive the aid. To determine which municipalities and independent nonprofit firefighting corporations qualify for the aid, the municipal clerk or the secretary of the nonprofit firefighting corporation, if appropriate, and fire chief certify by March 15 of each year to the Department of Revenue that a municipal fire department or nonprofit firefighting corporation exists which meets minimum required standards for the aid. These standards include a requirement that the fire department or nonprofit firefighting corporation be in existence at least one year, that it have at least ten paid or volunteer firefighters, that regularly scheduled meetings are held for training and equipment maintenance, and that the department has a fire truck and other necessary firefighting equipment.

4. Allocation of Fire State Aid. Initially, Fire State aid was allocated to the various municipalities and independent nonprofit firefighting corporations based on the amount of fire insurance written in that firetown, as identified by the various insurance agents and insurance companies. The allocation method eventually proved problematic, in part because of errors made by insurance company agents in identifying applicable firetowns.

In 1969, the allocation method was shifted to a combination of population ranking and property value ranking. One half of the Fire State aid was distributed in proportion to the population according to the last federal census and one half was distributed in proportion to property market values, excluding mineral values but including tax-exempt property. This allocation method reflected an assumption that local property values and population relative to the whole State reflect the relative need for fire protection services.

In 1996, for municipalities and independent nonprofit firefighting corporations with wholly volunteer fire departments, an additional allocation of aid is made to bring the municipal or corporation total up to the minimum volunteer firefighter fire State aid amount multiplied by the total number of active volunteer firefighters to a maximum of 30 firefighters.

5. Permissible Use of Fire State Aid. Initially, in 1885, fire State aid could be used to provide firefighters with pension coverage or to maintain the fire department, including the purchase of fire equipment. In 1943, the Fire State aid was dedicated solely to firefighter pension funding if the firefighters have pension coverage. For municipalities and non-profit firefighting corporations where the associated firefighters do not have pension coverage, Fire State aid must be used to maintain the fire department or purchase fire equipment.
6. Source Of Additional Revenues if Shortfall Occurs. If a relief association funding requirements exceed all applicable revenue sources, including tax revenues derived from taxes on life insurance providers and town and farmers' mutual insurance companies and mutual property and casualty companies, any shortfall or additional revenue needs must be paid from the state's general fund if appropriated by the Legislature. The provision is not to be interpreted as relieving any municipality of its obligations to a relief association.

K. Background Information on the Minimum Volunteer Fire State Aid Program.

1. Establishment. The minimum volunteer Fire State aid program was enacted in 1996 (Laws 1996, Chapter 438, Article 4, Section 2). The program is codified as Minnesota Statutes, Sections 69.021, Subdivision 7, Paragraph (d), and 423A.01, Subdivision 7, Paragraph (a). The minimum Fire State aid program was an effort to address a long-standing concern that the State fire tax aid provides unreasonable low aid amounts per firefighter in many communities in the State. Many jurisdictions were receiving well under \$100 per firefighter. After the minimum Fire State aid program was introduced, the floor aid per eligible firefighter was increased to slightly over \$260 per firefighter.
2. Source of Minimum Fire State Aid. Thirty percent of any unallocated amortization or supplemental amortization State aid is dedicated as a minimum Fire State aid amount for volunteer fire relief associations. Amortization State aid and supplemental amortization State aid becomes unallocated when there is the payment of a thirteenth check by the Minneapolis Fire Relief Association or by the Minneapolis Police Relief Association or when a former local police or paid firefighter consolidation account became fully funded.

The amount of amortization State aid and supplemental amortization State aid dedicated to the minimum fire State aid (and added to the fire insurance premium tax equivalent amount dedicated to pension purposes and already included in the total fire State aid in the preceding section) is as follows:

<u>Year</u>	<u>Total Additional Aid Dedicated to Volunteer Firefighters</u>
1996	\$ 663,788
1997	667,610
1998	974,076
1999	1,034,608
2000	1,210,366
2001	1,065,323
2002	1,846,119

3. Qualification Requirements for the Receipt of Minimum Fire State Aid. The minimum volunteer firefighter Fire State aid is payable to municipalities with volunteer firefighters and with Fire State aid calculated on the basis of relative property value and relative population that is modest, with these minimum receipt municipalities brought up to the minimum fire State aid amount for firefighters, not to exceed 30, until the funding dedicated for the program is exhausted. Roughly half of the municipalities with volunteer firefighter relief associations receive some minimum Fire State aid amount.
4. Allocation of Minimum Fire State Aid. The minimum Fire State aid program is targeted to volunteer fire relief associations that receive low aid per firefighter under the State fire tax aid program. The firefighter count used in the allocation procedure is the number of firefighters, not to exceed 30, in each relief association in 1993. The minimum floor Fire State aid program brings the funding for those associations receiving the least aid per firefighter up to a higher, uniform level. Volunteer fire relief associations established after 1999 also are eligible for inclusion in the minimum floor fire aid distribution. The member count the association will use in the distribution is the member count, up to a limit of 20 firefighters, reported in the first annual financial reporting submitted to the State Auditor by the association.
5. Permissible Uses of Minimum Fire State Aid. Minimum Fire State aid is included in the Fire State aid allocation and is subject to the same permissible use as fire State aid.

L. Background Information on the First Class City Fire Insurance Premium Tax Surcharge.

1. Establishment. The first class city fire insurance premium tax surcharge was enacted in 1934 (Extra Session Laws 1934, Chapter 53, Sections 1 through 3). It is codified in Minnesota Statutes, Section 297I.10.

The first class city fire insurance premium tax surcharge was enacted to assist the three first class city fire department relief associations in paying the service pensions and other retirement benefits that are payable. The provisions were enacted at a time when the Duluth Fire Department Relief Association, the Minneapolis Fire Department Relief Association, and the St. Paul Fire Department Relief Association were funded in virtually a current disbursements (or “pay-as-you-go”) manner, when there were substantial statutory limits on the amount of municipal taxes that could be levied in support of the relief associations, and before the enactment of the 1969 Police and Paid Fire Relief Association Financing Guidelines Act mandating some measure of actuarial funding.

2. Source of Program Revenue. The first class city fire insurance premium tax surcharge is funding from the dedicated proceeds of a surcharge on the premiums paid on fire insurance written in a city of the first class. The surcharge is an amount equal to two percent of those premiums. The surcharge is collected by the Commissioner of Commerce and deposited in the State General Fund.
3. Qualification Requirement for Receipt of Surcharge Amounts. There are no qualification requirements for the receipt of the first class city fire insurance premium tax surcharge proceeds.
4. Allocation of First Class City Fire Insurance Premium Tax Surcharge. The first class city insurance premium tax surcharge is allocated based on the geographical source of the insurance premium tax surcharge. Thus, the fire insurance premium tax surcharge proceeds collected from Duluth are payable to the Duluth Fire Consolidation Account, the fire insurance premium tax surcharge proceeds collected from Minneapolis are payable to the Minneapolis Firefighters Relief Association, and the fire insurance premium tax surcharge proceeds collected from St. Paul are payable to the St. Paul Fire Consolidation Account.

M. Background on the Volunteer Fire Lump Sum Supplemental Benefit and State Reimbursement.

1. Establishment. In 1988 (Laws 1988, Chapter 719, Article 19, Section 22), as part of that legislative session’s tax bill, the Legislature mandated that volunteer firefighter relief associations that pay a lump sum service pension also pay a supplemental benefit equal to ten percent of the amount of the lump sum service pension payable to retiring members, to a maximum of \$1,000 per lump sum service pension. The provision is coded as Minnesota Statutes, Section 424A.10. The supplemental benefit was intended to reimburse retiring volunteer firefighters for a change in Minnesota tax law, enacted in the late 1980s, which caused Minnesota public pensions to be

taxable under Minnesota law. Given the relatively modest level of volunteer fire pensions, at least as of the late 1980s, the 1988 enactment of the volunteer fire lump sum supplemental benefit may have been intended to offset the impact of that new Minnesota taxation, so that the new tax treatment did not discourage individuals from providing volunteer fire services.

2. Source of the Volunteer Fire Lump Sum Supplemental Benefit State Reimbursement. The volunteer fire lump sum supplemental benefit State reimbursement is payable from a State General Fund appropriation to the Department of Revenue.
3. Qualification Requirements for Receipt of the Volunteer Fire Lump Sum Supplemental Benefit State Reimbursement. The supplemental benefit is reimbursable by the State if the volunteer firefighter relief association that paid the supplemental benefit applies with the Commissioner of Revenue by the subsequent February 15, with the reimbursement paid on March 15 from a State General Fund appropriation for that purpose.
4. Amount of the Volunteer Fire Lump Sum Supplement Benefit State Reimbursement. The amount of the State General Fund appropriation to the Department of Revenue for payment by the Department of Revenue of volunteer fire lump sum supplemental benefits is as follows:

Fiscal Year	Supplemental Benefit Reimbursement Appropriation	Fiscal Year	Supplemental Benefit Reimbursement Appropriation
1989	not available	1996	\$400,000
1990	not available	1997	378,000
1991	not available	1998	375,000
1992	not available	1999	370,000
1993	not available	2000	378,000
1994	not available	2001	420,000
1995	\$400,000	2002	420,000

5. Permissible Uses for Reimbursement Amounts. The State reimbursement of volunteer fire lump sum supplemental benefits are required to be deposited into the special fund of the applicable volunteer firefighter relief association and may be expended for any lawful purpose for the relief association.

PINE ISLAND



VOLUNTEER FIREMEN'S RELIEF ASSOCIATION

Amended
By-Laws

Article I Membership

Section 1. Membership: Any active member of the Pine Island Volunteer Fire Department is eligible to apply for membership in this Association. Active service is defined by the Standard Operating Guidelines of the Pine Island Volunteer Fire Department.

Section 2. Application: Applications for membership shall be made in writing on a form supplied by the Secretary and shall be accompanied by a membership fee of one dollar (\$1.00). Application may be made at any regular or special meeting of the Board of Trustees. The Board of Trustees may conduct an investigation to determine if the applicant possesses the necessary medical, physical and mental condition to be a firefighter. If the Board of Trustees determines that the applicant is physically and mentally sound, a majority vote of the Board shall be required for acceptance of a member to the Association. Upon approval of the application by the Board, the applicant shall receive a certificate of membership signed by the President and Secretary of this Association.

Section 3. Annual Dues: Each member shall pay to the Association the sum of one dollar (\$1.00) per annum as annual dues.

Dues shall be payable on or before the regular annual meeting.

Section 4. Suspension: If any member fails to pay the annual dues within ten (10) days after the date of the regular annual meeting, the Secretary shall mail that member a written notice of the delinquency. If the dues are not paid within ten (10) days after this notice of delinquency is mailed, the member's membership stands suspended from the membership and forfeits all rights and benefits there under by such non-payment without any action by the Association or any officer thereof.

Section 5. Reinstatement: Any member so suspended may apply for reinstatement by payment of the delinquency dues, a reinstatement fee of twenty dollars (\$20) and an application for reinstatement which shall be presented to the Board of Trustees. The Board of Trustees, upon a majority vote, shall reinstate a member so suspended. If a member is not reinstated, the delinquency dues and reinstatement fee shall be returned.

Section 6. Expulsion: Any member may be expelled from this Association for cause upon a seventy percent (70%) vote of all members of the Association. Notice of the meeting and a written statement of charges shall be given to such a member at least ten (10) days prior to such a meeting and the member shall be given an opportunity to be heard at such meeting. Cause for expulsion shall include, but not be limited to, the following: failure to account for money belonging to this Association, feigning illness or injury for the purpose of defrauding the Association or for attempting to defraud the Association in any way. Any member so expelled shall forfeit all further rights to benefits from the Association.

Section 7. Resignation: Any member who resigns from the Pine Island Volunteer Fire Department shall terminate membership in the Association and shall forfeit all rights to benefits from the Association except vested rights.

Section 8. Break in Service: If the member is unable to perform the duties of a firefighter for any reason, including an approved leave of absence, the member shall be considered to have a break in service and shall not receive service credit in the Association for that period of time. Parts of years may be added together to compute full years. A member, upon the resumption of active service with the Pine Island Volunteer Fire Department, shall recommence membership in the Association if the member's break in service was less than 60 days.

The requirements of this Section do not apply to breaks in service mandated by federal or state law, such as the Uniform Service Leave, Minn. Stat. § 424A.021, and the Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et al.

Section 9. Return to Service: Any firefighter who has ceased to perform or supervise fire suppression and fire prevention duties for at least 60 days, including former members who have received payment for an accrued pension or benefit, shall be eligible to resume active membership in the Association should the firefighter resume active firefighting duties with the Pine Island Volunteer Fire Department.

If the firefighter has previously received payment of an accrued pension or benefit, the firefighter may be eligible for a second pension or benefit for the resumption period of service if the firefighter meets the vesting requirements under Article IX based on the resumption years of service. No firefighter may be paid a service pension twice for the same period of service.

If the firefighter has not received payment for an accrued pension or benefit, the firefighter must complete an amount of time equal to said break in service or 5 years, whichever is less, of active service with the Pine Island Volunteer Fire Department upon a resumption of active service to accrue any additional service credit with the Association. If the firefighter completes the minimum period of resumption service specified in this Section prior to a subsequent

cessation of firefighting duties, the firefighter shall receive a service pension (if vested) for all years of active service and months, as defined in Article VI, Section 6, calculated at the benefit level in effect on the date of the firefighter's final cessation of duties. If the firefighter does not complete the minimum period of resumption service specified in this Section prior to a subsequent cessation of duties, the firefighter shall receive a service pension (if vested) for the firefighter's original years of service calculated at the benefit level in effect upon the firefighter's original cessation of duties, with no credit for the subsequent period of active service.

A firefighter who has been granted an approved leave of absence up to one year by the Pine Island Volunteer Fire Department or by the Association is exempt from the minimum period of resumption service requirement under this Article. Individuals may request to extend an approved leave 30 days prior to the end of the current leave. Leave extensions may only be approved for periods of one year or less.

A person who has a break in service not exceeding one year but who has not been granted an approved leave of absence and who has not received a service pension or disability benefit from the Association is *subject to* the minimum period of resumption service requirement under this Article.

Article II **Board of Trustees**

Section 1. Board of Trustees: The Board of Trustees shall be composed of nine (9) members consisting of six (6) trustees elected from the membership of the Association and three (3) trustees from the City of Pine Island. From the Association shall come the President, Vice President, Secretary and Treasurer and two (2) general trustees ~~elected for the same term, at the same time, and in the same manner as the officers of this Association or until a successor has been elected and qualified.~~ A City Council designee of the City of Pine

Island, the ~~City Administrator~~ Mayor of the City of Pine Island, and the Chief of the Pine Island Fire Department shall be ex officio voting members of the Board of Trustees.

Section 2. Terms: Each elected Trustee shall hold office for the term of ~~one~~ three (+ 3) years or until a successor has been elected and qualified to maintain continuity on the Board. Terms are to be staggered, electing two (2) Trustees each year.

Section 3. Election: Each Trustee shall be a member of this Association and shall be elected by the members ~~at the regular annual meeting as a last order of business during December's monthly meeting, to be effective at the annual meeting.~~

Section 4. Officers: The President, Vice President, Secretary, and Treasurer shall be elected from among the elected Trustees by the full Board for one (1) year terms. In no event shall any Trustee hold more than one Officer position at any one time. In no event shall any municipal Trustee hold an Officer position. Officer elections will be held as a last order of business during January's regular meeting of the Board of Trustees, confirmed by the Association during the annual meeting.

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Section 45. Vacancies: Vacancies on the Board of Trustees shall be filled by holding an election by the members of the Association at the next regular scheduled meeting of the Association. The member elected shall serve the unexpired portion of the term vacated.

Section 56. Compensation: Members of the Board of Trustees, either elected by the Association or ex officio, shall receive no compensation for their services, except the President, Secretary and Treasurer. Their compensation shall be fixed by the Board of Trustees and may be changed at the annual meeting.

Section 67. Removals: Any officer or general trustee may be

removed from office at any special or regular meeting of this Association by a two thirds (2/3) of those present at the meeting. No officer or general trustee shall be removed unless notice of the meeting in which removal is to be considered states such purpose. Such officer or general trustee shall be given notice of the particular charges at least ten (10) days prior to the meeting, and at such meeting the general trustee or officer shall be given the opportunity to be fully heard and explain each charge. When an officer or general trustee has been removed, a new officer or general trustee may be elected at the next regular scheduled meeting to serve until the next annual meeting of the members or until a successor has been elected and qualified.

Article III

Duties of the Officers and the Board of Trustees

Section 1. Powers and Duties of the Board of Trustees: The Board of Trustees shall have exclusive control and management of all property and funds of this Association from wherever source derived and shall constitute the governing body of the Association with full power and authority to carry out the object and purposes of the Association as set forth in the Articles of Incorporation and these By-Laws and the Statutes of the State of Minnesota. The Board shall annually appoint an approved independent accountant to audit the books of the Association. The Treasurer shall report annually to the membership.

Section 2. Duties of the President: The President shall preside at all meeting of this Association and all meetings of the Board of Trustees, sign all checks drawn by the Treasurer for the payment for such sums of money as may from time to time be disbursed by the Association, sign certificates and notices to authenticate them, and have general supervision over the Association and its affairs.

Section 3. Vice-President's Duties: It shall be the duty of the

Vice-President to assist the President and perform duties during the Presidents absence or disability, and in the case of vacancy in the office of President, shall assume the office until a successor has been chosen and qualified.

Section 4. Duties of the Secretary: The Secretary shall give the required notice of all meetings of the Association and all meetings of the Board of Trustees. The Secretary shall notify each officer and each general trustee of their election or appointment to office. The Secretary shall keep a true and accurate record of the proceedings at all meetings of the Association and the Board of Trustees, and shall keep a correct record of all amendments, alterations and additions to the Articles of Incorporation or the By-Laws in a separate book from the minute book of the Association. The Secretary shall also keep a role of membership, the date of joining, recognition, discharge, leaves of absence, dues and assessments paid and relief or pensions furnished. The books shall be open at all times to inspection by the membership. The Secretary shall act as custodian of the seal and records of the Association, sign its official papers, give such notices as may be required and perform such other appropriate duties as may be imposed by the Board of Trustees. At each regular meeting of the Board of Trustees, the Secretary shall submit a report in writing, showing the names of all persons who have become or ceased to be members since the last report, the names of all persons to whom money has been paid, and the amount paid to each, the amount of money received since the last report and the source thereof, the amount of money on hand, and where the same is invested and deposited, and such other information as will show the financial condition of the Association. At the end of the year, the Secretary and Treasurer shall jointly prepare a detailed annual report of the receipts and expenditures for the year showing to whom and for what purposes all money has been paid and, on or before July 1st of every year, file such a report with the Clerk of the City of Pine Island, Minnesota, and such other reports required by Minnesota Statutes. In the discretion of the Board of Trustees, the Secretary, prior to entering upon the duties of this office, shall give a bond in such amount and such assurities as

may be required and approved by the Board of Trustees, conditioned upon the faithful discharge of the trustees and full performance of the duties of the office. Such bond shall be paid for from the general fund of the Association.

Section 5. The Duties of the Treasurer: It shall be the duty of the Treasurer to receive and safely keep all money belonging to the Association from whatever source derived and shall promptly enter in a book provided for the purpose, and shall account for all money received and disbursed by the Treasurer, showing the source and objects thereof with the date of each transaction. The Treasurer shall pay out money only upon checks signed by the Treasurer and countersigned by the President. Such checks when paid and cancelled shall be retained as vouchers. Such accounts and vouchers shall be open to the Board of Trustees for inspection. The Treasurer shall keep separate and distinct accounts of the special and general funds, and shall prepare a present to the Board of Trustees, a full and detailed statement of the assets and liabilities of each fund at each meeting of the Board of Trustees and prior to the annual meeting of the Association. At each regular meeting of the Board of Trustees, the Treasurer shall make a report showing the balances, receipts, and expenditures by the funds since the last report. At the end of each year, the Treasurer and Secretary shall jointly prepare a detailed report of receipts and expenditures for the year showing to whom and for what purposes all money has been paid, and, on or before the 1st of every year, will file such report with the Clerk of the City of Pine Island and such other requirements as may be required by the Minnesota Statutes. Prior to entering upon the duty of the office, the Treasurer shall file with the Secretary a bond in such amount and with such sureties as may be required by law and provided by the Board of Trustees, conditioned upon the faithful discharge of the trusts and full performance of the duties of the office. Such bond shall be paid for from the general fund of the Association.

Article IV
Meetings

Section 1. Meetings of the Board of Trustees: Regular meetings of the Board of Trustees shall be held on the first Wednesday before the first Thursday of each month at the Fire Hall in the City of Pine Island, Minnesota, unless said day falls on a Holiday in which case it will be held two (2) hours prior to the Thursday Fire Department meeting. In the event the first Thursday falls on a Holiday, the meeting will be delayed one week to the Wednesday prior to second Thursday. No notice of regular meetings shall be necessary. Special meetings of the Board may be called by the President or by two members of the Board by filing written requests with the Secretary who shall thereon give notice to all members of the Board of Trustees of the time and place of the meeting at least one (1) day prior to the meeting.

Section 2. Annual Meeting of the Association: The annual meeting of the Association shall be held on the first Thursday of January of each year, except if the first Thursday is New years Day. In that event, the annual meeting shall be held on the second Thursday of January. The meeting shall be held at the Fire Hall in the City of Pine Island.

Section 3. Special Meetings of the Association: Special meetings of the Association may be called at any time upon written order of the President and one other member of the Board of Trustees, or by written requests of five (5) members of this Association. The Secretary shall give one (1) days notice of the meeting to each member of the Board of Trustees giving the time and place of the meeting. No other business shall be transacted at a special meeting except such as noted in the notice of the meeting.

Section 4. Quorums: The majority of the members of the Board of Trustees shall constitute a quorum for the transaction of any business at a meeting of the Board of Trustees. Nine (9) members of

the Association shall constitute a quorum for the transaction of any business at the annual meeting or any special meeting of the membership of the Association.

Section 5. Notice of Meeting: Except as otherwise provided, notice of each meeting of the Board of Trustees and each meeting of the Association shall be given by the Secretary to each officer, each general trustee, and each ex officio member at least one (1) day before said meeting.

Section 6. Order of Business: The order of business and the procedure at the annual, regular and special meetings shall be governed by Robert's Rules of Order.

Section 7. Voting: Each member of the Association shall be entitled to one vote upon any matter brought before the Association. Cumulative voting and voting by a proxy is not permitted.

Article V **Funds**

Section 1. General Fund: Funds derived from the Association dues, application fees, gifts, charges, rents, entertainment and from other sources shall be kept in the general fund of the Association and any be expended for any purpose as deemed proper by the majority of members present and voting at any annual, special or monthly meeting.

Section 2. Special Fund: Funds derived from the State of Minnesota and interest from the investment thereof, from tax levies by the City of Pine Island and interest from the investment thereof, and from donated gifts shall be kept in the special fund of the Association and shall be expended only for the purposes authorized by Minnesota Statutes and as said statutes may be amended from time to time or as otherwise specifically authorized by law.

Section 3. Deposits: All monies belonging to the Association shall be deposited to the credit of the Association in such banks, trust companies or other depositories as the Board of Trustees may designate.

Section 4. Investment: Funds of this Association shall be invested by the Board of Trustees in such income producing entities as set forth by State Statutes.

Section 5. Investment Policy: The policy of the Relief Association Board will be to invest in low to moderate risk instruments with high liquidity. These instruments shall include but not limited to certificated of deposit, the Minnesota State Board of Investment growth and income funds, interest bearing checking accounts and the MBIA 4M fund. Our intent is to receive the maximum amount of return while minimizing risk to the Association funds while adhering to the Minnesota State laws regarding fire department pension fund investments.

Section 6. Nonassignability of Benefits: No member entitled to a service pension or ancillary benefit from the Association may assign any service pension or ancillary benefit payments, nor shall the Association have the authority to recognize any assignment or pay over any sum which has been assigned.

Article VI **Application for Disability Benefits**

Section 1. Qualification: Any member of this Association who shall become sick and/or disabled, from a cause directly related to the fire service, while executing their duties as a Pine Island Firefighter, and is unable to return to the duties of a firefighter and resigns from the Fire Department and the Association shall be eligible for a disability pension.

Section 2. Form: All applications for disability benefits shall be made in writing on forms supplied by the Secretary.

Section 3. Application Benefits: All applications for benefits occasioned by disability, by reason of sickness or accident, shall be made by, or on behalf of, the disabled member to the Secretary within thirty (30) days after the beginning of the disability. All applications occasioned by resignation shall be made by, or on behalf of, the member to the Secretary within sixty (60) days after resignation. The application shall be verified by an oath of the applicant and shall state the following:

- a. Name, age, address, and date of birth of the applicant;
- b. The period of active service to the Pine Island Volunteer Fire Department;
- c. The length of time the applicant has been a member of the Association;
- d. Such other and further information as the Board of Trustees may require; and
- e. A letter from the attending physician or surgeon setting forth the
 1. nature of the illness or injury;
 2. the cause and duration thereof;
 3. the length of time the applicant has been unable to perform any duties connected with regular occupation and to those of a firefighter;
 4. and that said member is permanently unable to perform the duties of a firefighter.

Section 4. Approval of Applications: No benefits or pensions will be paid until the application thereof has been

approved by six (6) affirmative votes of the Board of Trustees. The decision of the Board shall be final as to the eligibility for such benefits or pensions. No person receiving a pension shall be paid any other benefits by the Association.

Section 5. Benefits: Upon qualification of permanent disability to the extent that a physician or surgeon acceptable to the Board of Trustees shall certify that such disability will permanently prevent said member from performing their duties in the Pine Island Volunteer Fire Department and the approval of the Board of Trustees, the Association shall pay to such member the sum as computed in the Article VIII of these By-Laws.

Section 6. Years of Service: For purposes of benefits or pensions payable under Articles VI and VII, a “year of service” shall be defined as a period of twelve (12) full months of active duty in the Pine Island Fire Department beginning on the date when the member first became an active firefighter in said fire department. If a member’s period of active service has not been continuous, parts of years shall be added together to compute full years. If the final period of a member’s active service is less than a year, payment shall be made for such a partial year at 1/12 of the rate (subject to the limitations of Article I, Section 9) in effect at the end of the last full year of service for each additional full month served. A “month” is a completed calendar month of active service measured from the member’s date of entry to the same date in the subsequent month

Article VII

Application for Death Benefits and Pensions

Section 1. Death Benefits: Upon the death of any member of this Association who is in good standing at the time of their death, the Association shall pay to the surviving spouse, if any, as designated by the firefighter in writing on a designation form

filed with the Relief Secretary, and if there is no surviving spouse, to surviving child or children if any, and if no child or children, then to the estate of said member, the sum as computed in the Article VIII of the By-Laws.

Section 2. Over 50: Pursuant to Minnesota Statutes, as amended, the Association shall pay to each member who shall have served as an active firefighter in the Pine Island Volunteer Fire Department ten (10) years or more prior to the member's resignation from the Fire Department and who has reached the age of fifty (50) or more, and who has been a member of the Association for at least ten (10) years, the sum as computed in Article VIII of these By-Laws.

Section 3. Under 50: A member of the Association who has performed service on the fire department for ten (10) years or more, but has not reached the age of fifty (50) years, shall have the right to retire from the department without forfeiting the right to a service pension. The member shall, upon application and approval of the Board of Trustees, be placed on the deferred pension roll of the Association. After the member has reached the age of fifty (50) years and is otherwise eligible for the pension benefit, the Association shall pay the member's pension from the date the application was approved by the Board of Trustees with no (0%) interest on the deferred amount. Members who separated from active service prior to October 19, 2004 shall receive interest of five (5%) percent annually on the deferred amount. For purposes of this section, interest is payable from the first day following the date on which the member separated from the active fire department service and relief association membership, to the last day immediately before the day in which the deferred member becomes eligible to begin receipt of the service pension and applies for the deferred service pension.

Any person making this application thereby waives all

other rights, claims, or demands against the Association for any cause that may have arisen from, or that may be attributed to, the person's service in the fire department.

Section 4. Installments: No less than thirty (30) days before becoming eligible to receive a lump sum pension, a member of this Association may make an irrevocable election that such pension shall be paid to the member in three (3) annual installments. If the member who has made such an election dies before all of their pension has been paid to them, any amount thereof remaining unpaid at the time of the member's death shall be paid to the member's named beneficiary, and if no beneficiary has been named, to the member's surviving spouse, child or children, or estate, as provided in Article VII, Section 1 of these By-Laws.

Section 5. Non-transferable: No pension shall be assignable or transferable, and shall be paid only to the person or persons entitled hereto.

Article VIII Ancillary Benefits

Section 1. Disability Benefits: If a member meets the qualifications for disability benefits as set forth in Article VI of these By-Laws, benefits shall be the sum of ~~twenty-five hundred dollars~~ ~~threetwo thousand seven-nine hundred-fifty -dollars~~ (\$~~2,900~~~~500~~~~2,750~~) for each year that the member served as an active firefighter in the Pine Island Fire Department, plus 1/12th of ~~twenty-five hundred dollars~~ ~~threetwo thousand nineseven hundred-fifty dollars~~ (\$~~2,500~~~~3,900~~~~2,750~~) for each additional month served. This shall be determined annually by the Board of Trustees.

Section 2. Survivor Benefits: Death benefits shall be paid

at the rate of ~~twenty-five hundred dollars~~ threetwo thousand nineseven hundred-fifty dollars (\$~~2,5003,9002,750~~) for each year that the deceased member served as an active firefighter in the Pine Island Fire Department, plus 1/12th of ~~twenty-five hundred dollars~~ threetwo thousand sevensine hundred-fifty dollars (\$~~2,5003,9002,750~~) for each additional month served. This shall be determined annually by the Board of Trustees.

Section 2-1. Supplemental Benefit: Upon payment of a lump sum survivor benefit to the survivor of a deceased active or deceased deferred member, a supplemental survivor benefit will be paid to the legally married surviving spouse or, if none, to the surviving minor child or minor children. The survivor supplemental benefit is calculated as twenty (20%) percent of the survivor benefit distribution, but not to exceed two thousand dollars (\$2,000).

Section 3. Application: All applications for benefits shall be submitted to the Board of Trustees at a regular or special meeting of the Board. An application form will be provided by the Secretary of the Association.

Article IX Service Pension Benefits

Section 1. Service Pension Benefit Amount: The Association shall pay to each member who shall have served as an active firefighter in the Pine Island Fire Department for a period of twenty (20) years, who has reached the age of fifty (50) years, and who has been a member of the Association for at least ten (10) years, the sum of ~~twenty-five hundred dollars~~ threetwo thousand nineseven hundred-fifty dollars (\$~~2,5002,7503,900~~) for each year that the member served as an active firefighter in the Pine Island Fire Department, plus 1/12th of ~~twenty-five hundred dollars~~ two-three thousand sevensine hundred-fifty dollars (\$~~2,5002,7503,900~~) for each additional

month served. For members serving less than twenty (20) years, the service pension is subject to the early vesting provision in Article IX, Section 2.

Section 1-1. Supplemental Benefit: The Association will pay a supplemental benefit to individuals who receive a lump sum distribution of pension or retirement benefits for service performed as a volunteer firefighter at the time that the lump sum benefit is paid. The supplemental benefit is calculated as ten (10%) percent of the regular lump sum distribution, but not to exceed one thousand dollars (\$1,000).

Section 2. Vesting: If a member shall have served for more than ten (10) years, but less than twenty (20) years, as an active member of the Pine Island Fire Department, he may retire from the department and be placed on deferred status. The retirement benefit shall be calculated as follows:

Completed Years of Service	Non-forfeitable Percentage Of Pension Amount
10	60%
11	64%
12	68%
13	72%
14	76%
15	80%
16	84%
17	88%
18	92%
19	96%

20
and thereafter

100%

All retirement funds must be held by the Association until the retiree reaches fifty (50) years of age.

Section 3. Application: All applications for benefits shall be submitted to the Board of Trustees at a regular or special meeting of the Board. An application form will be provided by the Secretary of the Association. The Association requires at least sixty (60) days advance notice for service pension payment.

Article X Amendments

Section 1. Amendments: The By-Laws of this Association may be amended at any regular or special meeting of the Association by a vote of two-thirds (2/3) of the members present and voting, provided that a quorum is present. Notice of any proposed amendments shall be given by reading the same at a regular or special meeting not more than thirty-one (31) days next preceding the date when such amendment or amendments are to be voted upon, and that a notice be mailed to each member at his last known address not less than ten (10) days prior to such meeting.

Last Approval Date:

□ **Relief Association**

Date: October 7, 2004

July 7, 2005

July 12, 2007

August 7, 2008

July 7, 2011

July 11, 2013

July 2, 2014

□ **City Council**

Date: October 19, 2004

July 19, 2005

August 21, 2007

August 19, 2008

July 19, 2011

July 16, 2013

July 15, 2014

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Pine Island Fire-Rescue

Jay L. Strande, Fire Chief

Box 489 - 315 South Main

Pine Island, MN 55963

Phone (507) 208-2618, Fax (507) 356-4846

E-Mail: jay_strande@yahoo.com

Web Site: www.pifire.com

Pine Island Fire-Rescue

June 11, 2015

Pine Island City Council members,

For the last 10 plus years the members of the Pine Island Fire Department has been receiving pay of \$10 per run. With the State of Minnesota raising the minimum wage this next fiscal year, I feel that a pay raise is necessary for the members of PIFD. The members of Pine Island Fire Department make a lot of sacrifices to serve the city, with the number of runs we make, to mandatory training and additional unpaid time appearing at various events throughout the year. With that being said I am requesting a \$2 per run pay increase which sounds like a big raise, but if you take our total run total from 2013 of 250 and our run total from 2014 of 304, you see an increase of 54 runs. If one member were to make the difference of 54 runs from 2013 to 2014, you are looking at paying that individual an additional \$108. Not as big of an increase as it seems.

With the City beginning to plan the budget for the upcoming year, I am providing this request for you to consider in your planning.

If necessary, please contact me at your earliest convenience if there are questions or concerns related to this request.

Jay L. Strande
Fire Chief – Pine Island Fire Department

MEMO



TO: Rod Steele

FROM: Karen Doll

SUBJECT: Downtown Residential Redevelopment Project

DATE: June 2, 2015

Purpose

This memo discusses the concept for a downtown redevelopment project that incorporates redevelopment of a downtown area and construction of residential housing. A number of residents have approached the City expressing a desire for a type of housing that does not currently exist in Pine Island. These individuals are seeking residential housing options that incorporate condominium housing units, independent lifestyles, low maintenance, and a central location.

The Project (What): This is a proposed redevelopment project that covers an approximate half acre lot in downtown Pine Island. The project is to include:

1. Condominium housing units (12 to 24 depending on configuration) that are aimed at “empty nest” consumers and are priced in the \$200,000 range) and placed on second and possibly third floor of building.
2. Heated parking for each of the units (1st floor or underground).
3. Community space/workout area for residents and may include opportunity for use by other members of community; likely placed on first floor or underground next to parking.
4. As a possibility, commercial on first floor.

Redevelopment purpose (Why)

1. To substantially strengthen the local economy by bringing people who are interested in “downsized” housing into the downtown area rather than having them scattered or lost to other communities.
2. To make Pine Island a preferred place to live for members of the broader community area in general, i.e., attraction of persons who might otherwise choose another community in which to live.
3. To blend land uses (commercial properties and City owned parcel) into a focused and mutually supportive facility that are complementary to each other.

General project financing

1. Housing; to be developed by private developer with municipal support (tax increment financing) as needed to induce risk investment.
2. Supporting infrastructure; purchase of property, street/alley/utility reconfiguration, provision of covered walkways, partly supported by DEED grant, balance through public support.

Recommendation

1. Council authorizes the EDA to submit a Request for Proposal to developers seeking those interested in the project.
2. Council would support submission of an application for a Redevelopment Grant to MnDEED by the City/EDA for which a 50% match is required. The match would be repaid to the City through tax increment financing dollars generated by the development project over time.
3. Council would support the distribution of unused tax increment funds to the developer through a 'pay as you go' arrangement.

Steps

1. Council authorizes the EDA to prepare a Request for Proposal.
2. EDA prepares and submits Request for Proposal to prospective developers. EDA, City officials, and Staff meet with interested developers to discuss the project.
3. Proposals received from developers will be reviewed by a committee consisting of Council, EDA and Staff.
4. The committee will submit project recommendations to Council. Final authority for City to enter into a development agreement rests with City Council.



June 10, 2015

Dear Pine Island Mayor and City Council,

The Pine Area People for the Arts (PAPA), and myself, Dawn Sanborn, small business owner in town of TELLERS Studio, are in collaboration to create a fundraiser for PAPA. We will be offering a night of wine/beer and canvas painting taught by the artist Tonya Miller at the Cheese Factory on the evening of July 25. We are dutifully asking for permission to sell the beer and wine on city property for this event. A bar will be provided by Johnny Mango's Catering out of Byron. Johnny Mango is a licensed caterer and off-site bar provider and will provide the beer and wine from his distributor and a bartender for the event. Johnny Mango has the proper liquor license (a copy of which is included for your review) to serve alcohol at the Cheese Factory for this event.

Thank you in advance for your consideration of allowing alcohol to be served on city property for this fundraiser benefitting PAPA.

Sincerely,

Dawn Sanborn
TELLERS Studio
222 S. Main St
Pine Island, MN

and

Morgan Hansen
Secretary
Pine Area People for the Arts
P. O. Box 791
Pine Island, MN 55963



STATE OF MINNESOTA
Minnesota Department of Public Safety
Alcohol and Gambling Enforcement

HAS BEEN ISSUED THIS LICENSE/PERMIT BY THE STATE OF MINNESOTA PURSUANT TO MINNESOTA
STATUTES CHAPTER 340A AND RELATED REGULATIONS
CATERER'S PERMIT

- Johnny Mango's Catering Inc.

Johnny Mango's Catering

505 Frontage Rd NW

Byron

MN

55920

EXPIRES

01/15/2016


Alcohol & Gambling Enforcement Director

**CITY OF PINE ISLAND
RESOLUTION NO. 15-022**

RESOLUTION APPROVING VARIANCE

WHEREAS, Judith Krause (“Krause”) owns property located at 404 First Ave SE, Pine Island (PID# 68-100-2120) (the “Property”);

WHEREAS, Krause submitted a variance application dated May 21, 2015 to allow demolition of the current garage and construction of a new garage on the Property;

WHEREAS, the proposed garage is depicted in a site plan prepared by Steve Krause, (“Krause Plans”);

WHEREAS, the applicable setback from the west property line under the City’s zoning code is 20 feet;

WHEREAS, Krause seeks a variance to permit construction of the garage 10 feet from the west property line;

WHEREAS, the new garage location would increase the west building setback to 10 feet from the current 5 feet;

WHEREAS, Section 11.19, Subd. 3 of the zoning code, as amended, provides as follows:

The Board of Zoning Adjustment shall consider variance requests in accordance with the following standards:

- A.** Variances shall only be permitted when they are in harmony with the general purposes and intent of this zoning code.
- B.** Variances shall only be permitted when consistent with the comprehensive plan.
- C.** Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code.
 - 1.** “Practical difficulties” shall mean that the property owner proposes to use the property in a reasonable manner not permitted by the zoning code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.
 - 2.** Economic considerations alone do not constitute practical difficulties.
- D.** The Board of Zoning Adjustment may not permit as a variance any use that is not allowed under the zoning code for property in the zone where the land is located.

E. The Board of Zoning Adjustment may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

WHEREAS, on June 9, 2015, the Planning & Zoning Commission conducted a public hearing, reviewed the application and found that the standards for granting a variance were satisfied, and recommended approval without conditions.

WHEREAS, at the public hearing, Steve Krause indicated that the current garage is in a deteriorated state, sight lines to the alley will increase with the new construction, and this property layout will increase safety to drivers and pedestrians in the alley.

WHEREAS, comments from neighbors to staff at city hall are in favor of the new garage location.

NOW, THEREFORE, BE IT RESOLVED that the City Council finds that the required variance standards are met and approves the requested variance to construct a garage at a 10 foot setback from the west property line subject to the following conditions:

1. The garage shall be constructed in accordance with the Krause Plans.

Adopted by the Pine Island City Council this 16th day of June, 2015.

Rod Steele, Mayor

Jonathan Eickhoff, City Clerk

Motion:

Second:

Aye:

Nay:

PETITION FOR VARIANCE

Date 5/21/15

Person(s) applying for variance Judy Krause
Steve Krause

Address 404 1st Ave SE, Pine Island, MN 55963

Telephone # 507-251-8824 (Steve)

Legal description of property: Lot: 6 Block: 39

Plat/Parcel # 100-2120 Addition. _____

Reason for variance. Addition New Garage

- Old garage is in poor condition, new garage will increase value of property, Also new garage will be moved

Names and addresses of the property owners abutting directly on the property described in this application

Doug Andrist

~~Terry~~ Terry Rosagen

off of alley to a further distance
off. New garage will
have Drive through so
further off alley will improve
view from alley.

1. Are there exceptional or extraordinary circumstances to the properties which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which you, as owner, have had no control Yes X No _____

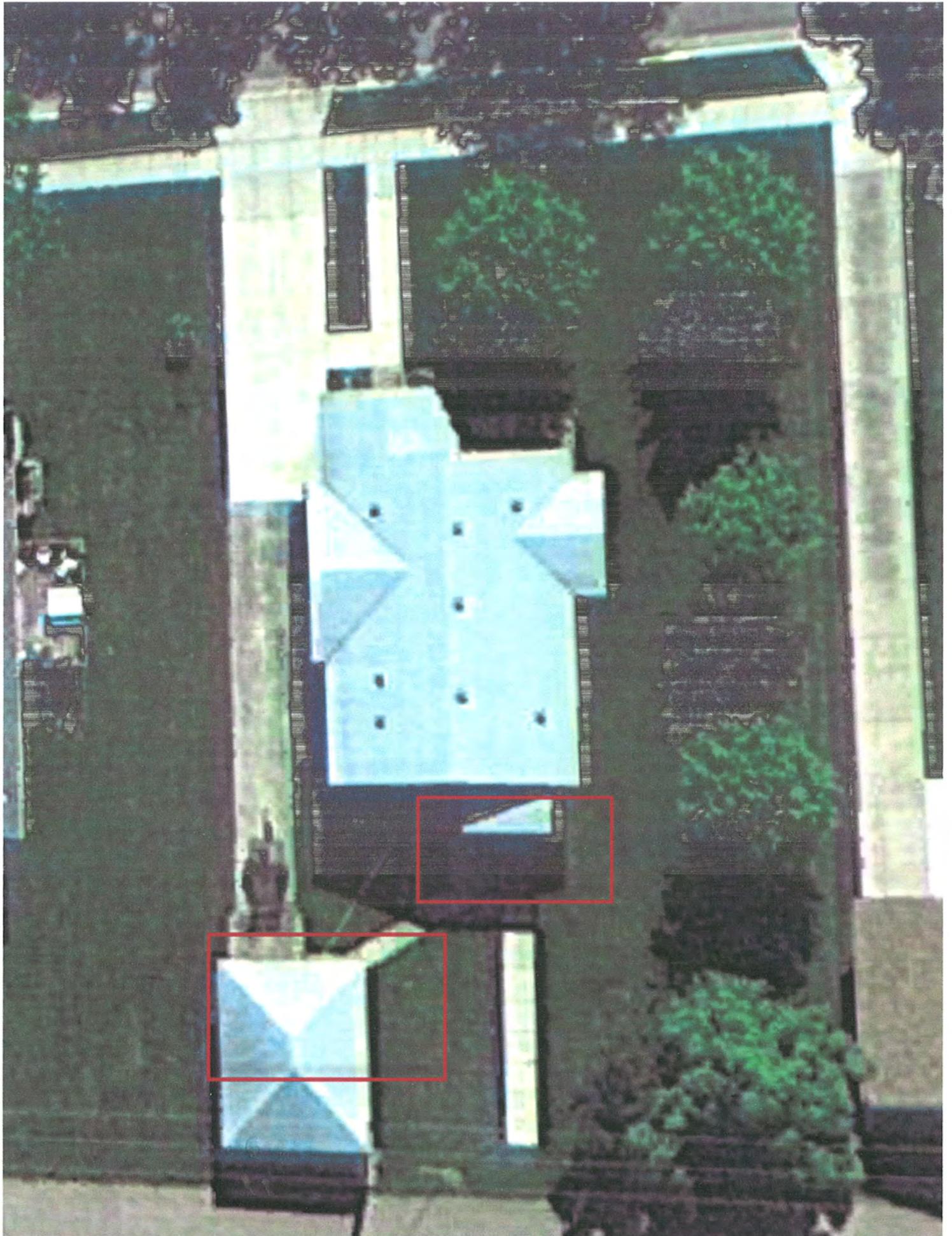
Comment To old Lot sizes Not enough space for garage

2. Do you declare the special conditions or circumstances have not resulted from your actions Yes X No ~~_____~~

Comment _____

3. Is the variance requested the minimum variance which would alleviate the hardship? Economic conditions alone are not considered a hardship. Yes X No _____

Comment Build a larger garage starting at current North garage wall 5' off of North Property Line



CITY OF PINE ISLAND
Planning & Zoning Commission
NOTICE OF PUBLIC HEARING
Tuesday, June 9, 2015
7:00 PM
Second Floor Pine Island City Hall

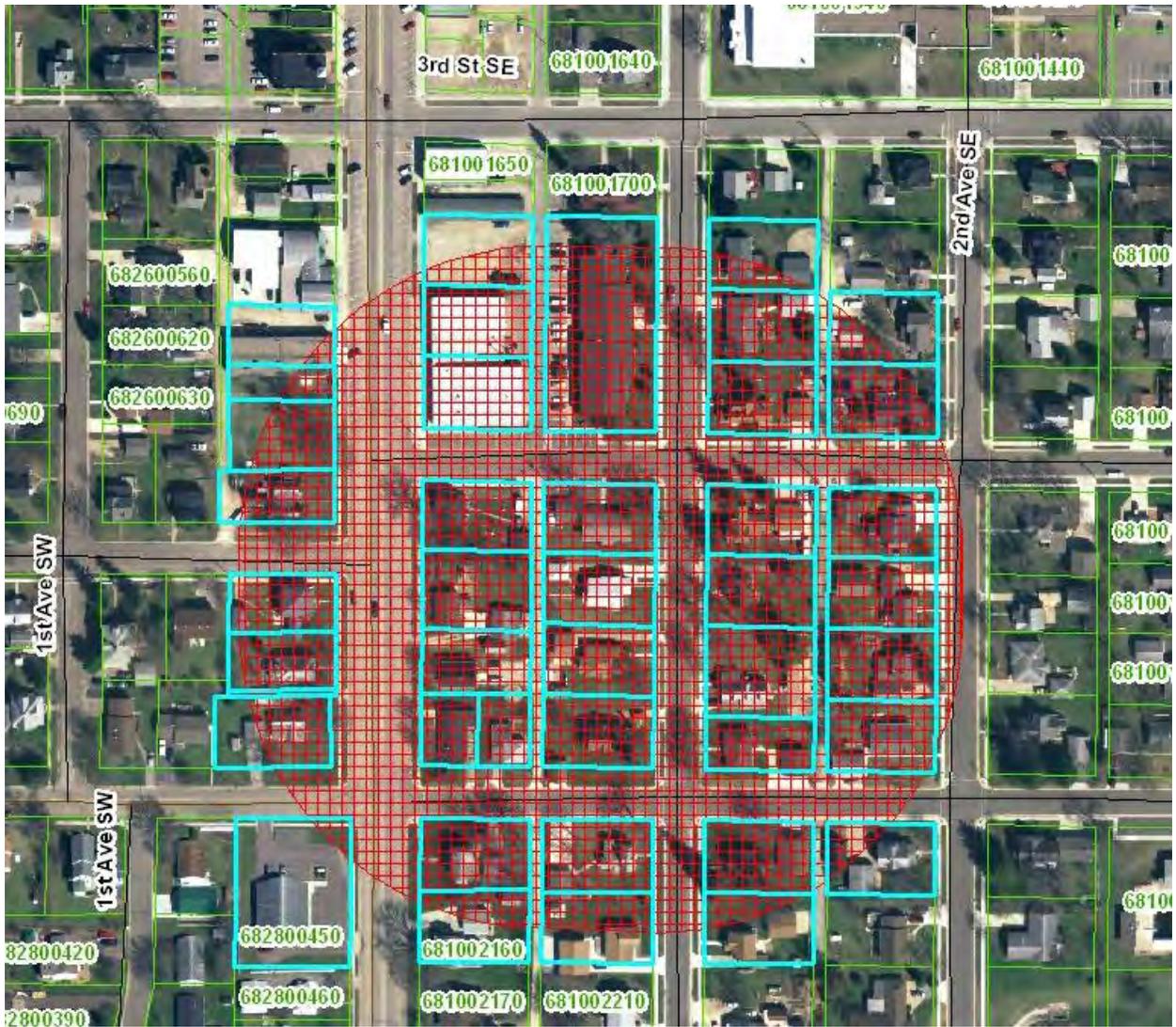
Notice is hereby given that the Planning Commission of the City of Pine Island, MN will hold a public hearing on the above date and time to consider a Variance Application for a garage setback for Judy Krause proposed at 404 First Ave SE on Lot 6, Block 39 of the 'Original Plat' of the City of Pine Island. The application was submitted by Judy Krause and Steve Krause.



Any person wishing to comment upon this request may do so by submitting written comments to the Zoning Administrator, PO Box 1000, Pine Island, Minnesota 55963, or in person at the time and place of the hearing.

Jon Eickhoff
Zoning Administrator

Publish May 27, 2015



3rd St SE

681001640

681001440

681001650

681001700

2nd Ave SE

682600560

682600620

682600630

690

68100

68100

1st Ave SW

68100

68100

68100

1st Ave SW

82800420

682800450

681002160

68100

2800390

682800460

681002170

681002210

CITY OF PINE ISLAND
PO BOX 1000
PINE ISLAND, MN 55963

DALE & ANDREA PHILLIPSON
PO BOX 265
PINE ISLAND, MN 55963

MICHELLE BUSH
413 FIRST AVE SE
PINE ISLAND, MN 55963

PAUL COWDEN
PO BOX 114
PINE ISLAND, MN 55963

RONALD & JANET TITUS
7228 RIVERHEIGHTS CT NW
ORONOCO, MN 55960

BRADLEY & KRISTINE MEINTS
500 S MAIN ST
PINE ISLAND, MN 55963

CHARLES & CANDACE SCHMIDT
401 FIRST AVE SE
PINE ISLAND, MN 55963

JACQUELINE EDSTROM
405 FIRST AVE SE
PINE ISLAND, MN 55963

HARRIET MILLERING
PO BOX 116
PINE ISLAND, MN 55963

DONALD & BARBARA VANG
402 SECOND AVE SE
PINE ISLAND, MN 55963

JASON KRUKOW
406 SECOND AVE SE
PINE ISLAND, MN 55963

DENNIS & JANE BAILEY
PO BOX 561
PINE ISLAND, MN 55963

JESSICA MYER
414 SECOND AVE SE
PINE ISLAND, MN 55963

JAMES LOHMANN & AMANDA
MARTENS
401 MAIN ST S
PINE ISLAND, MN 55963

JAY & JENNY STRANDE
409 S MAIN ST
PINE ISLAND, MN 55963

BRENDA SIMON
413 S MAIN ST
PINE ISLAND, MN 55963

MARIETA FREDERICK
C/O BRYCE FREDERICK
409 FORESTVIEW CURVE
ZUMBROTA, MN 55992

TERRY & ELIZABETH ROSAAEN
PO BOX 554
PINE ISLAND, MN 55963

JUDITH KRAUSE
409 SECOND ST SW
PINE ISLAND, MN 55963

DOUGLAS & MARGARET ANDRIST
PO BOX 734
PINE ISLAND, MN 55963

JEANNE BROWNBACK
PO BOX 622
PINE ISLAND, MN 55963

BRANDON & KARI HENDERSON
501 MAIN ST S
PINE ISLAND, MN 55963

JEFFREY & KATHLEEN JASPERSON
PO BOX 497
PINE ISLAND, MN 55963

CHUCK & TRISTAN KIRCHOFF
500 FIRST AVE SE
PINE ISLAND, MN 55963

DAVID & ANN HORSMAN
PO BOX 1216
PINE ISLAND, MN 55963

JOYCE CHRISTENSEN
PO BOX 775
PINE ISLAND, MN 55963

MARSHA SPRAGUE
PO BOX 927
PINE ISLAND, MN 55963

BENJAMIN & JESSICA THORNTON
313 FIRST AVE SE
PINE ISLAND, MN 55963

LYMAN & RACHELLE GRONSETH
321 FIRST AVE SE
PINE ISLAND, MN 55963

BRYCE & SHELBY BUSHMAN
PO BOX 74
PINE ISLAND, MN 55963

PANTHER PROPERTIES, LLC
PO BOX 96
PINE ISLAND, MN 55963

KYLE WILLIAMSON
332 MAIN ST S
PINE ISLAND, MN 55963

CARL J KRAUSE
220 FIRST AVE NE
ORONOCO, MN 55960

DOUGLAS RYAN
9723 50TH AVE NW
ORONOCO, MN 55960

TERRY JONES
PO BOX 376
ORONOCO, MN 55960

PINE ISLAND APARTMENTS LT PART
SECURITY MANAGEMENT
201 N BROAD ST, SUITE 109
MANKATO, MN 56001

ALVIN BURT SR & STELLA BURT
PO BOX 223
PINE ISLAND, MN 55963



Rochester
6301 Bandel Road NW
Suite 301
Rochester, MN 55901-8798

507.292.8743
507.292.8746
Rochester@wsn.us.com

WidsethSmithNolting.com

PERIODICAL ESTIMATE

Contractor Schumacher Excavating
Address Zumbrota
For 2015 NW Street Improvement Project
Location Pine Island
Work Started 4/13/2015
Estimated Quantities to 5/29/2015

Estimate No. 2
Date 6/5/2015
Partial X
Semi-Final
Final
Award Date 3/17/2015
Spec Comp Date
Phase 1 8/28/2015
Phase 2 6/24/2016
Contract Amount \$ 1,163,669.95
Change Order #1 \$ 1,580.00
Total Contract Amount \$ 1,165,249.95

DETERMINATION OF AMOUNT DUE

(See attached statement of quantities)

TOTAL VALUE OF WORK CERTIFIED	LESS DEDUCTIONS OR % RETAINED	LESS PREVIOUS PAYMENTS	NET AMOUNT DUE
\$ 178,290.40	5% \$ 8,914.52	\$ 64,412.68	\$ 104,963.20

CERTIFICATE FOR PARTIAL PAYMENTS

This is to certify that to the best of my knowledge, information and belief, the quantities and value of work performed as stated herein is a fair approximate estimate of the work performed and the materials furnished for period covered by this estimate.

Dated 6/10/15 Signature 
Contractor

I hereby recommend payment of this estimate.

Dated 6/11/15 Signature 
Project Supervisor

June 5, 2015

**City of Pine Island
2015 NW Street Improvement Project
WSN #1002R0030.000
Pay Estimate No. 2**

					Contract Amount		Previous Payments	Estimate to Date	
					\$ 1,163,699.95		\$ 67,802.82	\$ 178,290.40	
BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL		QUANTITY	TOTAL
1	2101.502	Clearing	18	Tree	\$140.00	\$ 2,520.00	\$ 3,500.00	25	\$ 3,500.00
2	2101.507	Grubbing	18	Tree	\$140.00	\$ 2,520.00	\$ 840.00	14	\$ 1,960.00
3	2103.507	Disconnect Water Main	1	Each	\$900.00	\$ 900.00	\$ -		\$ -
4	2104.501	Remove Curb & Gutter	3,631	Lin Ft	\$2.50	\$ 9,077.50	\$ 1,582.50	1765	\$ 4,412.50
5	2104.501	Remove Curb & Gutter - Special	518	Lin Ft	\$2.50	\$ 1,295.00	\$ -		\$ -
6	2104.503	Remove Retaining Wall	435	Sq Ft	\$9.50	\$ 4,132.50	\$ 4,132.50	435	\$ 4,132.50
7	2104.503	Remove Concrete Sidewalk	9,457	Sq Ft	\$0.50	\$ 4,728.50	\$ 225.00	3200.6	\$ 1,600.30
8	2104.505	Remove Concrete Driveway Pavement	596	Sq Yd	\$6.50	\$ 3,874.00	\$ -	224.5	\$ 1,459.25
9	2104.505	Remove Bituminous Driveway Pavement	106	Sq Yd	\$3.00	\$ 318.00	\$ -	25.3	\$ 75.90
10	2104.505	Remove Bituminous Pavement - Patching	671	Sq Yd	\$3.50	\$ 2,348.50	\$ -		\$ -
11	2104.505	Remove Bituminous Pavement	9,190	Sq Yd	\$2.75	\$ 25,272.50	\$ 23,441.00	8524	\$ 23,441.00
12	2104.505	Remove Concrete Pavement	124	Sq Yd	\$8.00	\$ 992.00	\$ -	27	\$ 216.00
13	2104.509	Remove Manhole (Sanitary)	4	Each	\$300.00	\$ 1,200.00	\$ 300.00	1	\$ 300.00
14	2104.509	Remove Manhole (Storm)	4	Each	\$250.00	\$ 1,000.00	\$ 250.00	2	\$ 500.00
15	2104.509	Remove Catch Basin	12	Each	\$200.00	\$ 2,400.00	\$ -	3	\$ 600.00
16	2104.509	Remove Valve Box	4	Each	\$100.00	\$ 400.00	\$ -	1	\$ 100.00
17	2104.509	Remove Hydrant	2	Each	\$250.00	\$ 500.00	\$ -		\$ -
18	2104.513	Sawing Pavement (Full Depth)	560	Lin Ft	\$3.00	\$ 1,680.00	\$ -	46	\$ 138.00
19	2104.523	Salvage Valve Box	2	Each	\$150.00	\$ 300.00	\$ 150.00	2	\$ 300.00
20	2105.501	Common Excavation	4,587	Cu Yd	\$8.75	\$ 40,136.25	\$ 5,250.00	1761	\$ 15,408.75
21	2105.501	Excavation Special (Exploratory)	4	Hr	\$300.00	\$ 1,200.00	\$ 2,100.00		\$ -
22	2105.525	Topsoil Borrow (LV)	763	Cu Yd	\$16.00	\$ 12,208.00	\$ -		\$ -
23	2105.604	Geotextile Fabric Type V	10,560	Sq Yd	\$1.25	\$ 13,200.00	\$ -	1204	\$ 1,505.00
24	2112.604	Subgrade Preparation - Bit. Patching	296	Sq Yd	\$4.00	\$ 1,184.00	\$ -		\$ -
25	2211.501	Aggregate Base Class 5 Modified	8,823	Ton	\$12.90	\$ 113,816.70	\$ -	796.09	\$ 10,269.56
26	2232.501	Mill Bituminous Surface (1.5")	2,569	S.Y.	\$2.78	\$ 7,141.82	\$ -		\$ -
27	2301.504	8" Concrete Pavement	124	S.Y.	\$81.00	\$ 10,044.00	\$ -	27	\$ 2,187.00
28	2331.603	Rout & Seal Bituminous Pavement Cracks	15,370	Lin Ft	\$1.59	\$ 24,438.30	\$ -		\$ -
29	2331.604	Bituminous Pavement Reclamation	3,746	S.Y.	\$4.86	\$ 18,205.56	\$ -		\$ -
30	2356.505	Bituminous Material for Seal Coat	9,277	Gal	\$3.25	\$ 30,150.25	\$ -		\$ -
31	2356.604	Bituminous Seal Coat	37,106	Sq Yd	\$0.79	\$ 29,313.74	\$ -		\$ -
32	2360.501	Type SP 9.5 Wearing Course Mix (3,C)	1,386	Ton	\$74.42	\$ 103,146.12	\$ -		\$ -
33	2360.502	Type SP 12.5 Non Wearing Course Mix (3,C)	1,843	Ton	\$69.74	\$ 128,530.82	\$ -		\$ -

June 5, 2015

**City of Pine Island
2015 NW Street Improvement Project
WSN #1002R0030.000
Pay Estimate No. 2**

					Contract Amount		Previous Payments	Estimate to Date	
					\$ 1,163,699.95		\$ 67,802.82	\$ 178,290.40	
BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL		QUANTITY	TOTAL
34	2360.505	Type SP 12.5 Bituminous Mixture for Patching	156	Ton	\$107.39	\$ 16,752.84	\$ -		\$ -
35	2411.604	Modular Block Retaining Wall	767	Sq Ft	\$39.00	\$ 29,913.00	\$ -		\$ -
36	2411.607	Concrete Steps	4	Cu Yd	\$320.00	\$ 1,280.00	\$ -		\$ -
37	2451.609	Granular Foundation	317	Ton	\$13.00	\$ 4,121.00	\$ 88.92	55.78	\$ 725.14
38	2503.541	15" RC Pipe Sewer Design 3006 CL V	381	Lin Ft	\$29.00	\$ 11,049.00	\$ -	57	\$ 1,653.00
39	2503.541	18" RC Pipe Sewer Design 3006 CL III	1,039	Lin Ft	\$32.00	\$ 33,248.00	\$ -	293.5	\$ 9,392.00
40	2503.601	Maintenance of Sanitary Sewer Service	1	L.S.	\$6,000.00	\$ 6,000.00	\$ 1,980.00	0.5	\$ 3,000.00
41	2503.602	Connect to Existing Sanitary Sewer	2	Each	\$500.00	\$ 1,000.00	\$ 500.00	1	\$ 500.00
42	2503.602	Connect to Existing Storm Sewer	3	Each	\$350.00	\$ 1,050.00	\$ -	2	\$ 700.00
43	2503.602	Sanitary Sewer Service (4" PVC)	20	Each	\$550.00	\$ 11,000.00	\$ 1,100.00	5	\$ 2,750.00
44	2503.602	Sanitary Sewer Service (4" PVC) - Special	6	Each	\$500.00	\$ 3,000.00	\$ -	1	\$ 500.00
45	2503.602	Sanitary Sewer Service (6" PVC)	7	Each	\$650.00	\$ 4,550.00	\$ -	4	\$ 2,600.00
46	2503.602	Sanitary Sewer Service (6" PVC) - Special	2	Each	\$650.00	\$ 1,300.00	\$ -		\$ -
47	2503.602	8" x 4" PVC Wye	20	Each	\$100.00	\$ 2,000.00	\$ 600.00	6	\$ 600.00
48	2503.602	8" x 6" PVC Wye	7	Each	\$130.00	\$ 910.00	\$ 390.00	4	\$ 520.00
49	2503.603	Sanitary Sewer Inspection	1,333	Lin Ft	\$1.35	\$ 1,799.55	\$ -		\$ -
50	2503.603	8" PVC Pipe Sewer	1,333	Lin Ft	\$27.00	\$ 35,991.00	\$ 8,694.00	474	\$ 12,798.00
51	2504.602	Install Water Service System (1")	32	Each	\$950.00	\$ 30,400.00	\$ -	12	\$ 11,400.00
52	2504.602	Install Water Service System (1") - Special	7	Each	\$650.00	\$ 4,550.00	\$ -		\$ -
53	2504.602	Connect to Existing Water Main	6	Each	\$350.00	\$ 2,100.00	\$ 350.00	3	\$ 1,050.00
54	2504.602	Hydrant	2	Each	\$3,400.00	\$ 6,800.00	\$ -		\$ -
55	2504.602	Adjust Valve Box	11	Each	\$100.00	\$ 1,100.00	\$ -		\$ -
56	2504.602	6" Gate Valve & Box	2	Each	\$1,285.00	\$ 2,570.00	\$ -		\$ -
57	2504.602	8" Gate Valve & Box	12	Each	\$1,725.00	\$ 20,700.00	\$ 1,725.00	5	\$ 8,625.00
58	2504.603	6" PVC Water Main	42	Lin Ft	\$25.00	\$ 1,050.00	\$ -		\$ -
59	2504.603	8" PVC Water Main	2,444	Lin Ft	\$28.00	\$ 68,432.00	\$ 154.00	879.5	\$ 24,626.00
60	2504.608	Ductile Iron Fittings	1,081	LB	\$7.50	\$ 8,107.50	\$ 735.00	547	\$ 4,102.50
61	2506.502	Construct Drainage Structure Design Type B	11	Each	\$1,450.00	\$ 15,950.00	\$ -	2	\$ 2,900.00
62	2506.502	Construct Drainage Structure Design 48-4020	4	Each	\$1,900.00	\$ 7,600.00	\$ -	1	\$ 1,900.00
63	2506.502	Construct Drainage Structure Design 60-4020	1	Each	\$2,400.00	\$ 2,400.00	\$ -		\$ -
64	2506.522	Adjust Manhole (Sanitary)	1	Each	\$500.00	\$ 500.00	\$ -		\$ -
65	2506.522	Adjust Frame & Ring Casting	6	Each	\$250.00	\$ 1,500.00	\$ -		\$ -

June 5, 2015

**City of Pine Island
2015 NW Street Improvement Project
WSN #1002R0030.000
Pay Estimate No. 2**

					Contract Amount		Previous Payments	Estimate to Date	
					\$ 1,163,699.95		\$ 67,802.82	\$ 178,290.40	
BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL		QUANTITY	TOTAL
66	2506.601	Density Testing in Trenches	1	L.S.	\$3,100.00	\$ 3,100.00	\$ 155.00	0.25	\$ 775.00
67	2506.602	Construct Sanitary Manhole	5	Each	\$2,500.00	\$ 12,500.00	\$ 2,500.00	2	\$ 5,000.00
68	2506.603	Construct Sanitary Manholes	7	Lin Ft	\$170.00	\$ 1,190.00	\$ 759.90	4.5	\$ 765.00
69	2521.501	6" Concrete Walk	1,630	Sq Ft	\$7.00	\$ 11,410.00	\$ -		\$ -
70	2521.511	4" Concrete Walk	11,650	Sq Ft	\$4.65	\$ 54,172.50	\$ -		\$ -
71	2531.501	Curb and Gutter Design B624	4,383	Lin Ft	\$14.00	\$ 61,362.00	\$ -		\$ -
72	2531.501	Curb and Gutter Design B624 - Special	518	Lin Ft	\$24.00	\$ 12,432.00	\$ -		\$ -
73	2531.501	Curb and Gutter Design B624 (Mod.)	178	Lin Ft	\$18.00	\$ 3,204.00	\$ -		\$ -
74	2531.507	6" Concrete Driveway Pavement	677	Sq Yd	\$38.00	\$ 25,726.00	\$ -		\$ -
75	2531.507	8" Concrete Driveway Pavement	111	Sq Yd	\$45.00	\$ 4,995.00	\$ -		\$ -
76	2531.618	Truncated Domes	88	Sq Ft	\$38.00	\$ 3,344.00	\$ -		\$ -
77	2563.601	Traffic Control	1	L.S.	\$4,000.00	\$ 4,000.00	\$ 1,000.00	0.33	\$ 1,320.00
78	2573.502	Silt Fence, Type Heavy Duty	170	Lin Ft	\$3.00	\$ 510.00	\$ -		\$ -
79	2573.53	Storm Drain Inlet Protection	15	Each	\$75.00	\$ 1,125.00	\$ 2,400.00	32	\$ 2,400.00
80	2573.55	Erosion Control Supervisor	1	L.S.	\$4,000.00	\$ 4,000.00	\$ 1,320.00	0.5	\$ 2,000.00
81	2575.505	Sodding Type Lawn	5,223	Sq Yd	\$4.50	\$ 23,503.50	\$ -		\$ -
82	2575.532	Fertilizer Type 1	380	LB	\$0.60	\$ 228.00	\$ -		\$ -
						\$ 1,163,699.95	\$ 66,222.82		\$ 174,707.40

Change Order #1

1	2101.511	Clearing	1	Lump Sum	\$1,580.00	\$ 1,580.00	\$ 1,580.00	1	\$ 1,580.00
---	----------	----------	---	----------	------------	-------------	-------------	---	-------------

TOTAL

\$ 1,165,279.95	\$ 67,802.82	\$ 176,287.40
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Change Order #2

1	2504.602	Install Water Service System (1 1/2")	1	Each	\$2,003.00	\$ 2,003.00	\$ -	1	\$ 2,003.00
---	----------	---------------------------------------	---	------	------------	-------------	------	---	-------------

TOTAL

\$ 1,167,282.95	\$ 67,802.82	\$ 178,290.40
------------------------	---------------------	----------------------



Rochester
6301 Bandel Road NW
Suite 301
Rochester, MN 55901-8798

507.292.8743
507.292.8746
Rochester@wsn.us.com
WidsethSmithNolting.com

PERIODICAL ESTIMATE

Contractor	Hesselton Construction 680 NW 24th Street, PO Box 246 Faribault MN 55021	Estimate No.	1
		Date	6/9/2015
For	Pine Island School Utility Loop		
WSN #	1002R0031.000	Partial	<input checked="" type="checkbox"/>
Location	Pine Island	Semi-Final	<input type="checkbox"/>
Work Started	5/18/2015	Final	<input type="checkbox"/>
Estimated Quantities to	6/6/2015	Award Date	3/17/2015
DETERMINATION OF AMOUNT DUE		Spec Comp Date	
		Bid Alt A	5/15/2015
		Base Bid	6/30/2015
(See attached statement of quantities)		Contract Amount	\$ 1,169,905.55

TOTAL VALUE OF WORK CERTIFIED	LESS DEDUCTIONS OR % RETAINED	LESS PREVIOUS PAYMENTS	NET AMOUNT DUE
\$ 182,418.10	5% \$ 9,120.91	\$ -	\$ 173,297.20

CERTIFICATE FOR PARTIAL PAYMENTS

This is to certify that to the best of my knowledge, information and belief, the quantities and value of work performed as stated herein is a fair approximate estimate of the work performed and the materials furnished for period covered by this estimate.

Dated 6/10/15

Signature *Michael H*
Contractor

I hereby recommend payment of this estimate:

Dated 6/11/15

Signature *Neil Britton*
Project Supervisor

June 9, 2015

City of Pine Island
 Pine Island School Utility Loop
 WSN #1002R0031.000
 Pay Estimate No. 1

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	Contract Amount		Previous Payments	Estimate to Date	
					UNIT PRICE	TOTAL		QUANTITY	TOTAL
					\$ 917,000.40			\$ 180,038.10	
Sanitary Sewer									
1		Connect to Existing Sanitary Sewer (Existing 15' & School Service 6')	2	Each	\$ 1,100.00	\$ 2,200.00	\$ -		\$ -
2		F&I Standard Manhole (Type 3) (48" Dia.) (Including Castings)	293.22	L.F.	\$ 250.00	\$ 73,305.00	\$ -		\$ -
3		F&I Standard Manhole (Type 3A) (48" Dia.) (Including Castings) (Drop Manhole)	19.93	L.F.	\$ 350.00	\$ 6,975.50	\$ -		\$ -
4		F&I 15" Alternate Sanitary Sewer Pipe	1,328	L.F.	\$ 49.50	\$ 65,736.00	\$ -		\$ -
5		F&I 12" Alternate Sanitary Sewer Pipe	4,523	L.F.	\$ 33.50	\$ 151,520.50	\$ -		\$ -
6		F&I 8" PVC Sanitary Sewer Pipe	130	L.F.	\$ 26.00	\$ 3,380.00	\$ -		\$ -
7		F&I Sanitary Sewer Service Lines (Riser only)	7	Each	\$ 500.00	\$ 3,500.00	\$ -		\$ -
8		F&I Granular Foundation	1135	Ton	\$ 13.50	\$ 15,322.50	\$ -		\$ -
9		Televise Sanitary Sewer	5,989	L.F.	\$ 1.10	\$ 6,587.90	\$ -		\$ -
10		F&I 16' by 16' Protective Fence per typical	24	Each	\$ 350.00	\$ 8,400.00	\$ -		\$ -
11		Trench Rock Blasting (5-10' depth)	800	L.F.	\$ 40.00	\$ 32,000.00	\$ -	115	\$ 4,600.00
12		Trench Rock Blasting (10-15' depth)	150	L.F.	\$ 40.00	\$ 6,000.00	\$ -	156	\$ 6,240.00
Watermain									
13		Connect into Existing Watermain (Existing 12" & School Service 12")	2	Each	\$ 1,300.00	\$ 2,600.00	\$ -		\$ -
14		Salvage & Reinstall Existing Flushing Hydrant & Reducers	1	Each	\$ 1,425.00	\$ 1,425.00	\$ -		\$ -
15		F&I 12" PVC C900-07 DR 18 Watermain	5,398	L.F.	\$ 39.50	\$ 213,221.00	\$ -	1184	\$ 46,768.00
16		F&I 6 inch C900-07 DR 18 Hydrant Lead	113	L.F.	\$ 26.00	\$ 2,938.00	\$ -	37	\$ 962.00
17		F&I 6 inch Hydrant	6	Each	\$ 3,585.00	\$ 21,510.00	\$ -	2	\$ 7,170.00
18		F&I 6 inch Gate Valve & Box	6	Each	\$ 1,265.00	\$ 7,590.00	\$ -	2	\$ 2,530.00
19		F&I 12 inch Gate Valve & Box	17	Each	\$ 4,050.00	\$ 68,850.00	\$ -	4	\$ 16,200.00
20		F&I 6 inch Gate Valve Extension	156	Inches	\$ 6.00	\$ 936.00	\$ -		\$ -
21		F&I 6 inch Hydrant Extension	78	Inches	\$ 77.00	\$ 6,006.00	\$ -		\$ -
22		F&I D.I. Compact Mechanical Joint Fittings	4414	LBS.	\$ 5.00	\$ 22,070.00	\$ -	1238	\$ 6,190.00
23		F&I Granular Foundation	1060	Ton	\$ 13.50	\$ 14,310.00	\$ -		\$ -
24		F&I 16' by 16' Protective Fence per typical	15	Each	\$ 350.00	\$ 5,250.00	\$ -		\$ -
25		Trench Rock Blasting (0-5' depth)	1,382	L.F.	\$ 27.50	\$ 38,005.00	\$ -	1279	\$ 35,172.50
26		Trench Rock Over Blasting for Future Sanitary Sewer (Parallel with proposed watermain in future streets)	1,232	L.F.	\$ 20.00	\$ 24,640.00	\$ -	1235	\$ 24,700.00
Grading & Miscellaneous									
27		Clearing and Grubbing (approximately 6.6 acres)	1	L.S.	\$ 30,000.00	\$ 30,000.00	\$ -	0.9	\$ 27,000.00
28		Stabilized Vehicle Exit (one required at each point used as access to project)	1	L.S.	\$ 8,715.00	\$ 8,715.00	\$ -		\$ -
29		Traffic Maintenance	1	L.S.	\$ 3,740.00	\$ 3,740.00	\$ -		\$ -
30		Fertilize, Seed & Mulch Disturbed Areas	10.5	Acre	\$ 800.00	\$ 8,400.00	\$ -		\$ -
31		F&I S&I Fence	3,350	L.F.	\$ 1.60	\$ 5,360.00	\$ -	1566	\$ 2,505.60
32		F&I Erosion Control Blanket (MndOT Spec. 3885.1-Category 3)	4,170	S.Y.	\$ 1.60	\$ 6,672.00	\$ -		\$ -
33		Topsoil Stripping, Stockpile and Respread (Channel realignment)	1,400	C.Y.	\$ 6.40	\$ 8,960.00	\$ -		\$ -
34		Common Excavation (Channel Realignment)	7,500	C.Y.	\$ 5.45	\$ 40,875.00	\$ -		\$ -
					Base Bid			\$ 180,038.10	
Alternate Bid A									
Watermain									
1		Connect into Existing Watermain (Existing 10")	1	Each	\$ 1,185.00	\$ 1,185.00	\$ -		\$ -
2		Salvage & Reinstall Existing Hydrant & Reducers (11th St. SE)	1	Each	\$ 2,485.00	\$ 2,485.00	\$ -		\$ -
3		F&I 12" PVC C900-07 DR 18 Watermain	4,695	L.F.	\$ 33.75	\$ 158,456.25	\$ -		\$ -
4		F&I 6 inch C900-07 DR 18 Hydrant Lead	14	L.F.	\$ 27.75	\$ 388.50	\$ -		\$ -
5		F&I 6 inch Hydrant	2	Each	\$ 3,585.00	\$ 7,170.00	\$ -		\$ -
6		F&I 6 inch Gate Valve & Box	2	Each	\$ 1,265.00	\$ 2,530.00	\$ -		\$ -
7		F&I 12 inch Gate Valve & Box	12	Each	\$ 4,000.00	\$ 48,000.00	\$ -		\$ -
8		F&I D.I. Compact Mechanical Joint Fittings	1,736	LBS.	\$ 4.65	\$ 8,072.40	\$ -		\$ -
9		F&I Granular Foundation	888	Ton	\$ 13.50	\$ 11,988.00	\$ -		\$ -
10		F&I 16' by 16' Protective Fence per typical	6	Each	\$ 350.00	\$ 2,100.00	\$ -		\$ -
11		Trench Rock Blasting (0-5' depth)	150	L.F.	\$ 28.00	\$ 4,200.00	\$ -	85	\$ 2,380.00
12		Clearing and Grubbing (approximately 0.2 acres)	1	L.S.	\$ 2,675.00	\$ 2,675.00	\$ -		\$ -
13		Fertilize, Seed & Mulch Disturbed Areas	3	Acre	\$ 1,075.00	\$ 3,655.00	\$ -		\$ -
					Alternate A			\$ 2,380.00	

CITY OF PINE ISLAND
GOODHUE COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 15-023

A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS; IT IS PROPOSED TO RECONSTRUCT FIFTH STREET SW (CSAH 27) FROM A POINT APPROXIMATELY 340 FEET WEST OF 6TH AVE SW TO MAIN STREET WITH AN ALTERNATE TO EXTEND WATER AND SANITARY SEWER FROM A POINT APPROXIMATELY 1130 FEET WEST OF 6TH AVE SW TO A POINT APPROXIMATELY 340 FEET WEST OF 6TH AVE SW., AND TO ASSESS THE BENEFITED PROPERTIES FOR A PORTION OF THE COST OF THE IMPROVEMENT, PURSUANT TO MINNESOTA STATUTES, CHAPTER 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE ISLAND, MINNESOTA:

That the proposed improvement be referred to Craig Britton of Widseth Smith Nolting and Associates, Inc. for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

ADOPTED THIS 16th DAY OF JUNE, 2015

ROD STEELE, MAYOR

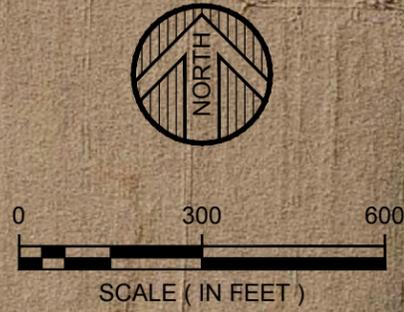
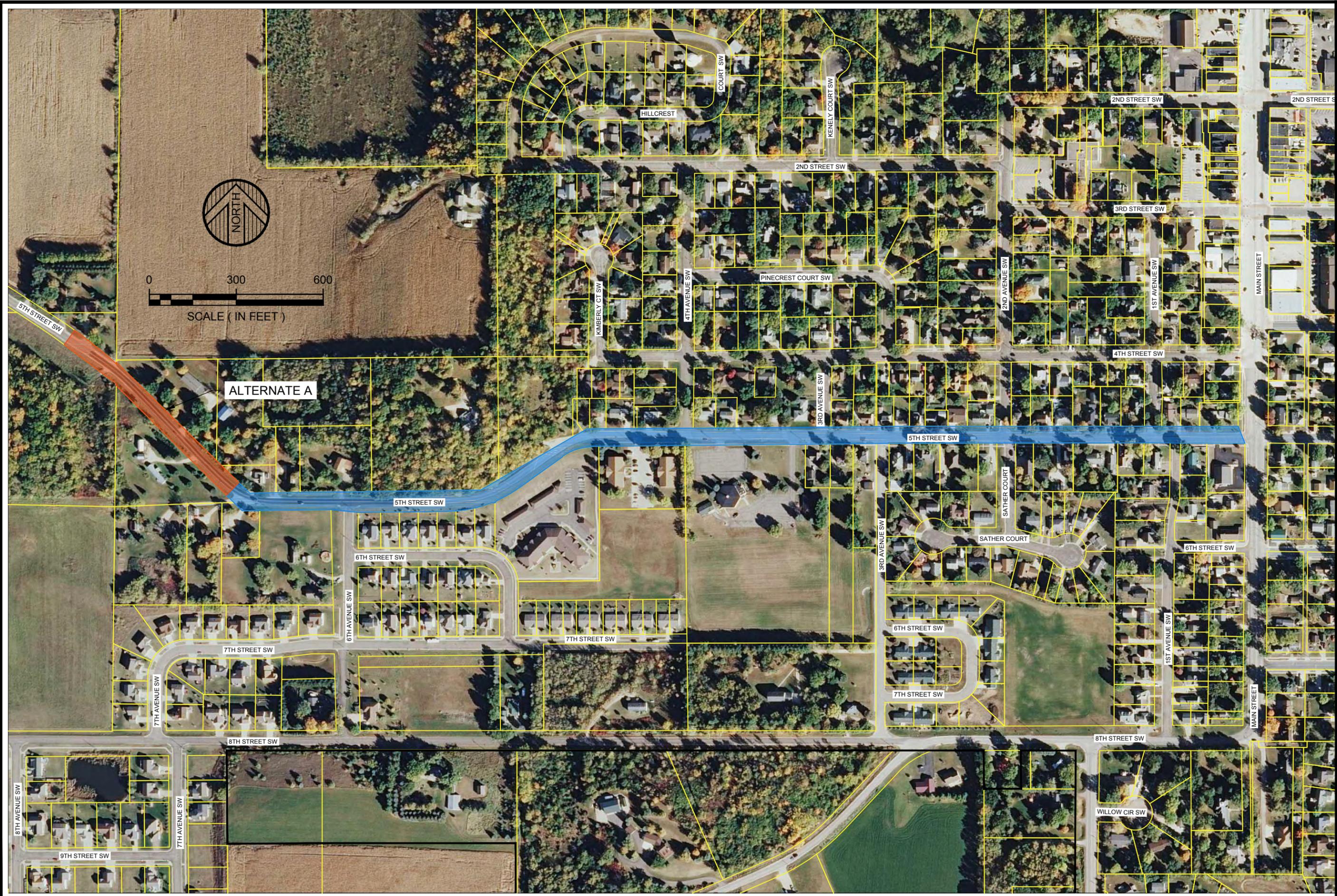
JON EICKHOFF, CITY CLERK

MOTION: _____

SECOND: _____

AYE

NAY



ALTERNATE A



HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	REVISIONS DESCRIPTION	BY

DATE: JUNE 1, 2015	SCALE: AS SHOWN
DRAWN BY: B.J.S.	CHECKED BY: N.J.B.
JOB NUMBER: 1002R0000	LIC. NO.:

CITY OF PINE ISLAND
GOODHUE COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 15-024

A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS; IT IS PROPOSED TO RECONSTRUCT SECOND STREET SW FROM MAIN STREET TO FOURTH AVENUE SW, SECOND AVE SW FROM SECOND STREET SW TO THIRD STREET SW AND KENELY COURT, AND TO ASSESS THE BENEFITED PROPERTIES FOR A PORTION OF THE COST OF THE IMPROVEMENT, PURSUANT TO MINNESOTA STATUTES, CHAPTER 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE ISLAND, MINNESOTA:

That the proposed improvement be referred to Craig Britton of Widseth Smith Nolting and Associates, Inc. for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

ADOPTED THIS 16th DAY OF JUNE, 2015

ROD STEELE, MAYOR

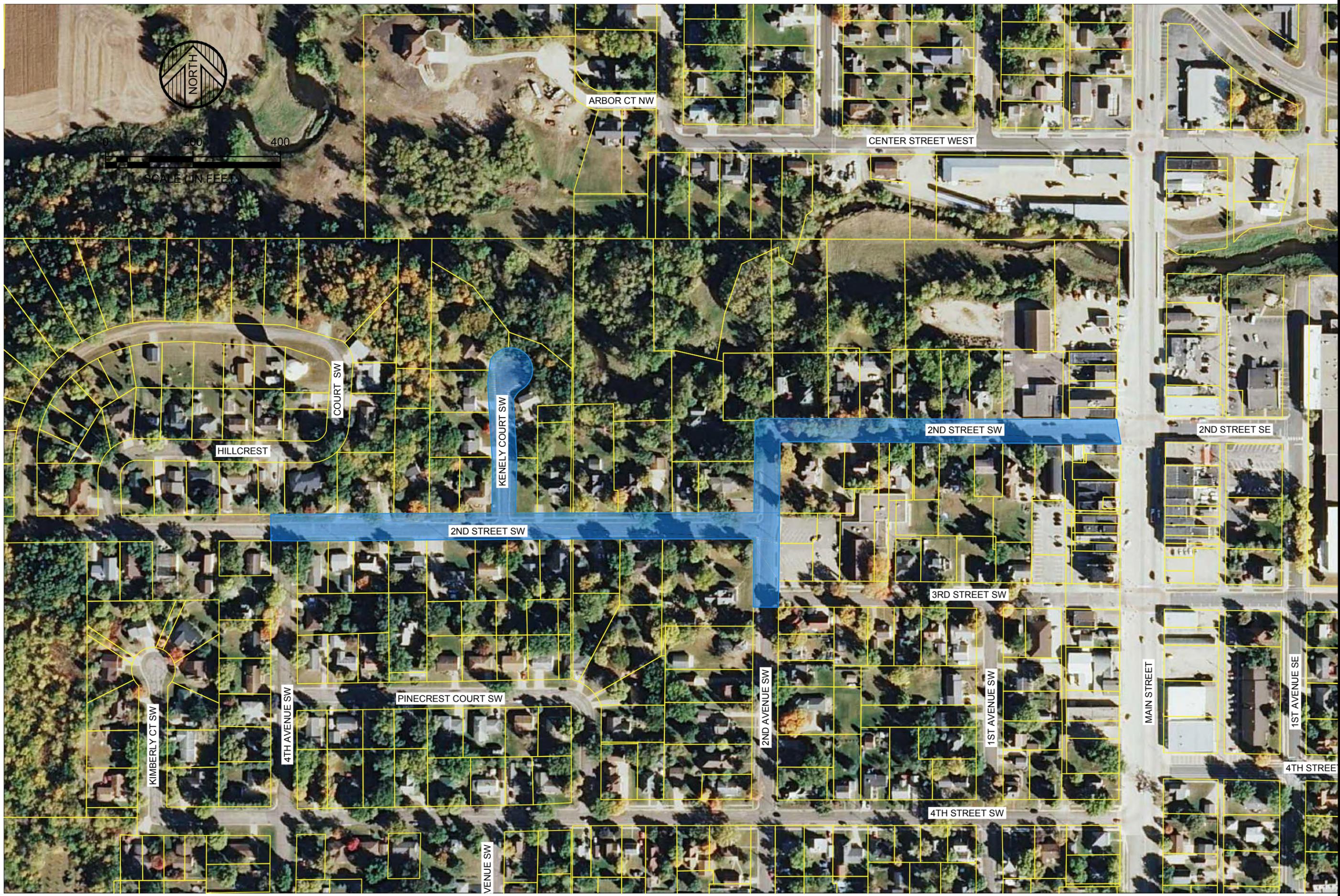
JON EICKHOFF, CITY CLERK

MOTION: _____

SECOND: _____

AYE

NAY



BY: HERBERT CHERBY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE	REVISIONS DESCRIPTION

DATE: JUNE 1, 2015
 AS SHOWN: B.J.S.
 DRAWN BY: N.J.B.
 CHECKED BY: N.J.B.
 JOB NUMBER: 1002R0000

FEASIBILITY STUDY
 CITY OF PINE ISLAND
 PINE ISLAND, MINNESOTA
EXHIBIT

To the Mayor and Council members in regard to Roger Swee and his utilities,

Mr. Roger Swee is disputing his charges of \$387.67 for the billing period of 2/9-3/10. Roger called while still in Arizona questioning his bill. At this time, he stated that his daughter had been doing laundry in the house while he was away. I sent Jamie to do a recheck of the meter read, at that time, an unknown gentleman was home whom Roger later said had permission to be there.

Roger forcefully requested a new meter be installed. With a normal meter cost of \$250 we replaced his meter free of charge. Jamie assisted with checking the toilets for leaks, and Roger had his water softener checked as well. We then waited to see if the new meter would have a high reading. When the meter read normally, we sent Roger his bill. To clarify a point in Roger's letter, Jamie did not make the statement, "If the new meter read normally, then the other meter was bad."

Roger then came into City Hall and forcefully requested his late fees be removed. I explained that he has not made a payment since January, even what he thought his bill should have been. Roger and his wife Linda then came back later and made a payment on the account in the amount of \$108.02, at which time I did remove all late fees from his account in the amount of \$83.21.

When a meter fails it actually slows down or stops reading altogether which in turn shows lower usage, it does not increase the readings. This is why I would like to request that you deny Mr. Swee's request to have his bill forgiven due to a faulty meter. We have done everything we can to assist Mr. Swee in problem solving the high usage. There is no way of knowing how or where the water went, and with Mr. Swee not being home at the time of usage, he has no way of knowing either.

We have multiple customers every month dispute their bill. We work with each one in a case by case basis to try and solve the problem and resolve the bill in the best way possible.

Please consider my request, as if you forgive this one, my fear is that you will set a precedence for the future, and have past disputes brought back into question.

I have attached a copy of Mr. Callahan's bill in question as well as his current bill and bills in-between.

Thank you for your time and consideration,



Stephanie Pocklington
Deputy City Clerk

Bill History

74-00000349-14-6 SWEE, ROGER 513 S MAIN ST



Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 74-00000349-14-6 513 S MAIN ST										
Calculation Number 181										
	Prev Bal	\$37.93								3 2015
	Receipt	\$37.93	2/23/2015							3 2015
Service	WATER RES	\$192.87	3/16/2015	4485	2/9/2015	5025	3/10/2015	540		3 2015
Service	STATE SURC	\$0.54	3/16/2015							3 2015
Service	AUTO METER	\$1.00	3/16/2015							3 2015
Service	SEWER RES	\$193.26	3/16/2015					540		3 2015
	Cur Charges	\$387.67	3/16/2015							3 2015
	Total	\$387.67	3/16/2015							3 2015

Calculation Number 181

For 74-00000349-14-6 513 S MAIN ST

FILTER: ([full Account number] = "740000034914") and (([calculation number] = 181))

Amount in question



Bill History

74-00000349-14-6 SWEE, ROGER 513 S MAIN ST

Type	Charge	Amount	Date	Prev Read	Prev Read Date	Curr Read	Curr Read Date	Usage	Bill Per	Year
For 74-00000349-14-6 513 S MAIN ST										
Calculation Number 182										
	Prev Bal	\$387.67								4 2015
Late Fee	WATER RES	\$19.29	4/16/2015							4 2015
Late Fee	STATE SURC	\$0.05	4/16/2015							4 2015
Late Fee	AUTO METER	\$0.10	4/16/2015							4 2015
Late Fee	SEWER RES	\$19.33	4/16/2015							4 2015
Service	WATER RES	\$19.48	4/16/2015	5025	3/10/2015	5071	4/10/2015	46		4 2015
Service	STATE SURC	\$0.54	4/16/2015							4 2015
Service	AUTO METER	\$1.00	4/16/2015							4 2015
Service	SEWER RES	\$35.67	4/16/2015					46		4 2015
	Cur Charges	\$56.69	4/16/2015							4 2015
	Total	\$483.13	4/16/2015							4 2015
Calculation Number 182										
Calculation Number 183										
	Prev Bal	\$483.13								5 2015
Late Fee	WATER RES	\$21.24	5/18/2015							5 2015
Late Fee	STATE SURC	\$0.11	5/18/2015							5 2015
Late Fee	AUTO METER	\$0.20	5/18/2015							5 2015
Late Fee	SEWER RES	\$22.89	5/18/2015							5 2015
Service	WATER RES	\$16.67	5/18/2015	1000000	4/10/2015	38	5/12/2015	38		5 2015
Service	STATE SURC	\$0.54	5/18/2015							5 2015
Service	AUTO METER	\$1.00	5/18/2015							5 2015
Service	SEWER RES	\$33.12	5/18/2015					38		5 2015
	Cur Charges	\$51.33	5/18/2015							5 2015
	Total	\$578.90	5/18/2015							5 2015
Calculation Number 183										
For 74-00000349-14-6 513 S MAIN ST										

FILTER: ([full Account number] = "740000034914") and ((([calculation number] = 183) or ([calculation number] = 182))

All late fees in the amount of \$83.21 have been removed.

Payment in the amount of \$108.02 was made on the account on 5/27/2015

To the City of Pine Island:

This letter is to dispute our water bill for service from 2/9/15 to 3/10/15 dated 3/16/2015. We were in Arizona at the time and there was no one living in the house. Even if someone had been living here, there's no way anyone could use 54,000 gallons of water in a month. When we went to City Hall about it, they had Jamie come up. He gave us some tablets to check our toilets to make sure they weren't leaking. They were fine. We had Culligan come at a cost to us of \$84.95 to check our water softener which also checked out fine. We have no leaky faucets or pipes. Jamie then came to put a new reader on our meter. He said to wait a month, and if it read normally, then the other reader was bad. We asked him what we should do in the meantime about our bill, and he said don't do anything until we have this settled. So we didn't. That's the last we heard from City Hall until we all of a sudden get the bill of 5/15/2015 for \$578.90. We went to City Hall to see what was going on because we had been told there would be no late charge until this was settled. We not only had a late charge for the \$387.67 bill, we had a late charge

of \$44.44 for a bill we never received. We asked Stephanie why we were not sent a bill for service from 3/10/15 to 4/10/15 and she said she didn't send one cause she had heard Roger, Jamie and the City Administrator talking and had heard them tell Roger we weren't supposed to do anything till this was all settled. So we were slapped with a late charge for a bill we never received and didn't even have a chance to pay. We did get her to remove the late charges, and we paid our bills for services from 3/10/15 to 4/10/15 and 4/10/15 to 5/12/15. We have done everything possible to straighten this out. It's obvious that the reader that was on our meter malfunctioned. We are willing to pay what would be reasonable for the month of 2/9/15 to 3/10/15, but we are not willing to pay \$387.67, because it's impossible we could have used that much water. We would appreciate it if the City of Pine Island would reduce this bill. Thank You.

Roger and Linda Swee



better water. pure and simple.™

Date 04/09/15 Stop Ref 126094

DRIESSEN WATER ONE, INC.
101 1ST ST NW
PO BOX 188
KASSON, MN, 55944-0188
507-634-2171

Visit us online at: www.culliganwaterminnesota.com

ROGER SWEE
513 S MAIN ST
PINE ISLAND, MN 55963

Account # 05548730
(507) 356-4993 - H

REPORTED SITUATION:

WORK COMPLETED/COMMENTS:

Clean Brine Tank	Replaced Module	Resin Replaced	
Cleaned Refill Restrict	Replaced Prefilter	Resin Tank Returned	
Delivery Salt	Replaced Refill Restrict		
Repaired Leak	Replaced Seal Pack		
Replaced Carbon Fill	Replaced Solenoid		
Replaced Cartridge	Reset Of Regens		
Replaced Control	Reset Timer		

High Water Use All cycle work. Fine
12-2 took piston out ✓ All Seal
JO NO cuts or breaks in seal with
Bumpers to drain, only could run
10 time in a month at 100 gallons

Every thing OK

RESIDENTIAL Occupants: 0 Service Flat Rate S/F

EQUIPMENT: SVC#: 001, 1, Own, SC9T MARK 100 9" TIME CLO

SC9T MARK 100 9" TIME CLOCK INSTALLED: 02/25/1999
MFG SERIAL: NONE ASSET#: Removed
COMMENT:
HOW PLUMBED:

Water Test: Pressure:

Test	Hardness		Iron		pH		Chlorine		TDS
	Cold	Hot	Cold	Hot	Cold	Hot	Cold	Hot	
Source	GPC	GPC	PPM	PPM					
Treated	GPC	GPC	PPM	PPM					
Tank Size	350		Regen				Int/Gal		
Backwash			Brine				Rinse		
Refill			Salt				Freeboard		

HISTORY: Active Routed Salt Customer

Next Delv 04/28/15 Rte A-09 Freq 8 Acct Next Date 04/28/15

03/03/15	1	FUEL SURCHARGE - SW
03/03/15	3	40 SOLAR SALT
PLEASE MAKE SURE TO LOCK DOOR AS THEY ARE GONE FOR WINTER DAUGHTER STAYS THERE OCCASIONALLY		
01/06/15	1	FUEL SURCHARGE - SW
01/06/15	3	40 SOLAR SALT
PLEASE MAKE SURE TO LOCK DOOR AS THEY ARE GONE FOR WINTER DAUGHTER STAYS THERE OCCASIONALLY		
11/04/14	2	40 SOLAR SALT
11/04/14	1	FUEL SURCHARGE - SW
09/09/14	2	40 SOLAR SALT
09/09/14	1	FUEL SURCHARGE - SW
07/15/14	1	PARTS RES SOFT&FIL
07/15/14	1	SERV CALL SOFT/FILT
NOT USING SALT AND NOT BRIDGED PER JEREMY PM		
07/14/14	0	40 SOLAR SALT
05/15/14	1	FUEL SURCHARGE - SW
05/15/14	2	40 SOLAR SALT
03/20/14	1	FUEL SURCHARGE - SW
03/20/14	5	40 SOLAR SALT
Left Foot prints all from doorway to softener		
01/23/14	1	FUEL SURCHARGE - SW
01/23/14	6	40 SOLAR SALT
11/21/13	6	40 SOLAR SALT
11/21/13	1	FUEL SURCHARGE - SW
09/26/13	4	40 SOLAR SALT
09/26/13	1	FUEL SURCHARGE - SW
07/31/13	3	40 SOLAR SALT
07/31/13	1	FUEL SURCHARGE - SW
06/04/13	2	40 SOLAR SALT
06/04/13	1	FUEL SURCHARGE - SW
04/08/13	1	FUEL SURCHARGE - SW
04/08/13	3	40 SOLAR SALT
02/11/13	1	FUEL SURCHARGE - SW
02/11/13	2	40 SOLAR SALT
12/19/12	5	40 SOLAR SALT
12/19/12	1	FUEL SURCHARGE - SW
12/12/12	0	40 SOLAR SALT
10/15/12	5	40 SOLAR SALT
10/15/12	1	FUEL SURCHARGE - SW
08/17/12	3	40 SOLAR SALT
08/17/12	1	FUEL SURCHARGE - SW
06/21/12	2	40 SOLAR SALT
06/21/12	1	FUEL SURCHARGE - SW
04/25/12	1	FUEL SURCHARGE - SW
04/25/12	2	40 SOLAR SALT

PRODUCTS/PARTS:

Part # - Description	Qty	Amount
30A - SERVICE CALL FLAT RATE SOFTENER/		
Pd 84.95		

YOUR OPINION COUNTS - COMPLETE OUR SURVEY FOR A CHANCE TO WIN A \$100.00 VISA DEBIT CARD
GO TO WWW.CULLIGANWATERMINNESOTA.COM

Description	Code	Qty	NC	Amount
SERVICE CALL	30A/B			84.95
LABOR IN: OUT:				
AFTER HOURS SERVICE CALL	30C/D			
SERVICE 2ND UNIT ON SITE	30E/F			
DIAGNOSTIC CHECK	30G/H			
TOTAL PARTS (SEE ABOVE)				
SALT				

SALES TAX (7.125% MN / OLMSTED)

PO # TOTAL 84.95 Exp Date

Cash Credit Card # Check #

Service Person Customer Signature

On 3/30/15

Went to Mr. and Mrs. Swee to compare inside meter to the handheld reader to verify they both read the same, in which case they did, inside meter read 5066 and handheld read 5066.

4/2/15

Casey and had gone to Mr. and Mrs. Swee to see if they were back yet, they were not but someone was there checking on things at the time, in which this person said they were doing while Mr. and Mrs. Swee were gone, so there was activity we thing during the time of the high usage was going on. Once Mr. and Mrs. Swee were back and was able to in and due the visual checks on the meter and handheld we also had given Mr. Swee tracing tablets to put in his toilets to see if they leak, told him that he will have to do this more than once cause toilets might not leak all the time, and we might have to watch it for a month. Also told him to check the water softener because they too can stick to regenerate and run 24 hours at times if not caught.

On 4/10/15

Casey Sather and I went to Mr. and Mrs. Swee and we were going to change both meters out but only changed the ERT head out to Mr. Swee choice he wanted one changed out at a time.

Casey Sather was reading water meters that day Mr. and Mrs. Swee, meter read 5071 the previous month it read 5025 the usage for March was 4600 gallons in which they were not back yet from down South.

4/17/15

Went back and got a read for the 5 days of being on the new ERT read was 9 which it meant they used 900 gallons since the 10th, which is a normal usage the new meter starts out at 0's

Roger Sweet

3/9/15

Previous 5025

5071

4/10/15 Present

4,600 gals Last
month

1402

Reg. swee

27713813

5071 Last Read

New Balance

03

~~3~~ 4/10/15

900 gals used since
the 10th

WATER/SEWER CUSTOMER ACCOUNT INFORMATION REQUEST

Date 3/30 Time _____ Received By _____ Person Notified _____

Name: Roger Swee Account No.: _____

Home Phone No.: _____ ERT # 22341233
Work Phone No.: _____

Service Address: 513 S main St
Employer _____

Mailing Address: Re-check

Type of Service Water Sewer Both

Type of Account: Residential Commercial

Previous Occupant: _____ Previous Read 5025 - 3/10

New Construction/New Account: _____

Effective Date: _____

Final reading: Date _____ Time _____ Phone _____ Read by _____

Inside Reading _____ Radio Read _____

New Meter Installation: Date _____ Time _____ Phone _____ By _____

Meter Serial No. _____ ERT Serial No. _____

Meter Set Read _____ Meter Removed Read _____

Meter Size _____ # of Dials _____

Water Turned Off: Date _____ Time _____ Phone _____ By _____

Meter Reading _____ Radio Read _____

Water Turned On: Date _____ Time _____ Phone _____ By _____

Meter Reading _____ Radio Read _____

* Recheck: Date _____ Time _____ By _____

Meter Reading _____ Radio Read _____

Problem/Workorder: Date _____ Time _____ By _____

Request _____

Resolution _____

1800 - P
59000

5066 in
5066
Handset

both Handset +
Inside meter Read
Same

CLAIMS

MAY 14, 2015 THROUGH JUN 11, 2015

PAYROLL (2)	\$	37,674.87
EFT SALES & PAYROLL TAXES	\$	24,754.02
BILLS	\$	195,445.40
TOTAL OPERATING EXPENSES	\$	257,874.29
INVESTMENTS	\$	-
DEBT PRINCIPAL		
STERLING STATE BANK	\$	37,674.87
INTEREST ON DEBT		
TIF, ANNEX TAX, NOTES		
CAPITAL OUTLAY	\$	9,870.69
PROJECT EXPENSES	\$	96,445.35
TOTAL CLAIMS	\$	339,436.31

CITY OF PINE ISLAND

*Check Summary Register©

May 2015 to June 2015

Name	Check Date	Check Amt	
10100 Pine Island Bank			
Paid Chk# 000221E INTERNAL REVENUE SERVICE	5/19/2015	\$6,378.30	PR2015-10
Paid Chk# 000222E MINNESOTA DEPT OF REVENUE	5/19/2015	\$1,037.72	PR2015-10
Paid Chk# 000223E PUBLIC EMPLOYEES RETIREMENT	5/19/2015	\$3,271.37	PR2015-10
Paid Chk# 000224E DELTA DENTAL	5/22/2015	\$450.06	
Paid Chk# 000225E HEALTH EQUITY	5/22/2015	\$1,924.19	PR2015-09 & 10
Paid Chk# 000228E INTERNAL REVENUE SERVICE	6/2/2015	\$7,122.70	PR2015-11
Paid Chk# 000229E MINNESOTA DEPT OF REVENUE	6/2/2015	\$1,139.81	
Paid Chk# 000230E PUBLIC EMPLOYEES RETIREMENT	6/2/2015	\$3,379.92	PR2015-11
Paid Chk# 000231E PAYMENT SERVICE NETWORK INC	6/9/2015	\$39.95	SERVICE FEE
Paid Chk# 000232E PINE ISLAND BANK	6/9/2015	\$10.00	INCOMING WIRE FEE
	Total Checks	\$24,754.02	
10100 Pine Island Bank			
Paid Chk# 139957 MN DEPARTMENT OF HEALTH	5/19/2015	\$23.00	TODD ROBERTSON-CLASS C LICENSE
Paid Chk# 139958 STERLING STATE BANK-	5/19/2015	\$17,445.29	PR2015-10 TRANSFER
Paid Chk# 139959 U.S. POSTMASTER	5/20/2015	\$242.59	W/S BILLING 4/10/15 TO 5/12/15
Paid Chk# 139960 CITY OF PINE ISLAND	5/21/2015	\$4,704.44	W/S 4-10-15 TO 5-12-15
Paid Chk# 139961 SPRINT	5/21/2015	\$195.17	SERVICE APR 08 TO MAY 07, 2015
Paid Chk# 139962 AMERICAN FAMILY LIFE	5/29/2015	\$438.88	PR2015-09-20
Paid Chk# 139963 AXA EQUITABLE	5/29/2015	\$50.00	PR2015-09&10
Paid Chk# 139964 BAHR ELECTRIC, INC	5/29/2015	\$1,027.28	REPAIR SHOP LIGHT FIXTURE, VEN
Paid Chk# 139965 CONNELLY INDUSTRIAL	5/29/2015	\$2,475.14	REPAIR READING ERRORS, INSTALL
Paid Chk# 139966 FORT DEARBORN LIFE INS CO	5/29/2015	\$77.00	PR2015-09&10
Paid Chk# 139967 DMC PLUMBING & HEATING, INC	5/29/2015	\$850.04	REPAIR BROKEN PIPE AT POOL
Paid Chk# 139968 EICKHOFF, JONATHAN A	5/29/2015	\$261.05	MILEAGE REIMBURSEMENT JAN-MAY,
Paid Chk# 139969 FLESCH, JAMES	5/29/2015	\$82.98	SEC DEPOSIT REFUND
Paid Chk# 139970 GOODHUE COUNTY	5/29/2015	\$234.00	SERVICE 4-1-15 TO 4-30-15
Paid Chk# 139971 GOODHUE ENVIRONMENTAL	5/29/2015	\$912.00	SERVICE APRIL 2015
Paid Chk# 139972 HAWKINS, INC.	5/29/2015	\$2,392.75	CHLORINE, SODIUM HYDROXIDE, ST
Paid Chk# 139973 HEALTHPARTNERS	5/29/2015	\$6,754.18	PR2015-09&10
Paid Chk# 139974 HELLENDRUNG, JENNIFER	5/29/2015	\$60.00	REFUND FAMILY PASS FOR INDIVID
Paid Chk# 139975 HIGH SIERRA ELECTRONICS	5/29/2015	\$7,210.00	SET UP WATER LEVEL MONITORING
Paid Chk# 139976 JASPERSON PAINTING	5/29/2015	\$9,340.00	PAINT POOL
Paid Chk# 139977 KELLER, ERIC	5/29/2015	\$45.33	SEC DEPOSIT REFUND
Paid Chk# 139978 LAWSON PRODUCTS INC	5/29/2015	\$279.11	NYLON CABLE
Paid Chk# 139979 LEAGUE MN CITIES INS TRUST	5/29/2015	\$1,003.00	WORK COMP 1-1-14 TO 1-1-15
Paid Chk# 139980 MILLER, DAVID	5/29/2015	\$52.51	SEC DEPOSIT REFUND
Paid Chk# 139981 MN ENERGY RESOURCES CORP	5/29/2015	\$3,340.04	SERVICE 4-9-15 TO 5-13-15
Paid Chk# 139982 OFFICE OF MN.IT SERVICES	5/29/2015	\$22.60	APRIL 2015
Paid Chk# 139983 OLMSTED MEDICAL GROUP	5/29/2015	\$60.00	RANDOM DRUG TESTING
Paid Chk# 139984 PAGELKOPF, MEGAN	5/29/2015	\$68.52	SEC DEPOSIT REFUND
Paid Chk# 139985 QUALITY FLOW SYSTEMS, INC	5/29/2015	\$400.00	SERVICE CHECK 4 STATIONS
Paid Chk# 139986 R & R PROPERTIES LLC	5/29/2015	\$264.43	SEC DEPOSIT REFUND
Paid Chk# 139987 RAYGOR, PAUL	5/29/2015	\$93.37	SEC DEPOSIT REFUND
Paid Chk# 139988 ROCHESTER SERVICE	5/29/2015	\$4,158.00	STREET SWEEPING 4/15 & 4/16/15
Paid Chk# 139989 SERVICEMASTER BY AYOTTE	5/29/2015	\$4,014.54	CLEAN BASEMENT UNDERWOOD - SEW
Paid Chk# 139990 THATCHER POOLS AND SPAS,	5/29/2015	\$5,312.09	SAND, PEA ROCK, LABOR
Paid Chk# 139991 US BANK	5/29/2015	\$755.00	SECURITY DEPOSIT JOAN WOBIG
Paid Chk# 139992 WHITEWATER WIRELESS, INC.	5/29/2015	\$138.49	MINITOR 5 PAGER SENT IN FOR RE
Paid Chk# 139993 XCEL ENERGY	5/29/2015	\$379.41	SERVICE 4-20-15 TO 5-19-15
Paid Chk# 139994 STERLING STATE BANK-	6/2/2015	\$20,229.58	PR2015-11
Paid Chk# 139995 PINE ISLAND BANK	6/3/2015	\$500.00	PETTY CASH - CHEESE GALA
Paid Chk# 139996 HANKE, JANET	6/3/2015	\$7.53	GALA SUPPLIES
Paid Chk# 139997 VETTEL, TRINA	6/3/2015	\$397.42	GLASSES FOR CHEESE GALE
Paid Chk# 139998 PINE ISLAND FIREMENS RELIEF	6/3/2015	\$299.15	REIMB FOR PRINTER TONER
Paid Chk# 139999 BEDER, NANCY	6/4/2015	\$141.65	REPURCHASE OF CEMETERY LOTS
Paid Chk# 140000 PINE ISLAND BANK	6/4/2015	\$125.00	JOHN VETTEL-CHEESEFEST
Paid Chk# 140001 BEVCOMM	6/4/2015	\$2,383.07	JUN 2015 SERVICE
Paid Chk# 140002 CENTURYLINK	6/4/2015	\$17.13	LD PHONE
Paid Chk# 140003 CHS INC	6/4/2015	\$746.66	FUEL - MAY 2015
Paid Chk# 140004 SCHUMACHER EXCAVATING	6/8/2015	\$64,412.68	PAY ESTIMATE #1
Paid Chk# 140005 MAC QUEEN EQUIPMENT INC	6/8/2015	\$100.00	WAYNE & MAX VAC TRAINNING
Paid Chk# 140006 1 SOURCE	6/11/2015	\$197.54	HOLDER
Paid Chk# 140007 ABDO, EICK & MEYERS, LLP	6/11/2015	\$6,000.00	CERTIFIED AUDIT 12/31/14
Paid Chk# 140008 ADRIAN'S PARTS CITY	6/11/2015	\$71.17	ISUZU ENG, FUEL FILTER, VULCAN
Paid Chk# 140009 ALDEN POOL & MUNICIPAL	6/11/2015	\$697.50	YELLOW CHLORINE TUBING
Paid Chk# 140010 AMAZON	6/11/2015	\$407.53	DVD'S
Paid Chk# 140011 AREL'S FLOWERS & GIFTS	6/11/2015	\$82.29	2 URNS

	Name	Check Date	Check Amt		
Paid Chk#	140012	AT CONFERENCE	6/11/2015	\$26.22	PHONE CONFERENCING
Paid Chk#	140013	BAKER & TAYLOR	6/11/2015	\$1,283.70	CHILDRENS BOOKS
Paid Chk#	140014	BECKLEYS OFFICE PRODUCTS	6/11/2015	\$35.00	SHREDDING
Paid Chk#	140015	BOUND TREE MEDICAL, LLC	6/11/2015	\$381.80	BOOT COVER
Paid Chk#	140016	CENTER POINT PUBLISHING	6/11/2015	\$51.04	LP CHOICE TITLES
Paid Chk#	140017	CITY OF ELGIN	6/11/2015	\$1,050.00	EMR INITIAL CLASS-FRETTY, LENZ
Paid Chk#	140018	DEMCO, INC.	6/11/2015	\$104.33	LIBRARY SUPPLIES
Paid Chk#	140019	E.O. JOHNSON CO INC	6/11/2015	\$71.00	COPY MACHINE LEASE
Paid Chk#	140020	ERV'S SUPPLY OF PARTS, INC	6/11/2015	\$466.66	BATTERY
Paid Chk#	140021	G & K SERVICES	6/11/2015	\$240.69	RUG CLEANING
Paid Chk#	140022	GOODHUE CO TREASURER	6/11/2015	\$24,264.25	POLICING CONTRACT
Paid Chk#	140023	GOODHUE COUNTY	6/11/2015	\$400.00	9-4-2014 STS CREW
Paid Chk#	140024	GOODHUE COUNTY ATTORNEY	6/11/2015	\$965.81	PROSECUTIONS
Paid Chk#	140025	GRIMSRUD PUBLISHING, INC	6/11/2015	\$613.43	PUBLICATIONS
Paid Chk#	140026	HACH COMPANY	6/11/2015	\$206.77	TNT KIT TOTAL PHOSPHATE
Paid Chk#	140027	HARDWARE HANK	6/11/2015	\$1,382.15	MASONRY TUBE & BIT, ADHESIVE
Paid Chk#	140028	HAWKINS, INC.	6/11/2015	\$4,736.80	SULFUR, DIOXIDE, FERRIC CHLORI
Paid Chk#	140029	ISLAND MARKET	6/11/2015	\$19.83	THE WORKS, CASCADE PWD
Paid Chk#	140030	KEN KRAMER ENTERPRISES LLC	6/11/2015	\$630.00	MOWED LOT BY CJ AUTO
Paid Chk#	140031	KENNEDY & GRAVEN	6/11/2015	\$8,996.36	ALMA SPECIAL SASSES APPEAL
Paid Chk#	140032	LAWSON PRODUCTS INC	6/11/2015	\$117.72	DUAL WALL HEAT SHRINK, TY RAP,
Paid Chk#	140033	M. PETERS ENTERPRISES, INC.	6/11/2015	\$140.00	MN FLAGS
Paid Chk#	140034	MISSISSIPPI WELDERS SUPPLY	6/11/2015	\$80.34	INSPECTION FEE
Paid Chk#	140035	MN DEPARTMENT OF HEALTH	6/11/2015	\$2,312.00	COMM WAGTER SUPPLY QTR FEE
Paid Chk#	140036	MINNESOTA PIPE & EQUIPMENT	6/11/2015	\$24.65	PJLUG, BLACK CPLG, NIPPLE
Paid Chk#	140037	NEW YORK TIMES	6/11/2015	\$72.00	SERVICE 5/17/15 TO 7/11/15
Paid Chk#	140038	NORTHLAND TRUST SERVICE,	6/11/2015	\$750.00	ORIGINAL ISSUANCE OF BONDS
Paid Chk#	140039	OLSON MOTOR REPAIR	6/11/2015	\$201.00	BEARINGS SEAL, PUMP #1 & #2
Paid Chk#	140040	PAGE'S WELDING	6/11/2015	\$44.40	HR STEEL
Paid Chk#	140041	PINE HAVEN	6/11/2015	\$3,742.83	EG MGMT CONTRACT
Paid Chk#	140042	PINE ISLAND LUMBER	6/11/2015	\$754.95	SCREWS
Paid Chk#	140043	POMPS TIRE SERVICE INC	6/11/2015	\$1,172.50	TIRES REPAIR
Paid Chk#	140044	PRAXAIR DISTRIBUTION INC	6/11/2015	\$185.41	OXYGEN
Paid Chk#	140045	PRO FORM BUSINESS SYSTEMS,	6/11/2015	\$584.13	LASER UTILITY BILLS
Paid Chk#	140046	QUILL CORPORATION	6/11/2015	\$88.41	OFFICE SUPPLIES
Paid Chk#	140047	RIVERTOWN NEWSPAPER GROUP	6/11/2015	\$86.00	1 YR SUBSCRIPTION
Paid Chk#	140048	SAM'S CLUB	6/11/2015	\$31.93	CUTLERY, PLATE, 12 OZ
Paid Chk#	140049	SCHUMACHER ELEVATOR CO	6/11/2015	\$441.78	ELEV MAINT
Paid Chk#	140050	SOUTHEASTERN LIBRARIES	6/11/2015	\$735.92	YOUTH LIBRARY CARDS
Paid Chk#	140051	SEVENTEEN	6/11/2015	\$12.00	1 YR SUBSCRIPTION
Paid Chk#	140052	SIDE OUT ROCHESTER	6/11/2015	\$836.00	FIRE & RESCUE TEES, FF WIFE
Paid Chk#	140053	SPORTS ILLUSTRATED	6/11/2015	\$35.96	1 YR SUBSCRIPTION
Paid Chk#	140054	TASTE OF HOME	6/11/2015	\$19.98	2 YR SUBSCRIPTION
Paid Chk#	140055	TATGE JEWELRY	6/11/2015	\$62.62	ENGRAVED NAMES LOCKERS
Paid Chk#	140056	THEIN WELL ROCHESTER INC	6/11/2015	\$2,429.39	REPAIR WELL #3
Paid Chk#	140057	TRI-STATE BUSINESS MACHINES	6/11/2015	\$213.74	COPIER MAINT
Paid Chk#	140058	UC LABORATORY	6/11/2015	\$1,530.50	SAMPLE DATES 4.28,30;5,5,7,12,
Paid Chk#	140059	U.S. POSTMASTER	6/11/2015	\$228.00	#1000 - POST OFFICE BOX RENT
Paid Chk#	140060	USA BLUE BOOK	6/11/2015	\$204.62	CAP MEMBRANE KIT, BRASS HYDRAN
Paid Chk#	140061	VAN PAPER COMPANY	6/11/2015	\$127.31	LIQUID SOAP
Paid Chk#	140062	VERIZON WIRELESS	6/11/2015	\$338.44	SERVICE APR 24 TO MAY 23, 2015
Paid Chk#	140063	VETTEL, GERALD	6/11/2015	\$16.13	DOOR BOTTOM
Paid Chk#	140064	JOHN VETTEL	6/11/2015	\$26.01	CLOCK WINDING
Paid Chk#	140065	VRIEZC, BRYAN & DAWN	6/11/2015	\$450.00	STAFFORD
Paid Chk#	140066	WASTE MANAGEMENT	6/11/2015	\$904.90	GARBAGE SERVICE
Paid Chk#	140067	WHITewater WIRELESS, INC.	6/11/2015	\$1,695.00	PROGRAMMED NEW PAGER
Paid Chk#	140068	WIDSETH SMITH NOLTING &	6/11/2015	\$25,881.27	EAST FRONTAGE RD
Paid Chk#	140069	XCEL ENERGY	6/11/2015	\$12,525.61	SERVICE 4/20/15 TO 5/19/15
			Total Checks	\$277,007.42	

10102 Sterling State Bank

Paid Chk#	505642	KEANE, RICHARD D.	5/20/2015	\$171.43	
Paid Chk#	505643	BECKER, LORI ANN	5/20/2015	\$282.82	
Paid Chk#	505644	EICKHOFF, JONATHAN A	5/20/2015	\$1,936.28	
Paid Chk#	505645	KRUEGER, CAROL S	5/20/2015	\$1,316.30	
Paid Chk#	505646	POCKLINGTON, STEPHANIE J.	5/20/2015	\$1,067.11	
Paid Chk#	505647	ROWE, KRISTA ANN	5/20/2015	\$852.07	
Paid Chk#	505648	ZODROW, SHERRY M.	5/20/2015	\$97.03	
Paid Chk#	505649	HITCHCOCK, JAMES L	5/20/2015	\$1,265.82	
Paid Chk#	505650	JOHNSON, JULIE B.	5/20/2015	\$147.30	
Paid Chk#	505651	KING, WAYNE R.	5/20/2015	\$1,284.09	
Paid Chk#	505652	KRUSE, GERALD E.	5/20/2015	\$290.90	
Paid Chk#	505653	MAXSON, KRAIG C.	5/20/2015	\$940.12	
Paid Chk#	505654	ROBERTSON, TODD Q	5/20/2015	\$1,334.10	
Paid Chk#	505655	SATHER, CASEY	5/20/2015	\$1,095.76	
Paid Chk#	505656	SELLNOW, MIKE D.	5/20/2015	\$212.99	
Paid Chk#	505657	SWARTHOUT, MARK O.	5/20/2015	\$1,149.88	

Paid Chk#	505658	BLANKENSHIP, CAROLYN ANN	5/20/2015	\$191.64
Paid Chk#	505659	COLLINS, REBECCA A.	5/20/2015	\$133.09
Paid Chk#	505660	DUNNE, ELSIE	5/20/2015	\$201.75
Paid Chk#	505661	HANSEN, MORGAN K	5/20/2015	\$1,167.83
Paid Chk#	505662	SAND, JOAN ELIZABETH	5/20/2015	\$489.88
Paid Chk#	505663	SORUM, COLLEEN M.	5/20/2015	\$305.04
Paid Chk#	505664	LEJCHER, TYLER T	5/20/2015	\$60.26
Paid Chk#	505665	LOHRENZ, GALEN HARVEY	5/20/2015	\$96.97
Paid Chk#	505666	SHANKS, RYLEE	5/20/2015	\$85.42
Paid Chk#	505667	DOLL, KAREN K.	5/20/2015	\$1,048.88
Paid Chk#	505668	BATES, GARRETT	5/20/2015	\$161.43
Paid Chk#	505669	LEIBOLD, KATELYNN	5/20/2015	\$59.10
Paid Chk#	505670	KEANE, RICHARD D.	6/3/2015	\$275.33
Paid Chk#	505671	BECKER, LORI ANN	6/3/2015	\$132.57
Paid Chk#	505672	EICKHOFF, JONATHAN A	6/3/2015	\$1,985.61
Paid Chk#	505673	KETTNER, MARSHA LOUISE	6/3/2015	\$14.73
Paid Chk#	505674	KRUEGER, CAROL S	6/3/2015	\$1,316.30
Paid Chk#	505675	POCKLINGTON, STEPHANIE J.	6/3/2015	\$1,094.08
Paid Chk#	505676	ROWE, KRISTA ANN	6/3/2015	\$864.47
Paid Chk#	505677	ZODROW, SHERRY M.	6/3/2015	\$82.31
Paid Chk#	505678	HANSON, TUCKER	6/3/2015	\$217.16
Paid Chk#	505679	HITCHCOCK, JAMES L	6/3/2015	\$1,498.96
Paid Chk#	505680	JOHNSON, JULIE B.	6/3/2015	\$73.65
Paid Chk#	505681	KING, WAYNE R.	6/3/2015	\$1,561.20
Paid Chk#	505682	KRUSE, GERALD E.	6/3/2015	\$349.63
Paid Chk#	505683	MAXSON, CRAIG C.	6/3/2015	\$1,042.08
Paid Chk#	505684	NELSON, SCOTT A	6/3/2015	\$161.04
Paid Chk#	505685	ROBERTSON, TODD Q	6/3/2015	\$1,411.42
Paid Chk#	505686	SATHER, CASEY	6/3/2015	\$959.12
Paid Chk#	505687	SWARTHOUT, MARK O.	6/3/2015	\$1,375.29
Paid Chk#	505688	BLANKENSHIP, CAROLYN ANN	6/3/2015	\$168.84
Paid Chk#	505689	COLLINS, REBECCA A.	6/3/2015	\$121.88
Paid Chk#	505690	DUNNE, ELSIE	6/3/2015	\$318.49
Paid Chk#	505691	HANSEN, MORGAN K	6/3/2015	\$1,167.83
Paid Chk#	505692	SAND, JOAN ELIZABETH	6/3/2015	\$593.76
Paid Chk#	505693	SORUM, COLLEEN M.	6/3/2015	\$222.92
Paid Chk#	505694	CARLSON, TERESA ANN	6/3/2015	\$759.11
Paid Chk#	505695	KOSMICKI, HANNAH GRACE	6/3/2015	\$46.98
Paid Chk#	505696	TORGESON, LAURA MAY	6/3/2015	\$66.21
Paid Chk#	505697	DISKERUD, ERIK WARREN	6/3/2015	\$138.52
Paid Chk#	505698	JOHNSON, JASON T.	6/3/2015	\$138.52
Paid Chk#	505699	KNOX, JOEL F	6/3/2015	\$138.52
Paid Chk#	505700	STEELE, CHARLES RODNEY	6/3/2015	\$166.23
Paid Chk#	505701	VETTEL, GERALD MICHEAL	6/3/2015	\$138.52
Paid Chk#	505702	KENNEDY, ANDREW J	6/3/2015	\$198.55
Paid Chk#	505703	LEJCHER, TYLER T	6/3/2015	\$74.81
Paid Chk#	505704	LOHRENZ, GALEN HARVEY	6/3/2015	\$69.26
Paid Chk#	505705	SHANKS, RYLEE	6/3/2015	\$120.05
Paid Chk#	505706	DOLL, KAREN K.	6/3/2015	\$1,165.63
Total Checks				\$37,674.87

CITY OF PINE ISLAND

Council Check List - Monthly

Period: 6

Act Type	Act Code	Last Dim Descr	Search Name	CHECK #	Amount	Comments	Batch Name
Fund 101 GENERAL FUND							
Dept							
G	101-21709	Life Insurance Payable			-\$24.75	Labor Distribution	PR2015-11
G	101-10102	Cash - Sterling State			-\$12,713.36	Labor Distribution	PR2015-11
G	101-21701	Federal Withholding Payable			-\$2,002.19	Labor Distribution	PR2015-11
G	101-21702	State Withholding Payable			-\$749.25	Labor Distribution	PR2015-11
G	101-21703	FICA Tax Payable			-\$2,170.52	Labor Distribution	PR2015-11
G	101-21704	PERA Withholding Payable			-\$2,015.77	Labor Distribution	PR2015-11
G	101-21705	Medicare Payable			-\$507.72	Labor Distribution	PR2015-11
G	101-21720	Health Savings Account			-\$1,811.24	Labor Distribution	PR2015-11
G	101-21708	Cancer Insurance			-\$73.66	Labor Distribution	PR2015-11
G	101-21703	FICA Tax Payable			-\$1,774.90	Labor Distribution	PR2015-10
G	101-21712	Equitable Annuities Payable			-\$25.00	Labor Distribution	PR2015-11
G	101-21713	Dental Insurance			-\$117.94	Labor Distribution	PR2015-11
G	101-21714	Hospital Indemnity-AFLAC			-\$15.65	Labor Distribution	PR2015-11
G	101-21715	Accident Ins - AFLAC			-\$37.64	Labor Distribution	PR2015-11
G	101-21716	Short-term Disabil-AFLAC			-\$76.35	Labor Distribution	PR2015-11
G	101-21717	Life Insurance (PERAC)			-\$9.40	Labor Distribution	PR2015-11
G	101-21706	Medical Ins Premium Payable			-\$1,987.77	Labor Distribution	PR2015-11
G	101-21713	Dental Insurance			-\$217.83	Labor Distribution	PR2015-10
R	101-36210	Interest Earnings			-\$6.52	PIBMM & CD INT	ME-MAY2015
G	101-10400	Investments			\$6.52	PIBMM & CD INT	ME-MAY2015
R	101-36210	Interest Earnings			-\$468.28	MORGAN STANELY INT/DIV	ME-MAY2015
G	101-10400	Investments			\$468.28	MORGAN STANELY INT/DIV	ME-MAY2015
G	101-21717	Life Insurance (PERAC)			-\$18.80	Labor Distribution	PR2015-10
G	101-21716	Short-term Disabil-AFLAC			-\$152.70	Labor Distribution	PR2015-10
G	101-21701	Federal Withholding Payable			-\$1,695.18	Labor Distribution	PR2015-10
G	101-21714	Hospital Indemnity-AFLAC			-\$31.30	Labor Distribution	PR2015-10
G	101-21702	State Withholding Payable			-\$633.40	Labor Distribution	PR2015-10
G	101-21712	Equitable Annuities Payable			-\$50.00	Labor Distribution	PR2015-10
G	101-21709	Life Insurance Payable			-\$45.49	Labor Distribution	PR2015-10
G	101-21708	Cancer Insurance			-\$144.75	Labor Distribution	PR2015-10
G	101-21706	Medical Ins Premium Payable			-\$3,737.83	Labor Distribution	PR2015-10
G	101-21705	Medicare Payable			-\$415.08	Labor Distribution	PR2015-10
G	101-21704	PERA Withholding Payable			-\$1,822.25	Labor Distribution	PR2015-10
G	101-10102	Cash - Sterling State			-\$9,822.53	Labor Distribution	PR2015-10
G	101-21715	Accident Ins - AFLAC			-\$75.27	Labor Distribution	PR2015-10
G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221	\$415.08	PR	AP 5-29-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221	\$1,695.18	PR	AP 5-29-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221	\$1,774.90	PR	AP 5-29-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000222	\$633.40	PR	AP 5-29-15
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223	\$1,822.25	PR	AP 5-29-15
G	101-21720	Health Savings Account	HEALTHQUITY	000225	\$1,604.24	PR2015-09 & 10	AP 5-29-15

G	101-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228	\$507.72	PR	AP6-11-15
G	101-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228	\$2,002.19	PR	AP6-11-15
G	101-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228	\$2,170.52	PR	AP6-11-15
G	101-21702	State Withholding Payable	MN DEPT OF REVENUE	000229	\$749.25	PR	AP6-11-15
G	101-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000230	\$2,015.77	PR	AP6-11-15
G	101-10102	Cash - Sterling State	STERLING STATE BANK	139958	\$9,822.55	PR2015-10 TRANSFER	AP 5-29-15
G	101-21717	Life Insurance (PERAC)	AFLAC	139962	\$18.80	PR2015-09-20	AP 5-29-15
G	101-21714	Hospital Indemnity-AFLAC	AFLAC	139962	\$31.30	PR2015-09-20	AP 5-29-15
G	101-21715	Accident Ins - AFLAC	AFLAC	139962	\$75.27	PR2015-09-20	AP 5-29-15
G	101-21716	Short-term Disabil-AFLAC	AFLAC	139962	\$152.70	PR2015-09-20	AP 5-29-15
G	101-21712	Equitable Annuities Payable	AXA - EQUITABLE	139963	\$50.00	PR2015-09&10	AP 5-29-15
G	101-21709	Life Insurance Payable	DEARBORN NATIONAL	139966	\$45.49	PR2015-09&10	AP 5-29-15
G	101-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973	\$3,737.83	PR2015-09&10	AP 5-29-15
G	101-21400	Sales Tax Payable	HELLENDRUNG, JENNIFER	139974	\$3.86	REFUND FAMILY PASS FOR	AP 5-29-15
R	101-34721	Season Passes	HELLENDRUNG, JENNIFER	139974	\$56.14	REFUND FAMILY PASS FOR	AP 5-29-15
G	101-10102	Cash - Sterling State	STERLING STATE BANK	139994	\$12,713.39	PR2015-11	AP6-11-15
Dept							-\$2,877.69

Dept 41110 Council

E	101-41110-125	Medicare Contributions			\$11.33	Labor Distribution	PR2015-11
E	101-41110-101	Full-Time Wages			\$780.00	Labor Distribution	PR2015-11
E	101-41110-122	FICA			\$48.36	Labor Distribution	PR2015-11
Dept 41110 Council							\$839.69

Dept 41940 General Govt Operations

E	101-41940-131	Employer Paid Health			\$1,770.25	Labor Distribution	PR2015-11
E	101-41940-103	Custodial Wages			\$89.25	Labor Distribution	PR2015-11
E	101-41940-103	Custodial Wages			\$108.38	Labor Distribution	PR2015-10
E	101-41940-121	PERA			\$502.11	Labor Distribution	PR2015-11
E	101-41940-122	FICA			\$412.76	Labor Distribution	PR2015-10
E	101-41940-131	Employer Paid Health			\$1,789.21	Labor Distribution	PR2015-10
E	101-41940-101	Full-Time Wages			\$6,639.28	Labor Distribution	PR2015-10
E	101-41940-125	Medicare Contributions			\$96.53	Labor Distribution	PR2015-10
E	101-41940-122	FICA			\$417.81	Labor Distribution	PR2015-11
E	101-41940-125	Medicare Contributions			\$97.71	Labor Distribution	PR2015-11
E	101-41940-101	Full-Time Wages			\$6,694.68	Labor Distribution	PR2015-11
E	101-41940-121	PERA			\$497.94	Labor Distribution	PR2015-10
E	101-41940-131	Employer Paid Health	HEALTHERQUITY	000225	\$32.45	PR2015-09 & 10	AP 5-29-15
E	101-41940-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$74.66	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-41940-331	Travel Expenses	EICKHOFF, JONATHAN A	139968	\$261.05	MILEAGE REIMBURSEMENT	AP 5-29-15
E	101-41940-225	Landscaping Materials	LAWSON PRODUCTS INC	139978	\$279.11	NYLON CABLE	AP 5-29-15
E	101-41940-151	Worker s Comp Insurance Prem	LEAGUE MN CITIES INS TRUST	139979	\$1,003.00	WORK COMP 1-1-14 TO 1-1-	AP 5-29-15
E	101-41940-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$53.04	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	101-41940-321	Telephone	OFFICE OF MN.IT SERVICES	139982	\$8.80	APRIL 2015	AP 5-29-15
E	101-41940-321	Telephone	BEVCOMM	140001	\$760.84	JUN 2015 SERVICE	AP6-11-15
E	101-41940-201	Office Supplies	1 SOURCE	140006	\$23.62	RUBBERBANDS, HOLDER	AP6-11-15
E	101-41940-301	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	140007	-\$8,140.00	CERTIFIED AUDIT 12/31/14	AP6-11-15
E	101-41940-201	Office Supplies	BECKLEYS OFFICE PRODUCTS	140014	\$35.00	SHREDDING	AP6-11-15
E	101-41940-404	Repairs/Maint Machinery/Equip	G & K SERVICES	140021	\$80.23	RUG CLEANING	AP6-11-15
E	101-41940-404	Repairs/Maint Machinery/Equip	G & K SERVICES	140021	\$80.23	RUG CLEANING	AP6-11-15
E	101-41940-404	Repairs/Maint Machinery/Equip	G & K SERVICES	140021	\$80.23	RUG CLEANING	AP6-11-15
E	101-41940-304	Legal Fees	GOODHUE COUNTY ATTORNEY	140024	\$965.81	PROSECUTIONS	AP6-11-15
E	101-41940-209	Newspapers	GRIMSRUD PUBLISHING,INC	140025	\$144.38	PUBLICATIONS	AP6-11-15
E	101-41940-165	Cheese Fest	GRIMSRUD PUBLISHING,INC	140025	\$33.60	PUBLICATIONS	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	HARDWARE HANK	140027	\$4.99	SPONGE RUB	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	HARDWARE HANK	140027	\$22.33	PRIMER, FROSTED GLASS	AP6-11-15

E	101-41940-401	Repairs/Maint Buildings	HARDWARE HANK	140027	\$15.34	EXTERIOR PAINT	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	HARDWARE HANK	140027	\$6.99	JB WELD	AP6-11-15
E	101-41940-165	Cheese Fest	HARDWARE HANK	140027	\$60.96	BATTERIES, TOTE	AP6-11-15
E	101-41940-304	Legal Fees	KENNEDY & GRAVEN	140031	\$2,750.00	GENERAL	AP6-11-15
E	101-41940-304	Legal Fees	KENNEDY & GRAVEN	140031	\$120.96	GENERAL	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	PINE ISLAND LUMBER	140042	\$8.03	ADHESIVE, CAULK	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	PINE ISLAND LUMBER	140042	\$5.88	DOOR SUPPLIES	AP6-11-15
E	101-41940-165	Cheese Fest	PINE ISLAND LUMBER	140042	\$30.00	CEMENT	AP6-11-15
E	101-41940-201	Office Supplies	SAM S CLUB	140048	\$31.93	CUTLERY, PLATE, 12 OZ	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	SCHUMACHER ELEVATOR CO	140049	\$111.53	ELEV MAINT	AP6-11-15
E	101-41940-408	Copy Machine Maintenance	TRI-STATE BUSINESS MACHINES	140057	\$96.18	COPIER MAINT	AP6-11-15
E	101-41940-322	Postage	US POSTMASTER	140059	\$114.00	#1000 - POST OFFICE BOX	AP6-11-15
E	101-41940-201	Office Supplies	VAN PAPER COMPANY	140061	\$81.04	LIQUID SOAP	AP6-11-15
E	101-41940-321	Telephone	VERIZON WIRELESS	140062	\$50.49	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	101-41940-401	Repairs/Maint Buildings	VETTEL, GERALD	140063	\$16.13	DOOR BOTTOM	AP6-11-15
E	101-41940-404	Repairs/Maint Machinery/Equip	VETTEL, JOHN	140064	\$26.01	CLOCK WINDING	AP6-11-15
E	101-41940-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$35.97	GARBAGE SERVICE	AP6-11-15
E	101-41940-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140068	\$344.00	SERVICES TO MAY 18, 2015	AP6-11-15
E	101-41940-381	Electric Utilities	XCEL ENERGY	140069	\$160.90	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 41940 General Govt Operations						\$18,985.62	
Dept 42100 Police Administration							
E	101-42100-311	Police	GOODHUE CO TREASURER	140022	\$24,264.25	POLICING CONTRACT	AP6-11-15
Dept 42100 Police Administration						\$24,264.25	
Dept 42220 City Fire Fighting							
E	101-42220-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$34.46	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-42220-321	Telephone	SPRINT	139961	\$97.59	SERVICE APR 08 TO MAY 07,	AP 5-29-15
E	101-42220-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$101.13	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	101-42220-321	Telephone	OFFICE OF MN.IT SERVICES	139982	\$0.10	APRIL 2015	AP 5-29-15
E	101-42220-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	139992	\$59.75	MINITOR 5 PAGER SENT IN	AP 5-29-15
E	101-42220-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	139992	\$9.50	DEPOT REPAIR	AP 5-29-15
E	101-42220-201	Office Supplies	PINE ISLAND FIREMENS RELIEF	139998	\$149.58	REIMB FOR PRINTER TONER	AP6-11-15
E	101-42220-321	Telephone	BEVCOMM	140001	\$62.48	JUN 2015 SERVICE	AP6-11-15
E	101-42220-321	Telephone	CENTURYLINK	140002	\$2.56	LD PHONE	AP6-11-15
E	101-42220-212	Motor Fuels	CHS INC	140003	\$246.98	ACCT #120700 FUEL - MAY	AP6-11-15
E	101-42220-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$44.00	EXTRICATION COLLAR	AP6-11-15
E	101-42220-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$108.60	GLOVES	AP6-11-15
E	101-42220-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$20.52	SURGICAL HOOD	AP6-11-15
E	101-42220-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	-\$1.90	RETURNS	AP6-11-15
E	101-42220-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$9.30	BOOT COVER	AP6-11-15
E	101-42220-439	Seminar Registration	CITY OF ELGIN	140017	\$525.00	EMR INITIAL CLASS-FRETTY,	AP6-11-15
E	101-42220-404	Repairs/Maint Machinery/Equip	ERVS SUPPLY OF PARTS, INC	140020	\$61.33	BULBS, LAMP	AP6-11-15
E	101-42220-219	Medical Supplies	PRAXAIR DISTRIBUTION INC	140044	\$38.50	OXYGEN	AP6-11-15
E	101-42220-215	Shop/Operating Supplies	TATGE JEWELRY	140055	\$31.31	ENGRAVED NAMES LOCKERS	AP6-11-15
E	101-42220-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$11.75	COPIER MAINT	AP6-11-15
E	101-42220-321	Telephone	VERIZON WIRELESS	140062	\$20.00	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	101-42220-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$53.80	GARBAGE SERVICE	AP6-11-15
E	101-42220-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	140067	\$532.50	PROGRAMMED NEW PAGER	AP6-11-15
E	101-42220-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	140067	\$315.00	SERVICE AGREEMENT	AP6-11-15
E	101-42220-381	Electric Utilities	XCEL ENERGY	140069	\$222.70	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 42220 City Fire Fighting						\$2,756.54	
Dept 42221 Rural Fire Fighting							
E	101-42221-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$34.46	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-42221-321	Telephone	SPRINT	139961	\$97.58	SERVICE APR 08 TO MAY 07,	AP 5-29-15
E	101-42221-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$101.13	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15

E	101-42221-321	Telephone	OFFICE OF MN.IT SERVICES	139982	\$0.11	APRIL 2015	AP 5-29-15
E	101-42221-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	139992	\$59.74	MINITOR 5 PAGER SENT IN	AP 5-29-15
E	101-42221-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	139992	\$9.50	DEPOT REPAIR	AP 5-29-15
E	101-42221-201	Office Supplies	PINE ISLAND FIREMENS RELIEF	139998	\$149.57	REIMB FOR PRINTER TONER	AP6-11-15
E	101-42221-321	Telephone	BEVCOMM	140001	\$62.48	JUN 2015 SERVICE	AP6-11-15
E	101-42221-321	Telephone	CENTURYLINK	140002	\$2.55	LD PHONE	AP6-11-15
E	101-42221-212	Motor Fuels	CHS INC	140003	\$246.98	ACCT #120700 FUEL - MAY	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$44.00	EXTRICATION COLLAR	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$20.51	SURGICAL HOOD	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$108.60	GLOVES	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$10.39	DRESSING, MEDINE, STERILE,	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$9.30	BOOT COVER	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	-\$1.91	RETURNS	AP6-11-15
E	101-42221-219	Medical Supplies	BOUND TREE MEDICAL, LLC	140015	\$10.39	DRESSING, MEDINE, STERILE,	AP6-11-15
E	101-42221-439	Seminar Registration	CITY OF ELGIN	140017	\$525.00	EMR INITIAL CLASS-FRETTY,	AP6-11-15
E	101-42221-404	Repairs/Maint Machinery/Equip	ERVS SUPPLY OF PARTS, INC	140020	\$61.33	BULBS, LAMP	AP6-11-15
E	101-42221-219	Medical Supplies	PRAXAIR DISTRIBUTION INC	140044	\$38.50	OXYGEN	AP6-11-15
E	101-42221-215	Shop/Operating Supplies	TATGE JEWELRY	140055	\$31.31	ENGRAVED NAMES LOCKERS	AP6-11-15
E	101-42221-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$11.76	COPIER MAINT	AP6-11-15
E	101-42221-321	Telephone	VERIZON WIRELESS	140062	\$20.01	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	101-42221-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$53.80	GARBAGE SERVICE	AP6-11-15
E	101-42221-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	140067	\$315.00	SERVICE AGREEMENT	AP6-11-15
E	101-42221-404	Repairs/Maint Machinery/Equip	WHITEWATER WIRELESS, INC.	140067	\$532.50	PROGRAMMED NEW PAGER	AP6-11-15
E	101-42221-381	Electric Utilities	XCEL ENERGY	140069	\$222.69	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 42221 Rural Fire Fighting						\$2,777.28	
Dept 42400 Planning and Zoning							
E	101-42400-351	Legal Notices Publishing	GRIMSRUD PUBLISHING,INC	140025	\$144.75	PUBLICATIONS	AP6-11-15
E	101-42400-304	Legal Fees	KENNEDY & GRAVEN	140031	\$157.50	ZONING/BLDG ENFORCEMENT	AP6-11-15
Dept 42400 Planning and Zoning						\$302.25	
Dept 42500 Civil Defense							
E	101-42500-131	Employer Paid Health			\$20.88	Labor Distribution	PR2015-11
E	101-42500-122	FICA			\$30.19	Labor Distribution	PR2015-10
E	101-42500-125	Medicare Contributions			\$7.06	Labor Distribution	PR2015-10
E	101-42500-101	Full-Time Wages			\$486.91	Labor Distribution	PR2015-10
E	101-42500-131	Employer Paid Health			\$163.91	Labor Distribution	PR2015-10
E	101-42500-121	PERA			\$36.52	Labor Distribution	PR2015-10
E	101-42500-101	Full-Time Wages			\$63.51	Labor Distribution	PR2015-11
E	101-42500-125	Medicare Contributions			\$0.92	Labor Distribution	PR2015-11
E	101-42500-122	FICA			\$3.94	Labor Distribution	PR2015-11
E	101-42500-121	PERA			\$4.76	Labor Distribution	PR2015-11
E	101-42500-510	Capital Outlay	HIGH SIERRA ELECTRONICS	139975	\$7,210.00	SET UP WATER LEVEL	AP 5-29-15
E	101-42500-381	Electric Utilities	XCEL ENERGY	139993	\$7.65	SERVICE 4-16- TO 5-19-15	AP 5-29-15
E	101-42500-210	Operating Supplies	ERVS SUPPLY OF PARTS, INC	140020	\$258.00	BATTERIES	AP6-11-15
E	101-42500-210	Operating Supplies	ERVS SUPPLY OF PARTS, INC	140020	\$43.00	BATTERY	AP6-11-15
E	101-42500-210	Operating Supplies	ERVS SUPPLY OF PARTS, INC	140020	\$43.00	BATTERY	AP6-11-15
Dept 42500 Civil Defense						\$8,380.25	
Dept 43121 Streets & Alleys							
E	101-43121-122	FICA			\$341.38	Labor Distribution	PR2015-10
E	101-43121-125	Medicare Contributions			\$79.83	Labor Distribution	PR2015-10
E	101-43121-104	Shop Wages			\$1,975.36	Labor Distribution	PR2015-11
E	101-43121-109	Street - Vac/Sick/Holiday			\$2,204.24	Labor Distribution	PR2015-11
E	101-43121-131	Employer Paid Health			\$1,735.86	Labor Distribution	PR2015-10
E	101-43121-121	PERA			\$389.86	Labor Distribution	PR2015-10

E	101-43121-122	FICA			\$394.11	Labor Distribution	PR2015-11
E	101-43121-125	Medicare Contributions			\$92.20	Labor Distribution	PR2015-11
E	101-43121-417	Uniform			\$294.99	Labor Distribution	PR2015-11
E	101-43121-101	Full-Time Wages			\$2,264.19	Labor Distribution	PR2015-11
E	101-43121-121	PERA			\$465.34	Labor Distribution	PR2015-11
E	101-43121-109	Street - Vac/Sick/Holiday			\$689.52	Labor Distribution	PR2015-10
E	101-43121-104	Shop Wages			\$3,023.67	Labor Distribution	PR2015-10
E	101-43121-101	Full-Time Wages			\$1,963.83	Labor Distribution	PR2015-10
E	101-43121-131	Employer Paid Health			\$1,670.82	Labor Distribution	PR2015-11
E	101-43121-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$201.96	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-43121-401	Repairs/Maint Buildings	BAHR ELECTRIC, INC	139964	\$824.93	REPAIR SHOP LIGHT FIXTURE,	AP 5-29-15
E	101-43121-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$109.86	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	101-43121-441	Physicals	OLMSTED MEDICAL CENTER	139983	\$60.00	RANDOM DRUG TESTING	AP 5-29-15
E	101-43121-415	Contracted Services	ROCHESTER SERVICE COMPANY	139988	\$4,158.00	STREET SWEEPING 4/15 &	AP 5-29-15
E	101-43121-321	Telephone	BEVCOMM	140001	\$42.01	JUN 2015 SERVICE	AP6-11-15
E	101-43121-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY	140008	\$7.00	MASTER PRO CARB, START	AP6-11-15
E	101-43121-415	Contracted Services	GOODHUE COUNTY	140023	\$200.00	9-4-2014 STS CREW	AP6-11-15
E	101-43121-415	Contracted Services	GOODHUE COUNTY	140023	\$200.00	4-22-2015 STS CREW	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$299.80	MARKING FLAGS	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$13.99	THICKNESS GAUGE	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$6.59	NAILS	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$8.64	FASTENERS	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$57.96	GAPS & CRACKS, SCREW	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$4.48	NIPPLE, HEX	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$37.96	WHEELBARROW TUBE,	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	PAGE S WELDING	140040	\$44.40	HR STEEL	AP6-11-15
E	101-43121-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$8.75	SCREWS	AP6-11-15
E	101-43121-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$69.58	CORNER, RIDGE CAP	AP6-11-15
E	101-43121-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$102.56	CORNER, PINE PARTING STOP	AP6-11-15
E	101-43121-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$4.64	QUIKRETE	AP6-11-15
E	101-43121-222	Tires	POMPS TIRE SERVICE INC	140043	\$1,172.50	TIRES REPAIR	AP6-11-15
E	101-43121-215	Shop/Operating Supplies	PRAXAIR DISTRIBUTION INC	140044	\$108.41	ACETYLENE	AP6-11-15
E	101-43121-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$19.16	COPIER MAINT	AP6-11-15
E	101-43121-321	Telephone	VERIZON WIRELESS	140062	\$151.35	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	101-43121-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$107.60	GARBAGE SERVICE	AP6-11-15
E	101-43121-381	Electric Utilities	XCEL ENERGY	140069	\$205.35	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 43121 Streets & Alleys							
					\$25,812.68		
Dept 43160 Street Lighting							
E	101-43160-381	Electric Utilities	GOODHUE CO CO-OP ELECTRIC	139970	\$53.00	SERVICE 4-1-15 TO 4-30-15	AP 5-29-15
E	101-43160-381	Electric Utilities	XCEL ENERGY	139993	\$64.19	SERVICE 4-19-15 TO 5-18-15	AP 5-29-15
E	101-43160-381	Electric Utilities	XCEL ENERGY	139993	\$244.74	SERVICE 4-19-15 TO 5-18-15	AP 5-29-15
E	101-43160-381	Electric Utilities	XCEL ENERGY	140069	\$3,964.54	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 43160 Street Lighting							
					\$4,326.47		
Dept 43260 Weed Control							
E	101-43260-122	FICA			\$1.31	Labor Distribution	PR2015-11
E	101-43260-101	Full-Time Wages			\$21.17	Labor Distribution	PR2015-11
E	101-43260-121	PERA			\$1.59	Labor Distribution	PR2015-11
E	101-43260-131	Employer Paid Health			\$6.96	Labor Distribution	PR2015-11
E	101-43260-125	Medicare Contributions			\$0.31	Labor Distribution	PR2015-11
Dept 43260 Weed Control							
					\$31.34		
Dept 45124 Swimming Pools							
E	101-45124-101	Full-Time Wages			\$1,601.74	Labor Distribution	PR2015-11
E	101-45124-331	Travel Expenses			\$28.75	Labor Distribution	PR2015-11
E	101-45124-121	PERA			\$44.19	Labor Distribution	PR2015-11

E	101-45124-125	Medicare Contributions			\$23.22	Labor Distribution	PR2015-11
E	101-45124-131	Employer Paid Health			\$170.35	Labor Distribution	PR2015-11
E	101-45124-122	FICA			\$99.31	Labor Distribution	PR2015-11
E	101-45124-201	Office Supplies			\$22.46	Labor Distribution	PR2015-11
E	101-45124-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$33.12	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-45124-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$45.18	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	101-45124-404	Repairs/Maint Machinery/Equip	DMC PLUMBING & HEATING, INC	139967	\$850.04	REPAIR BROKEN PIPE AT POOL	AP 5-29-15
E	101-45124-216	Chemicals/Chem Product	HAWKINS, INC	139972	\$2,392.75	CHLORINE, SODIUM	AP 5-29-15
E	101-45124-404	Repairs/Maint Machinery/Equip	JASPERSON PAINTING	139976	\$9,340.00	PAINT POOL	AP 5-29-15
E	101-45124-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$19.24	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	101-45124-404	Repairs/Maint Machinery/Equip	THATCHER POOLS AND SPAS	139990	\$5,312.09	SAND, PEA ROCK, LABOR	AP 5-29-15
E	101-45124-321	Telephone	BEVCOMM	140001	\$54.28	JUN 2015 SERVICE	AP6-11-15
E	101-45124-201	Office Supplies	1 SOURCE	140006	\$43.68	PRINTER INK	AP6-11-15
E	101-45124-201	Office Supplies	1 SOURCE	140006	\$37.91	TAPE, MARKER	AP6-11-15
E	101-45124-201	Office Supplies	1 SOURCE	140006	\$21.38	PENS, TAPE	AP6-11-15
E	101-45124-201	Office Supplies	1 SOURCE	140006	\$11.97	HOLDER	AP6-11-15
E	101-45124-201	Office Supplies	1 SOURCE	140006	\$58.98	TONER, INK	AP6-11-15
E	101-45124-340	Advertising	GRIMSRUD PUBLISHING,INC	140025	\$198.90	PUBLICATIONS	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$18.55	BRUSH, ROLLER, TRAY	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$0.99	SWITCH	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$10.98	RUBBER COUPLING	AP6-11-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140027	\$12.99	POWER STRIP	AP6-11-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140027	\$9.49	POWER STRIP	AP6-11-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140027	\$14.99	BATTERIES	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$3.65	FASTENERS	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$28.98	SWITCH, MASONRY CARDED	AP6-11-15
E	101-45124-211	Cleaning Supplies	HARDWARE HANK	140027	\$13.47	RAGS, PAPER TOWEL,	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$19.74	PAINT	AP6-11-15
E	101-45124-201	Office Supplies	HARDWARE HANK	140027	\$31.99	HOLE PUNCH, WALL CLOCK,	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	HARDWARE HANK	140027	\$10.98	PIPE CUTTER, ADAPTER	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	OLSON MOTOR REPAIR	140039	\$201.00	BEARINGS SEAL, PUMP #1 &	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$167.04	QUIKRETE	AP6-11-15
E	101-45124-401	Repairs/Maint Buildings	PINE ISLAND LUMBER	140042	\$13.92	QUIKRETE	AP6-11-15
E	101-45124-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$9.16	EXPANSION JOINT	AP6-11-15
E	101-45124-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$9.62	COPIER MAINT	AP6-11-15
E	101-45124-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$52.77	GARBAGE SERVICE	AP6-11-15
E	101-45124-381	Electric Utilities	XCEL ENERGY	140069	\$45.89	SERVICE 4/20/15 TO 5/19/15	AP6-11-15

Dept 45124 Swimming Pools

\$21,085.74

Dept 45202 Park Areas

E	101-45202-125	Medicare Contributions			\$20.41	Labor Distribution	PR2015-10
E	101-45202-122	FICA			\$87.25	Labor Distribution	PR2015-10
E	101-45202-131	Employer Paid Health			\$289.23	Labor Distribution	PR2015-11
E	101-45202-101	Full-Time Wages			\$1,422.88	Labor Distribution	PR2015-10
E	101-45202-121	PERA			\$61.88	Labor Distribution	PR2015-11
E	101-45202-101	Full-Time Wages			\$1,950.39	Labor Distribution	PR2015-11
E	101-45202-122	FICA			\$120.42	Labor Distribution	PR2015-11
E	101-45202-131	Employer Paid Health			\$286.67	Labor Distribution	PR2015-10
E	101-45202-125	Medicare Contributions			\$28.17	Labor Distribution	PR2015-11
E	101-45202-121	PERA			\$51.88	Labor Distribution	PR2015-10
E	101-45202-381	Electric Utilities	XCEL ENERGY	139993	\$41.77	SERVICE 4-20-15 TO 5-19-15	AP 5-29-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY	140008	\$8.92	SPARK PLUG & FUEL FILTER	AP6-11-15
E	101-45202-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY	140008	\$46.32	ISUZU ENG, FUEL FILTER,	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$1.76	FASTENERS	AP6-11-15
E	101-45202-225	Landscaping Materials	HARDWARE HANK	140027	\$4.58	ANNUALS	AP6-11-15
E	101-45202-225	Landscaping Materials	HARDWARE HANK	140027	\$20.94	CULTIVATOR, TRANSPLANTER	AP6-11-15

E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$2.99	RUBBER CEMENT	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$1.58	FASTENERS	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$12.34	HUNTER GREEN PAINT	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$11.96	FASTENERS	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$10.98	BULBS	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$3.00	FASTENERS	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$14.97	LATCH HOOK, CLEVIS HOOK	AP6-11-15
E	101-45202-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$9.98	HOSE HANGER	AP6-11-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140030	\$35.00	TRIMMED WALL &	AP6-11-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140030	\$380.00	MOWED LOT BY CJ AUTO	AP6-11-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140030	\$35.00	TRIMMED WALL &	AP6-11-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140030	\$90.00	MOWED ELD RUND SIGN AREA	AP6-11-15
E	101-45202-415	Contracted Services	KEN KRAMER ENTERPRISES LLC	140030	\$90.00	MOWED ELK RUN SIGN AREA	AP6-11-15
E	101-45202-404	Repairs/Maint Machinery/Equip	PINE ISLAND LUMBER	140042	\$335.39	ALUMINUM FINISH CLOSER	AP6-11-15
E	101-45202-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$7.50	COPIER MAINT	AP6-11-15
E	101-45202-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$135.85	GARBAGE SERVICE	AP6-11-15
E	101-45202-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$22.64	GARBAGE SERVICE	AP6-11-15
E	101-45202-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$90.56	GARBAGE SERVICE	AP6-11-15
E	101-45202-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$22.64	GARBAGE SERVICE	AP6-11-15
E	101-45202-381	Electric Utilities	XCEL ENERGY	140069	\$52.18	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
E	101-45202-381	Electric Utilities	XCEL ENERGY	140069	\$13.91	SERVICE 4/20/15 TO 5/19/15	AP6-11-15

Dept 45202 Park Areas

\$5,821.94

Dept 46630 Community Action Programs

E	101-46630-122	FICA			\$15.87	Labor Distribution	PR2015-10
E	101-46630-102	Part-time Wages			\$256.00	Labor Distribution	PR2015-10
E	101-46630-125	Medicare Contributions			\$3.71	Labor Distribution	PR2015-10
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	139995	\$500.00	PETTY CASH - CHEESE GALA	AP6-11-15
E	101-46630-201	Office Supplies	HANKE, JANET	139996	\$7.53	GALA SUPPLIES	AP6-11-15
E	101-46630-210	Operating Supplies	VETTEL, TRINA	139997	\$397.42	GLASSES FOR CHEESE GALE	AP6-11-15
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	140000	\$25.00	JOEL BLAIR-CHEESEFEST	AP6-11-15
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	140000	\$25.00	JEWELL PODRATZ-CHEESEFEST	AP6-11-15
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	140000	\$25.00	DIANE WEBB-CHEESEFEST	AP6-11-15
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	140000	\$25.00	JOHN VETTEL-CHEESEFEST	AP6-11-15
E	101-46630-210	Operating Supplies	PINE ISLAND BANK	140000	\$25.00	JENNY ONDLER-CHEESEFEST	AP6-11-15

Dept 46630 Community Action Programs

\$1,305.53

Fund 101 GENERAL FUND

\$113,811.89

Name

Fund 211 LIBRARY

Dept

G	211-21706	Medical Ins Premium Payable			-\$196.01	Labor Distribution	PR2015-11
G	211-21701	Federal Withholding Payable			-\$311.47	Labor Distribution	PR2015-11
G	211-21713	Dental Insurance			-\$14.80	Labor Distribution	PR2015-11
G	211-21702	State Withholding Payable			-\$131.63	Labor Distribution	PR2015-11
G	211-21705	Medicare Payable			-\$102.28	Labor Distribution	PR2015-11
G	211-21720	Health Savings Account			-\$291.68	Labor Distribution	PR2015-11
G	211-21703	FICA Tax Payable			-\$437.30	Labor Distribution	PR2015-11
G	211-21704	PERA Withholding Payable			-\$474.04	Labor Distribution	PR2015-11
G	211-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-11
G	211-21713	Dental Insurance			-\$29.59	Labor Distribution	PR2015-10
G	211-10102	Cash - Sterling State			-\$2,489.23	Labor Distribution	PR2015-10
G	211-21701	Federal Withholding Payable			-\$289.36	Labor Distribution	PR2015-10
G	211-21702	State Withholding Payable			-\$123.68	Labor Distribution	PR2015-10
G	211-21703	FICA Tax Payable			-\$417.74	Labor Distribution	PR2015-10

G	211-21704	PERA Withholding Payable			-\$449.94	Labor Distribution	PR2015-10
G	211-21705	Medicare Payable			-\$97.70	Labor Distribution	PR2015-10
G	211-21709	Life Insurance Payable			-\$7.00	Labor Distribution	PR2015-10
G	211-10102	Cash - Sterling State			-\$2,593.72	Labor Distribution	PR2015-11
G	211-21706	Medical Ins Premium Payable			-\$392.01	Labor Distribution	PR2015-10
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221	\$289.36	PR	AP 5-29-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221	\$417.74	PR	AP 5-29-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221	\$97.70	PR	AP 5-29-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000222	\$123.68	PR	AP 5-29-15
G	211-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223	\$449.94	PR	AP 5-29-15
G	211-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228	\$311.47	PR	AP6-11-15
G	211-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228	\$437.30	PR	AP6-11-15
G	211-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228	\$102.28	PR	AP6-11-15
G	211-21702	State Withholding Payable	MN DEPT OF REVENUE	000229	\$131.63	PR	AP6-11-15
G	211-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000230	\$474.04	PR	AP6-11-15
G	211-10102	Cash - Sterling State	STERLING STATE BANK	139958	\$2,489.23	PR2015-10 TRANSFER	AP 5-29-15
G	211-21709	Life Insurance Payable	DEARBORN NATIONAL	139966	\$7.00	PR2015-09&10	AP 5-29-15
G	211-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973	\$392.01	PR2015-09&10	AP 5-29-15
G	211-10102	Cash - Sterling State	STERLING STATE BANK	139994	\$2,593.72	PR2015-11	AP6-11-15
Dept							
Dept 45501 Library Admin - Levy Exp							
E	211-45501-101	Full-Time Wages			\$1,720.19	Labor Distribution	PR2015-10
E	211-45501-102	Part-time Wages			\$1,648.70	Labor Distribution	PR2015-10
E	211-45501-121	PERA			\$241.04	Labor Distribution	PR2015-10
E	211-45501-122	FICA			\$208.87	Labor Distribution	PR2015-10
E	211-45501-131	Employer Paid Health			\$505.99	Labor Distribution	PR2015-11
E	211-45501-125	Medicare Contributions			\$48.85	Labor Distribution	PR2015-10
E	211-45501-131	Employer Paid Health			\$428.60	Labor Distribution	PR2015-10
E	211-45501-125	Medicare Contributions			\$51.14	Labor Distribution	PR2015-11
E	211-45501-122	FICA			\$218.65	Labor Distribution	PR2015-11
E	211-45501-121	PERA			\$253.95	Labor Distribution	PR2015-11
E	211-45501-102	Part-time Wages			\$1,806.51	Labor Distribution	PR2015-11
E	211-45501-101	Full-Time Wages			\$1,720.19	Labor Distribution	PR2015-11
E	211-45501-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$35.14	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	211-45501-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$95.12	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	211-45501-321	Telephone	OFFICE OF MN.IT SERVICES	139982	\$0.09	APRIL 2015	AP 5-29-15
E	211-45501-321	Telephone	BEVCOMM	140001	\$42.01	JUN 2015 SERVICE	AP6-11-15
E	211-45501-321	Telephone	BEVCOMM	140001	\$89.79	JUN 2015 SERVICE	AP6-11-15
E	211-45501-321	Telephone	CENTURYLINK	140002	\$6.61	LD PHONE	AP6-11-15
E	211-45501-401	Repairs/Maint Buildings	SCHUMACHER ELEVATOR CO	140049	\$111.53	ELEV MAINT	AP6-11-15
E	211-45501-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$30.12	GARBAGE SERVICE	AP6-11-15
E	211-45501-381	Electric Utilities	XCEL ENERGY	140069	\$169.42	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 45501 Library Admin - Levy Exp							
Dept 45502 Circulation - County							
E	211-45502-580	Records / Cassettes	AMAZON	140010	-\$0.03	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$15.99	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$58.26	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$258.61	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$50.08	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	-\$2.14	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$19.90	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	-\$0.01	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	\$6.98	DVD'S	AP6-11-15
E	211-45502-580	Records / Cassettes	AMAZON	140010	-\$0.11	DVD'S	AP6-11-15

E	211-45502-591	Childrens Books	BAKER & TAYLOR	140013	\$232.67	CHILDRENS BOOKS	AP6-11-15
E	211-45502-591	Childrens Books	BAKER & TAYLOR	140013	\$251.39	CHILDRENS BOOKS	AP6-11-15
E	211-45502-590	Books	BAKER & TAYLOR	140013	\$260.69	BOOKS	AP6-11-15
E	211-45502-590	Books	BAKER & TAYLOR	140013	\$282.90	BOOKS	AP6-11-15
E	211-45502-591	Childrens Books	BAKER & TAYLOR	140013	\$256.05	CHILDRENS BOOKS	AP6-11-15
E	211-45502-590	Books	CENTER POINT PUBLISHING	140016	\$26.57	LP CHOICE TITLES	AP6-11-15
E	211-45502-590	Books	CENTER POINT PUBLISHING	140016	\$24.47	LP CHOICE TITLES	AP6-11-15
E	211-45502-201	Office Supplies	DEMCO, INC.	140018	\$104.33	LIBRARY SUPPLIES	AP6-11-15
E	211-45502-413	Office Equipment Rental	E.O. JOHNSON CO INC	140019	\$71.00	COPY MACHINE LEASE	AP6-11-15
E	211-45502-209	Newspapers	NEW YORK TIMES	140037	\$72.00	SERVICE 5/17/15 TO 7/11/15	AP6-11-15
E	211-45502-201	Office Supplies	QUILL CORPORATION	140046	\$88.41	OFFICE SUPPLIES	AP6-11-15
E	211-45502-209	Newspapers	RED WING REPUBLICAN EAGLE	140047	\$86.00	1 YR SUBSCRIPTION	AP6-11-15
E	211-45502-201	Office Supplies	SELCO	140050	\$50.00	YOUTH LIBRARY CARDS	AP6-11-15
E	211-45502-595	Automation	SELCO	140050	\$685.92	AUTOMATION FEES	AP6-11-15
E	211-45502-208	Magazines	SEVENTEEN	140051	\$12.00	1 YR SUBSCRIPTION	AP6-11-15
E	211-45502-208	Magazines	SPORTS ILLUSTRATED	140053	\$35.96	1 YR SUBSCRIPTION	AP6-11-15
E	211-45502-208	Magazines	TASTE OF HOME	140054	\$19.98	2 YR SUBSCRIPTION	AP6-11-15
E	211-45502-322	Postage	US POSTMASTER	140059	\$114.00	#38 - POST OFFICE BOX	AP6-11-15
Dept 45502 Circulation - County						\$3,081.87	
Fund 211 LIBRARY						\$11,978.80	
Fund 246 RIVER FLOOD MONITOR							
Dept 41000 General Government (GENERAL)							
E	246-41000-321	Telephone	BEVCOMM	140001	\$350.00	JUN 2015 SERVICE	AP6-11-15
E	246-41000-210	Operating Supplies	VAN PAPER COMPANY	140061	\$46.27	2 PLY T	AP6-11-15
Dept 41000 General Government (GENERAL)						\$396.27	
Fund 246 RIVER FLOOD MONITOR						\$396.27	
Fund 250 CAPITAL EQUIPMENT FUND							
Dept 41000 General Government (GENERAL)							
E	250-41000-536	Parks - Cap Outlay	KENNEDY & GRAVEN	140031	\$232.50	ZWART EASEMENT MATTER	AP6-11-15
Dept 41000 General Government (GENERAL)						\$232.50	
Fund 250 CAPITAL EQUIPMENT FUND						\$232.50	
Fund 255 ECONOMIC DEV. AUTHORITY							
Dept							
G	255-21720	Health Savings Account			-\$287.50	Labor Distribution	PR2015-10
G	255-21704	PERA Withholding Payable			-\$252.09	Labor Distribution	PR2015-10
G	255-10102	Cash - Sterling State			-\$1,165.63	Labor Distribution	PR2015-11
G	255-21701	Federal Withholding Payable			-\$145.89	Labor Distribution	PR2015-11
G	255-21702	State Withholding Payable			-\$85.93	Labor Distribution	PR2015-11
G	255-21703	FICA Tax Payable			-\$205.46	Labor Distribution	PR2015-11
G	255-21704	PERA Withholding Payable			-\$252.09	Labor Distribution	PR2015-11
G	255-21720	Health Savings Account			-\$435.43	Labor Distribution	PR2015-11
G	255-21701	Federal Withholding Payable			-\$124.33	Labor Distribution	PR2015-10
G	255-21703	FICA Tax Payable			-\$187.64	Labor Distribution	PR2015-10
G	255-21702	State Withholding Payable			-\$75.80	Labor Distribution	PR2015-10
G	255-21709	Life Insurance Payable			-\$7.00	Labor Distribution	PR2015-10
G	255-21705	Medicare Payable			-\$43.88	Labor Distribution	PR2015-10
G	255-21706	Medical Ins Premium Payable			-\$984.40	Labor Distribution	PR2015-10
G	255-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-11
G	255-10102	Cash - Sterling State			-\$1,048.88	Labor Distribution	PR2015-10
G	255-21706	Medical Ins Premium Payable			-\$492.20	Labor Distribution	PR2015-11
G	255-21705	Medicare Payable			-\$48.06	Labor Distribution	PR2015-11

G	255-21713	Dental Insurance				-\$30.49	Labor Distribution	PR2015-11	
G	255-21713	Dental Insurance				-\$60.97	Labor Distribution	PR2015-10	
G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221		\$124.33	PR2015-10	AP 5-29-15	
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221		\$187.64	PR2015-10	AP 5-29-15	
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221		\$43.88	PR2015-10	AP 5-29-15	
G	255-21702	State Withholding Payable	MN DEPT OF REVENUE	000222		\$75.80	PR2015-10	AP 5-29-15	
G	255-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223		\$252.09	PR2015-10	AP 5-29-15	
G	255-21720	Health Savings Account	HEALTHQUITY	000225		\$287.50	PR2015-09 & 10	AP 5-29-15	
G	255-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228		\$145.89	PR2015-11	AP6-11-15	
G	255-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228		\$205.46	PR2015-11	AP6-11-15	
G	255-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228		\$48.06	PR2015-11	AP6-11-15	
G	255-10102	Cash - Sterling State	STERLING STATE BANK	139958		\$1,048.88	PR2015-10 TRANSFER	AP 5-29-15	
G	255-21709	Life Insurance Payable	DEARBORN NATIONAL	139966		\$7.00	PR2015-09&10	AP 5-29-15	
G	255-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973		\$984.40	PR2015-09&10	AP 5-29-15	
G	255-10102	Cash - Sterling State	STERLING STATE BANK	139994		\$1,165.63	PR2015-11	AP6-11-15	
Dept						-\$1,360.61			
Dept 41590 Economic Development									
E	255-41590-131	Employer Paid Health				\$1,020.99	Labor Distribution	PR2015-10	
E	255-41590-125	Medicare Contributions				\$21.94	Labor Distribution	PR2015-10	
E	255-41590-122	FICA				\$93.82	Labor Distribution	PR2015-10	
E	255-41590-125	Medicare Contributions				\$24.03	Labor Distribution	PR2015-11	
E	255-41590-101	Full-Time Wages				\$1,800.69	Labor Distribution	PR2015-11	
E	255-41590-122	FICA				\$102.73	Labor Distribution	PR2015-11	
E	255-41590-121	PERA				\$135.05	Labor Distribution	PR2015-10	
E	255-41590-131	Employer Paid Health				\$802.18	Labor Distribution	PR2015-11	
E	255-41590-101	Full-Time Wages				\$1,800.69	Labor Distribution	PR2015-10	
E	255-41590-121	PERA				\$135.05	Labor Distribution	PR2015-11	
E	255-41590-260	Bank Service Charges	PINE ISLAND BANK	000021		\$7.00	SERVICE CHARGE	EDA5-31-15	
E	255-41590-321	Telephone	BEVCOMM	004553		\$115.18	MAY 2015 SERVICE	EDA 5-2015	
E	255-41590-304	Legal Fees	KENNEDY & GRAVEN	004554		\$300.00	KAATS GYM - LOAN CLOSING	EDA 5-2015	
E	255-41590-304	Legal Fees	KENNEDY & GRAVEN	004554		\$300.00	ENVIROLASTECH-LOAN	EDA 5-2015	
E	255-41590-352	General Notices and Pub Info	GRIMSRUD PUBLISHING,INC	004555		\$176.40	PUBLICATIONS APRIL 2015	EDA 5-2015	
E	255-41590-304	Legal Fees	ROCKNE LAW OFFICE	004556		\$125.00	TIARKS RENEWAL NOTE	EDA 5-2015	
E	255-41590-300	Professional Svcs (GENERAL)	HALLER, DAWN	004557		\$150.00	MAY SERVICES 2015	EDA 5-2015	
E	255-41590-304	Legal Fees	GOODHUE CO RECORDER	004558		\$46.00	TIARKS MORTGAGE FILING FEE	EDA 5-2015	
E	255-41590-321	Telephone	OFFICE OF MN.IT SERVICES	139982		\$13.28	APRIL 2015	AP 5-29-15	
E	255-41590-321	Telephone	AT CONFERENCE	140012		\$26.22	PHONE CONFERENCING	AP6-11-15	
Dept 41590 Economic Development						\$7,196.25			
Fund 255 ECONOMIC DEV. AUTHORITY						\$5,835.64			
Fund 280 CHARITABLE GAMBLING DONATION									
Dept 41000 General Government (GENERAL)									
E	280-41000-417	Uniform	SIDE OUT ROCHESTER	140052		\$836.00	FIRE & RESCUE TEES, FF WIFE	AP6-11-15	
Dept 41000 General Government (GENERAL)						\$836.00			
Fund 280 CHARITABLE GAMBLING DONATION									
						\$836.00			
Fund 431 17TH AVE- FRONTAGE RD PROJECT									
Dept 41000 General Government (GENERAL)									
E	431-41000-304	Legal Fees	KENNEDY & GRAVEN	140031		\$122.50	ALMA SPECIAL SASSSESS APPEAL	AP6-11-15	
E	431-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140068		\$2,113.04	EAST FRONTAGE RD	AP6-11-15	
Dept 41000 General Government (GENERAL)						\$2,235.54			
Fund 431 17TH AVE- FRONTAGE RD PROJECT									
						\$2,235.54			
Fund 433 2015 FIRST AVE NW STREET PROJ									

Dept 41000 General Government (GENERAL)

E	433-41000-260	Bank Service Charges	PINE ISLAND BANK	000232	\$10.00	INCOMING WIRE FEE	MAY2015-PI
E	433-41000-505	Site Improvements	SCHUMACHER EXCAVATING INC.	140004	\$64,412.68	PAY ESTIMATE #1	AP6-11-15
E	433-41000-622	Bond Issue Costs	KENNEDY & GRAVEN	140031	\$5,000.00	LEGAL SERVICE FOR	AP6-11-15
E	433-41000-622	Bond Issue Costs	NORTHLAND TRUST SERVICE, INC	140038	\$495.00	PAYING AGENT ANNUAL FEE	AP6-11-15
E	433-41000-622	Bond Issue Costs	NORTHLAND TRUST SERVICE, INC	140038	\$255.00	ORIGINAL ISSUANCE OF	AP6-11-15
E	433-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140068	\$19,020.75	2015 NW ST RECON	AP6-11-15

Dept 41000 General Government (GENERAL)

\$89,193.43

Fund 433 2015 FIRST AVE NW STREET PROJ

\$89,193.43

Fund 434 UTILITIES TO ELEM SCHOOL

Dept 41000 General Government (GENERAL)

E	434-41000-304	Legal Fees	KENNEDY & GRAVEN	140031	\$612.90	SCHOOL W&S EASEMENTS	AP6-11-15
E	434-41000-303	Engineering Fees	WIDSETH SMITH NOLTING & ASSOC	140068	\$4,403.48	S/W EXTENSION TO SCHOOL	AP6-11-15

Dept 41000 General Government (GENERAL)

\$5,016.38

Fund 434 UTILITIES TO ELEM SCHOOL

\$5,016.38

Fund 601 WATER FUND

Dept

G	601-21713	Dental Insurance			-\$28.35	Labor Distribution	PR2015-10
G	601-21704	PERA Withholding Payable			-\$158.16	Labor Distribution	PR2015-11
G	601-10102	Cash - Sterling State			-\$989.84	Labor Distribution	PR2015-10
G	601-10100	Cash - Pine Island Bank			-\$47.63	UTILITY CKG ACH FEES	ME-MAY2015
G	601-21706	Medical Ins Premium Payable			-\$396.69	Labor Distribution	PR2015-10
G	601-21709	Life Insurance Payable			-\$5.92	Labor Distribution	PR2015-10
G	601-21701	Federal Withholding Payable			-\$153.35	Labor Distribution	PR2015-10
G	601-21702	State Withholding Payable			-\$61.53	Labor Distribution	PR2015-10
G	601-21703	FICA Tax Payable			-\$174.10	Labor Distribution	PR2015-10
G	601-21708	Cancer Insurance			-\$9.10	Labor Distribution	PR2015-10
G	601-21704	PERA Withholding Payable			-\$198.36	Labor Distribution	PR2015-10
R	601-37110	Residential - Water			\$26.98	UTILITY CKG ACH FEES	ME-MAY2015
G	601-21702	State Withholding Payable			-\$48.18	Labor Distribution	PR2015-11
G	601-10100	Cash - Pine Island Bank			-\$26.98	UTILITY CKG ACH FEES	ME-MAY2015
G	601-21708	Cancer Insurance			-\$3.38	Labor Distribution	PR2015-11
G	601-10102	Cash - Sterling State			-\$791.88	Labor Distribution	PR2015-11
G	601-21706	Medical Ins Premium Payable			-\$164.55	Labor Distribution	PR2015-11
G	601-21713	Dental Insurance			-\$10.51	Labor Distribution	PR2015-11
G	601-21701	Federal Withholding Payable			-\$125.50	Labor Distribution	PR2015-11
G	601-21705	Medicare Payable			-\$32.60	Labor Distribution	PR2015-11
G	601-21720	Health Savings Account			-\$170.34	Labor Distribution	PR2015-11
G	601-21703	FICA Tax Payable			-\$139.52	Labor Distribution	PR2015-11
G	601-21705	Medicare Payable			-\$40.70	Labor Distribution	PR2015-10
G	601-21709	Life Insurance Payable			-\$2.20	Labor Distribution	PR2015-11
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221	\$40.70	PR	AP 5-29-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221	\$174.10	PR	AP 5-29-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221	\$153.35	PR	AP 5-29-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000222	\$61.53	PR	AP 5-29-15
G	601-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223	\$198.36	PR	AP 5-29-15
G	601-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228	\$125.50	PR	AP6-11-15
G	601-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228	\$32.60	PR	AP6-11-15
G	601-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228	\$139.52	PR	AP6-11-15
G	601-21702	State Withholding Payable	MN DEPT OF REVENUE	000229	\$48.18	PR	AP6-11-15
G	601-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000230	\$158.16	PR	AP6-11-15
G	601-10102	Cash - Sterling State	STERLING STATE BANK	139958	\$989.81	PR2015-10 TRANSFER	AP 5-29-15
G	601-21709	Life Insurance Payable	DEARBORN NATIONAL	139966	\$5.92	PR2015-09&10	AP 5-29-15

R	601-37110	Residential - Water	FLESCH, JAMES	139969	\$82.98	SEC DEPOSIT REFUND	AP 5-29-15
G	601-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973	\$396.69	PR2015-09&10	AP 5-29-15
R	601-37100	Water Sales	KELLER, ERIC	139977	\$45.33	SEC DEPOSIT REFUND	AP 5-29-15
R	601-37110	Residential - Water	MILLER, DAVID	139980	\$52.51	SEC DEPOSIT REFUND	AP 5-29-15
R	601-37110	Residential - Water	PAGELKOPF, MEGAN	139984	\$68.52	SEC DEPOSIT REFUND	AP 5-29-15
R	601-37100	Water Sales	R & R PROPERTIES LLC	139986	\$264.43	SEC DEPOSIT REFUND	AP 5-29-15
R	601-37110	Residential - Water	RAYGOR, PAUL	139987	\$93.37	SEC DEPOSIT REFUND	AP 5-29-15
G	601-10102	Cash - Sterling State	STERLING STATE BANK	139994	\$791.90	PR2015-11	AP6-11-15

Dept

Dept 41000 General Government (GENERAL)

E	601-41000-125	Medicare Contributions			\$16.30	Labor Distribution	PR2015-11
E	601-41000-260	Bank Service Charges			\$47.63	UTILITY CKG ACH FEES	ME-MAY2015
E	601-41000-101	Full-Time Wages			\$1,129.67	Labor Distribution	PR2015-11
E	601-41000-122	FICA			\$69.76	Labor Distribution	PR2015-11
E	601-41000-131	Employer Paid Health			\$346.36	Labor Distribution	PR2015-11
E	601-41000-131	Employer Paid Health			\$427.63	Labor Distribution	PR2015-10
E	601-41000-125	Medicare Contributions			\$20.35	Labor Distribution	PR2015-10
E	601-41000-122	FICA			\$87.05	Labor Distribution	PR2015-10
E	601-41000-121	PERA			\$106.27	Labor Distribution	PR2015-10
E	601-41000-101	Full-Time Wages			\$1,416.64	Labor Distribution	PR2015-10
E	601-41000-121	PERA			\$84.73	Labor Distribution	PR2015-11
E	601-41000-260	Bank Service Charges	PAYMENT SERVICE NETWORK INC	000231	\$19.98	SERVICE FEE	MAY2015-PI
E	601-41000-433	Dues and Subscriptions	MN DEPARTMENT OF HEALTH	139957	\$11.50	TODD ROBERTSON-CLASS C	AP 5-29-15
E	601-41000-322	Postage	US POSTMASTER	139959	\$121.30	W/S BILLING 4/10/15 TO	AP 5-29-15
E	601-41000-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$20.03	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	601-41000-321	Telephone	BEVCOMM	140001	\$153.90	JUN 2015 SERVICE	AP6-11-15
E	601-41000-301	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	140007	\$5,450.00	CERTIFIED AUDIT 12/31/14	AP6-11-15
E	601-41000-340	Advertising	GRIMSRUD PUBLISHING,INC	140025	\$91.80	PUBLICATIONS	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$12.98	VACUUM BREAKER	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$25.46	COUPLING, VACUUM	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$55.96	BALL VALVE	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$16.99	BATTERIES	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$45.47	TRASH BAGS, TRASH CAN	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$48.43	COUPLING, VACUUM	AP6-11-15
E	601-41000-210	Operating Supplies	HARDWARE HANK	140027	\$3.98	NIPPLES	AP6-11-15
E	601-41000-210	Operating Supplies	LAWSON PRODUCTS INC	140032	\$168.04	DUAL WALL HEAT SHRINK, TY	AP6-11-15
E	601-41000-210	Operating Supplies	LAWSON PRODUCTS INC	140032	-\$50.32	RETURNS #9303102030	AP6-11-15
E	601-41000-445	State Water Surcharge Expense	MN DEPARTMENT OF HEALTH	140035	\$2,312.00	COMM WAGTER SUPPLY QTR	AP6-11-15
E	601-41000-210	Operating Supplies	MN PIPE AND EQUIPMENT	140036	\$24.65	PJLUG, BLACK CPLG, NIPPLE	AP6-11-15
E	601-41000-201	Office Supplies	PRO FORM BUSINESS SYSTEMS, INC	140045	\$292.07	LASER UTILITY BILLS	AP6-11-15
E	601-41000-404	Repairs/Maint Machinery/Equip	THEIN WELL ROCHESTER INC	140056	\$2,429.39	REPAIR WELL #3	AP6-11-15
E	601-41000-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$11.40	COPIER MAINT	AP6-11-15
E	601-41000-404	Repairs/Maint Machinery/Equip	USA BLUE BOOK	140060	\$204.62	CAP MEMBRANE KIT, BRASS	AP6-11-15
E	601-41000-321	Telephone	VERIZON WIRELESS	140062	\$48.30	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140069	\$583.76	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140069	\$1,579.60	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
E	601-41000-381	Electric Utilities	XCEL ENERGY	140069	\$121.89	SERVICE 4/20/15 TO 5/19/15	AP6-11-15

Dept 41000 General Government (GENERAL)

Fund 601 WATER FUND

Fund 602 SEWER FUND

Dept

G	602-21703	FICA Tax Payable			-\$345.66	Labor Distribution	PR2015-10
G	602-10102	Cash - Sterling State			-\$1,637.85	Labor Distribution	PR2015-11
G	602-21702	State Withholding Payable			-\$95.46	Labor Distribution	PR2015-11

G	602-21705	Medicare Payable			-\$66.68	Labor Distribution	PR2015-11
G	602-21703	FICA Tax Payable			-\$285.24	Labor Distribution	PR2015-11
G	602-21720	Health Savings Account			-\$351.86	Labor Distribution	PR2015-11
G	602-21713	Dental Insurance			-\$20.44	Labor Distribution	PR2015-11
G	602-21709	Life Insurance Payable			-\$4.55	Labor Distribution	PR2015-11
G	602-21708	Cancer Insurance			-\$3.38	Labor Distribution	PR2015-11
G	602-21706	Medical Ins Premium Payable			-\$318.34	Labor Distribution	PR2015-11
G	602-21704	PERA Withholding Payable			-\$322.72	Labor Distribution	PR2015-11
G	602-21701	Federal Withholding Payable			-\$241.48	Labor Distribution	PR2015-11
G	602-21713	Dental Insurance			-\$51.51	Labor Distribution	PR2015-10
G	602-10100	Cash - Pine Island Bank			-\$47.63	UTILITY CKG ACH FEES	ME-MAY2015
G	602-10102	Cash - Sterling State			-\$2,000.09	Labor Distribution	PR2015-10
G	602-21701	Federal Withholding Payable			-\$277.56	Labor Distribution	PR2015-10
G	602-10100	Cash - Pine Island Bank			-\$26.98	UTILITY CKG ACH FEES	ME-MAY2015
R	602-37210	Residential - Sewer			\$26.98	UTILITY CKG ACH FEES	ME-MAY2015
G	602-21709	Life Insurance Payable			-\$11.59	Labor Distribution	PR2015-10
G	602-21708	Cancer Insurance			-\$6.96	Labor Distribution	PR2015-10
G	602-21706	Medical Ins Premium Payable			-\$806.75	Labor Distribution	PR2015-10
G	602-21705	Medicare Payable			-\$80.86	Labor Distribution	PR2015-10
G	602-21704	PERA Withholding Payable			-\$391.59	Labor Distribution	PR2015-10
G	602-21702	State Withholding Payable			-\$114.81	Labor Distribution	PR2015-10
G	602-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221	\$277.56	PR	AP 5-29-15
G	602-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221	\$80.86	PR	AP 5-29-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221	\$345.66	PR	AP 5-29-15
G	602-21702	State Withholding Payable	MN DEPT OF REVENUE	000222	\$114.81	PR	AP 5-29-15
G	602-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223	\$391.59	PR	AP 5-29-15
G	602-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228	\$241.48	PR	AP6-11-15
G	602-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228	\$66.68	PR	AP6-11-15
G	602-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228	\$285.24	PR	AP6-11-15
G	602-21702	State Withholding Payable	MN DEPT OF REVENUE	000229	\$95.46	PR	AP6-11-15
G	602-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000230	\$322.72	PR	AP6-11-15
G	602-10102	Cash - Sterling State	STERLING STATE BANK	139958	\$2,000.10	PR2015-10 TRANSFER	AP 5-29-15
G	602-21709	Life Insurance Payable	DEARBORN NATIONAL	139966	\$11.59	PR2015-09&10	AP 5-29-15
G	602-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973	\$806.75	PR2015-09&10	AP 5-29-15
G	602-10102	Cash - Sterling State	STERLING STATE BANK	139994	\$1,637.80	PR2015-11	AP6-11-15
					-\$804.71		

Dept

Dept 41000 General Government (GENERAL)

E	602-41000-131	Employer Paid Health			\$867.30	Labor Distribution	PR2015-10
E	602-41000-125	Medicare Contributions			\$40.43	Labor Distribution	PR2015-10
E	602-41000-122	FICA			\$172.83	Labor Distribution	PR2015-10
E	602-41000-121	PERA			\$209.78	Labor Distribution	PR2015-10
E	602-41000-260	Bank Service Charges			\$47.63	UTILITY CKG ACH FEES	ME-MAY2015
E	602-41000-121	PERA			\$172.89	Labor Distribution	PR2015-11
E	602-41000-125	Medicare Contributions			\$33.34	Labor Distribution	PR2015-11
E	602-41000-131	Employer Paid Health			\$693.95	Labor Distribution	PR2015-11
E	602-41000-101	Full-Time Wages			\$2,305.20	Labor Distribution	PR2015-11
E	602-41000-101	Full-Time Wages			\$2,797.04	Labor Distribution	PR2015-10
E	602-41000-122	FICA			\$142.62	Labor Distribution	PR2015-11
E	602-41000-260	Bank Service Charges	PAYMENT SERVICE NETWORK INC	000231	\$19.97	SERVICE FEE	MAY2015-PI
E	602-41000-433	Dues and Subscriptions	MN DEPARTMENT OF HEALTH	139957	\$11.50	TODD ROBERTSON-CLASS C	AP 5-29-15
E	602-41000-322	Postage	US POSTMASTER	139959	\$121.29	W/S BILLING 4/10/15 TO	AP 5-29-15
E	602-41000-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$3,645.09	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	602-41000-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960	\$437.14	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	602-41000-401	Repairs/Maint Buildings	BAHR ELECTRIC, INC	139964	\$202.35	INSTALL OUTSIDE	AP 5-29-15
E	602-41000-404	Repairs/Maint Machinery/Equip	CONNELLY INDUSTRIAL ELECTRON	139965	\$2,475.14	REPAIR READING ERRORS,	AP 5-29-15

E	602-41000-131	Employer Paid Health	DEARBORN NATIONAL	139966	-\$7.00	PR2015-09&10	AP 5-29-15
E	602-41000-381	Electric Utilities	GOODHUE CO CO-OP ELECTRIC	139970	\$1.50	SERVICE 4-1-15 TO 4-30-15	AP 5-29-15
E	602-41000-381	Electric Utilities	GOODHUE CO CO-OP ELECTRIC	139970	\$47.50	SERVICE 4-1-15 TO 4-30-15	AP 5-29-15
E	602-41000-381	Electric Utilities	GOODHUE CO CO-OP ELECTRIC	139970	\$132.00	SERVICE 4-1-15 TO 4-30-15	AP 5-29-15
E	602-41000-415	Contracted Services	GOODHUE ENVIRONMENTAL	139971	\$912.00	SERVICE APRIL 2015	AP 5-29-15
E	602-41000-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$2,090.99	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	602-41000-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$205.65	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	602-41000-415	Contracted Services	QUALITY FLOW SYSTEMS, INC	139985	\$400.00	SERVICE CHECK 4 STATIONS	AP 5-29-15
E	602-41000-415	Contracted Services	SERVICEMASTER BY AYOTTE	139989	\$4,014.54	CLEAN BASEMENT	AP 5-29-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	139993	\$21.06	SERVICE 4-20-15 TO 5-19-15	AP 5-29-15
E	602-41000-321	Telephone	BEVCOMM	140001	\$94.54	JUN 2015 SERVICE	AP6-11-15
E	602-41000-321	Telephone	CENTURYLINK	140002	\$5.41	LD PHONE	AP6-11-15
E	602-41000-439	Seminar Registration	MAC QUEEN EQUIPMENT INC	140005	\$100.00	WAYNE & MAX VAC	AP6-11-15
E	602-41000-301	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	140007	\$5,450.00	CERTIFIED AUDIT 12/31/14	AP6-11-15
E	602-41000-404	Repairs/Maint Machinery/Equip	ADRIANS PARTS CITY	140008	\$8.93	SPARK PLUG & FUEL FILTER	AP6-11-15
E	602-41000-216	Chemicals/Chem Product	ALDEN POOL & MUNICIPAL SUPPLY	140009	\$152.00	YELLOW CHLORINE TUBING	AP6-11-15
E	602-41000-216	Chemicals/Chem Product	ALDEN POOL & MUNICIPAL SUPPLY	140009	\$545.50	CV1	AP6-11-15
E	602-41000-216	Chemicals/Chem Product	HACH COMPANY	140026	\$206.77	TNT KIT TOTAL PHOSPHATE	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$9.49	SCREWDRIVER	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$3.39	SPRING CLAMP	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$43.13	SHELF BRKT, SHELF,	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$4.49	DOWELS	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$6.00	FASTENERS	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$2.49	ELBOW	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$4.49	FEMALE REPAIR MENDERS	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$5.17	FASTENERS, SCREW HOOKS	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$12.48	FASTENERS, SPARK PLUG	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$18.99	CONTACT CLEANER	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$27.54	LG SINGLE PREMIUM ANNUAL	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$10.99	TRAILER BALL	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$3.57	FASTENERS	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$11.99	FLOUR ULTRA DAY	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$5.79	COUPLING	AP6-11-15
E	602-41000-210	Operating Supplies	HARDWARE HANK	140027	\$10.99	MASONRY CARDED	AP6-11-15
E	602-41000-216	Chemicals/Chem Product	HAWKINS, INC	140028	\$4,736.80	SULFUR, DIOXIDE, FERRIC	AP6-11-15
E	602-41000-210	Operating Supplies	ISLAND MARKET	140029	\$19.83	THE WORKS, CASCADE PWD	AP6-11-15
E	602-41000-404	Repairs/Maint Machinery/Equip	MISSISSIPPI WELDERS SUPPLY CO.	140034	\$80.34	INSPECTION FEE	AP6-11-15
E	602-41000-201	Office Supplies	PRO FORM BUSINESS SYSTEMS, INC	140045	\$292.06	LASER UTILITY BILLS	AP6-11-15
E	602-41000-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$10.92	COPIER MAINT	AP6-11-15
E	602-41000-415	Contracted Services	UC LABORATORY	140058	\$1,530.50	SAMPLE DATES	AP6-11-15
E	602-41000-321	Telephone	VERIZON WIRELESS	140062	\$48.29	SERVICE APR 24 TO MAY 23,	AP6-11-15
E	602-41000-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066	\$130.24	GARBAGE SERVICE	AP6-11-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140069	\$3,712.06	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140069	\$41.45	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
E	602-41000-381	Electric Utilities	XCEL ENERGY	140069	\$44.73	SERVICE 4/20/15 TO 5/19/15	AP6-11-15

Dept 41000 General Government (GENERAL)

Fund 602 SEWER FUND

\$39,605.09

\$38,800.38

Fund 603 EVERGREEN PLACE

Dept

R	603-36210	Interest Earnings			-\$17.98	4M ACTIVITY	ME-MAY2015
G	603-10300	4M Cash			-\$1.14	4M ACTIVITY	ME-MAY2015
G	603-20200	Accounts Payable			-\$0.93	4M ACTIVITY	ME-MAY2015
G	603-10303	4M 01-0216-2003 Sec Deposit			\$0.93	4M ACTIVITY	ME-MAY2015
R	603-36210	Interest Earnings			\$1.14	4M ACTIVITY	ME-MAY2015

G	603-10302	4M 01-0216-2001 EP				\$17.98	4M ACTIVITY	ME-MAY2015
R	603-32801	Assisted Living Apartments	US BANK	139991		\$755.00	SECURITY DEPOSIT JOAN	AP 5-29-15
R	603-32801	Assisted Living Apartments	PINE HAVEN	140041		\$172.00	EG MGMT CONTRACT	AP6-11-15
Dept						\$927.00		
Dept 41000 General Government (GENERAL)								
E	603-41000-301	Auditing and Acct g Services	ABDO, EICK & MEYERS, LLP	140007		\$3,240.00	CERTIFIED AUDIT 12/31/14	AP6-11-15
E	603-41000-422	Management	PINE HAVEN	140041		\$3,570.83	EG MGMT CONTRACT	AP6-11-15
Dept 41000 General Government (GENERAL)						\$6,810.83		
Dept 48040 Maintenance								
E	603-48040-382	Water/Sewer Utilities	CITY OF PINE ISLAND	139960		\$163.23	W/S 4-10-15 TO 5-12-15	AP 5-29-15
E	603-48040-383	Gas Utilities	MN ENERGY RESOURCES	139981		\$526.17	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	603-48040-321	Telephone	OFFICE OF MN.IT SERVICES	139982		\$0.18	APRIL 2015	AP 5-29-15
E	603-48040-321	Telephone	BEVCOMM	140001		\$263.78	JUN 2015 SERVICE	AP6-11-15
E	603-48040-851	Cable	BEVCOMM	140001		\$365.75	JUN 2015 SERVICE	AP6-11-15
E	603-48040-210	Operating Supplies	HARDWARE HANK	140027		\$37.94	TANK TOBWL GSKT, FLUSH	AP6-11-15
E	603-48040-841	Maintenance/Service Contract	SCHUMACHER ELEVATOR CO	140049		\$218.72	ELEV MAINT	AP6-11-15
E	603-48040-210	Operating Supplies	TRI-STATE BUSINESS MACHINES	140057		\$12.50	COPIER MAINT	AP6-11-15
E	603-48040-384	Refuse/Garbage Disposal	WASTE MANAGEMEN, INC	140066		\$168.91	GARBAGE SERVICE	AP6-11-15
E	603-48040-381	Electric Utilities	XCEL ENERGY	140069		\$1,330.90	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 48040 Maintenance						\$3,088.08		
Fund 603 EVERGREEN PLACE						\$10,825.91		
Fund 604 CEMETERY								
Dept								
G	604-10102	Cash - Sterling State				-\$242.65	Labor Distribution	PR2015-10
G	604-21703	FICA Tax Payable				-\$32.58	Labor Distribution	PR2015-10
G	604-21705	Medicare Payable				-\$7.62	Labor Distribution	PR2015-10
G	604-21703	FICA Tax Payable				-\$62.12	Labor Distribution	PR2015-11
G	604-21705	Medicare Payable				-\$14.54	Labor Distribution	PR2015-11
G	604-10102	Cash - Sterling State				-\$462.67	Labor Distribution	PR2015-11
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221		\$32.58	PR	AP 5-29-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221		\$7.62	PR	AP 5-29-15
G	604-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228		\$62.12	PR	AP6-11-15
G	604-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228		\$14.54	PR	AP6-11-15
G	604-10102	Cash - Sterling State	STERLING STATE BANK	139958		\$242.65	PR2015-10 TRANSFER	AP 5-29-15
G	604-10102	Cash - Sterling State	STERLING STATE BANK	139994		\$462.67	PR2015-11	AP6-11-15
R	604-37002	Lot Sales	BEDER, NANCY	139999		\$141.65	REPURCHASE OF CEMETERY	AP6-11-15
Dept						\$141.65		
Dept 41000 General Government (GENERAL)								
E	604-41000-102	Part-time Wages				\$75.00	Labor Distribution	PR2015-11
E	604-41000-125	Medicare Contributions				\$7.27	Labor Distribution	PR2015-11
E	604-41000-104	Shop Wages				\$426.00	Labor Distribution	PR2015-11
E	604-41000-102	Part-time Wages				\$105.00	Labor Distribution	PR2015-10
E	604-41000-104	Shop Wages				\$157.75	Labor Distribution	PR2015-10
E	604-41000-122	FICA				\$16.29	Labor Distribution	PR2015-10
E	604-41000-125	Medicare Contributions				\$3.81	Labor Distribution	PR2015-10
E	604-41000-122	FICA				\$31.06	Labor Distribution	PR2015-11
E	604-41000-212	Motor Fuels	CHS INC	140003		\$252.70	ACCT #120699 FUEL - MAY	AP6-11-15
E	604-41000-415	Contracted Services	ARELS FLOWERS & GIFTS	140011		\$82.29	2 URNS	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027		\$24.99	TRIMMER LINE	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027		\$16.99	MAXIEDGE TRIMER LINE	AP6-11-15

E	604-41000-225	Landscaping Materials	HARDWARE HANK	140027	\$32.99	GRASS SEED	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$9.99	SHOVEL	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$20.97	MASONRY TUBE & BIT,	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$5.98	GASLINE ANTIFREEZE	AP6-11-15
E	604-41000-322	Postage	HARDWARE HANK	140027	\$17.14	SHIPPING	AP6-11-15
E	604-41000-215	Shop/Operating Supplies	HARDWARE HANK	140027	\$12.99	OIL BAR & CHAIN	AP6-11-15
E	604-41000-225	Landscaping Materials	M PETERS ENTERPRISES, INC.	140033	\$140.00	MN FLAGS	AP6-11-15
E	604-41000-705	Burial Openings	VRIEZC, BRYAN & DAWN	140065	\$450.00	STAFFORD	AP6-11-15
Dept 41000 General Government (GENERAL)							
Fund 604 CEMETERY						\$1,889.21	
						\$2,030.86	
Fund 871 DEPUTY REGISTRAR FUND							
Dept							
G	871-21706	Medical Ins Premium Payable			-\$436.50	Labor Distribution	PR2015-10
G	871-21720	Health Savings Account			-\$291.68	Labor Distribution	PR2015-11
G	871-10102	Cash - Sterling State			-\$864.47	Labor Distribution	PR2015-11
G	871-21701	Federal Withholding Payable			-\$54.87	Labor Distribution	PR2015-11
G	871-21706	Medical Ins Premium Payable			-\$218.25	Labor Distribution	PR2015-11
G	871-21709	Life Insurance Payable			-\$3.50	Labor Distribution	PR2015-11
G	871-21704	PERA Withholding Payable			-\$157.14	Labor Distribution	PR2015-11
G	871-21705	Medicare Payable			-\$31.62	Labor Distribution	PR2015-10
G	871-21713	Dental Insurance			-\$61.81	Labor Distribution	PR2015-10
G	871-21709	Life Insurance Payable			-\$7.00	Labor Distribution	PR2015-10
G	871-21702	State Withholding Payable			-\$29.36	Labor Distribution	PR2015-11
G	871-21703	FICA Tax Payable			-\$137.18	Labor Distribution	PR2015-11
G	871-21705	Medicare Payable			-\$32.08	Labor Distribution	PR2015-11
G	871-21702	State Withholding Payable			-\$28.50	Labor Distribution	PR2015-10
G	871-10102	Cash - Sterling State			-\$852.07	Labor Distribution	PR2015-10
G	871-21713	Dental Insurance			-\$30.91	Labor Distribution	PR2015-11
R	871-32261	State Agency Fees			-\$62.00	DL-RECEIPTS MAY 2015	DR-MAY2015
G	871-21701	Federal Withholding Payable			-\$53.26	Labor Distribution	PR2015-10
R	871-32261	State Agency Fees			-\$83,908.90	MV-RECEIPTS MAY 2015	DR-MAY2015
G	871-21703	FICA Tax Payable			-\$135.18	Labor Distribution	PR2015-10
G	871-21704	PERA Withholding Payable			-\$157.14	Labor Distribution	PR2015-10
R	871-32260	Registrar Filing Fees/City Sha	MN STATE TREASURER	000041	\$1,696.51	CREDIT CARD TRANSFER	DR-MAY2015
G	871-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000221	\$53.26	PR	AP 5-29-15
G	871-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000221	\$135.18	PR	AP 5-29-15
G	871-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000221	\$31.62	PR	AP 5-29-15
G	871-21702	State Withholding Payable	MN DEPT OF REVENUE	000222	\$28.50	PR	AP 5-29-15
G	871-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000223	\$157.14	PR	AP 5-29-15
G	871-21705	Medicare Payable	INTERNAL REVENUE SERVICE	000228	\$32.08	PR	AP6-11-15
G	871-21701	Federal Withholding Payable	INTERNAL REVENUE SERVICE	000228	\$54.87	PR	AP6-11-15
G	871-21703	FICA Tax Payable	INTERNAL REVENUE SERVICE	000228	\$137.18	PR	AP6-11-15
G	871-21702	State Withholding Payable	MN DEPT OF REVENUE	000229	\$29.36	PR	AP6-11-15
G	871-21704	PERA Withholding Payable	PUBLIC EMPLOYEES RETIREMENT	000230	\$157.14	PR	AP6-11-15
R	871-32260	Registrar Filing Fees/City Sha	MN STATE TREASURER	003072	\$76.00	CREDIT CARD CHGS 5-31-15	DR-MAY2015
G	871-10102	Cash - Sterling State	STERLING STATE BANK	139958	\$852.07	PR2015-10 TRANSFER	AP 5-29-15
G	871-21709	Life Insurance Payable	DEARBORN NATIONAL	139966	\$7.00	PR2015-09&10	AP 5-29-15
G	871-21706	Medical Ins Premium Payable	HEALTHPARTNERS	139973	\$436.50	PR2015-09&10	AP 5-29-15
G	871-10102	Cash - Sterling State	STERLING STATE BANK	139994	\$864.47	PR2015-11	AP6-11-15
Dept						-\$82,804.54	
Dept 41000 General Government (GENERAL)							
E	871-41000-122	FICA			\$68.59	Labor Distribution	PR2015-11
E	871-41000-495	State Agency Payments			\$62.00	DL-RECEIPTS MAY 2015	DR-MAY2015
E	871-41000-495	State Agency Payments			\$83,908.90	MV-RECEIPTS MAY 2015	DR-MAY2015

E	871-41000-131	Employer Paid Health			\$528.23	Labor Distribution	PR2015-11
E	871-41000-121	PERA			\$84.18	Labor Distribution	PR2015-10
E	871-41000-125	Medicare Contributions			\$16.04	Labor Distribution	PR2015-11
E	871-41000-131	Employer Paid Health			\$473.09	Labor Distribution	PR2015-10
E	871-41000-121	PERA			\$84.18	Labor Distribution	PR2015-11
E	871-41000-102	Part-time Wages			\$1,122.40	Labor Distribution	PR2015-11
E	871-41000-102	Part-time Wages			\$1,122.41	Labor Distribution	PR2015-10
E	871-41000-122	FICA			\$67.59	Labor Distribution	PR2015-10
E	871-41000-125	Medicare Contributions			\$15.81	Labor Distribution	PR2015-10
E	871-41000-496	DNR Agency Payments	DEPT OF NATURAL RESOURCES	000040	\$2,295.00	DNR SWEEP MAY 2015	DR-MAY2015
E	871-41000-383	Gas Utilities	MN ENERGY RESOURCES	139981	\$17.68	SERVICE 4-9-15 TO 5-13-15	AP 5-29-15
E	871-41000-321	Telephone	OFFICE OF MN.IT SERVICES	139982	\$0.04	APRIL 2015	AP 5-29-15
E	871-41000-321	Telephone	BEVCOMM	140001	\$41.21	JUN 2015 SERVICE	AP6-11-15
E	871-41000-201	Office Supplies	TRI-STATE BUSINESS MACHINES	140057	\$22.95	COPIER MAINT	AP6-11-15
E	871-41000-381	Electric Utilities	XCEL ENERGY	140069	\$53.64	SERVICE 4/20/15 TO 5/19/15	AP6-11-15
Dept 41000 General Government (GENERAL)					\$89,983.94		
Fund 871 DEPUTY REGISTRAR FUND					\$7,179.40		
					\$306,099.64		

Van Horn Public Library

115 3rd St SE, Pine Island, MN 55963
Phone: 507-356-8558 email: mkhansen@selco.info

May-June News

- Our Summer Reading Program has begun! The theme this year is “Every Hero Has a Story” and the program runs from May 26 – July 28. Highlights so far:
 - From May 15-21, youth librarian Joan Sand visited all Pine Island K-4 classrooms to promote this year’s program. She spoke to a total of 21 classes and 471 kids.
 - Sign up for the summer reading program was from May 26-June 6. So far, we have 265 kids in Preschool-8th grade registered for the program.
- On May 19, I joined the other Goodhue County library directors to meet with the Goodhue County Board of Commissioners. As we do on an annual basis, we shared with the commissioners the activities of our libraries over the last year. For this year’s presentation, we highlighted the ways that we as libraries collaborate – both with other organizations in each of our communities as well as with each other.
- Following our Goodhue County presentation, I met with 7 other library directors to discuss what we feel are unreasonable increases in the automation fees that we are being charged by SELCO (these fees go to sharing the cost of our catalog software). We as a group have drafted a letter and are contacting all the public library directors in SELCO to ask them to endorse it. We are tentatively planning to attend the SELCO/SELS Executive Committee Meeting on June 23 to present our concerns and the letter.
- I was invited to give a presentation about technology for National Senior Health and Fitness Day (activities in Pine Island were organized by Pine Island Area Home Services). So on May 27, Mike Flores from SELCO and I presented about health and fitness trackers (devices such as FitBits, Jawbones, etc). Approximately 15 people attended this presentation, which was held at the Senior Center.
- Patty Miller is moving to Rochester and thus has resigned from the Library Board. The Board is nominating Hope Carroll-Rizzo to fill this vacancy, and will submit documentation to have this nomination approved by City Council.

May Statistics

Revenue

\$11,998.44 in Goodhue County Funding (1st of 2 payments),
\$2,325.95 in Dodge County Funding (2nd quarter payment),
\$2,110 grant from SELCO for newspaper digitization, \$20 in greeting card sales,
\$12.50 in booksale, \$27 in fax use fees, \$39.60 in photocopies, and \$337.36 in fines

Circulation

5,028 items were checked out at Van Horn in May 2015
(10% increase from May 2014)
PI City Borrowers: 48%
Olmsted County: 25%
Goodhue County: 11%
Dodge County: 10%

E-Book & E-Audiobook Download Stats

Total Downloads = 261
(12% increase from May 2014)
Other E-books = 150
Kindle E-books = 83
E-Audiobooks = 28

Interlibrary Loans – ILL/Reserves

Borrowed 386 items & loaned out 372 items to other libraries in the region & state

PUBLIC WORKS UPDATE

STORM SEWER:

Catch basin repairs were put on hold until after cheese fest

WATER:

Had some more electrical problems at well house no. 3, main wires from the control panel to the well motor were fried. This is the second time we have had fried wiring at this facility. Would like to have WSN electrical Engineer take a look at the whole electrical system, it is all original equipment dating back to 1979. Jameslee Hitchcock will be addressing the Roger Swee water bill issue.

STREETS:

Crew spent a lot of time on signage and barricades for the cheese fest. When you see the city staff thank them for all their hard work before, during and after cheese fest. It was a great team effort between everyone including council and cheese fest committee. Wayne could use a little extra slap on the back for organizing the Duties throughout the weekend. June 11th having a meeting with WSN about doing borings along 8th ST SW They had a couple of engineering firms that do boring profiles quote some prices. I will get these numbers and discuss them with the council. The reason for the borings is to see what we have for a base under the existing blacktop, it will help make a decision on how to fix the problem.

SEWER:

Advertisement went out for a reconditioned vactor truck the first week of June, with bids being due by 10:00am Monday the 15th of June. Hopefully a decision can be made on the vactor truck at the council meeting the following day.

PARKS:

Pool is up and running, Jamie and Casey did a great job getting things going. Our maintenance cost are going to be little higher at the end of the year, there was a 6" flushing line that needed to be repaired that we did not plan on fixing. Along with a set of steps that need to be added for seniors to get in and out of the pool.

Any questions please call or email me anytime. Cell-259-5301, Email-troberts@bevcomm.net

Thanks

Todd Robertson
Public Works Director
6/16/2015

EDA Monthly Report

Prepared for:

Pine Island City Council

June 11, 2015



Business Retention, Support, & Updates:

- The EDA has assisted businesses in May and June with zoning, parking, and signage questions, referrals for commercial property leasing/purchasing opportunities, access issues, business incentive programs, business succession, project financing, technical assistance, business start-up and business expansion assistance

Prospective Businesses:

- The EDA is working with the following prospective businesses:
 - a private education/information facility
 - 2 retail businesses
 - a manufacturing/research/training facility
 - 2 bio-tech manufacturing/research facilities
 - a highway commercial development project
 - a small distribution center for a start-up operation
 - possible expansion/relocation projects for 2 existing businesses

Additional Projects/Activities:

- Conducted cost analysis for a prospective community/residential project
- Coordinated meetings for client with prospective land owner and lenders
- Provided support for Pine Island-Oronoco Joint Wastewater Task Force
- Coordinating meetings to discuss a possible study project with University of MN
- Continue working with Great River Energy to gather data that would qualify city for specific industry development projects
- The City was awarded two mini-grants through the Goodhue County State Health Improvement Program (SHIP) to develop a community garden and increase compost site capacity
- Represented Pine Island at Journey to Growth (J2G) governance meetings
- Facilitated Pine Island Image Committee meetings and projects
- Provided support to group collaborating on community space/transit project
- Provided support to EDA Personnel Committee in search for candidates, interviews and hiring process
- Continue to work with Tower Investments and prospective companies
- Represented the EDA and City at: Rochester Area Economic Development, Pine Island Area Chamber of Commerce, SBDC State and Regional Advisory Boards

Day-to-day Office Operations

- Office visits, responding to phone and e-mail inquiries concerning community issues/ideas and requests for community information, coordination of EDA activities, budget, operations and meetings, exploring new ideas and opportunities for Pine Island, administration of the EDA revolving loan programs, maintaining database of available commercial properties for sale or lease, maintaining EDA website, and overseeing Channel 7 cable TV.

Contact *Karen Doll* with questions or suggestions concerning the above at (507) 356-8103 or pieda@bevcomm.net.

** Due to a need for client confidentiality, the identity of companies and clients has been omitted.*

Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
0018	Pine Island				
GCSO	201500004924	0018	5/1/2015 2:01:32AM	BUSCK	Business Checks
GCSO	201500004926	0018	5/1/2015 4:35:30AM	BURN	Fire Call
GCSO	201500004940	0018	5/1/2015 4:58:37PM	TRAFF	Traffic Stop
GCSO	201500004941	0018	5/1/2015 5:24:53PM	MISCH	Mischief
GCSO	201500004944	0018	5/1/2015 6:18:10PM	RECCO	Recreational Vehicle Comp
GCSO	201500004953	0018	5/1/2015 8:22:24PM	PUBLI	Public Assist/Motorist
GCSO	201500005019	0018	5/2/2015 4:14:04PM	TRAFF	Traffic Stop
GCSO	201500005076	0018	5/3/2015 3:50:27PM	THREA	Threats
GCSO	201500005093	0018	5/4/2015 12:49:57AM	TRAFF	Traffic Stop
GCSO	201500005109	0018	5/4/2015 10:57:39AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005110	0018	5/4/2015 1:01:59PM	0ESCO	Escorts
GCSO	201500005128	0018	5/4/2015 10:14:05PM	WARRA	Warrant Arrest
GCSO	201500005149	0018	5/5/2015 12:27:30PM	SHOPL	Shoplifting
GCSO	201500005155	0018	5/5/2015 4:45:54PM	VIORO	Viol OFP/RO/DANCO
GCSO	201500005161	0018	5/5/2015 7:18:11PM	TRAFF	Traffic Stop
GCSO	201500005162	0018	5/5/2015 8:25:58PM	CRIMD	Criminal Damage To Prprty
GCSO	201500005202	0018	5/6/2015 9:04:49PM	CRIMD	Criminal Damage To Prprty
GCSO	201500005210	0018	5/7/2015 1:47:21AM	TRAFF	Traffic Stop
GCSO	201500005213	0018	5/7/2015 3:36:18AM	ALARB	Business Alarm
GCSO	201500005216	0018	5/7/2015 8:02:21AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005223	0018	5/7/2015 11:37:35AM	DRIVE	Driving Complaint
GCSO	201500005225	0018	5/7/2015 1:57:05PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005226	0018	5/7/2015 2:07:24PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005228	0018	5/7/2015 3:21:20PM	MEDIC	Medical Assists
GCSO	201500005294	0018	5/9/2015 12:12:20AM	ALARB	Business Alarm
GCSO	201500005299	0018	5/9/2015 1:58:16AM	ALARB	Business Alarm
GCSO	201500005308	0018	5/9/2015 7:52:27AM	DEAD	Sudden Death/Bodies Found
GCSO	201500005311	0018	5/9/2015 11:14:56AM	ALARR	Home Alarms
GCSO	201500005313	0018	5/9/2015 11:38:32AM	TRAFF	Traffic Stop
GCSO	201500005315	0018	5/9/2015 11:45:11AM	RECCO	Recreational Vehicle Comp
GCSO	201500005319	0018	5/9/2015 12:12:42PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005322	0018	5/9/2015 1:08:50PM	ALARR	Home Alarms
GCSO	201500005334	0018	5/9/2015 9:52:50PM	DRUGS	Drugs/Drug Related
GCSO	201500005335	0018	5/9/2015 10:05:40PM	BURN	Fire Call
GCSO	201500005337	0018	5/9/2015 10:18:55PM	WELFA	Welfare Check
GCSO	201500005345	0018	5/10/2015 6:51:14AM	DOMES	Domestic
GCSO	201500005355	0018	5/10/2015 4:34:04PM	ANIMA	Misc Animal Complaints
GCSO	201500005359	0018	5/10/2015 5:49:02PM	CIVIL	Misc Civil Matters
GCSO	201500005375	0018	5/11/2015 8:08:39AM	PARK	Parking Violation
GCSO	201500005391	0018	5/11/2015 7:22:43PM	TRAFF	Traffic Stop
GCSO	201500005399	0018	5/12/2015 8:14:20AM	PARK	Parking Violation
GCSO	201500005409	0018	5/12/2015 1:34:22PM	0ESCO	Escorts

Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
GCSO	201500005414	0018	5/12/2015 3:47:47PM	INTOX	Intoxicated Person/Detox
GCSO	201500005423	0018	5/12/2015 5:35:48PM	VIORO	Viol OFP/RO/DANCO
GCSO	201500005429	0018	5/12/2015 8:34:54PM	HARAS	Harassment
GCSO	201500005430	0018	5/12/2015 8:59:25PM	TRAFF	Traffic Stop
GCSO	201500005453	0018	5/13/2015 11:48:28AM	THREA	Threats
GCSO	201500005493	0018	5/14/2015 5:31:32PM	TRAFF	Traffic Stop
GCSO	201500005509	0018	5/15/2015 11:40:07AM	TRESP	Trespass
GCSO	201500005513	0018	5/15/2015 1:24:24PM	K9AST	K9 Assists/Searches
GCSO	201500005514	0018	5/15/2015 2:10:34PM	HARAS	Harassment
GCSO	201500005521	0018	5/15/2015 5:28:37PM	PUBLI	Public Assist/Motorist
GCSO	201500005522	0018	5/15/2015 6:03:57PM	ALARB	Business Alarm
GCSO	201500005529	0018	5/15/2015 9:04:32PM	OFFIC	Misc Officer Actions
GCSO	201500005531	0018	5/15/2015 10:10:11PM	BANG	Fireworks Complaints
GCSO	201500005549	0018	5/16/2015 6:47:46AM	ALARB	Business Alarm
GCSO	201500005550	0018	5/16/2015 7:02:29AM	MEDIC	Medical Assists
GCSO	201500005587	0018	5/16/2015 8:23:47PM	PARK	Parking Violation
GCSO	201500005588	0018	5/16/2015 9:06:17PM	OFFIC	Misc Officer Actions
GCSO	201500005595	0018	5/16/2015 11:06:25PM	TRAFF	Traffic Stop
GCSO	201500005598	0018	5/16/2015 11:33:57PM	MEDIC	Medical Assists
GCSO	201500005601	0018	5/17/2015 1:00:58AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005615	0018	5/17/2015 10:36:19AM	ANIMA	Misc Animal Complaints
GCSO	201500005619	0018	5/17/2015 1:42:53PM	TRAFF	Traffic Stop
GCSO	201500005620	0018	5/17/2015 2:02:29PM	ACCPI	Prsonal Inj Mtr Veh Accid
GCSO	201500005626	0018	5/17/2015 6:37:36PM	ANIMA	Misc Animal Complaints
GCSO	201500005673	0018	5/18/2015 6:17:25PM	TRAFF	Traffic Stop
GCSO	201500005675	0018	5/18/2015 6:30:17PM	WELFA	Welfare Check
GCSO	201500005676	0018	5/18/2015 7:00:06PM	TRAFF	Traffic Stop
GCSO	201500005688	0018	5/18/2015 11:24:42PM	TRAFF	Traffic Stop
GCSO	201500005697	0018	5/19/2015 8:15:01AM	THEFT	Theft
GCSO	201500005700	0018	5/19/2015 2:03:28PM	PUBLI	Public Assist/Motorist
GCSO	201500005708	0018	5/19/2015 6:30:23PM	BURN	Fire Call
GCSO	201500005715	0018	5/19/2015 9:12:05PM	HOMCK	Home Checks
GCSO	201500005747	0018	5/20/2015 4:27:10PM	ATL	Attempt To Locate
GCSO	201500005750	0018	5/21/2015 1:01:52AM	TRAFF	Traffic Stop
GCSO	201500005751	0018	5/21/2015 1:31:29AM	TRAFF	Traffic Stop
GCSO	201500005752	0018	5/21/2015 1:44:21AM	TRAFF	Traffic Stop
GCSO	201500005762	0018	5/21/2015 10:06:28AM	ASSIS	Assist Other Authorities
GCSO	201500005769	0018	5/21/2015 2:02:11PM	ASSIS	Assist Other Authorities
GCSO	201500005772	0018	5/21/2015 4:43:40PM	TRAFF	Traffic Stop
GCSO	201500005773	0018	5/21/2015 5:02:14PM	TRAFF	Traffic Stop
GCSO	201500005774	0018	5/21/2015 5:06:24PM	WELFA	Welfare Check
GCSO	201500005788	0018	5/21/2015 10:17:51PM	TRAFF	Traffic Stop
GCSO	201500005789	0018	5/21/2015 10:53:42PM	TRAFF	Traffic Stop

Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
GCSO	201500005791	0018	5/21/2015 11:15:18PM	TRAFF	Traffic Stop
GCSO	201500005792	0018	5/21/2015 11:15:51PM	TRAFF	Traffic Stop
GCSO	201500005805	0018	5/22/2015 9:36:53AM	MEDIC	Medical Assists
GCSO	201500005820	0018	5/22/2015 2:03:20PM	TRAFF	Traffic Stop
GCSO	201500005844	0018	5/22/2015 8:42:42PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005845	0018	5/22/2015 9:22:16PM	DOMES	Domestic
GCSO	201500005857	0018	5/23/2015 2:56:18AM	WELFA	Welfare Check
GCSO	201500005864	0018	5/23/2015 10:53:10AM	SUIAT	Suicides Attempted/Threat
GCSO	201500005870	0018	5/23/2015 12:13:06PM	CIVIL	Misc Civil Matters
GCSO	201500005909	0018	5/24/2015 9:44:32AM	SUIAT	Suicides Attempted/Threat
GCSO	201500005927	0018	5/24/2015 11:46:29PM	NOISE	Noise Complaint
GCSO	201500005954	0018	5/25/2015 7:09:42PM	HOMCK	Home Checks
GCSO	201500005959	0018	5/25/2015 8:52:53PM	DRIVE	Driving Complaint
GCSO	201500005993	0018	5/26/2015 1:01:33PM	PUBLI	Public Assist/Motorist
GCSO	201500005996	0018	5/26/2015 1:29:33PM	PUBLI	Public Assist/Motorist
GCSO	201500006017	0018	5/27/2015 10:28:09AM	SUSPA	Suspicious Pers/Activity
GCSO	201500006041	0018	5/27/2015 5:36:17PM	WELFA	Welfare Check
GCSO	201500006051	0018	5/27/2015 9:02:30PM	BURN	Fire Call
GCSO	201500005266	0018	5/8/2015 1:42:11PM	ATL	Attempt To Locate
GCSO	201500005269	0018	5/8/2015 4:15:48PM	DISTU	Disturbance
GCSO	201500006055	0018	5/27/2015 9:56:30PM	SUSPA	Suspicious Pers/Activity
GCSO	201500006062	0018	5/28/2015 9:04:27AM	PARK	Parking Violation
GCSO	201500006105	0018	5/28/2015 8:37:12PM	XTRAP	Extra Patrol
GCSO	201500006106	0018	5/28/2015 10:11:25PM	SUSPA	Suspicious Pers/Activity
GCSO	201500006112	0018	5/29/2015 1:01:45AM	DWIVE	DWI Vehicle
GCSO	201500006113	0018	5/29/2015 1:50:55AM	SUSPA	Suspicious Pers/Activity
GCSO	201500006124	0018	5/29/2015 11:24:43AM	ASSIS	Assist Other Authorities
GCSO	201500006211	0018	5/30/2015 11:13:16PM	PARTY	Party Complaints
GCSO	201500006215	0018	5/31/2015 12:00:51AM	SUSPA	Suspicious Pers/Activity
GCSO	201500006219	0018	5/31/2015 12:41:01AM	DISTU	Disturbance
GCSO	201500006227	0018	5/31/2015 2:44:03AM	TRAFF	Traffic Stop
GCSO	201500006233	0018	5/31/2015 5:58:02AM	VEHTH	Vehicle Theft
GCSO	201500006237	0018	5/31/2015 8:21:05AM	INTOX	Intoxicated Person/Detox
GCSO	201500006246	0018	5/31/2015 11:35:35AM	ATL	Attempt To Locate
GCSO	201500006249	0018	5/31/2015 1:14:38PM	DRIVE	Driving Complaint
GCSO	201500006149	0018	5/30/2015 12:18:40AM	TRAFF	Traffic Stop
GCSO	201500006153	0018	5/30/2015 12:44:17AM	TRAFF	Traffic Stop
GCSO	201500006155	0018	5/30/2015 1:29:17AM	TRAFF	Traffic Stop
GCSO	201500006156	0018	5/30/2015 1:59:14AM	TRAFF	Traffic Stop
GCSO	201500006259	0018	5/31/2015 5:23:26PM	TRAFF	Traffic Stop
GCSO	201500006261	0018	5/31/2015 5:58:35PM	TRAFF	Traffic Stop
GCSO	201500006263	0018	5/31/2015 6:27:52PM	RECCO	Recreational Vehicle Comp
GCSO	201500006264	0018	5/31/2015 6:45:55PM	TRAFF	Traffic Stop

Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
GCSO	201500006268	0018	5/31/2015 9:50:05PM	SUSPA	Suspicious Pers/Activity
GCSO	201500006272	0018	5/31/2015 11:43:59PM	ALARB	Business Alarm
GCSO	201500006168	0018	5/30/2015 6:51:03AM	CIVIL	Misc Civil Matters
GCSO	201500006178	0018	5/30/2015 12:17:16PM	ALARB	Business Alarm

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Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
0019	Pine Island/Olmsted County				
GCSO	201500006210	0019	5/30/2015 10:41:59PM	MEDIC	Medical Assists
GCSO	201500006165	0019	5/30/2015 6:32:20AM	TRAFF	Traffic Stop
GCSO	201500006252	0019	5/31/2015 2:05:19PM	BUSCK	Business Checks
GCSO	201500006147	0019	5/29/2015 11:20:12PM	SUSPA	Suspicious Pers/Activity
GCSO	201500006067	0019	5/28/2015 11:07:46AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005292	0019	5/8/2015 11:47:44PM	BURN	Fire Call
GCSO	201500006053	0019	5/27/2015 9:42:48PM	TRAFF	Traffic Stop
GCSO	201500005985	0019	5/26/2015 9:15:10AM	THEFT	Theft
GCSO	201500005876	0019	5/23/2015 3:08:07PM	VEHTH	Vehicle Theft
GCSO	201500005704	0019	5/19/2015 5:05:17PM	SUIAT	Suicides Attempted/Threat
GCSO	201500005439	0019	5/12/2015 10:40:22PM	BURN	Fire Call
GCSO	201500005405	0019	5/12/2015 11:19:26AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005369	0019	5/11/2015 12:07:32AM	TRAFF	Traffic Stop
GCSO	201500005242	0019	5/7/2015 8:26:12PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005211	0019	5/7/2015 2:02:16AM	TRAFF	Traffic Stop
GCSO	201500005141	0019	5/5/2015 9:42:58AM	ANIMA	Misc Animal Complaints
GCSO	201500005145	0019	5/5/2015 11:04:12AM	ALARR	Home Alarms

Calls For Service Report By Contract Town

Agency Incident Nr

Beat Dispatched Time

Activity

Description

DATE	CITY	6A-2P	2P-6P	6P-10P	10P-6A	TOTAL	COURT
5/1/15	PINE ISLAND	6.00	3.00	3.50	5.50	18.00	
5/2/15	PINE ISLAND	6.50	4.00	2.50	6.50	19.50	
5/3/15	PINE ISLAND	7.00	3.00	4.00	5.00	19.00	
5/4/15	PINE ISLAND	7.00	3.00	4.00	5.50	19.50	
5/5/15	PINE ISLAND	7.00	3.00	4.00	5.50	19.50	
5/6/15	PINE ISLAND	6.00	3.50	2.50	6.00	18.00	
5/7/15	PINE ISLAND	6.00	3.00	1.25	6.50	16.75	
5/8/15	PINE ISLAND	7.00	2.00	4.00	5.50	18.50	
5/9/15	PINE ISLAND	6.50	2.50	3.50	5.50	18.00	
5/10/15	PINE ISLAND	7.00	3.00	3.50	6.00	19.50	
5/11/15	PINE ISLAND	7.00	2.75	4.00	4.50	18.25	
5/12/15	PINE ISLAND	6.00	3.50	4.00	4.50	18.00	
5/13/15	PINE ISLAND	8.00	3.50	4.00	4.00	19.50	
5/14/15	PINE ISLAND	8.00	3.50	4.00	4.00	19.50	
5/15/15	PINE ISLAND	6.25	2.50	3.50	4.00	16.25	
5/16/15	PINE ISLAND	4.75	3.25	4.00	4.00	16.00	
5/17/15	PINE ISLAND	6.00	2.75	4.00	4.75	17.50	
5/18/15	PINE ISLAND	6.50	4.00	4.00	6.00	20.50	
5/19/15	PINE ISLAND	7.00	3.50	4.00	4.00	18.50	
5/20/15	PINE ISLAND	6.50	4.00	3.00	7.25	20.75	
5/21/15	PINE ISLAND	6.50	4.50	4.75	6.00	21.75	
5/22/15	PINE ISLAND	6.50	3.00	3.50	6.00	19.00	
5/23/15	PINE ISLAND	6.00	4.00	4.00	5.00	19.00	
5/24/15	PINE ISLAND	9.00	3.00	4.00	5.00	21.00	
5/25/15	PINE ISLAND	7.50	3.00	3.50	7.00	21.00	
5/26/15	PINE ISLAND	7.00	2.00	3.50	4.00	16.50	
5/27/15	PINE ISLAND	6.00	3.00	3.50	5.50	18.00	
5/28/15	PINE ISLAND	6.50	4.00	4.00	5.00	19.50	
5/29/15	PINE ISLAND	7.75	1.25	2.50	8.00	19.50	
5/30/15	PINE ISLAND	7.75	2.25	4.00	5.50	19.50	
5/31/15	PINE ISLAND	7.75	2.25	4.50	5.50	20.00	
	TOTAL	210.25	95.50	113.00	167.00	585.75	0.00



Office of the

Goodhue County Sheriff

430 West 6th Street • Red Wing, MN 55066-2475

Scott McNurlin

Adult Detention Center
651-267-2804

Law Enforcement Center
Business Hours 651-267-2600
After Hours 651-385-3155

Fax Number
651-267-2679

City of Pine Island
Jon Eickhoff, City Clerk
PO Box 1000, 250 South Main
Pine Island, MN 55963

Date: June 1, 2015

Re: May 2015 Patrol Hours

Dear Jon,

Please find attached the number of hours patrolled in Pine Island for the month of May 2015. The hours are broken down for each day. We patrolled a total of 588.75 hours for an average of 18.9 hours per day. This is an additional 27.75 hours above the contracted hours for the month that Pine Island has received and will not be billed.

I have also attached the calls for service information and citations that were issued over the past month.

Please do not hesitate to contact me with any questions or concerns.

Office (651) 267-2625
Cell (651) 764-3524
Email paul.gielau@co.goodhue.mn.us

Respectfully yours,

Paul Gielau

Patrol Commander Paul Gielau
Goodhue County Sheriff's Office

Goodhue County Sheriff Citation Report

<u>Incident_Nr</u>	<u>Citation_Nr</u>	<u>Local Code</u>	<u>Name</u>	<u>Date</u>	<u>Issued_By</u>	<u>Beat</u>	<u>Citation_Location</u>
0018 Pine Island							
201500005391	250015000700	9200	REGISTRATION/TABS VIOLATIONS	05/11/2015	ENGLUNDD	0018	2nd Ave Sw/5th St Sw
201500005391	250015000700	9029	NO PROOF OF INSURANCE	05/11/2015	ENGLUNDD	0018	2nd Ave Sw/5th St Sw
201500005772	250015000740	9009	SPEEDING	05/21/2015	ROBERTSR	0018	Main St N/County 11 Blvd Nw
201500005820	250015000747	9009	SPEEDING	05/22/2015	ROBERTSR	0018	Main St N/County 11 Blvd Nw
		3	4 Charges			4	
0019 Pine							
201500005369	250015000696	9009	SPEEDING	05/11/2015	AYRESMIC	0019	White Pines Rd SE/Highway 52
		1	1 Charges			1	

Calls For Service Report By Contract Town

<u>Agency</u>	<u>Incident Nr</u>	<u>Beat</u>	<u>Dispatched Time</u>	<u>Activity</u>	<u>Description</u>
0019	Pine Island/Olmsted County				
GCSO	201500005141	0019	5/5/2015 9:42:58AM	ANIMA	Misc Animal Complaints
GCSO	201500005145	0019	5/5/2015 11:04:12AM	ALARR	Home Alarms
GCSO	201500005211	0019	5/7/2015 2:02:16AM	TRAFF	Traffic Stop
GCSO	201500005242	0019	5/7/2015 8:26:12PM	SUSPA	Suspicious Pers/Activity
GCSO	201500005292	0019	5/8/2015 11:47:44PM	BURN	Fire Call
GCSO	201500005369	0019	5/11/2015 12:07:32AM	TRAFF	Traffic Stop
GCSO	201500005405	0019	5/12/2015 11:19:26AM	SUSPA	Suspicious Pers/Activity
GCSO	201500005439	0019	5/12/2015 10:40:22PM	BURN	Fire Call
GCSO	201500005704	0019	5/19/2015 5:05:17PM	SUIAT	Suicides Attempted/Threat
GCSO	201500005876	0019	5/23/2015 3:08:07PM	VEHTH	Vehicle Theft
GCSO	201500005985	0019	5/26/2015 9:15:10AM	THEFT	Theft
GCSO	201500006053	0019	5/27/2015 9:42:48PM	TRAFF	Traffic Stop
GCSO	201500006067	0019	5/28/2015 11:07:46AM	SUSPA	Suspicious Pers/Activity
GCSO	201500006147	0019	5/29/2015 11:20:12PM	SUSPA	Suspicious Pers/Activity
GCSO	201500006165	0019	5/30/2015 6:32:20AM	TRAFF	Traffic Stop
GCSO	201500006210	0019	5/30/2015 10:41:59PM	MEDIC	Medical Assists
GCSO	201500006252	0019	5/31/2015 2:05:19PM	BUSCK	Business Checks

Calls For Service Report By Contract Town

Agency Incident Nr

Beat Dispatched Time

Activity

Description

June 2015 Pine Island Cemetery Board Meeting

The June meeting of the Pine Island Cemetery Board was called to order at 10:00 A.M. at the Pine Island City Hall by President Doug Andrist.

Members present – Ron Tessmer, Ken DeBoer, Audrey Ostlund, Doug Andrist, Jim Mertesdorf, Galen Lohrenz, Jerry Kruse.

Also – Jon Eickhoff.

Motion by Jerry, 2nd by Jim to approve the May meeting minutes. Motion carried.

Motion by Jerry 2nd by Audrey to approve the financial report. Motion carried.

Old Business – There are more trees that need to be trimmed. Will continue to work on this.

Doug has not received prices for moving the Bushman garage. Hopefully this will be done by fall.

Jerry will talk to Randy about any suggestions as to what to put in front of the 3 flag poles where the bushes were taken out. A possibility would also be to use some of the flower pots that are picked up. Will continue to look at this.

Jon did not get any pictures from other cemeteries as to what to put at the baby grave site. He will get some for next month.

We have 2 burials at the columbarium. We discussed what type of veterans designation could be used at the columbarium. Doug will get more information on this.

New Business – Discussion about old white broken stones. Some could maybe be put together and others may have to have the broken part put in cement. No formal action.

A notice was put in the paper for the cleanup following this meeting.

We received \$100 to water 2 plant stands for the summer. Members will take care of this.

Galen mentioned that the Bruce family asked about donating some money to put some type of figure on top of the columbarium. Galen will check on this and get some prices.

Galen mentioned that we need to check on the plant stand at the Bob Wegman grave to see what can be done to fix it. This will be looked at.

Jerry is going to work on the ravine on the East side of the cemetery.

Galen bought back 5 graves for approximately \$145 dollars.

Motion by Jerry, 2nd by Ron to adjourn. Motion carried.

Next meeting is Monday, July 13, at 10:00 A.M.

Civil Defense

Monthly report - June 2015

The Flood Control Committee met May 27th. They talked about inventive sandbag fillers that they found on line, and dredging out the congestion by the bus garage. We then took a tour of the Zwart property. The thick brush and fallen trees made it difficult for ATV's to get through. It will take a lot of work to open up the trail and remove the debris from the river. This river area needs attention, the Cheese Fest canoe race had to be relocated because of the congestion in the river. It was obvious why this area floods so easily.

Sirens - All are working well. I am looking into using one of the old ones as a temporary siren for the school area until a new siren can be purchased.

STS is trying to schedule helping with river cleanup work soon.

I am still working on my future development siren proposal. Now with Cheese Fest over I hope to have more time and be able to present it to the Council soon.

Fire Chief Strandy and I met. He gave me a pager for storm watching and to help the FD during the day when they are short of help.

I sent in the paper work to Home Land Security for reimbursement of the river monitor that we replaced. I met with NOAA and was given a server to update our system. Corey at the Phone Co. is installing it now. I would like to meet with NOAA and the 4 County EM's on a river monitor system collaboration. With their help I would like to build the system bigger and better.

If you ever have any question please feel free to call me.

Thank you for your attention.

Wayne King

Civil Defense Director / Emergency Manager